

04 March 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 10th March 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

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 pavement opposite the Town Hall, next to the noticeboard. If you would not be physically able to use the stairs in the event of a fire, please inform us of your intention to attend this meeting no later than 9.00am on the Monday before, so that appropriate arrangements can be made.

AGENDA

1. To note any apologies for absence
2. To receive any declarations of interest from members
3. To note the resignation of Councillor James Murray
4. To fill the South Ward Councillor vacancy by co-option
5. To receive any representations from the public relating to items on the agenda
6. To receive an update on the Carnival - Liam
7. To approve the minutes of the:
 - 7.1 Full Council meeting held on Tuesday 13 January 2026
 - 7.2 Extraordinary Full Council meeting held on Tuesday 27 January 2026
 - 7.3 Extraordinary Full Council meeting held on Tuesday 10 February 2026
8. To receive the minutes (approved or draft) from the following Committees:
 - 8.1 Open Spaces Committee meeting held on 20 January 2026
 - 8.2 Planning Committee meeting held on 22 January 2026
 - 8.3 Finance and General Purpose Committee meeting held on 10 February 2026
 - 8.4 Climate & Nature Committee meeting held on 17 February 2026

8.5 Planning Committee meeting held on 5 March 2026

- 9. To receive the notes from Working Groups:**
 - 9.1 Capital Strategy Working Group meeting held on 29 January 2026**
 - 9.2 Events and Innovations Working Group meeting held on the 9 February 2026**
- 10. To receive an update from the South Gloucestershire Councillors**
- 11. To note Project Monitoring updates**
- 12. To approve the accounts for payment and ratify payments made out of meeting (to be tabled)**
- 13. To appoint councillor representative for:**
 - 13.1 Volunteer Link**
 - 13.2 Chantry Community and Arts Centre**
 - 13.3 Youth Engagement Forum**
 - 13.4 Director for Thornbury Skate Park CIC**
 - 13.5 Plastic Free Thornbury**
- 14. To appoint Cllr Chris Woodhouse to SGC Streamside Improvements Working Group as recommended by the Open Spaces Committee**
- 15. To receive report on the results of the insurance reinstatement valuations for heritage assets and agree which option to proceed with**
- 16. To receive report on registration and naming of the private road at Mundy Playing Fields and approve recommendations**
- 17. To receive the flag report and approve schedule for the 2026-27 civic year**
- 18. To receive Meet Your Councillor report and approve dates and representation for 2026-27 civic year**
- 19. To receive report on improving energy efficiency in the Council Chamber and approve recommendation by the Climate & Nature Committee**
- 20. To consider request to progress a Youth Council**
- 21. To receive the recruitment report for the CEO and appoint councillors and agree delegation**
- 22. To receive update from Councillor Representatives**
- 23. 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**
- 24. To receive workshop analysis and draft Expression of Interest for the Town of Culture bid**
- 25. To note agenda items for the next meeting to be sent to the Chief Executive by 9am on 04 May 2026**
- 26. Date of next meeting - 7.30pm on 12 May 2026**

END OF AGENDA



COUNCILLOR CO-OPTION APPLICATION FORM

CONTACT DETAILS (Block Capitals please)

NAME:	Neil Johnson
ADDRESS:	[REDACTED]
POSTCODE:	[REDACTED]
EMAIL ADDRESS:	[REDACTED]
HOME TEL. NO:	
MOBILE TEL. NO:	[REDACTED]

About You

Please introduce yourself and detail why you are applying for the vacancy. Points you may like to cover include your connection with the area, membership of any community groups, voluntary work within the area or elsewhere, particular interests relating to the Town:

I have lived in Thornbury for about 13 years and worked in and around the surrounding areas.
I have seen the expansion of Thornbury and positives and negatives that can bring. Along with this I am keen to understand how this affects the local community and infrastructure.
I am keen runner and walker and attend the Thornbury Park Run.
I also commute into Bristol for work using a car or motorbike, so have a very keen interest in the state of the local traffic system and upcoming transport projects.
My wife is a regular attendee at Thornbury Baptist Church and I help out with donations for the Ukraine aid effort and local food bank.

Skills

Please detail any skills or experience you have that may be relevant to the Town Council. This may be professional, and might include any skills you may have from other activities you are involved with:

I have wide range of IT skills from my career as a software engineer.
I have also had to lead teams and work collaboratively with global teams within various roles I have been employed in throughout my career.

Any other information

Is there any other information you would like to disclose regarding your application:
(optional)

Are you prepared to undertake training relevant to the role?

Yes / ~~No~~

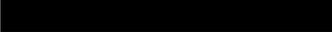
Use of Personal Information

The Town Council will use your information, including that which you provide on this application form, to assess your suitability to be a town councillor.

Declaration & Consent

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this application form.

I declare the information given on this form to be true and correct.

SIGNED... 

NAME...Neil Johnson.....

DATE.....26/02/2026.....

COUNCILLOR ELIGIBILITY

Please tick which of the following applies to your application.

In order to be eligible for co-option as a Thornbury Town Councillor you must be:

- a British subject, or a citizen of the Commonwealth or the European Union
- 18 years of age or over on the 'relevant date' (i.e. the day on which you are co-opted).

You must additionally be able to meet **one** of the following qualifications, please tick all that apply:

- I am registered as a local government elector for the parish of Thornbury; or
- I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish of Thornbury; or
- My principal or only place of work during those twelve months has been in the parish of Thornbury; or
- I have during the whole of the twelve months preceding the date of my co-option resided in the parish of Thornbury or within 3 miles of it.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

a) holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented;

or

b) a person is the subject of a bankruptcy restrictions order or interim order. More information is set out in the following guidance [Bankruptcy restrictions or interim order section](#).

c) who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors* (but see below);

or

d) has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine;

or

e) is otherwise disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices).

Please Note:

The full range of disqualifications is complex and if you are in any doubt about whether you are disqualified, you must do everything you can to check that you are not disqualified before submitting your application.

You must be sure that you are not disqualified as you are asked to confirm and sign that you are not disqualified.

It is a criminal offence to make a false statement as to your qualification for being co-opted, so if you are in any doubt you should contact your employer, consult the legislation or, if necessary, take your own independent legal advice.

The Chief Executive and Council will not be able to confirm whether you are disqualified.

Further details and legal references can be found on the guidance for candidates at: <https://www.electoralcommission.org.uk/guidance-candidates-parish-council-elections-england/whatyou-need-know-you-stand-a-candidate/qualifications-and-disqualifications-standingelection/disqualifications>

Use of Personal Information

The Town Council will use the information provided on this form to assess your eligibility to be a town councillor.

Declaration & Consent

I.....Neil Johnson..... hereby confirm that I am eligible for the vacancy of Thornbury Town Councillor and I am not disqualified under s80 of the Local Government Act 1972 from being a town councillor and that the information given on this form is true and correct.

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this form.

Signature... [Redacted] Name.....Neil Johnson.....

Date.....28/02/2026.....

NAME OF WARD(S) FOR WHICH YOUR APPLICATION RELATES**:

***you may apply for more than one ward if there are multiple vacancies advertised*

Please return your completed application form, together with your application letter to:

Chief Executive
Thornbury Town Council, Town Hall, High Street, Thornbury, BRISTOL, BS35 2AR For further information, please contact:
Email: info@thornburytowncouncil.gov.uk
Phone: 01454 412103
Website: www.thornburytowncouncil.gov.uk

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 EDINGBURGH 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



Minutes of the Extraordinary Meeting of the Full Council

held on Tuesday 27 January 2026 at 7:30pm
at Town Hall

Members present: Cllrs Helen Ball (Chair)
David Dawkins
Chris Woodhouse
Gil Gilroy
Kath Greenman
Chris Bloor
Maggie Tyrrell
Jayne Stansfield
Chris Davies
Chris Rowe
Christine Carter
Tiff O'Connor (arrived at the start of item FC2526.148)
Danny Bonnett (arrived at the start of item FC2526.148)

In attendance: Hannah Bowden (Chief Executive)

Absent: Cllrs Fiona Deas
James Murray
Danny Bonnett (for late arrival)

FC2526.145. To note any apologies for absence

Apologies for absence were noted from Cllrs Fiona Deas, James Murray and Danny Bonnett for late arrival.

FC2526.146. To receive any declarations of interest from members

There were no declarations of interest from members noted.

FC2526.147. To receive any representations from the public relating to items on the agenda

There were no members of the public present at the meeting.

FC2526.148. To consider a request that the Town Council support and progress an Expression of Interest for the Town of Culture 2028 competition.

It was **RESOLVED** to support the progression of an Expression of Interest for the Town of Culture 2028 competition.

FC2526.149. Subject to approval, to appoint councillors to work with partners to progress the Expression of Interest.

It was **RESOLVED** that:

- Councillors Helen Ball, Tiff O'Connor and Chris Rowe be appointed to prepare the Expression of Interest by the 31st of March 2026 deadline.
- All councillors provide any suggestions and ideas via email.

It was **RESOLVED** to delegate the submission of the Expression of Interest to Cllrs Helen Ball, Tiff O'Connor and Chris Rowe, and that a draft be available for review at the next Full Council meeting on Tuesday 10th March 2026.

FC2526.150. Date of next meeting – Extraordinary Meeting at 6.30pm on 10th of February 2026

It was noted that the next meeting would be held at 6.30pm on Tuesday 10th of February 2026.

[Meeting closed at 8.29pm]

DRAFT



Minutes of the Extraordinary Meeting of the Full Council

held on Tuesday 10 February 2026 at 7:30pm
at Town Hall

Members present: Cllrs Helen Ball (Chair)
Gil Gilroy
Tiffany O' Connor
Chris Woodhouse
David Dawkins
Kath Greenman
Fiona Deas
Christine Carter

In attendance: Hannah Bowden (Chief Executive)

Absent: Cllrs Jayne Stansfield
Danny Bonnett
Maggie Tyrrell

FC2526.151. To note any apologies for absence

Apologies for absence were noted from Cllrs Jayne Stansfield, Danny Bonnett and Maggie Tyrrell

FC2526.152. To receive any declarations of interest from members

There were no declarations of interest from members noted.

FC2526.153. To receive any representations from the public relating to items on the agenda

There were no members of the public present at the meeting.

FC2526.154. 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 the commercially sensitive nature of the business to be transacted.

FC2526.155. To review quotes for the Landscape Architect, along with officer recommendation, and appoint the contractor

It was **RESOLVED** to appoint Mei Loci as the Landscape Architects subject to contract negotiations with one against and one abstention.

It was **RESOLVED** to appoint Blue Green Studio as follow-up Landscape Architects, if negotiations with Mei Loci are unsuccessful, with two against and one abstention.

FC2526.156. To appoint a councillor signatory for the Armstrong Hall Trust deed transfer

It was **RESOLVED** unanimously to appoint Cllr Fiona Deas as a signatory for the Armstrong Hall deed transfer.

FC2526.157. Date of next meeting – 10th March 2026 at 7.30pm

It was noted that the next meeting would be held at 7.30pm on Tuesday, 10 March 2026. Cllr Gil Gilroy gave his apologies.

The meeting closed at 19.05.

Minutes of the Meeting of the Open Spaces Committee
held on Tuesday 20 January 2026 at 7:30pm
in the Council Chamber, Town Hall

Councillors present: Cllr Danny Bonnett (Chair)
Cllr Chris Bloor
Cllr Christine Carter
Cllr Chris Davies
Cllr Fiona Deas
Cllr Gil Gilroy
Cllr Chris Rowe
Cllr Chris Woodhouse

Officers present: Wendy Sydenham (Deputy Clerk)

Councillors absent: None

OS2526.69 TO CONSIDER ANY APOLOGIES FOR ABSENCE

There were no apologies for absence offered. It was noted that since the last meeting of the Committee, Cllr Emma Shepherd, Cllr Phil O'Rourke and Cllr James Murray had resigned as Councillors and were therefore no longer Committee members.

OS2526.61 TO RECEIVE ANY MEMBERS' DECLARATIONS OF INTEREST

There were no members' declarations of interest.

OS2526.62 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

OS2526.63 TO APPROVE AND SIGN THE MINUTES OF THE OPEN SPACES COMMITTEE MEETING HELD ON 18 NOVEMBER 2025

It was **RESOLVED** unanimously to approve the minutes of the Open Spaces Committee Meeting held on 18 November 2025, and they were signed by the Chair.

OS2526.64 TO CONSIDER A REPORT ON UNWANTED VEHICLE ACCESS ONTO OAKLEAZE GREEN

It was **RESOLVED** unanimously to ask officers to investigate options for steepening the existing slope on the Oakleaze Road side of Oakleaze Green, and planting a low hedge at the bottom of the slope. Officers should bring this information back to Committee for further consideration at a future meeting.

OS2526.65 TO CONSIDER A CONDITION SURVEY CARRIED OUT BY OFFICERS ON THE EXISTING TENNIS COURT FENCING

In light of the findings set out in the condition survey report on the existing tennis court fencing, the following was unanimously **RESOLVED**:

- To proceed with a full replacement of the fencing.
- To proceed with the contractor who had provided the least expensive quote, Courtstall Services Ltd, at £17,990 + VAT (assuming the special winter rate was still available, £20,280 + VAT if not), with funding to come from 130/4430 (Open Spaces/Tennis Courts), with additional funding from EMR 351 (Tennis Court Maintenance) as required.
- In light of previous experience of corrosion to the ends of fencing posts where they went into concrete bases, the contractor for the new fencing should be asked for information on the guarantee offered on their posts, estimated lifespan and whether any additional treatments could be applied to reduce the risk of this happening again.

OS2526.66 TO RECEIVE AN UPDATE ON THE SGC STREAMSIDE IMPROVEMENTS PROJECT, SPECIFICALLY THE FORMATION OF A WORKING GROUP BY SGC WHICH WILL REPORT/RECOMMEND DIRECTLY TO FULL COUNCIL

The Committee noted that the method by which recommendations relating to this project would be made to Full Council had changed from that which was resolved at the last Committee meeting. Rather than working through Committees, SGC had set up a working group including representatives from the Open Spaces Committee and Climate & Nature Committee, and this working group would make recommendations directly to Full Council in March.

It was **RESOLVED** unanimously that Cllr Chris Woodhouse would take the place of ex-Councillor James Murray on the working group, as an Open Spaces Committee representative, following his resignation as a Councillor. It was noted that this would have to be confirmed or ratified at a future Full Council meeting.

OS2526.67 TO CONSIDER MATTERS RELATING TO THE INSTALLATION OF A MUGA AT THE MUNDY PLAYING FIELDS

- **To receive a verbal update on the project and note the location of the MUGA approved by SGC Planning Department**

The Committee noted that planning permission had been granted by the Planning Department, with some conditions to be discharged. Officers were working on the conditions, but this could affect the timescales for work starting on the MUGA. The final location of the MUGA was noted, as per the diagram circulated with the meeting papers.

- **To agree to proceed via an electronic tender process**

It was **RESOLVED** by majority vote to proceed to go out to tender, using an electronic tendering process.

- **To agree a provisional project timetable**

The draft project timetable circulated with the meeting papers was noted. It was also noted that discharging of planning conditions could take at least eight weeks, from receipt of the documents by SGC, either from the Town Council or the appointed contractor. In light of this, it was **RESOLVED** by majority vote that the end dates of the project timetable should be extended/more flexible. The desired project completion date would remain as mid-July 2026, but this could be extended to the beginning of Autumn 2026 if circumstances dictated.

- **To agree to delegate authority to officers to produce tender documents, in line with the design elements already agreed by Committee on 26.11.25 and incorporating any adjustments agreed at subsequent meetings**

It was **RESOLVED** by majority vote to delegate authority to officers to produce tender documents, in line with the design elements already agreed by Committee on 26.11.25 and incorporating any adjustments agreed at subsequent meetings. It was further RESOLVED by majority vote to request within the specification that responses include details on guarantees and expected lifespan for fencing posts, and whether any additional treatments could be applied to reduce the risk of corrosion at the point they enter into the concrete base.

- **To agree to delegate authority to officers to make arrangements outside of formal Committee meetings for tender opening and tender interviews**

It was **RESOLVED** by majority vote to delegate authority to officers to make arrangements outside of formal Committee meetings for tender opening and tender interviews.

OS2526.68 IN RELATION TO THE REFURBISHMENT OF STREAMLEAZE PLAY AREA, TO AGREE PARTICIPANTS AND TIMINGS FOR TENDER OPENING AND TENDER INTERVIEWS

It was noted that the tender opening was now likely to be on 26.02.26 and the interviews on 09.03.26. It was **RESOLVED** unanimously that Cllr Chris Bloor would participate in the opening and the interviews, with Cllr Fiona Deas as the backup should he not be available.

OS2526.69 TO NOTE THE GROUNDS MAINTENANCE COMMITMENTS MADE IN RELATION TO THE MUNDY PLAYING FIELDS, REQUIRED TO MEET BIODIVERSITY NET GAIN CONDITIONS FOR SECURING PLANNING PERMISSION FOR THE MUGA AND FOR THE NEW STORAGE FACILITIES

The Committee noted the grounds maintenance commitments made in relation to the Mundy Playing Fields, required to meeting biodiversity net gain conditions for securing planning permission for the MUGA and for the new storage facilities, as set out in the diagrams circulated with the meeting papers.

OS2526.70 TO CONFIRM THE ORDER FOR HANGING BASKETS FOR 2026

It was **RESOLVED** unanimously to order the filling of 36 hanging baskets for Summer 2026 at the cost of £1368 to be funded from 130/4555 (Open Spaces/Hanging Basket Service).

OS2526.71 TO RECEIVE AN UPDATE ON PROGRESS AGAINST ACTIONS FROM THE MOST RECENT ROSPA PLAY AREAS INSPECTION REPORT

The Committee noted progress against actions from the most recent RoSPA play areas inspection report, as detail in the summary document circulated with the meeting papers. It was further noted that the next inspection would take place in Spring/Summer 2026.

OS2526.72 TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE DEPUTY CLERK FOR INCLUSION IN THE NEXT AGENDA IS WEDNESDAY 4 MARCH 2026

The deadline for submission of items to the Deputy Clerk for inclusion in the next agenda was noted to be Wednesday 4 March 2026.

OS2526.73 TO NOTE THE DATE OF THE NEXT MEETING – TUESDAY 17 MARCH 2026

The date of the next meeting was noted to be Tuesday 17 March 2026.

The meeting closed at 20.35.

DRAFT

**Minutes of the Meeting of the Planning Committee
held on Thursday 22 January 2026 at Council Chamber, Town Hall at 7:30pm**

Members Present: Cllr Maggie Tyrrell (Chair)
Cllr Jayne Stansfield
Cllr Chris Davies
Cllr Fiona Deas

Officers Present: Hannah Bowden (Chief Executive Officer)
Administration Officer (Minutes)

Members Absent: Cllr Gil Gilroy
Cllr Helen Ball

There were no members of the public in attendance

PC2526.28 TO RECEIVE ANY APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Helen Ball and Gil Gilroy.

PC2526.29 TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

There were no members' declarations of interest.

PC2526.30 TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

There were no members of the public present.

PC2526.31 TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING OF 23 September 2025

It was **RESOLVED** unanimously to approve the minutes of the Planning Committee meeting of 23 September 2025 as an accurate record, and the minutes were signed by the Chair.

PC2526.32 TO NOTE AND RATIFY PLANNING APPLICATION COMMENTS MADE UNDER DELEGATED AUTHORITY AND SUBMITTED ON THE FOLLOWING DATES:

- PC2526.32.1 - 14 October 2025**
- PC2526.32.2 - 3 November 2025**
- PC2526.32.3 - 19 November 2025**
- PC2526.32.4 - 19 December 2025**

It was **RESOLVED** unanimously to ratify comments regarding planning applications considered and submitted under delegated authority.

PC2526.33 TO CONSIDER THE SCHEDULE OF PLANNING AND LICENSING APPLICATIONS AND SUBMIT REPSONSES

It was **RESOLVED** unanimously to submit comments to South Glos Council on the planning and licensing applications, as detailed in the attached schedule.

PC2526.34 TO NOTE THE SCHEDULE OF PLANNING AND LICENCE APPLICATION DECISIONS MADE BY SOUTH GLOUCESTERSHIRE COUNCIL

The schedule of planning and licencing decisions made by South Gloucestershire Council was noted.

PC2526.35 TO RECEIVE NOTICE OF WORKS FOR PROPOSED COMMUNICATIONS INSTALLATION

The works for the proposed communications installation were noted.

PC2526.36 TO RECEIVE MINUTES FROM THE TOWN CENTRE PARTNERSHIP MEEETING ON 17.09.2025

The minutes from the Town Centre Partnership meeting of the 17 September were received.

PC2526.37 TO RECEIVE UPDATE ON POLICE ENGAGEMENT SESSIONS

The Chief Executive provided an update on police engagement sessions. Session details are available on the police website. The Chief Executive was asked to establish attendance figures. The Town Council expressed support for the Police in building community relations within Thornbury.

PC2526.38 TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON TUESDAY 24 FEBRUARY 2026.

It was noted that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is Tuesday 24 February 2026.

PC2526.39 DATE OF THE NEXT MEETING: 7:30PM ON THURSDAY 5th MARCH 2026, TO BE HELD AT THE TOWN HALL

The date of the next meeting was noted to be 7:30pm on Thursday 5th March 2026 at the Town Hall.

[Meeting closed: 20:34]

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered at the Planning Committee meeting on 22.01.26

DATE	REF NO	LOCATION	PROPOSAL	COMMENT
17.12.25	P125/02805/F	3-5 Horseshoe Lane Thornbury South Gloucestershire BS35 2AZ	Erection of replacement plant and associated works.	No objection
17.12.25	P25/02127/F	Land North of Milbury Heath Road Buckover South Gloucestershire	Installation of hardstanding to form carpark and outdoor garden centre sales area (Retrospective).	No objection
18.12.25	P25/02865/PNMD	Unit 3 Crossways Business Park Crossways Lane Thornbury South Gloucestershire	Prior notification for the change of use of building from commercial (Class E) to 1 no. dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 as amended.	No Objection
22.12.25	LI25/9006/PREMIS	Units 1 To 3 The Courtyard High Street Thornbury South	The Yard at No.8 is a bakery, pizzeria and bar. It will operate within both buildings, and across all of the outside space	OOM – No objection

		Gloucestershire BS35 2AQ		
24.12.25	P25/02719/F	Land At Morton Farm Old Gloucester Road Thornbury South Gloucestershire BS35 3UF	Extension of hardstanding and change of use of land and building from agriculture to storage and distribution and manufacture of timber products (Use Classes B2 and B8) together with ancillary sales, formation of parking and associated works. (Retrospective)	Objection The Town Council supports the comments of the Conservation Officer. The proposed industrialisation and commercialisation of the site would be out of keeping with the character of the area, which is not designated or designed for commercial use. The proposal would also have a harmful and unacceptable impact on the setting of nearby listed buildings.
24.12.25	P25/02721/F	Land At Morton Farm Old Gloucester Road Thornbury South Gloucestershire BS35 3UF	Change of use of agricultural 'building 04' to general industry/ storage and distribution (Use Classes B2 and B8). Extension to east elevation of 'building 03' (use Class B2/B8) extension to hardstanding, formation of bund, additional parking area and other works in association with the uses permitted under PT15/3803/F. (Retrospective)	Objection The Town Council supports the comments of the Conservation Officer. The proposed industrialisation and commercialisation of the site would be out of keeping with the character of the area, which is not designated or designed for commercial use.

24.12.25	P25/02727/F	Land At Morton Farm Old Gloucester Road Thornbury South Gloucestershire BS35 3UF	Change of use of land from agriculture to storage and distribution (Use Class B8) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Extension of hardstanding, erection of fences and gates (retrospective)	Objection The Town Council supports the comments of the Conservation Officer. The proposed industrialisation and commercialisation of the site would be out of keeping with the character of the area, which is not designated for commercial use. The extension of hardstanding to accommodate large vehicles, undertaken without planning permission, is regrettable and contributes to the adverse impact on the rural landscape
24.12.25	P25/02915/HH	3 Waterford Close Thornbury South Gloucestershire BS35 2HS	Erection of single storey rear extension and front porch. Installation of render.	No Objection
05.01.26	P26/00007/TRE	11 Warwick Place Thornbury South Gloucestershire BS35 1EZ	Works to 1.no Walnut tree to Pollard back to previous points covered by Tree Preservation Order TPO 39 dated 14th December 1971.	No objection The Town Council raises no objection to the proposal, subject to the comments and approval of the Tree Officer.
05.01.26	DOC26/00005	Unit 3 Mead Court Cooper Road	Discharge of condition 4 (Cycle Parking) attached to Planning Permission P25/00679/F. Change of use from General/Industrial (Class B1 and B8) to	No objection

		Thornbury South Gloucestershire BS35 3UW	Healthcare services, Office and Recreational and Fitness use (Class E) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	
06.01.26	LI26/0146/STS	Cooper Road Thornbury South Gloucestershire BS35 3UW	Renewal, Street Trader Static	No objection
08.01.26	P25/02752/F	Verge At Vattingstone Lane Opposite Quarry Road Alveston	Erection of 1 no. micro battery energy storage system with associated works.	Object Thornbury Town Council objects to this proposal on the grounds that it would compromise the intended development of the site as set out in the new Local Plan. While the Town Council recognises the potential value of micro battery energy storage systems in principle, it considers that the proposal, as currently presented, is not sufficiently sympathetic to its surroundings. The Council would only support such development if appropriate visual mitigation were secured, including the provision of suitable landscaping and screening, in order to soften its appearance and ensure the development is more in keeping with the character and setting of the area.
12.01.26	P26/00048/TCA	South Gloucester Recovery Team 26 Gloucester Road Thornbury South	Works to pollard 1.no Sycamore Tree by 2.5m. Works to crown reduce 1.no Eucalyptus Tree to by 3.5m. Trees	No objection

		Gloucestershire BS35 1DG	situated within the Almondsbury Conservation Area.	The Town Council raises no objection to the proposal, subject to the comments and approval of the Tree Officer.
12.01.26	P25/02677/O	Land West Of Spring Farm Morton Street Thornbury South Gloucestershire BS35 1LB	Outline planning application for the demolition of existing buildings/structures and severable, phased development of up to 350 dwellings including potential for later living/care accommodation (Use Classes C2 and C3), a flexible community hub (non-residential uses to include Use Classes E and F2), publicly accessible open space, land to deliver renewable energy generation, landscaping and biodiversity enhancements, and associated infrastructure and engineering works including footpaths/cycleways and SUDs. All matters reserved except for access from Oldbury Lane.	<p>Object</p> <p>The Town Council objects to the proposed increase in the number of dwellings on this lane, which has already been subject to a high level of development. The existing deficit in infrastructure within the town and the surrounding area must be addressed before further development is permitted.</p> <p>The proposal would lead to increased traffic volumes on a narrow lane that is not designed to accommodate heavy traffic flows, even with the proposed signalisation of the road junction. In addition, the site access at Morton Street is located on a blind bend, raising significant highway safety concerns that would need to be robustly addressed.</p> <p>The capacity of Junction 14 of the M5 should also be reviewed considering this development, as there are serious concerns that it would be unable to accommodate the additional traffic generated.</p> <p>The Thornbury Neighbourhood Plan does not support development outside the defined local development boundary, and the proposal is therefore contrary to the adopted neighbourhood planning policy.</p>

				<p>The proposed development would have a detrimental impact on nearby listed buildings, harming their setting and historic significance.</p> <p>There is a lack of public transport provision and the statements regarding T1 bus route are considered spurious. There is no legal obligation for the developer to extend the T1 bus service into the proposed development, and any diversion of the route would invalidate the assumptions made regarding journey times.</p>
15.01.26	LI26/0364/STM	All areas of South Gloucestershire	New Mobile Street Trader	No objection
16.01.26	P26/00062/CL	11 Maize Close Thornbury South Gloucestershire BS35 1BQ	Erection of single storey rear extension.	No objection
APPLICATIONS RECEIVED AFTER PAPERS WENT OUT				
19.01.26	P26/00108/TCA	Tyndale House Sheiling School Park Road Thornbury South Gloucestershire	Gloucestershire Works to fell 6 no. Leylandi and 1no. Ash Tree situated within Thornbury Conservation Area.	<p>No objection</p> <p>The Town Council raises no objection to the proposal, subject to the comments and approval of the Tree Officer.</p>

19.01.26	Road closure order PT.8648	High Street – that length which extends from its junction with Castle Court to its junction with Chapel Street	<p>The road is to be closed for the holding of the Thornbury High Street Craft Fair and Family Fun Days and any queries regarding the proposed order should, in the first instance, be addressed to this Department.</p> <ul style="list-style-type: none"> • Saturday 4 April • Saturday 18 April • Saturday 2 May • Saturday 16 May • Saturday 6 June • Saturday 20 June • Saturday 4 July • Saturday 18 July • Saturday 1 August • Saturday 15 August • Saturday 5 September • Saturday 19 September • Saturday 3 October • Saturday 17 October • Saturday 7 November • Saturday 21 November • Saturday 5 December • Saturday 19 December <p>The times of the closures are: 08:00 to 18:00 hours</p>	<p>Support</p> <p>Thornbury Town Council supports this application.</p>
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**MINUTES of the meeting of the Finance and General Purpose Committee
held on Tuesday 10th February 2026, at the Town Hall**

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

Hannah Bowden (Chief Executive)
Caroline Adams (Administrator)

Non-members present: None

Absent: Cllr Maggie Tyrrell
Cllr Jayne Stansfield

F&GP2526.55. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Councillors Jayne Stansfield and Maggie Tyrrell

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

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

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

There were no members of the public present.

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

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

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

- To approve the Accounts for Payment and ratify payments made out of meeting.

It was **RESOLVED** to pay the Accounts for Payment (as per schedule 1) and the payments made out of meeting were ratified.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

An update from Library Services was received by the Committee.

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

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

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

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

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

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

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

Meeting closed: 8:26pm

SCHEDULE 1 - ACCOUNTS

ACCOUNTS PAID OUT OF MEETING		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	16.05	16.05
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	TBC	TBC
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.66	26.66
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.05	7.05
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	27,401.64	27,401.64
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	9,643.28	9,643.28
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	5,170.00	5,170.00
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	671.00	559.17
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	593.54	494.62
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	65.56	62.44
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	82.91	78.96
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE - JANUARY 26 (Direct Debit @ £1940.63)	0.00	0.00
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE - FEBRUARY 26 (Direct Debit @ £2569.93)	0.00	0.00
GIFFGAFF	CC1228 - STAFF MOBILE PHONE TOP UP (DEC)	6.00	5.00
GIFFGAFF	CC1229 - STAFF MOBILE PHONE TOP UP (DEC)	10.00	8.34
GIFFGAFF	CC1230 - STAFF MOBILE PHONE TOP UP (DEC)	10.00	8.34
GIFFGAFF	CC1231 - STAFF MOBILE PHONE TOP UP (DEC)	8.00	6.67
AMAZON	CC1232 - IT ACCESSORIES	24.48	20.40
AMAZON	CC1233 - RADON DETECTOR	71.46	59.55
AMAZON	CC1234 - RADON DETECTORS X2	253.00	210.84
WE PRINT LANYARDS	CC1235 - STAFF ID CARD	10.27	8.56
NALC	CC1236 - STAFF TRAINING COURSE	42.00	35.00
AMAZON	CC1237 - BATTERIES	5.82	4.85
AMAZON	CC1238 - CLEANING PRODUCTS, STATIONERY, PLASTIC DISCS	54.17	45.15
AMAZON	CC1239 - FLAG, VASES, TUBE CAPS	83.46	69.07
CURRYS BUSINESS	CC1240 - COMPUTER MONITOR	144.84	120.70
FIRST AID BRISTOL	CC1241 - STAFF FIRST AID AT WORK TRAINING COURSE X2	348.00	290.00
AMAZON	CC1242 - LUX METER	14.99	12.49
PLATINUM BUILDINGS CHEMICALS	CC1243 - LIQUID GAS MEMBRANE	465.66	388.05
COMMS EXPRESS	CC1244 - COMPUTER MONITOR	110.14	91.78
HSQE VITAL SKILLS	CC1245 - STAFF TRAINING	223.20	186.00
AMAZON	CC1246 - CLIPBOARD PEN HOLDERS, ACRYLIC PAINT PENS	13.48	11.23
GIFFGAFF	CC1247 - STAFF MOBILE PHONE TOP UP (JAN)	6.00	5.00
GIFFGAFF	CC1248 - STAFF MOBILE PHONE TOP UP (JAN)	10.00	8.34
GIFFGAFF	CC1249 - STAFF MOBILE PHONE TOP UP (JAN)	10.00	8.34
GIFFGAFF	CC1250 - STAFF MOBILE PHONE TOP UP (JAN)	8.00	6.67
BAKER ROSS LTD	CC1251 - CRAFT SUPPLIES FOR C&N EVENT	97.75	81.46
WILD BIRD UK	CC1252 - CRAFT SUPPLIES FOR C&N EVENT	7.13	7.13
WILD BIRD UK	CC1253 - CRAFT SUPPLIES FOR C&N EVENT	7.13	7.13
AMAZON	CC1254 - PAPER TOWELS	99.96	83.28
AMAZON	CC1255 - SHOPPING TROLLEY	80.70	67.25
NESTBOX COMPANY LTD	CC1256 - BIRD BOX KIT	267.00	222.50
AMAZON	CC1257 - STORAGE CRATES & WOOD SCREWS	101.42	84.51
ETHICAL CONSUMER	CC1258 - ANNUAL SUBSCRIPTION	39.50	37.85
BAKER ROSS LTD	CC1259 - CRAFT SUPPLIES FOR C&N EVENT	96.80	8,067.00
AMAZON	CC1260 - PRESSURE WATER HOSE	18.99	15.82
AMAZON	CC1261 - STICK ON LED LIGHTS	9.99	8.32
HSQE VITAL SKILLS	CC1262 - STAFF TRAINING	86.40	72.00
SCREWFIX	CC1263 - FLUSH VALVES	34.58	28.81
SCREWFIX	CC1264 - SUCTION LIFTERS	20.98	17.49
AMAZON	CC1265 - WIRELESS DOORBELL	16.00	13.33
AMAZON	CC1266 - LAPTOP DOCKING STATION	21.99	18.32
PRIME TOOLS AND WORKSHOP SUPPLIES	CC1267 - TRIPOD LIGHT FOR EVENTS	167.99	139.99
CSQUARED REAL ESTATE LLP	INSURANCE VALUATIONS - ST MARY'S MEMORIAL CROSS, TOWN CLOCK, TOWN PUMP AND FOUNTAIN	2,783.04	2,319.20
CLEVELAND CONTAINERS	20FT SHIPPING CONTAINER - MPF SITE	3,126.00	2,605.00
FALON NAMEPLATES	BRONZE PLAQUE	75.67	63.06
BUY INSULATION ON LINE (CHASE INSULATIONS)	INSULATION JACKETS	159.78	133.15
TAM SIN BENT	GARDEN BIRDWATCH SCHOOL SESSIONS (CLIMATE & NATURE)	168.00	168.00
THE SWAN	COMMUNITY TOILET SCHEME	250.00	250.00
HAWKES HOUSE	COMMUNITY TOILET SCHEME	225.00	225.00
THE ROYAL GEORGE	COMMUNITY TOILET SCHEME	237.50	237.50
ECOTRICITY	MONTHLY GAS SUPPLY - PAVILION	96.18	91.60
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	1,199.54	999.62
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	96.80	80.67
ALEXANDRA	STAFF WORKWEAR	50.74	42.28
KN OFFICE	MONTHLY PHOTOCOPIER METER READING	48.00	40.00
BOWCOM	BOWGRASS SUPREME PLUS 10LTR PAINT FOR PITCH MARKING	660.00	550.00
SLCC ENTERPRISES	STAFF TRAINING	70.20	58.50
A.P CLARK & SON	LAY STONE PAVING FLOORING IN THE CEMETERY CHAPEL	5,880.00	4,900.00
EAGLE ASBESTOS LTD	ASBESTOS SURVEY (GARAGE)	300.00	250.00
RELYON GUARDING & SECURITY SERVICES LTD	MONTHLY SECURITY SERVICES AT MPF SITE (DEC)	554.40	462.00
FALON NAMEPLATES	BRONZE PLAQUE	75.67	63.06
CHIMNEY SHEEP LTD	BESPOKE CHIMNEY SHEEP	68.00	56.67
COURTSTALL SERVICES LTD	REPLACEMENT OF FENCING TO THE TENNIS COURTS AT MPF	5,397.00	4,497.50
SOUTH GLOS COUNCIL	PAYROLL CHARGES FOR THE PERIOD OCTOBER TO DECEMBER 2025	208.56	173.80

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

Equals Pre-paid Card

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

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

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



THORNBURY TOWN COUNCIL

Minutes of the Climate and Nature Committee Meeting

held on Tuesday 17 February 2026 at 7:30pm at Council Chamber, Town Hall

Members present:	Councillors	Danny Bonnett (Chair) Chris Bloor (Vice Chair) Chris Rowe Christine Carter Kath Greenman
	Non-councillors	Ella Wiggans (Sustainable Thornbury)
In attendance:		Sharon Gardham (Climate and Nature Officer)
Members absent:	Councillors	Maggie Tyrrell
	Non-Councillors	Geraldine Barnes (Thornbury in Bloom) Guy Rawlinson (Holy Mowers) Emma Young (Plastic Free Thornbury)

CN2526.37 To note any apologies for absence.

Apologies for absence were noted from Maggie Tyrrell, Geraldine Barnes (Thornbury in Bloom), Emma Young (Plastic Free Thornbury) and Guy Rawlinson (Holy Mowers).

CN2526.38 To receive any members' declaration of interest.

No declarations of interest were made by members.

CN2526.39 To receive any representations from the public relating to items on the agenda.

There were no representations from the public.

CN2526.40 To approve and sign the minutes of the Climate and Nature Committee Meeting held on 16 December 2025.

It was **RESOLVED** to approve the minutes of the meeting of the Climate and Nature Committee held on 16 December 2025 as an accurate record of the proceedings and the minutes were signed by the Chair.

CN2526.41 To consider dates for decarbonisation planning for 2026.

It was **RESOLVED** to agree the content of the decarbonisation plan, the dates for its completion, and the addition of decarbonisation planning as a standing agenda item at the Thriving Nature working group.

CN2526.42 To consider energy efficiency options for the council chamber.

It was **RESOLVED** to agree in principle to recommend to the Full Council the installation of destratification fans in the council chamber to improve the heat efficiency of the space. Further details are required for the paper that will go to the Full Council (see below). These additional details do not need to be brought back to the Climate and Nature Committee before the proposal is put to the Full Council. The

Committee expressed a preference for the more expensive fans that can be remotely reversed to aid heating and cooling.

CN2526.42.01: SG to discuss installation further with electrician to understand the options for fans (colour, finish), how loud they will be, and where they will be positioned. These details will be included in a paper to the Full Council in March.

CN2526.43 To consider Climate and Nature’s role in establishment of a memorial woodland in Thornbury

It was **RESOLVED** to accept the initial stages of developing a memorial woodland into the deliverables for Climate and Nature. Ideas for what elements might be included will be discussed at the March Thriving Nature working group. The Committee noted the desirability of ensuring a safe and accessible connection for non-vehicular traffic from the town centre and the Mundy Playing Fields.

CN2526.44 To note plans for the launch of the Watermark Town initiative on Earth Day (22 April).

Plans to launch participation in the Watermark Town initiative with an evening event at St Mary’s Church on 22 April were **NOTED**. Committee members agreed, where possible, to add the event to their diaries. Committee members were asked to send suggestions for speakers, panellists and/or participant organisations to SG. KG suggested the possibility of seeking financial support for the event from a local organisation.

CN2526.45 To note that the deadline for submission of items for inclusion on the next agenda is Tuesday 7 April 2026.

The deadline for the submission of items for inclusion on the next agenda was **NOTED**.

CN2526.46 To note the date of the next meeting of the Climate and Nature Committee is Tuesday 21 April 2026 at 7.30pm.

The date of the next meeting of the Climate and Nature Committee was **NOTED**.

The next Thriving Nature Working Group takes place on Tuesday 24 March at **7.00pm**.



CAPITAL STRATEGY WORKING GROUP

MINUTES

Thursday 29th January 2026 at 1pm in the Council Chamber, Town Hall

In Attendance: Councillors Helen Ball, Kath Greenman, Jayne Stansfield, Chris Davies, Chris Woodhouse, Fiona Deas, Maggie Tyrell, Chris Bloor & Gil Gilroy,

Officers: Alan Stealey, Facilities Officer & Hannah Bowden, Chief Executive

1. To elect Chair of the working group (until May 2026)

Members appointed Cllr Woodhouse as Chair

2. To receive apologies for absence

None

3. To agree minutes from the meeting held 27.11.2025

Agreed

4. To receive referral from the Open Spaces Committee to consider including Larkspur Close consultation to utilise the concrete area

Members reviewed the report and agreed to refer back to the Open Spaces Committee the recommendation that contact is made with SGC (South Glos Council) advising that the local community have requested for the area to be developed into a park and share the results of the Town Council initial investigations, which is considered to be a reasonable request.

5. To receive update on the following projects:

i. Bakery Annexe & road closure

Road Closure – it was advised that the Armstrong Hall Trust had developed plans which explored this option and the closure was not supported by SGC due to continuing to access to the back of properties. This element to be further explored as a phase two approach once the Bakery Annexe is resolved.

Bakery Annexe – Members noted the museum found the site to be ideal and have confirmed there is not currently resource or skillset for a new build project. There is funding potential for a feasibility report for the museums future which is being progressed by volunteers and will consider new premises. Officers to prepare a Gantt chart to outline approach for the project. Officers to share the museums status report.

ii. Turnberries

SGC have bought in CVS to assist in managing the finances. They are also going to assist with the transition from the current trust arrangements to the new. Potentially 6 months to develop the business plan.

- iii. Chapel restoration**
Flooring finished with the vestry left to complete. Electrical works being quoted. Infrared heating will need further investigation due to complexities such as power supply and connecting buildings. Members agreed for this project to be referred to Finance & General Purpose Committee (F&GP) for ongoing monitoring as CSWG input no longer required.
 - iv. Marley Garage & Storage Container**
The storage container has been installed and the football club 's container is scheduled for delivery on Monday. Members agreed for this project to be referred to F&GP
 - v. Pavilion**
Architects have provided a plan which officers have feedback on and revised plan received yesterday, to be shared with members. It appears reconfiguration is a suitable solution.
 - vi. Natural Water Play**
The first hydrologist report has been received and shared. The second report was received yesterday and will be shared. Landscape Architect quotes to be considered at the Extraordinary Meeting on the 10th February.
 - vii. Memorial Woodland**
Officers have conducted a site visit at the Memorial Woodland, Bristol and are obtaining quotes for a concept design. It was agreed to refer the project to the Climate and Nature Committee to progress.
 - viii. Skate Park Redevelopment**
The CIC have had their first meeting and minutes were circulated to members. It was agreed for this project to be referred to F&GP.
 - ix. Tennis Store**
Officers are obtaining quotes from solicitors to prepare a lease. It was agreed this project to be referred to F&GP.
 - x. Mundy Playing Fields Parking**
Members discussed the removal of this item, but it was agreed for it to remain due to the ongoing challenge of parking at the MPF.
 - xi. Chantry Playing Fields – Biodiversity Net Gain** will be a challenge for this project, however some of this can be offset by points generate through other projects such as the water play. Members emphasised for this to be progressed as a priority.
- 6. To review the funding programme**
Members agreed to estimate the CIL funding potential for the development of land west of Park Farm by basing the calculation on the Cleeve Wood development.
- 7. To receive project management report referred from the Staffing Committee**
Members scrutinised the report and agreed to report back to staffing that this resource was not required to progress the strategy sooner and if project management is required then it will be built into the scope of a design and build brief.

8. Discuss meeting dates/times for civic year 2026-2027

It was agreed to review the terms of reference for the working group at the next meeting dates and this to inform dates for the next civic year. In the meantime, the scheduled meetings remain as they are.

9. AOB

A query related to a footpath between Gilling stool School and the underpass was raised and it will be referred to SGC.

10. Next meeting 26th February 2026

Agenda

Actions from previous meeting

1. High Viz jackets and councillor sashes – Vicky update
2. Promoting Thornbury – Hannah update
Option of signing up to Visit West - £500 pa - Helen
3. Town of Culture – near final draft to Full Council on 10th March- Helen
4. School visit – summer term – Vicky update
5. Annual Town meeting – Vicky update
6. Meet your Councillor and Flags – report to Full Council on 10th March- Fiona has agreed to lead on Meet Your Councillor- Helen
7. Update from Liam re carnival- Full Council 10th March

Main item for discussion

1. Mayor's Award – draft proposals/ plans/ timescales – Hannah and Vicky
2. Budget monitor

Item for next meeting

Planning for Love Thornbury event – 8th June Thornbury Pride

Date of next meeting – 20th April at 10am

Action Notes for the Events and Innovation Working Group – Monday 9th February 2026

Present: Helen Ball, Gil Gilroy, Christine Carter, Kath Greenwood, Vicky Bailey, Hannah Bowden

Apologies: Chris Bloor, Chris Davies

Actions from previous meeting

1. Better lighting for gazebo – Vicky updated that a new brighter light has been purchased
2. High viz jackets for councillors – Vicky shared design and cost. Agreed to go ahead with jackets being a shade of bright green, Vicky to re-check price and then purchase. Jackets will be kept in Town Hall
3. Councillor sash – Vicky shared examples – agreed to go with cream background and that these should be purchased, and again kept in Town Hall
4. Advertising free activities at council gazebo – after discussion, agreed that an A frame would be the best option with illustration as shared by Vicky.

Total expenditure will be between £5-600, which is available from working group budget.

Vicky was thanked for all her work around this

5. Promoting Thornbury- Hannah updated on this project. She is meeting with Chamber and is in contact with advertising company. Plan is to have promotion in the build up to the Easter break. Promotion will be around historic town, café/ restaurant/ pub offer and paths in Thornbury that offer interesting walks. 2 parts bus advertising – and adverts in newspapers. Hannah requested any testimonials re visiting Thornbury for inclusion in advertising material – *ACTION ALL*. This will be reviewed after Easter, and developed for the future.
6. Town of Culture – Helen gave brief update- workshop planned for Monday 16th pm
7. School visits to Town Hall – Vicky updated on this work, with brief report. Testing out programme with Christ the King Primary. Aim is to share history of Town Hall and also what a council does. Date in June/ July to be confirmed. Volunteer councillors will be needed for this event

Items for discussion

8. Annual Town Meeting – Helen and Vicky updated on this work. Plans with Castle School, Jigsaw and Krunch going well. Will have display stalls from other youth groups. Planning to have input about employment opportunities within local government. Council will have stall with displays about what we are doing – to be manned by councillor volunteers. This will include a ‘You Said, We Did’ display *ACTION - Vicky*
9. Mayor’s Award –Feb 2027- Helen introduced this item – with the award scheduled for every 2 years agreed that would have fewer categories 5-6. Following on from discussion, officers will develop draft plans for discussion with the aim of raising awareness of the award as soon as practicable.
10. Council Gazebo – since there is no Carnival this year agreed that we will take gazebo to Love Thornbury events. Vicky to let Sandra know of these plans- *ACTION*
6th June Thornbury Pride
1st August – Summer in the High St
and
November - Xmas lights switch on
11. TORS and dates of meeting – Agreed that current TORs were fit for purpose. Agreed to hold meetings on a more regular schedule on the 2nd Monday of the month – Vicky to send out diary invites- *ACTION*
12. Meet Your Councillor – Helen stated that she would prepare report for Full Council for next year’s schedule. She requested that another councillor take on this task and was agreed that a request for a volunteer is circulated to all councillors *ACTION*
13. Flags – again Helen will prepare a report on this. Agreed that if Thornbury in Bloom achieved a national award, that their flag would be flown as appropriate.
14. AOB – Kath asked about how best to promote Thornbury in Bloom’s successes and cups- suggested to approach Museum: could possibly be displayed in their Town hall display

- Vicky informed everyone re Earth Day event at St Mary's Church – 7pm on 22nd April
- After approach from Liam, Thornbury Carnival, agreed to invite him to next Full Council on 10th March for update
- Agreed that calendar of upcoming events should be circulated to all councillors – *ACTION Vicky*

Date of next meeting – Monday 9th March at 10am

Project Monitoring

Key: Green = Completed, Orange = Work in Progress, Red = Overdue

Date	Minute Ref	Project Description	Target Completion Date	Lead Officer	Comments
25.07.23	OS2324.26	St Marys Closed Churchyard Works - all urgent and necessary, boundary wall and desirable works that involve the removal of ivy affecting structures. Totalling £75,240	31.12.2024 - Date changed to June 2026	Facilities Officer / Deputy Clerk	<p>Progress is being made, but officer capacity has been an issue, particularly being without a Facilities Officer for a period of time. We have started liaison with the Diocese regarding the Faculty. The Church has been contacted about the works and have requested additional items to be added to the Faculty which will need to be looked at. Once finalised, the Faculty application can be completed. The Castle have been made aware of works needed to the North Wall.</p> <p>Update 01.11.24: The conservation contractor has requested for the works, due to the delay since the first quote. Update 07.01.24: on review officers now need to go through Contract Finder to award contract.</p> <p>Update 5.3.25: gone through Contract Finder - returns are opened and will go to OS in March. OS2425.87 resolved to accept quote from Cliveden Conservation for fixed structure works, F&GP have agreed EMR spend.</p> <p>Update 27.06.25: HC has started works to obtain Faculty.</p> <p>Update 27.08.25: HC has submitted Faculty application. Awaiting determination by Diocese (upto 4 months).</p> <p>Update 03.11.25: Awaiting determination by Diocese. New gates have been installed.</p> <p>Update 03.03.25: Faculty now granted by Diocese. Awaiting date from contractor to start works.</p>
13.02.24	F&GP2324.70	Install electric charging points at Pavilion	30.04.2024 - 31.03.2025. Date moved due to review 31.10.25 spring 2026 Estimated Completion Date March 31st 2026	Facilities Officer	<p>FO progressing - quotes and further info being sought.</p> <p>Update 07.05.24 - going to F&GP in June.</p> <p>Update 01.07.24 funding agreed, awaiting the start of the newly appointed Facilities Officer to progress. 02.09.2024 Facilities Officer in post. 05.11.24 - Added complexities due to the pavilion extension. Electrical surveys completed and a new quote being sought for a new fuse board. New deadline set of 31.03.2025 ongoing.</p> <p>Update 06.03.25 fuseboard installed.</p> <p>Update 25.4.25 FO now looking at organisation and layout of wider area before proceeding.</p> <p>Update 30.06.25 still ongoing.</p> <p>Update 28.08.25 application has been made to National Grid for upgrade of incoming services. Application been made to national grid for upgrade. Have put out tender for new machine store which will house elec vehicles. Planning app to go out imminently. 8 weeks minimum to go through.</p> <p>Update 05.11.25 - Contractor appointed. Planning decision due mid November. Investigating storage solutions in addition to the container.</p> <p>Update 18/12/2025 Still awaiting planning consent</p> <p>Update 07/01/26 Planning Permission was granted 29th December 2025 for a new Machine Store which, once completed, will have its own 3 phase powersource with capacity for dedicated electric charging points</p> <p>Update 03/03/2026 New Machine Store due to be delivered on 9th March and erected by Friday 21st March. The National Grid have been commissioned to install the new 3 phase, after completion of the barn - and the opportunity to install electric charging points for council vehicles would be part of the internal electrical installation by a chosen electrician.</p>

16.04.24	CN2324.39	Improve energy efficiency at Town Hall: -adopt the action plan for no-cost measures. -Adopt the action plan for low-cost measures with priorities assigned to the insulation of rooves, the cleaning of solar panels, and the installation of water volume adjusters, all subject to receiving quotes and confirming feasibility. -Adopt the action plan for capital-cost measures.	31.03.25- Date moved to review 31.10.25	Climate & Nature Officer. Updated 24.4.25 to Facilities Officer	<p>Update 29.08.24 loft insulation done at Town Hall. All other items on hold until the Facilities Officer starts.</p> <p>Update 31.10.24: have completed-C-emissions accounting, PV generation monitoring, internal energy saving guidelines, loft insulation, radiator valve checks, urinal flush controls, radiator reflectors, works to chamber ceiling. Still to do-solar panel cleaning, water volume adjusters, further chamber ceiling works, window glazing, heat zoning, heat pump and solar panel battery installation.</p> <p>Update 7.1.25 - solar panels cleaned in December.</p> <p>Update 06.03.25 AS ordering water volume adjusters where possible to fit. Chamber ceiling works are done as far as is possible. Looking into window glazing in over 60's TR. Investigating heat zoning and pump but would be substantial projects. Looking at where solar panel batteries could be installed safely.</p> <p>Update 25.4.25 FO has ordered water volume adjusters, awaiting fitting. Seeking contractor for Over 60's TR glazing. Contractor booked to look at batteries. Heat zoning and pumps would need to be part of whole building refurbishment not currently planned.</p> <p>Update 30.06.25 Battery contractor coming within 2 weeks. Water volume adjusters fitted. Everything else still ongoing.</p> <p>Update 28.08.25 battery contractor has attended site and supplied quote. Pump now being considered alongside this. Glazing company has look at windows - FO investigating issue with double glazing/shutters</p> <p>Update 23.12.25: Under review</p> <p>Update 07/01/26: Meeting with AS on 13/02/26 to discuss outstanding low-cost recommendations. Capital cost recommendations will be moved to wider decarbonisation plan (expected completion date of plan 31/08/2026) at which point this action can be closed.</p> <p>Update: 3.3.26: All low-cost options now implemented. Option for council chamber going to full council this month. All other options will be considered as part of the decarbonisation plan which will be completed by the autumn 2026.</p>
17.09.24	OS2425.39	Purchase steel covered seating	31.03.27	Deputy Clerk	<p>Update 31.10.24 - awaiting progression of MUGA plans. (Note - seating will not be installed until MUGA is complete as need to know final location of MUGA in order to position seating correctly.</p> <p>Update 07.01.25 MUGA plans progressing. See line 12 OS2425.53.</p>
17.09.24	OS2425.42	Implement new hedge cutting regime on Town Council land	31.12.24. Moved date to 31.04.25-Winter 2025	Deputy Clerk & Administrator	<p>Update 31.10.24 - 2 contractors have done site visits, awaiting quotes.</p> <p>Update 07.01.25 quote accepted for 2025 works.</p> <p>Update 05.03.25 first round of works have been completed, with more to follow.</p> <p>Update 24.4.25 - revising plans over the summer, ahead of next round of cutting in the winter.</p> <p>Update 30.06.25 No update.</p> <p>Update 27.08.25 will be reviewing in early Sept with view to bringing quotes to Nov. meeting.</p> <p>Update 03.11.25 - the regime has been reviewed and amendments will go to the November Open Spaces meeting, including recommendations from Avon Wildlife Trust who are surveying some of the hedges.</p> <p>Update 22.12.25 - new regime approved by open spaces AWT completing some works in January. Action can be closed down.</p> <p>Update 03.03.26 - Winter 2025/2026 hedge works now complete.</p>
17.09.24	OS2425.45	Review all signage at MPF	31.03.27	Deputy Clerk	No update expected imminently, dependent on larger items happening on site first. Superseded by OS2526.27 (line 44).

10.09.24	Capital Strategy & OS2425.53	Install MUGA at MPF	31.03.27	Deputy Clerk	<p>Update 01.11.24 Progress report will be made to Open Spaces Committee on 26.11.24.</p> <p>Update 07.01.25 main features agreed at last OS meeting. WS to seek quotes and bring back in due course.</p> <p>Update 5.3.25 quotes for planning consultant going to OS in March. OS2425.86 recommendation going to FC in May for which architect to use.</p> <p>Update 27.06.25 planning application is being put together by View Architects and surveys are being carried out. Update 27.08.25 waiting results from surveys, planning app due to be submitted once received.</p> <p>Update 03.11.25 Planning application submitted, awaiting response from SGC.</p> <p>Update 03.03.26: Planning permission granted, with conditions to be discharged. Currently out to tender with deadline of 30.03.26.</p>
10.09.24	Capital Strategy	Improve water play at MPF	31.03.27	CEO	<p>Update 07.01.24. Community engagement planned for Q1 2025.</p> <p>Update 04.03.25 - survey closed and analysing results.</p> <p>Update 03.07.2025 - Tender proposed to July Full Council meeting. 01.09.2025 - Tender outcome to be reviewed by Full Council 09.09.25.</p> <p>Update FC 09.09.25 - contract not awarded/existing tender process terminated, project to be reviewed.</p> <p>Update FC 28.10.25 - authorisation given for officers to appoint a hydrologist. 05.11.2025 - Water Resource Associates LLP appointed.</p> <p>Update FC 13.01.2026 - FC to approve the process for appointing a Landscape Architect. Update FC 10.03.26 Landscape Architect appointed at the Extraordinary FC meeting held on 10.02.2026</p>
10.09.24	Capital Strategy	Skatepark redevelopment	31.03.27	CEO	<p>Progressing business plan with Krunch & SGC.</p> <p>Update 07.01.24 - Business plan to be discussed at the January FC meeting.</p> <p>Update 03.07.2025 - Registration of a CIC and supporting documentation to be considered at the July FC meeting. 28.09.2025.</p> <p>Update 01.09.25 - FC agreed to the registration of the CIC and have appointed a council director. This is now waiting on Krunch. Tennacy at Will for the skate park land currently being prepared by SGC. 05.11.2025 - Articles of Association have been submitted. The registration will take up to 6 weeks. The first CIC meeting is being planned for end of November. Heads of Terms for the lease of the land have been prepared for the CIC by SGC but the Tenancy at Will terms at yet to be received. The Stake Park User Group (SPUG) is being formed. Stakeholder engagement is expected to be arranged early in the new year. The bank account is being set up and will require some of the seed funding allocated by the council. Once set up the seed funding balance can be transferred to the CIC.</p> <p>Update FC 13.01.2026 - First meeting being scheduled for January.</p> <p>Update 10.03.2026 - CIC monthly meetings are underway; Heads of Terms for the lease negotiation are in progress, and the first draft of the tender has been prepared.</p>
10.09.24	Capital Strategy	Cinder running track at Chantry field	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Create a pump track in Thornbury	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Playground improvement at MPF	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Install memorial woodland and wellbeing garden at cemetery	31.03.33	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Install a 4G pitch	31.03.34	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Support Thornbury's Heritage	2025+	CSWG	Monitoring through the Capital Strategy Working Group

10.09.24	Capital Strategy	Tennis hut options appraisal	31.03.25	Facilities Officer	<p>Conditon survey prepared and shared with the Tennis Club.</p> <p>Update 25.04.25 information now with Tennis Club, awaiting their response.</p> <p>Update 30.06.25 still with tennis club.</p> <p>Update 28.08.25 awaiting response from the Tennis Club.</p> <p>Update 18.12.25 Tennis Club are interested to refurbish and utilise the hut under an extended licence (Lease for two tennis courts previously agreed).</p> <p>Update 03.03.26 We have a draft Lease, which needs to be assessed by a Solicitor. The CEO is recieving quotes from Solicitors to undertake type of work.</p>
10.09.24	Capital Strategy referral: FC2425.174	<p>Refurbish the chapel facilities: Replacement of the flooring with 40mm Pennant stone</p> <ul style="list-style-type: none"> • Removal of the hazardous galvanized rainwater tank from the site and excavate a dry well or an alternative drainage solution • Adaptation of the pews • Reconfiguration of the lighting circuit • Investigation of possible infrared panels or electric radiators for heating sources and implementation of the suitable solution. 	31.03.27	Facilities Officer	<p>Options appraisal considered at January CSWG meeting. Renovation works and budget to be agreed at Full Council 11.03.2025.</p> <p>Update 25.04.25 floor has been taken up. FO currently reviewing samples for replacement.</p> <p>Update 30.06.25 stone ordered, 16 week lead time, expecting delivery end Sep. contractor needed for late Sept.</p> <p>Update 28.08.25 AS has 2 quotes for flooring contractor, seeking 3rd quote. 05.11.25 - electrics for the site have been stabilised. Flooring to start being laid in November. The Climate and Nature Officer is investigating infra-red heating options. A spring opening is anticipated.</p> <p>Update 18.12.25 Updates 5th January commencement expected</p> <p>Update 08.01.26: Flooring nearing completion and expected final completion week commencing 12th January 2026</p> <p>Update 03.03.26: Flooring complete. Awaiting three quotes for electrical works and redecoration before this project can be signed off. Recommend that heating of the becomes a seperate project that depends as the choice of heating is dependant upon the upon the usage of the chapel in the future.</p>
10.09.24	Capital Strategy	Demolition of small holding at Cemetery	31.03.27	Facilities Officer	<p>Monitoring through the Capital Strategy Working Group.</p> <p>Update 28.08.25 HC has had asbestos removed. Possible now to look at options.</p> <p>Update 18.12.25 Council to consider taking down and rebuilding building as part of Memorial Woodland project.</p> <p>Update 03.03.26 Ongoing</p>
10.09.24	Capital Strategy	Turnberries options appraisal	31.03.27	CSWG	See FC2425.176 (line 34).
10.09.24	Capital Strategy	Improvement of staff facilities at the Cemetery	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Welfare unit at Chantry Playing Field	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Public toilet facilities at the Cemetery	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	67 & 67A High Street options appraisal	2027+	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Improve changing facilities and toilets at MPF	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group
10.09.24	Capital Strategy	Improve staff facilities at MPF	31.03.30	CSWG	Monitoring through the Capital Strategy Working Group

26.11.24	OS2425.52	Formalise agreement between TTC and TiB over Rock Street Garden , to be brought back to next meeting. Find alternative location for RBL garden	21.01.25 Jan 2026	Deputy Clerk	<p>Update 07.01.25 agreement drafted and with solicitor for checking. Meeting scheduled with the RBL to discuss locations.</p> <p>Update 04.03.25 OS agreed contents of draft agreement with TiB OS2425.69. Talks with RBL on alternative locations are ongoing.</p> <p>Update 24.4.25 arrangements are being progressed.</p> <p>Update 27.06.25 new location agreed, RBL discussing with SGC to complete written agreement.</p> <p>Update 27.08.25 RBL and SGC finalising agreement for new location, relocation of plants planned for autumn. Update 03.11.25 RBL now have an agreement in place with SGC for the new location for their garden (outside Methodist Church Hall). TTC will begin creating the new bed, moving plants across, and moving and reinstalling the bench and soldier figures in the second half of November. An agreement document has been agreed between TiB and TTC and will be formally signed once the RBL items are removed from the Rock Street location.</p> <p>Update 22.12.25 - New garden created and plants moved across, bench and soldier figures to follow in due course TiB to take back bed in early 2026.</p> <p>Update 03.03.26 - Awaiting better weather to concrete in bench, then will await RBL building wall following which the soldier figures can be installed. TiB have taken back maintenance of whole of Rock Street Garden and agreement now in place between TiB and TTC.</p>
26.11.24	OS2425.54	Proceed with redevelopment of Streamleaze Play Area	31.03.27	Deputy Clerk	<p>Update 07.01.25 works in draft budget for 2025/26.</p>
25.02.25	CN2425.40	Tiny forest - investigate locations and funding sources, for further scoping	28.02.26	Climate & Nature Officer	<p>Update 07.05.25 Currently recruiting a Climate and Nature Officer.</p> <p>Update 27.08.25 C&N Officer started in last few days.</p> <p>Update 27.08.25 C&N committee looking at potential sites with view to undertaking a feasibility study C&N 02.09.25 - shortlist of options agreed for feasibility study.</p> <p>Update 18.12.25 (CN2526.32) - Remove sites, Land behind Severn View Practice (earmarked for other purposes), Land behind Paula's Salon (too small), Badger Road Country Park (already well used) Agreed to investigate Barley Fields estate, land behind Castle Court Car Park, Tarmac off Easton Hill Road.</p> <p>Update 22.12.25 - speak to local schools and check interest in the scheme (CN2526.32.01) - expected completion date for action 28/02/2026.</p> <p>Update 03.03.25: Schools contacted and some responses received.</p>
11.03.25	FC2425.176	Submit an expression of interest for Turnberries	31.12.25	CEO	<p>Update 03.07.2025 - Awaiting communications from SGC.</p> <p>Update 28.08.2025 - awaiting official letter from SGC in the meantime CSWG are progressing the business plan. FC 09.09.25 - endorsed roadmap for Expression of Interest, officers to engage with youth providers as prospective partners.</p> <p>Update 05.11.2025 - Agreed to host a Futures of Turnberries event to inform the EOI.</p> <p>Update FC 13.01.2026 - Awaiting a meeting with current management to identify relevant information for inclusion in the business plan.</p> <p>Update FC 10.03.26 - CVS has been onboarded by SGC and are steering the change. Regular meetings diarised. Have met with the trustee to discuss operational details to feed into the business plan. A public consultation is due to be issued mid March to inform the business plan and the S106 funding application.</p>
18.03.25	FS2425.85	Seating improvements - Buy Lowther 5 seats following bench survey - Investigate further suggestions for seating next to the new basketball facility on Chantry Road Play Area and around the football pitches on the Mundy Playing Fields	01.11.25 Spring 2026	Deputy Clerk	<p>3 benches have been purchase and will be installed soon. Other 2 in coming months.</p> <p>Update 27.06.25 ongoing. Update 27.08.25 3 seats installed. 2 on order.</p> <p>Update 03.11.25 Three seats have been installed, two more awaiting installation, a further eight seats to be ordered, with options for the Rock Street seat to be considered by the Open Spaces Committee.</p> <p>Update 22.12.25 - All benches ordered with just a few to be installed, bespoke Rock Street bench being constructed.</p> <p>Update 03.03.26 - weather has affected being able to create concrete basis. Still one bench to be installed, still awaiting bespoke Rock Street bench, awaiting completion of tennis court fencing works before installing that bench.</p>

27.05.25	OS2526.08	Replace churchyard gates and complete works on war memorial	01.12.25 June 2026	Deputy Clerk	<p>Update 01.07.25 war memorial on faculty HC dealing with. WS waiting on date for gates.</p> <p>Update 27.08.28 HC has submitted Faculty application. Gates coming off 02.09.25</p> <p>Update 03.11.25 New gates installed and all parties very happy with the outcome.</p> <p>Update 22.12.25 - The war memorial works will be completed as part of the main St Mary's works, see line 1</p>
27.05.25	OS2526.10	Consult on tarmacked area around Larkspur Close	01.09.25	CSWG	<p>01.07.25 Consultation letters out w/c 7/7/25 with mid august deadline.</p> <p>Update 27.08.25 consultation finished. Results will go to the Sept. OS meeting</p> <p>Update 03.11.25 Open Spaces Committee have considered the results of the consultation and agreed to refer this matter onto the Capital Strategy Group for consideration in the context of other priorities. (The area is also on the shortlist for a tiny forest location.)</p>
27.05.25	OS2526.14	Remove signage in meadow and carry out survey of plants	30.05.26	Deputy Clerk	<p>01.07.25 Signage gone, survey happening over next 6 months.</p> <p>Update 28.08.25 signage has gone. MD will be carrying out the survey over a 12 month period. Date changed to spring '26 to accommodate this</p>
10.06.25	F&GP2526.18	Fix roofing issues at Police hub and Town Hall	31.03.26	Facilities Officer	<p>30.06.25 Resolved to use The Roofing Company Bristol.</p> <p>Update 18.12.25 Police Hub delayed from completion w/c 15.12.25 due to weather conditions. New date will be proposed in January 2026</p> <p>Update 07.01.26 Awaiting new proposed start date</p> <p>Update 03.03.26 Awaiting a new proposed start day fro April/May - due to the unusually wet winter and coordination of four key stakeholders (Council/Roofers/Police/St Mary's Shopping)</p>
08.07.25	FC2526.60	Marley Garage replacement and all associated building/tender works	01.06.26	Facilities Officer	<p>Update 28.08.2025 - Tender published with deadline of 03.09.2025. Results due to be reviewed at the Full Council meeting in September.</p> <p>FC 09.09.25 - contract awarded to Falcon Commercial Maintenance.</p> <p>Update FC 13.01.26 - Planning permission granted with conditions.</p> <p>03.03.26 - Containers have been delivered and are in use. Machine due to be erected and in use by Friday 20th March 2026</p>
08.07.25	FC2526.62	Confirmed responsibility for heritage assets (war memorial, fountain, pump and clock) and get insurance valuations	30.09.25	CEO/Administrator	<p>Update 01.09.25 site visits conducted last week, HC awaiting report.</p> <p>Update 05.11.2025 - Inspections of the heritage assets and received estimates from a regional stonemason and forge/ironworker for replacement of the War Memorial Cross at St Mary's, the water pump feature and drinking water fountain. Awaiting for the clock specialist to provide their report.</p> <p>Update 05.01.26 email received on 22.12.25, have all details required. Awaiting final report which should be available in the next couple of weeks.</p> <p>Update 10.03.26 - Report received and will be discussed at this meeting.</p>
22.07.25	OS2526.25	Investigate impact on Council's future plans, of Football Club storage shed request	31.12.25	Deputy Clerk	<p>Update 28.08.25 - the football club have been informed and officers will investigate implications.</p> <p>Update 22.12.25 - Implications investigated officers have submitted planning application.</p> <p>Update 03.03.26 - storage unit now installed.</p>
22.07.25	OS2526.26	Install 8 new benches (x6 MPF, x1 Chantry Play Area, x1 Rock Street Garden)	01.12.25	Deputy Clerk	See FS2425.85 (line 35).
22.07.25	OS2526.27	Progress phase 1 of signage review - get costing, designs and quotes	01.03.26	Deputy Clerk	<p>Update 28.08.25 WS identifying potential companies to work with and carrying out review of existing signage.</p> <p>Update 03.11.25 - officers continue to work on this, with some feedback expected in the first quarter of 2026.</p> <p>Update 03.03.26 - other projects taking priority at the moment, aiming to make some progress before Summer 2026.</p>
09.09.25	FC2526.88	Development of a Land Management Strategy - bring back to FC an outline proposal, potential budget and timetable.	11.11.2025	CEO	<p>Prepared and to be discussed at Full Council meeting on 11.11.2025</p> <p>Update 11.11.25 Report at the next FC meeting challenges or anticipated challenges, staffing and resource implications - option 1 (provided by staffing committee), indication of the financial savings from a land management strategy.</p> <p>Update for FC 13.01.26 - update deferred to March due to length of agenda.</p> <p>Update 10.03.26 - Report received and will be discussed at this meeting.</p>

09.09.25	FC2526.91	Bus services in and around Thornbury - regularly promote Y2C service and encourage promotion by other councils, identify an effective approach to progress discussions with relevant	30.09.2026	CEO/ Comms Officer	05.11.2025 - Promoting timetable through website and social media. HB has been in the Gazette promoting the service. Timetable printed and available to collect from the Town Hall. Update FC 13.01.26 - Poster being produced for promotion to other areas.
14.10.25	FGP2526.35	External companies engaged to conduct lease renewals and conduct valuations of TTC properties.	31.03.2026	CEO	Update 10.03.26 - Valuation imminent and Heads of Terms being prepared.
14.10.25	FGP2526.36	Contractor appointed to carry out Town Hall decorating works.	16.01.26	Facilities Officer	Update 18.12.25 Awaiting commencement date from appointed contractor Update 08.01.26: Works due to commence on Wednesday 14th January Update 03.03.26 : Contracted works were completed on 20th February '26 (Lux levels increased by 30% as a result of the colours selected).
21.10.25	CN2526.19	Road Map to Net Zero - agreed to proceed, with detailed discussed at the Thriving Nature working group.	TBC	C&N Officer	Update 22.12.25 will set a deadline at the February committee (CN2526.33). Update 03.03.26 : Dates agreed at February C&N meeting. Plan will be completed by the autumn
21.10.25	CN2526.20	Refresh ecological surveys and biodiversity management plans	TBC	C&N Officer	Update 22.12.25 : getting quotes in the new year for surveying next summer. Update 03.03.25 : 3 x quotes received. Wessex ecology are best value and will repeat like for like from previous surveys
11.11.25	FC2526.108	Commision View Architects to create masterplan proposal and plan for the pavillion.	31.03.26	Facilities Officer	Update 23.12.25 : to be commissioned in early 2026 Update 08.01.26: Purchase order issued. Awaiting date for commencement of the work. Update 03.03.26 (Project Complete) : View Architects have provided a masterplan proposal fro Council consideration
18.11.25	OS2526.57	Streamside improvements linking with joined up travel around Thornbury,	10.03.25	Deputy Clerk	To be discussed further in January 13.01.25. SC to provide a map of planned projects, cost of play equipment upkeep. Recommendations to FC regarding project 10.03.25. C & N to discuss in next meeting. Update 22.12.25 - Discussed at OS and C&N SCG setting up working group involving councillors. Update 03.03.26 - Agreed change to plan: SGC are running a working group to discuss plans and will report back to Full Council with recommendations.
18.11.25	OS2526.58	Hedge cutting regimes on council land. - Agree suggested changes to regimes - Cap hedges to below 2m in height - Allow Avon Wildlife Trust to proceed with cost-neutral hedge works - Officers to carry out winter '25 hedge works in line with regimes	Winter 2025	Deputy Clerk	See OS2425.42 (line 10)
18.11.25	OS2526.60	Seating on council land - Replacement seat on rock street garden to proceed - Installing seating on Oakleaze Green (litter levels to be monitored)	Spring 2026	Deputy Clerk	See FS2425.85 (line 35) & OS2425.39 (line 9)
18.11.25	OS2526.61	Tennis court fence replacement quotes - Carry out thorough survey - Repairs to posts, re-concreting in place to defer need for replacement	Jan-26	Deputy Clerk	Update 22.12.25 - Condition survey and options appraisal going to OS in January. Update 03.03.26 - OS agreed to proceed iwth replacement, contractor agreed, works due to start w/c 09.03.26.
18.11.25	OS2526.63	Draft walk leaflets (walkers are welcome) - Publication agreed and TTC to print leaflets on normal paper - Walkers are welcome apply for grant for enhanced printing items - Signage considered at a later date	Spring 2026	Deputy Clerk	Update 22.12.25 - Officers working with Councillor Bloor to finalise leaflets. Update 03.03.26 - Leaflets finished and printed.
18.11.25	OS2526.64	Amend type and position of football club storage structure.	Spring 2026	Deputy Clerk	See OS2526.25 (Line 43)

09.12.25	FGP2526.47	Main water and foul water treatment at MPF - Aegaea Ltd to proceed with further investigation to identify most economical and long term solution.	31.03.26	Facilities Officer	Update 23.12.25: To be commissioned early 2026. Update 08.01.26: Awaiting confirmation and starting date from Aegaea Update 03.03.26: Ongoing
16.12.25	CN2526.30.01	Codesign process for streamside walk SG to contact those who may be interested in taking part in the codesign process and pass details to WH.	05.01.26	C&N Officer	Update 22.12.25 - contacted committee and waiting to hear back. Details will be passed to Will Hallam at South Glos before Christmas. Update 07.01.26 - Names of interested parties passed to Will Hallam - action completed.
16.12.25	CN2526.30.02	Codesign process for streamside walk SG to ask WS to pass on request for people interested in codesigning streamside walk to Open Spaces Committee	05.01.26	C&N Officer	Update 22.12.25 - SG has passed on to WS who has emailed the committee. Update 07.01.26 - WS has contacted OS committee and passed on names of interested parties.
16.12.25	CN2526.31	TTC Watermark Town Scheme - Submit expression of interest in participating in programme - Work towards Watermark Town Status if offered the chance	TBC	C&N Officer	Update 22.12.25 - have a place on the programme and meeting booked with watermark on 27th January so will be able to update at the next working group meeting. Update 03.03.26: Launch event to coincide with Earth Day (22 April) being arranged. Ideas for Watermark projects will be gathered at this event.
13.01.26	FC2526.133	Transfer of Deeds Armstrong Hall Trust Execution of transfer as custodian trustee subject to confirmation of CIO registration with a Town Council majority.	TBC - external organisation leading	CEO	
13.01.26	FC2526.139	Promoting Thornbury The promotion of Thornbury as a destination on the local bus service	31.03.2026	CEO	Artwork created and sent to advertising company. The artwork will be visible on the rear of 15 buses for a 2 week period starting from 16.03.2026.
13.01.26	FC2526.148	Town of Culture To progress the application for Town of Culture	31.03.2026	CEO	A draft bid has been prepared and is being reviewed at the March FC meeting.
17.02.26	CN2526.41	Planning for decarbonisation	TBC	C&N Office	
20.01.26	OS2526.64	Vehicle access on Oakleaze Green	TBC	Deputy Clerk	

THORNBURY TOWN COUNCIL

ACCOUNTS PAID OUT OF MEETING

		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	15.90	15.90
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.80	26.80
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.20	7.20
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	TBC	TBC
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	TBC	TBC
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	TBC	TBC
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
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE - FEB 26 (Direct Debit @ £)	0.00	0.00
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
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
ACCOUNTS DUE FOR PAYMENT - 10TH MARCH 2026			
T H WHITE GROUNDCARE	FRONT AND REAR TYRES - AMAZONE 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
ACCOUNTS DUE FOR PAYMENT- TOTAL		19,990.00	16,790.44

Approved by Cllr:

Date:

Seconded by Cllr:

Date:

Authorised By:

Date:

Authorised By:

Date:

Report to Thornbury Town Council

Report Title: Registration and Naming of Private Road at Mundy Playing Fields

Prepared by: Hannah Bowden, CEO

Meeting Date: 10.03.2026

Status: For action/For Information



1. Purpose

To seek Council approval to formally register and name the private access road serving Mundy Playing Fields and to authorise officers to commence the Street Naming and Numbering process with South Gloucestershire Council.

2. Background

Mundy Playing Fields is accessed via a 175-metre private road connecting to Kington Lane. The road currently lacks a formally recognised street name and address.

Although the road appears within the National Street Gazetteer as “Mundy Lane”, the name is not recognised by Royal Mail and therefore does not consistently appear in postcode searches or digital navigation systems. As a result, the sports facilities are typically referenced as locations on Kington Lane rather than having a unique address.

This situation creates several practical issues including:

- Difficulty for visitors and delivery drivers locating the site
- Inconsistent recognition in mapping and navigation systems
- Potential delays for emergency services responding to incidents
-
- Lack of a clear address for bookings, correspondence and promotion of the sports facilities

Formal registration of the road would provide a clear and unique address for the site and improve navigation and accessibility.

3. Proposed Name

The simplest option is to regularise the existing name “Mundy Lane”, which already appears within the National Street Gazetteer.

Alternative historically relevant names could be considered if Council wished to explore them further; however, retaining the existing name is likely to provide the most straightforward route to formal recognition.

Any proposed name must be approved through South Gloucestershire Council’s Street Naming and Numbering process, including consultation with Royal Mail and emergency services.

4. Financial Considerations

Estimated costs associated with the process are:

- Street Naming and Numbering administration fee: £150–£300 + VAT
- Street name signage (supply and installation): £250–£400 + VAT

A provisional budget of up to £700 is recommended. The budget to be allocated against 110/4085 Professional Fees, which has an available balance of £10,000 in the new financial year.

5. Timescale

The process typically takes 3–6 months, including application processing, statutory consultation and installation of road signage.

6. Next Steps

Subject to Council approval:

- Officers will contact South Gloucestershire Council Street Naming and Numbering team to request the application pack and confirm the fee.
- Consultation will take place with neighbouring properties and key users of the site.
- A formal application will be submitted to South Gloucestershire Council.
- Once approved, street name signage will be commissioned and installed.

7. Recommendation

Council is recommended to:

1. Agree to proceed with the formal registration and naming of the private access road serving Mundy Playing Fields.
2. Support the regularisation of the name “Mundy Lane” (subject to approval by South Gloucestershire Council).
3. Authorise officers to submit a Street Naming and Numbering application to South Gloucestershire Council.
4. Approve a provisional budget of up to £700 to cover administration fees and installation of road signage allocated against 110/4085 Professional Fees.

Financial Implications

The proposal will incur modest costs associated with the Street Naming and Numbering process as identified above. The Town Council would also be responsible for the ongoing maintenance of the signage once installed.

Legal Implications

Street Naming and Numbering is a statutory function administered by South Gloucestershire Council. While the Town Council, as landowner, may apply for the formal registration and naming of the road, the final approval of any proposed name rests with the local authority through its Street Naming and Numbering process. This includes consultation with statutory bodies such as Royal Mail and the emergency services to ensure the proposed name meets national addressing standards and does not conflict with existing street names.

Environmental Implications

The proposal has minimal environmental impact, as the only physical change required would be the installation of one or two street name signs in accordance with local authority specifications. The environmental footprint of the proposal is therefore negligible, and the improved addressing may provide minor indirect benefits by reducing unnecessary vehicle movements associated with visitors or deliveries attempting to locate the site.

Report to Full Council – 10th March 2026

Recommendation from the Events and Innovations Working Group

Purpose of Report

To confirm the continuation of flying flags to commemorate recognised dates/ anniversaries on the Town Council's Flag Poles

Detail

A programme of flags have been flown from the flagpoles for the last 2 years. This is now an established cycle which was confirmed by the Events and Innovation working Group. A number of the flags need to be renewed in the coming year at a cost of between £7 and £15 each. This cost can be contained within the working group's budget. The Union Flag always flies on one flag poles. It is also proposed that, subject to Thornbury in Bloom winning a national award, their flag is flown for up to a month once awarded

Recommendation

To agree the schedule of flags to be flown as set out below and to thank the officer who manages this project

Cllr Helen Ball

Chair, Events and Innovation Working Group

Month	Topic	Flag
May	Local and Community History Month	Image from Thornbury Museum
June	Pride Month	Pride Flag
July	NHS birthday	NHS flag
August	International Youth Day	UNICEF Flag
Sept	World Alzheimer's Day	Alzheimer's Awareness Forget-Me -Not Flag
Oct	Black History Month	Black History Month Flag
Nov	Remembrance Month St Andrew's Day	British Legion White logo flag St Andrew's flag
Dec	Xmas	Father Xmas flag
Jan	Holocaust Memorial Day	Holocaust Memorial Day Flag
Feb	International Cancer Awareness Month	International Cancer Flag
March	International Women's day St David's Day St Patrick's Day	Suffrage Flag St David's flag St Patrick's flag
April	Earth Day St George's Day	Planet Earth Flag St George's flag

Report to Full Council – 10th March 2026

Recommendation from the Events and Innovation Working Group

Purpose of Report

To agree the proposed dates and arrangements for ‘Meet Your Councillor’ 2026-27

Detail

The ‘Meet Your Councillor’ sessions have continued to be successfully run in this past year, on the last Saturday of the month, with between 6 and 10 residents attending in each 2 hour session. In June an outreach session was successfully held in Glebe Wood to reach out to new residents.

Each session has been set up based on the ward structure for planning purposes, though at times some adjustments have been made to achieve balanced numbers over the year. The three councillors who are also South Glocs councillors have shared attending each session, to assist responding to queries related to S Glocs services. A laptop is available for use by councillors and a short form is completed to record the queries raised

Building on the last 3 years experience, the lead councillor for each session is responsible to ensure attendance at their session, communicating and co-ordinating as appropriate and circulating a brief summary of the session to all councillors and Town Clerk

Each session is from 10am to 12 noon in the Town Hall, on the last Saturday of the month. These sessions are advertised widely through the work of the communications officer: web based, local newspapers/ magazines and radio.

The Guidance Notes and risk register is attached for reference.

Cllr Fiona Deas has offered to take on the overall coordination of this service from May 2026.

Recommendation

That the schedule of Meet Your Councillor sessions is agreed and the guidance and risk assessment are noted.

Cllr Helen Ball

Schedule of 'Meet Your Councillor' sessions 2026-27

Date 10am- 12 noon	Lead ward (for planning purposes)	Lead Councillor	Councillor Team
May	No session – BH week		
June 27th	North West	Chris Woodhouse	Chris Davies Tiffany O'Connor David Dawkins
July 25 th -	North East	Helen Ball	Chris Rowe Danny Bonnett Jayne Stansfield
Aug	No session		
Sept 26th	South	Gil Gilroy	Chris Bloor Christine Carter New councillor S Glocs councillor
Oct 31st	South East	Fiona Deas	Kath Greenman New councillor Maggie Tyrrell
Nov 28th	North West	Chris Woodhouse	Tiffany O'Connor David Dawkins S Glocs councillor
Dec	No session		
Jan 30th	North East	Helen Ball	Chris Rowe Danny Bonnett Jayne Stansfield
Feb 27th	South	Gil Gilroy	Chris Bloor Christine Carter New councillor S Glocs Councillor
Mar 28th	No session - Easter		
April 24th	South East	Fiona Deas	Kath Greenman New councillor Maggie Tyrrell



‘MEET YOUR COUNCILLOR’ GUIDANCE NOTES FOR COUNCILLORS

Councillor surgeries can be a useful tool for public engagement. Councillors are elected to represent their electors, and surgeries or ‘Meet Your Councillor’ sessions are ideal to help inform councillors of the thoughts and desires of the public in order that they can appropriately represent them.

WHAT COUNCILLORS CAN DO AT ‘MEET YOUR COUNCILLOR’ SESSIONS:

- **Gain useful feedback** from the public. Councillors may choose to share this with their colleagues. It may help councillors decide how they vote on decisions in the future, or inform councillors in terms of developing proposals to take to a council meeting.
- **Clarify and explain what the Town Council does;** what we provide, what we can do and what we can’t do. Councillors can use the opportunity to tell members of the public of ongoing or upcoming projects and explain to members of the public how they can get involved (consultations, volunteering).
- **Direct members of the public to information or advice sources:**
 - **Town Council information:** On our website, Facebook or Instagram page, how to contact the office, or point members of the public to relevant policies available on our website, such as our complaints policy. Some hard copy information, including the most relevant policies, is available in the Town Hall reception.
 - **Other agencies:** South Gloucestershire Council (and local SGC councillors), Citizens Advice South Gloucestershire, West of England Combined Authority, and other third-party organisations. Contact information will be made available to pass on.

WHAT COUNCILLORS SHOULD NOT DO / THINGS TO BEAR IN MIND

- **Authority and position of the council:** Councillors have no authority in their own right and as such Councillors must be careful not to represent the council inappropriately in terms of views, or what the council will/won’t do. The Council’s position on a matter is as agreed by the council as a whole (or delegated committee). Councillors should take care to identify any personal views as such.
- Councillors cannot commit the council or commit/direct staff. Please do not suggest that Town Council staff will act on behalf of members of the public or investigate non-Town Council related matters for them.
- **Expectation management:** The Town Council has a defined remit and limited authority or influence on matters outside of this. It is important to manage expectations of the public as to what we can and can’t do. Where matters relate to those of another organisation, including another public body, members of the public should be directed accordingly. The majority of enquiries that the Town Council office routinely receive are redirected to SGC or other agencies.
- **Personal information/GDPR:** Town Councillors do not undertake ‘casework’ as principal authority councillors or MPs may do. It is particularly important to bear in mind confidentiality and GDPR obligations. Members of the public should not be discussing personal information at ‘Meet Your Councillor’ sessions. Not only is it not appropriate to the Town Councillor role, we also do not have appropriate GDPR procedures in place for how we handle any personally confidential information received. Such matters are unlikely to be appropriate for ‘Meet Your Councillor’ sessions and individuals should be directed to appropriate agencies or advice organisations such as the Citizens Advice South Gloucestershire.

- **Routine enquiries:** 'Meet Your Councillor' sessions are not a replacement for the Town Council office or reception function. Members of the public should be encouraged to contact the Town Council offices by telephone, email or in person for standard queries and operational matters.

PERSONAL SAFETY

Councillors must give due regard to their personal safety when conducting 'Meet Your Councillor' sessions. Whilst most people are polite and reasonable, there are occasions when behaviours do not meet reasonable expectations.

There have been high profile national cases of violence and aggression against public figures, including MPs and councillors, and the threat, although unlikely, should not be disregarded. At Thornbury Town Council visitors to reception can sometimes be aggressive and/or abusive and on occasion may appear to be under the influence of alcohol or other substances.

In order for 'Meet Your Councillor' sessions to go ahead **there must be two councillors in attendance at all times**. Councillors should stick together for the duration of the session and not leave their colleague on their own. A risk assessment has been drafted for the operation of 'Meet Your Councillor' sessions. All councillors must read this risk assessment in advance of hosting a session, must confirm in writing that they have done so and must adhere to the controls set out therein.

Any threat to personal safety must be immediately reported to the police. Any adverse incidents that occur during 'Meet Your Councillor' sessions must be reported to the Chief Executive at the first available opportunity for investigation.

PRACTICAL ARRANGEMENTS

Town Hall access and security: In advance of 'Meet Your Councillor' sessions taking place a councillor must attend the Town Hall to collect and sign out a key for the front door. After the event the key must be returned to the office within a reasonable timeframe.

In advance of locking up the Town Hall, councillors must **ensure that no members of the public remain in the building**, for example in the toilets. Please note that only the upstairs toilets are available to members of the public; the downstairs toilets are controlled by combination locks for staff use only.

Reporting: Councillors are asked to complete a log sheet for each member of the public that attends a session. Completed sheets should be returned to the Town Council Office. If a member of the public chooses to supply contact details, please ensure that they sign the form to consent to being contacted, or having their details passed onwards, for the purposes set out on the form. The data collated may be reported on in the Annual Report and may be analysed to identify patterns of feedback/hot topics.

AREAS OF OPERATIONS

TOWN COUNCIL	SOUTH GLOUCESTERSHIRE COUNCIL	OTHER AGENCIES
Open Spaces: <ul style="list-style-type: none"> ○ Mundy Playing Fields ○ Chantry Playing Field ○ Thornbury Cemetery & Meadow (adjoining field) ○ Oakleaze Green 	Domestic refuse collections	Armstrong Hall - Armstrong Hall Trust
Play areas: <ul style="list-style-type: none"> ○ Eastland Avenue ○ Streamleaze ○ Chantry (Tilting Road) ○ Mundy Playing Fields ○ Skate Park ○ Osprey Park ○ Eastland Road 	Infrastructure: <ul style="list-style-type: none"> ○ Roads ○ Footpaths (except those on TTC land) ○ Verges ○ Traffic management ○ Roadworks 	Antisocial behaviour and reports of crime – the neighbourhood police beat team
Dog bins	Public bins	GP surgeries – NHS
Planning – statutory consultee only (no decision making ability)	Planning - consideration, decision and enforcement	Benefits – Department for Work & Pensions
Kington Lane cemetery (active burials – individuals to contact the office for any queries)	High Streets	Buses – private bus companies and/or West of England Combined Authority
St Mary’s Closed Churchyard	Housing and council tax	Public toilets at St Mary Centre – St Mary Centre
Buildings: <ul style="list-style-type: none"> ○ The Bakery Annexe ○ 67 High Street ○ The Town Hall ○ Pavilion at the MPF ○ The Chapel at the Cemetery 	Licencing (alcohol, premises, trading, taxis etc)	Thornbury Tennis Club – their courts including the two MPF courts they have under licence (we have no authority over the Tennis club)
Football pitches on the MPF and rugby pitches on Chantry Playing Field	Reports of rough sleepers	Retail – Chamber of Commerce, individual business owners or St Mary Centre
Public tennis courts on the MPF	Reporting of potholes, fly tipping etc (SGC online reporting system)	Thornbury Citizens Advice Bureau
Thornbury Local Climate & Nature Action Plan	Public signage (unless on Town Council land)	
Community Toilet Scheme		
Remembrance Parade (parade element of the celebrations only)		Remembrance Service – St Mary’s Church and the Royal British Legion

Risk Assessment

Task: Meet Your Councillor Surgeries		Reference Number: VA4	
Location/Dept: Town Hall	Assessment Date: 03.03.2026	Assessed by: Hannah Bowden	
Location of Risk Assessment: Town Hall	Review Date: 03.03.2027	Job Title: Chief Executive	

			Risk rating before implementing control measures						Risk rating after implementing control measures			
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Control Measures Required/To be Considered		
Walking around the building	Slip/trips or fall	Members of Public including children and vulnerable people, Councillors	4	3	12	<ul style="list-style-type: none"> Ensure all areas in use (reception area, kitchen, toilets, corridors and stairs) are well lit and clear from obstructions. Ensure any spills are cleared promptly and the area is fully dry before allowing access 	2	3	6			
Overcrowded event	People exceeding room capacity, unable to evacuate safely (in breach of fire regs), crush on stairs and in corridors	Members of Public including children and vulnerable people, Councillors	2	4	8	<ul style="list-style-type: none"> Room capacity set at 20 standing (same as Exhibition Room) Councillors must monitor how many people are coming in and stop entry if there are more people than seats available. Visitors must queue outside until a seat becomes available or Councillors can take the residents contact details, using the form provided, and 	1	4	4			

						arrange a convenient time to call.				
Hostile/aggressive/intoxicated people	Abusing or threatening people, causing distress, falling over and injuring themselves or others	Members of Public including children and vulnerable people, Councillors	3	3	9	<ul style="list-style-type: none"> Councillors to pause or terminate event if safety is threatened. Councillors must call police if there is an immediate danger. Councillors are required to comply with the Council's Code of Conduct, available on the Council's website 	3	3	9	
Using the lift	Entrapment in doors, lift breaking down and people getting stuck	Members of Public including children and vulnerable people, Councillors	3	3	9	<ul style="list-style-type: none"> Lift is serviced quarterly and LOLER inspected every 6 months. Councillors have emergency contact details for an engineer during a lift breakdown. Fire service must be called if there is an emergency that cannot wait for an engineer 	2	3	6	Lift replacement scheduled for 2029
Fire	Fire starting inside or nearby building. People getting burnt, or smoke inhalation. Damage to property.	Members of Public including children and vulnerable people, Councillors	2	5	10	<ul style="list-style-type: none"> Fire systems are serviced and maintained in line with legislation and our Fire Policy. Councillors are given instructions on assembly point, refuge point, logbook and panel locations, and evacuation procedure. People who would not be able to use the stairs in the event of a fire cannot be allowed to go upstairs in the lift 	1	5	5	Consider training Councillors to use the evac chair
Fire system fault	People being confused and panicking, evacuating unsafely	Members of Public including children and vulnerable people, Councillors	2	2	4	<ul style="list-style-type: none"> Fire systems are serviced and maintained in line with legislation and our Fire Policy. Councillors are given outline instructions on assembly point, refuge point, logbook and panel locations, and evacuation procedure. 	1	2	2	

Other building maintenance failure e.g. plumbing, electrical, gas	Water damage to property, electric shock, gas leak, injuries including slips and burns	Members of Public including children and vulnerable people, Councillors	2	3	6	<ul style="list-style-type: none"> Plant and equipment serviced and maintained in line with manufacturers' recommendations, legislation and our policies. Councillors given contacts for emergency call out and previously used contractors in case of incident. 	2	3	6	
Accessing restricted areas	GDRP breach if confidential material is left in public areas. Exposure to unsafe levels of radon gas in rear cellar. Theft of devices or information from safe room or offices. Tampering with lift controls or plant room equipment. Exposure to COSHH chemicals. Slips and falls in attic.	Members of Public including children and vulnerable people, Councillors	3	4	12	<ul style="list-style-type: none"> Councillors only use reception area, kitchens and toilets during surgeries. Other areas to be kept locked. Chief Executive's office is on a different key to the one that is given to Councillors Cupboards containing invoices and financial information are locked with different keys to the set given to Councillors. Plant room key is different to the one given to Councillors. 	1	4	4	
First aid event/medical emergency	Minor to major injuries and illnesses or emergencies requiring first aid	Members of Public including children and vulnerable people, Councillors	2	4	8	<ul style="list-style-type: none"> Considered a small event (attendees under 20) Councillor lead for the event is also designated as the First Aid lead and are to familiarise themselves with the following: Location and contents of first aid bag and accident and incident reporting procedure. Defib is located in the lobby For emergencies requiring first aid, call 111 or 999 	2	3	6	
Locking/unlocking building	Unlocking wrong areas, forgetting to lock an area, leaving	Members of Public including children and	3	4	12	<ul style="list-style-type: none"> One person is the assigned key holder for each event 	2	4	8	Consider upgrades to security

	windows open, not knowing where lights and locks are. Leading to injury, unauthorised access and theft.	vulnerable people, Councillors				<ul style="list-style-type: none"> Key holders are advised of the procedure to secure the building 				technology e.g. CCTV and intruder alarm systems.
Children and/or vulnerable people (VP) attending event	Lost children/VP, injuries/accidents to children/VP moving around the building unattended e.g. falling on the stairs, allegation of inappropriate conduct towards lone child/VP	Members of the public, particularly children and/or vulnerable people (VP), Councillors	2	3	6	<ul style="list-style-type: none"> Event unlikely to attract children/VP, so unlikely to get many attending. Councillors should keep the door from the main reception room into the building closed, so access to hazards in the rest of the building is restricted. Councillors to ensure that children/VP wishing to use toilet facilities are accompanied by their guardian. If no guardian is with them, requests to use toilet facilities should be refused and advise of alternative facilities such as St Mary's shopping centre or venues identified under the community toilet scheme. Councillors are in groups of 2-3 on each session and should never allow themselves to be alone with children/VP. If a child/VP safety issue of any kind arises, pause event until issue is resolved. 	1	3	3	
Misuse of IT provided to help visitors	Breach of Council security, exposure of confidential details, access of inappropriate websites	Members of Public including children and vulnerable people, Councillors	2	4	8	<ul style="list-style-type: none"> Laptop is password protected with password stored in hard copy on site, in location known only to Councillors and staff. IT contract with supplier includes security features 	1	4	4	

						<ul style="list-style-type: none"> • IT for Councillors policy is in place and signed by all Councillors when they take their seat • Councillors are required to comply with the Council's Code of Conduct and they have access to a copy of the code 			
Refreshments provided to visitors	Allergies triggered by consuming allergens or cross contamination, food poisoning caused by milk being off, scalding and burns by hot drinks	Members of Public including children and vulnerable people, Councillors	2	5	10	<ul style="list-style-type: none"> • Retain all packaging of food and drink offered and have it available to show people if they do have allergies and request to see it. • Councillors must show the packaging so individuals can decide for themselves if it's safe to consume, rather than making that judgment for them. • Ensure milk is kept in the fridge on hot days. • Discard milk if the odour or texture indicates it has spoilt. • Exercise caution when handling boiling or very hot liquids and crockery. • First aid kit provided for minor injuries and burns. 	1	3	3

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Officer Report to Thornbury Town Council

Report Title: Council Chamber Energy Efficiency Options

Prepared By: Sharon Gardham

Meeting Date: 10 March 2026

Status: For Action



1. Detail

In the 2025-2026 Thornbury Town Council budget there was a sum allocated for Green Projects, which included improving the energy/heat efficiency of the council chamber.

This room has a high apex ceiling and is only partially insulated. It is also infrequently used. These factors result in it being one of the less energy efficient areas of the Town Hall, as identified in the Energy Efficiency report compiled by Severn Wye in January 2024.

In collaboration with the Facilities Manager, the Climate and Nature officer has been considering various options for improving energy efficiency in the council chamber, whilst avoiding excessive impact on the aesthetic and historic qualities of the space.

Options were presented to the Climate and Nature Committee on 17 February 2026, including installation of a false ceiling, insulation/acoustic panels, or infra-red heating. Due to cost, efficacy and aesthetic considerations, these options were discounted. The Climate and Nature Committee instead agreed to recommend to full council the installation of low velocity heat recirculation fans in the ceiling space of the chamber.

Two remote control operated reversible ceiling fans are recommended, which can prevent heat loss by recirculating warm air downwards from the ceiling apex while the chamber is in use during the winter months. The added advantage of this option is that the fan can be reversed, giving a cooling effect should this be needed during warm summers/heatwaves.

Ceiling fans are relatively cheap to install, will have limited aesthetic impact (see appendix) and are powered by renewable energy. Whilst there will be low background noise while the fans are running, this is expected to be around 50 decibels, which is lower than the level of normal conversation (60 decibels), so they should not negatively impact conversations during meetings. The estimated energy efficiency savings are around 30%.

Installation of ceiling fans is a pragmatic solution to improving energy efficiency and comfort in the council chamber, without incurring unacceptably high costs or aesthetic impacts.

2. Implications

Environmental Considerations

The installation of ceiling fans would improve the overall energy efficiency of the Town Hall, contributing to the goal of reducing the carbon emissions from Town Council operations.

Installation of fans would assist in the long and short term, supporting greater heat efficiency with either gas or heat pump heating solutions.

The fans are powered by electricity, which we source from a renewable energy supplier.

Economic Considerations

When weighing the different options, consideration has been given to the cost of installation and energy to run versus the overall energy efficiency savings. Ceiling fans offer the best return on investment in this respect.

The Green Projects budget is only available until the end of March 2026, and no specific monies have been allocated for Green Projects in 2026-2027. Therefore, a decision on fan installation is needed, so works can be instructed before the end of the financial year.

The estimate for installation of 2 x 56" fans (as pictured in the appendix) is £1006 excluding VAT from a remaining Green Projects budget of

3. Recommendations

Installation of the following is recommended:

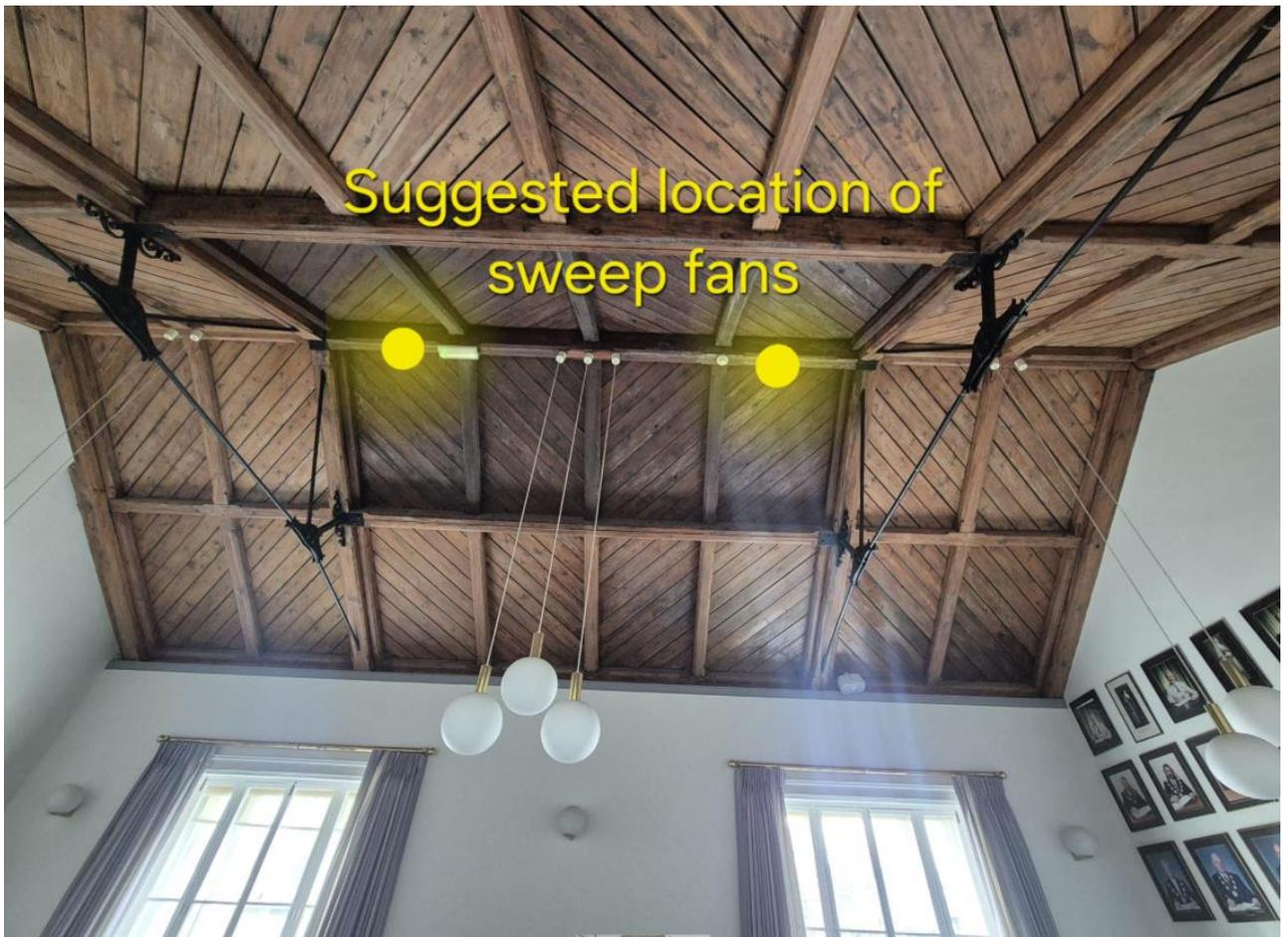
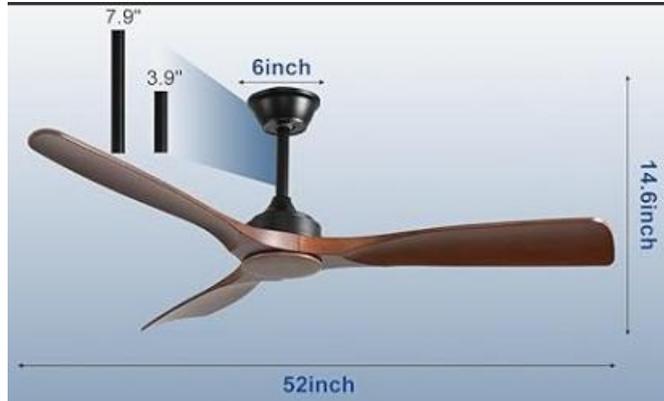
- Two low velocity heat recirculation fans: This option offers a good balance between improving energy efficiency and minimising the environmental and financial impact of installation. Careful selection of the fans will mean there will be limited impact on the aesthetic and historic characteristics of the chamber.

The council is asked to:

- Consider the above recommendation for improving the efficiency of the council chamber and approve the installation of ceiling fans.

4. Appendix

Low Velocity Ceiling Fans – appearance and positioning



Report to Thornbury Town Council

Report Title: Recruitment of CEO & RFO Maternity Cover

Prepared by: Hannah Bowden, CEO

Meeting Date: 10 March 2026

Status: For action



Detail

The current Chief Executive and Responsible Finance Officer is due to take maternity leave later this year. The recruitment process is underway with the job role; person specification and application published.

The recruitment timescales are scheduled as:

- Wednesday 18th February - Job advert published
- Tuesday 10th March – Full Council – Appointing councillors for shortlisting, interview panel and delegate formal appointment to the Staffing Committee
- 9am Monday 16th March - Application deadline (open for 4 weeks)
- Monday 16th March or Tuesday 17th March - Shortlisting
- Wednesday 19th March – Thursday 26th - Interviews
- Thursday 26th March – Staffing Committee meeting – appointment and contract negotiations.
- Friday 27th March – Confirmation of appointment to the successful applicant.
- Monday 30th – Friday 3rd April - Contract negotiations and signing
- Two months’ notice period
- Monday 1st June – Start date and a few days’ handover if not the week before.

The council are asked to action the following:

Shortlisting

Shortlisting of applicants is scheduled to take place on Monday 16th March or Tuesday 17th March.

Council is requested to appoint three councillors to undertake the shortlisting process in consultation with the Chief Executive.

Interviews

Interviews will be conducted between Wednesday 19th March and Thursday 26th March.

Council is requested to appoint three councillors to serve on the Interview Panel.

The Interview Panel shall comprise of three appointed councillors and the Chief Executive.

The panel will conduct formal interviews and recommend a preferred applicant to the Staffing Committee.

Delegation of Appointment

In order to conclude the recruitment process efficiently, it is proposed that authority to make the formal appointment along with contract negotiations is delegated to the Staffing Committee.

Recommendations

Council is recommended to:

1. Appoint three councillors to conduct shortlisting on Monday 16th March.
2. Appoint three councillors to serve on the Interview Panel with the Chief Executive for interviews to be held between Wednesday 19th March and Thursday 26th March.
3. Delegate authority to the Staffing Committee to make the formal appointment and contract negotiations.

Implications

Financial: None

Environmental: None

Legal: Delegated Authority