

5 February 2025

To Councillors: Chris Woodhouse (Chair), Helen Ball, Fiona Deas, Chris Bloor, Maggie Tyrrell, Chris Davies, Jayne Stansfield and Chris Rowe

Please take notice that a meeting of the **Finance & General Purpose Committee** of Thornbury Town Council will be held in the **Council Chamber of the Town Hall** on 10 February 2025 at **7.30pm**.

Committee members are here by **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](#).

AGENDA

Emergency Evacuation procedure: Please familiarise yourself with the emergency evacuation procedure on display in the Council Chamber and acquaint yourself with the nearest emergency exit. The assembly point, in the event of any evacuation, is the area of pavement opposite the Town Hall, by 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.

1. To receive apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public relating to items on the agenda
4. To approve the minutes of the Finance & General Purpose Committee meeting held on 9th December 2025
5. To consider the following financial matters:
 - 5.1. To approve the Accounts for Payment (updates to be tabled at the meeting) and ratify payments made out of meeting
 - 5.2. To receive Q3 Bank Reconciliations
 - 5.3. To receive Q3 Equals Card Reconciliations
 - 5.4. To receive Q3 Budget Monitoring Report

6. To note any officer decisions made under delegated powers
7. To receive and approve the Terms of Reference for the 2026-27 civic year
8. To receive and approve meeting dates for the 2026-27 civic year
9. To ratify the response to SGC budget consultation
10. To review and discuss SGC review of Special Expenses
11. To approve request for free hire of the Exhibition Room
12. To review and approve the 2026 Risk Register
13. To receive the Internal Audit report
14. To note referrals from the Capital Strategy Working Group
15. To receive agreement updates from: Library services
16. To review and adopt the following policies and procedures:
 - 16.1 Data Protection Policy
 - 16.2 Privacy Notice - Public
 - 16.3 Privacy Notice - Staff and Councillors
 - 16.4 Data Breach Procedure
 - 16.5 Risk Management Strategy
17. To note that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is Tuesday 7 April 2026
18. To note the date of the next meeting: 14th April 2026, to be held in the Council Chamber of the Town Hall



**MINUTES of the meeting of the Finance and General Purpose Committee
held on Tuesday 9th December 2025, at the Town Hall**

Present: Cllr Chris Rowe (Vice Chair)
Cllr Jayne Stansfield
Cllr Chris Bloor
Cllr Maggie Tyrrell
Cllr Chris Davies

Hannah Bowden (Chief Executive)
Alan Stealey (Facilities Officer)

Non-members present: None

Absent: Cllr Chris Woodhouse,
Cllr James Murray
Cllr Jayne Stansfield
Cllr Fiona Deas

F&GP2526.42. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Councillors Chris Woodhouse, James Murray, Jayne Stansfield and Fiona Deas.

F&GP2526.43. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

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

F&GP2526.44. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

F&GP2526.45. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD ON 14th October 2025

It was **RESOLVED** unanimously to approve the minutes of the Finance and General Purpose Committee meeting held on 14th October 2025, and the minutes were signed by the Chair.

F&GP2526.46. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS

- **To approved 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.

F&GP2526.47. TO RECEIVE UPDATE ON MAINS WATER AND FOUL WATER TREATMENT AT MUNDY PLAYING FIELDS

It was **RESOLVED** to approve the instruction to Aegaea Ltd to proceed with the Foul Drainage Strategy review (further investigation) at the quoted fee, in order to definitively identify the most appropriate and economical long-term solution before major investment. Cost of £1700 to be paid from 160/4601 Property Maintenance.

F&GP2526.48. TO RECEIVE AND APPROVE THE FINAL DRAFT OF FEES AND CHARGES FOR 2026/2027

It was **RESOLVED** to approve the fees and charges for the pitches at the Mundy Playing Fields to remain the same as 2025/2026. Tennis Court fees to be increased to £5.50 and £3.50, Chapel Fee to be set at £125 per sessions per session and all other fees are to be set at 3.5%.

F&GP2526.49. TO RECEIVE and approve the final draft of the following documents for recommendation to Full Council

- **The 2026/2027 Budget** – It was **RESOLVED** to recommend to Full Council the updated budget for 2026/2027 as presented by the RFO at the meeting.
- **The precept request for 2026/2027** – It was **RESOLVED** to recommend to Full Council the precept be set at 4.8% for 2026/2027
- **The movement and balance of reserves** – It was **RESOLVED** to recommend to Full Council the movement of Earmarked Reserves for 2026/2027

F&GP2526.50. TO RECEIVE AND APPROVE THE GRANT AWARD RECOMMENDATIONS FROM THE GRANT REVIEW WORKING GROUP

Committee noted thanks to the Grant Review Working Group for keeping the awards within the allocated budget. It was **RESOLVED** to approve the grant awards as recommended by the Grant Review Working Group.

F&GP2526.51. TO REVIEW SGC BUDGET CONSULTATION AND AGREE HOW TO RESPOND (DEADLINE 21 DECEMBER 2025)

It was **RESOLVED** to meet on 18th December (open to all councillors) to review the consultation and collate any comments. Comments to be shared by email with councillors for approval and the response submitted and then ratified at January's Full Council meeting

F&GP2526.52. TO REVIEW AND ADOPT THE FOLLOWING POLICIES:

- **Councillor Officer Protocol**
- **Vexatious Complaints Policy**
- **Small Equipment Policy**
- **Memorial Cleaning Policy**
- **Pre-Paid Card Policy**
- **LGPS Discretions Policy**

It was **RESOLVED** to adopt all policies. Note to review the NALC template for the Councillor Officer Protocol.

F&GP2526.53. TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON MONDAY 2nd FEBRUARY 2026

It was noted that the deadline for submission of items to the Chief Executive for inclusion in the next agenda is 9am on Monday 2nd February 2026.

F&GP2526.54. TO NOTE THE DATE OF THE NEXT MEETING: 10th FEBRUARY 2026, TO BE HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL

It was noted that the date of the next meeting is 10 February 2026, to be held in the Council Chamber of the Town Hall.

SCHEDULE 1 – ACCOUNTS

ACCOUNTS PAID OUT OF MEETING		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	17.40	17.40
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	13.65	13.65
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	25,770.63	25,770.63
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	8,834.55	8,834.55
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	4,887.74	4,887.74
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	508.46	423.72
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	598.90	499.08
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	36.19	34.47
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	65.08	61.98
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE - DECEMBER 25 (Direct Debit @ £ TBC)	0.00	0.00
AMAZON	CC1184 - SCREWDRIVERS AND TOW BALL HITCH	31.08	27.00
AGRIGEM	CC1185 - TOP DRESSING SOIL	214.80	179.00
AMAZON	CC1186 - STATIONERY AND HOSE	38.30	31.91
SCREWFIX	CC1187 - LOUVRE VENT	5.19	4.32
GIFFGAFF	CC1188 - STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1189 - STAFF MOBILE PHONE TOP UP	10.00	8.34
AMAZON	CC1190 - CLEANING PRODUCT AND STATIONERY	115.36	96.09
GIFFGAFF	CC1191 - STAFF MOBILE PHONE TOP UP	10.00	8.34

AMAZON	CC1192 - CLEANING PRODUCTS	12.85	10.71
ARK WILDLIFE	CC1193 - BIRD BOX BOARDS	57.98	48.32
PEAK BOXES	CC1194 - BIRD BOXES	103.00	85.83
AMAZON	CC1195 - ENGINE RECOIL STARTER AND COMPACTOR BAGS	156.08	130.07
AMAZON	CC1196 - KRAFT PAPER AND ACRYLIC SIGN HOLDERS	19.28	16.07
BROXAP	CC1197 - BROXAP SOLWAY BENCH X2	663.60	553.00
VITAL SKILLS HSQE	CC1198 - STAFF ONLINE TRAINING	123.60	103.00
GIFFGAFF	CC1199 - STAFF MOBILE PHONE TOP UP	8.00	6.67
ROYAL MAIL	CC1200 - POSTAGE STAMPS	46.49	46.49
FACEBOOK	CC1201 - FACEBOOK ADVERTISING BOOST	15.00	15.00
FACEBOOK	CC1202 - FACEBOOK ADVERTISING BOOST	15.00	15.00
FACEBOOK	CC1203 - FACEBOOK ADVERTISING BOOST	17.00	17.00
FACEBOOK	CC1204 - FACEBOOK ADVERTISING BOOST	19.00	19.00
FACEBOOK	CC1205 - FACEBOOK ADVERTISING BOOST	21.00	21.00
FACEBOOK	CC1206 - FACEBOOK ADVERTISING BOOST	21.00	21.00
AMAZON	CC1207 - BIRD FEEDERS AND SEED	95.47	82.30
GOV.UK	CC1208 - DRONE REGISTRATION SERVICE UK	11.79	11.79
AMAZON	CC1209 - METAL JUG AND MACE GLOVES	18.14	13.85
SOUTH GLOUCESTERSHIRE COUNCIL	LOCALISM SERVICE CHARGES FOR WASTE/DOG BIN COLLECTION, AND REWILDING (OCT - DEC 25)	3,043.19	2,535.99
PROLUDIC LIMITED	PLAY EQUIPMENT MAINTENANCE PARTS	69.36	57.80
BRADLEY STOKE TOWN COUNCIL	STAFF FIRST AID TRAINING HELD AT BRADLEY STOKE TOWN COUNCIL SITE	90.00	75.00
EMORSGATE SEEDS	WILDFLOWER SEEDS	2,256.70	2,169.90
FASTFIX DRAINAGE	PLUMBING WORKS AT TOWN HALL	1,170.23	975.19
GAP SUPPLIES	MAINTENANCE MATERIALS	10.86	9.05
ANDERSONS WASTE	EMPTY SEPTIC TANK	195.00	195.00
DCS 2 WAY RADIO LTD	2 WAY RADIO'S	865.80	721.50
DIRECT IT SERVICES	X3 HP ELITEBOOK NOTEBOOKS (LAPTOPS)	2,822.78	2,352.32
ACCOUNTS DUE FOR PAYMENT – 9th December 2025			
MATRIX BES LTD	ELECTRICAL WORKS COMPLETED IN THE TOWN HALL CELLAR 2	504.60	420.50
MATRIX BES LTD	ELECTRICAL WORKS COMPLETED IN THE TOWN HALL CELLARS 1 AND 2	1,125.60	938.00
CLASSIC LIFTS (ELSERV)	CALL OUT / REPAIR OF TOWN COUNCIL LIFT	157.50	131.25
ALEXANDRA	STAFF WORKWEAR	62.25	51.87
ALMONDSBURY GARDEN CENTRE	6 PACK WINTER PANSIES	399.60	333.00
HAWKINS GROUNDCARE	KRESS MOWER AND X2 KRESS 11AH BATTERIES	2,956.99	2,464.16
HAWKINS GROUNDCARE	KRESS STRIMMER AND BUMP HEADS	82.01	68.34
PROLUDIC	PAY EQUIPMENT PARTS	425.06	354.22
ANDERSONS WASTE (A BETTER CLEAN)	EMPTY SEPTIC TANK	195.00	195.00
DIRECT IT SERVICES	MONTHLY LANDLINES, BROADBAND AND IT SUPPORT	866.98	722.48
ABBAY LOOS LTD	MONTHLY RENTAL OF PORTABLE TOILETS - CHANTRY FIELD SITE	240.00	200.00

FALON NAMEPLATES	BRONZE PLAQUE	68.47	57.06
FALON NAMEPLATES	BRONZE PLAQUE	142.94	119.12
GLASDON UK LIMITED	LOWTHER SEAT BENCHES X5	4,818.36	4,015.30
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY CEMETERY	157.73	131.44
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - MPF PAVILION	654.29	545.24
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	670.78	558.98
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	262.58	218.82
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL (FOOD) - TOWN HALL	33.78	28.15
YATE SUPPLIES	COMPACTOR SACKS	111.18	92.65
NEWSTEAM GROUP	MONTHLY THORNBURY GAZETTE DELIVERY	11.65	11.65
RTL GROUP	WORKS COMPLETED ON ROOF OF 67 HIGH STREET	5,970.16	4,975.13
RELYON GUARDING AND SECURITY SERVICES LTD	MONTHLY SECURITY SERVICES AT MPF SITE	504.00	420.00
BYFORD FURNITURE AND JOINERY	THEFT PREVENTION STUDS FOR CHURCHYARD GATES	340.80	284.00
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	225.84	188.21
THORNBURY MOTORS LTD	FULL SERVICE OF TTC TRANSIT VEHICLE	619.47	516.22
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION SITE	167.74	159.75
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL SITE	863.88	719.90
JCW WINDOW CLEANING	3 MONTHLY CLEAN OF EXTERNAL WINDOWS AT TOWN HALL SITE	55.00	55.00
KN OFFICE SUPPLIES LTD	MONTHLY METER READ FOR OFFICE PHOTOCOPIER	60.41	50.34
ACCOUNTS DUE FOR PAYMENT TOTAL		22,754.65	19,025.78

Thornbury Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 October 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2025	Unity Current Acct A/C 7635	1,094,750.77
31/10/2025	Petty Cash	708.80
27/10/2025	Lloyds Credit Card	-957.40
31/10/2025	Unity Trust Wages A/C 7648	406.26
31/10/2025	CCLA Deposit Funds	1,237,762.31
31/10/2025	Stripe A/C 2659	2,755.02

2,335,425.76

Receipts not on Bank Statement

0.00

Closing Balance

2,335,425.76

All Cash & Bank Accounts

1	Current Bank A/c	1,094,750.77
2	Equals Card	708.80
3	Lloyds Credit Card	-957.40
4	Unity Trust Wages 7648	406.26
10	CCLA Deposit Fund	1,237,762.31
11	Stripe A/C 20512659	2,755.02

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

2,335,425.76

Chris Rowe



27/01/26

Thornbury Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 November 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2025	Unity Current Acct A/C 7635	1,053,956.93
30/11/2025	Petty Cash	563.95
26/11/2025	Lloyds Credit Card	-2,313.80
30/11/2025	Unity Trust Wages A/C 7648	399.81
30/11/2025	CCLA Deposit Funds	1,241,973.84
30/11/2025	Stripe A/C 2659	2,812.20

2,297,392.93

Unpresented Payments

0.00

2,297,392.93

Receipts not on Bank Statement

0.00

Closing Balance

2,297,392.93

All Cash & Bank Accounts

1	Current Bank A/c	1,053,956.93
2	Equals Card	563.95
3	Lloyds Credit Card	-2,313.80
4	Unity Trust Wages 7648	399.81
10	CCLA Deposit Fund	1,241,973.84
11	Stripe A/C 20512659	2,812.20

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

2,297,392.93

Chris Rowe

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27/01/26

Thornbury Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2025	Unity Current Acct A/C 7635	979,988.25
31/12/2025	Petty Cash	322.31
29/12/2025	Lloyds Credit Card	-1,940.63
31/12/2025	Unity Trust Wages A/C 7648	339.76
31/12/2025	CCLA Deposit Funds	1,246,036.18
31/12/2025	Stripe A/C 2659	2,892.81

2,227,638.68

Receipts not on Bank Statement

0.00

Closing Balance

2,227,638.68

All Cash & Bank Accounts

1	Current Bank A/c	979,988.25
2	Equals Card	322.31
3	Lloyds Credit Card	-1,940.63
4	Unity Trust Wages 7648	339.76
10	CCLA Deposit Fund	1,246,036.18
11	Stripe A/C 20512659	2,892.81

Other Cash & Bank Balances

0.00

Total Cash & Bank Balances

2,227,638.68

Chris Rowe

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27/01/26

Receipts for Month 9				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		563.95					563.95	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		563.95	0.00	0.00			563.95	

Payments for Month 9				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/11/2025	Almondsbury Garden Centre	915	26.99		4.50	4450	160	22.49	Digging Fork
28/11/2025	Alondsbury Garden Centre	916	126.00		21.00	4150	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 Ltd	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 for Month			241.64	0.00	38.42			203.22	
Balance Carried Fwd			322.31						
Cashbook Totals			563.95	0.00	38.42			525.53	

Receipts for Month 7				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		460.17					460.17	
Banked: 17/10/2025		500.00						
TRANSFER	Unity Trust Current A/C 7635	500.00			200		500.00	EQUALS PREPAID CARD TOP UP
Total Receipts for Month		500.00	0.00	0.00			500.00	
Cashbook Totals		960.17	0.00	0.00			960.17	

Payments for Month 7				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ 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 Services
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	0.00	37.96			213.41	
Balance Carried Fwd			708.80						
Cashbook Totals			960.17	0.00	37.96			922.21	

Receipts for Month 8				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		708.80					708.80	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		708.80	0.00	0.00			708.80	

Payments for Month 8				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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	4.58	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	894	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	0.00	21.62			123.23	
Balance Carried Fwd			563.95						
Cashbook Totals			708.80	0.00	21.62			687.18	

Detailed Income & Expenditure by Budget Heading 31/12/2025

[illegible]

Cost Centre & Acc Code	Name	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Notes
105	Staff Costs								
4000	Staff Salary	£ 215,810	£ 337,628	£ 121,818		£ 121,818	63.90%		Over budgeted
4030	PAYE and NI	£ 75,068	£ 126,143	£ 51,075		£ 51,075	59.50%		
4040	Pension	£ 40,449	£ 87,307	£ 46,859		£ 46,859	46.30%		
4060	Staff other Expenses	£ 426	£ 1,000	£ 574		£ 574	42.60%		
4068	Workwear & PPE	£ 862	£ 1,500	£ 638		£ 638	57.40%		
4069	Staff Recruitment	£ 2,014	£ 500	-£ 1,514		-£ 1,514	402.80%		Agency fee - 10% Salary
4071	Staff Training	£ 3,240	£ 8,500	£ 5,260	£ 160	£ 5,100	40.00%		Expect to be spent by year end
	Staff Costs :- Indirect Expenditure	£ 337,869	£ 562,578	£ 224,709	£ 160	£ 224,549	60.10%	£ -	
108	Administration								
4100	Stationery	£ 376	£ 618	£ 242		£ 242	60.90%		
4105	Postage	£ 439	£ 250	-£ 189		-£ 189	175.50%		Postage for survey
4110	Telephone & Broadband	£ 1,575	£ 2,034	£ 459		£ 459	77.40%		
4115	Equipment & Furniture	£ 8,631	£ 2,500	-£ 6,131		-£ 6,131	345.20%		Overspend of £6,600 for fire proof storage agreed at F&GP April
4125	Photocopier	£ 1,266	£ 1,458	£ 192		£ 192	86.80%		
4165	IT	£ 11,950	£ 16,914	£ 4,964		£ 4,964	70.70%		
4185	Communications	£ 3,434	£ 4,500	£ 1,066		£ 1,066	76.30%		
4205	Refreshments	£ 109	£ 412	£ 303		£ 303	26.30%		
	Administration :- Indirect Expenditure	£ 27,779	£ 28,686	£ 907	£ -	£ 907	96.80%	£ -	
110	Central Services								
4075	Bank Charges	£ 525	£ 580	£ 55		£ 55	90.60%		
4080	Audit Fees	-£ 100	£ 3,800	£ 3,900		£ 3,900	-2.60%		Accural for audit fees 2024/25
4085	Professional Fees	£ 5,048	£ 10,000	£ 4,952	£ 1,700	£ 3,252	67.50%		
4090	Subscriptions & Memberships	£ 3,180	£ 3,667	£ 487		£ 487	86.70%	£ 144	
4095	Insurance	£ 19,045	£ 14,859	-£ 4,186	£ 2,350	-£ 6,536	144.00%		Increased cost due to new contract
4120	Website	£ 799	£ 500	-£ 299		-£ 299	159.80%		New site
4140	Cleaning Materials	£ 2,047	£ 3,090	£ 1,043		£ 1,043	66.30%		
4160	Trade Refuse	£ 16,033	£ 16,756	£ 723		£ 723	95.70%		New requirement of food waste
4200	Health & Safety	£ 7,157	£ 11,000	£ 3,843	£ 1,749	£ 2,094	81.00%		
4240	Civic Function	£ 793	£ 2,000	£ 1,207		£ 1,207	39.60%		Sign writing
4482	PWLB 504320 - football pitches	£ -	£ 2,625	£ 2,625		£ 2,625	0.00%		Paid in full - no expenditure due this year
4483	PWLB 509410 - Outside Equip	£ 3,807	£ 7,614	£ 3,807		£ 3,807	50.00%		
	Central Services :- Indirect Expenditure	£ 58,335	£ 76,491	£ 18,156	£ 5,799	£ 12,357	83.80%	£ 144	
6000	plus Transfer from EMR	£ 144	£ -	-£ 144					
	Movement to/(from) Gen Reserve	-£ 58,191	-£ 76,491	-£ 18,300					

Cost Centre & Acc Code	Name	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Notes
120	Assets and asset maintenance								
4405	Vehicle Tax, MOT & Service	£ 2,801	£ 9,960	£ 7,159	£ 989	£ 6,170	38.00%		
4411	Vehicle Maintenance & Repairs	£ 5,701	£ 5,000	-£ 701	£ 1,736	-£ 2,437	148.70%		Overspend of £2,285 for replacement tractor tyre's agreed at F&GP April
4487	New Machinery	£ 41,970	£ 40,000	-£ 1,970		-£ 1,970	104.90%		New machine more expensive than estimated
	Assets and asset maintenance :- Indirect	£ 50,472	£ 54,960	£ 4,488	£ 2,725	£ 1,763	96.80%	£ -	
130	Open Spaces								
4150	Maintenance	£ 24,453	£ 30,000	£ 5,547		£ 5,547	81.50%		Overspend of £17,000 for hedge works and picnic area agreed at F&GP April
4400	Septic Tank	£ 910	£ 600	-£ 310		-£ 310	151.70%		Change emptying from quaterly to monthly part way through year
4401	Security	£ 3,774	£ 6,962	£ 3,188		£ 3,188	54.20%		Winter months higher cost
4410	Play Equipment Maintenance	£ 1,812	£ 45,000	£ 43,188	£ 745	£ 42,443	5.70%	-£ 35,000	Transfer of funds to EMR 355 for Streamleaze playground replacement in 2026/27
4420	Fuel	£ 2,098	£ 6,000	£ 3,902		£ 3,902	35.00%		
4430	Tennis Courts	£ 1,820	£ 23,857	£ 22,037		£ 22,037	7.60%		Transfer of funds to EMR 351 Tennis Court Maintenance at year end
4432	Sports Pitches	£ 8,096	£ 7,000	-£ 1,096		-£ 1,096	115.70%		
4435	Portable Toilet	£ 1,740	£ 1,829	£ 89		£ 89	95.10%		
4440	Skatepark Maintenance	£ 265	£ 500	£ 235		£ 235	53.00%		
4445	Tree Works & Inspection	£ 4,450	£ 5,000	£ 550	£ 1,600	-£ 1,050	121.00%		Storms have caused emergency works
4490	St Mary's Churchyard	£ 5,864	£ 80,000	£ 74,136	£ 70,419	£ 3,717	95.40%		It is unlikely the full amount will have been spent at year end
4495	Bedding Plants	£ 666	£ 1,158	£ 492		£ 492	57.50%		
4500	Memorial Plaque Service	£ 1,389	£ 1,423	£ 34		£ 34	97.60%		
4550	Tree Planting	£ -	£ 3,000	£ 3,000		£ 3,000	0.00%		Not expecting to spend this year
4555	Hanging Basket Service	£ 1,406	£ 1,833	£ 427		£ 427	76.70%		
4560	Town Hall Planting	£ 934	£ 2,372	£ 1,439		£ 1,439	39.40%		
4580	Grass Cutting SGC	£ 2,052	£ 2,615	£ 563		£ 563	78.50%		
4581	Dog Waste Bin Collection SGC	£ 5,556	£ 7,079	£ 1,523		£ 1,523	78.50%		
4585	Floral Displays SGC	£ -	£ 2,575	£ 2,575		£ 2,575	0.00%		
4595	Street Furniture (inc bins)	£ 9,988	£ 17,000	£ 7,012	£ 1,684	£ 5,328	68.70%		

Cost Centre & Acc Code	Name	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Notes
	Open Spaces :- Indirect Expenditure	£ 77,273	£ 245,803	£ 168,530	£ 74,448	£ 94,082	61.70%	-£ 54,267	
6000	plus Transfer from EMR	-£ 54,267	£ -	£ 54,267					
	Movement to/(from) Gen Reserve	-£ 131,540	-£ 245,803	-£ 114,263					
160	Site & Property								
4145	Lift	£ 724	£ 2,480	£ 1,756		£ 1,756	29.20%		
4170	Water	£ 1,623	£ 5,632	£ 4,009		£ 4,009	28.80%		
4175	Electricity	£ 6,863	£ 10,861	£ 3,998		£ 3,998	63.20%		
4180	Gas	£ 3,138	£ 2,940	-£ 198		-£ 198	106.70%		
4245	Rates	£ 24,689	£ 28,324	£ 3,635		£ 3,635	87.20%		
4250	Clock R&R	£ 234	£ 323	£ 89		£ 89	72.40%		
4450	Machine & Tools	£ 13,225	£ 14,408	£ 1,183		£ 1,183	91.80%		
4460	Signs	£ 273	£ 2,157	£ 1,884		£ 1,884	12.60%		
4601	Property Maintenance	£ 30,000	£ 50,500	£ 20,500	£ 20,215	£ 285	99.40%		Overspend of £22,500 for roof works agreed at F&GP April
	Site & Property :- Indirect Expenditure	£ 80,769	£ 117,625	£ 36,856	£ 20,215	£ 16,641	85.90%	£ -	
180	Grants & SLAs								
4210	Youth SLA	£ 84,682	£ 84,250	-£ 432		-£ 432	100.50%		
4220	Grants (out)	£ 21,109	£ 33,500	£ 12,391		£ 12,391	63.00%		Fully spent - Autumn grants paid Jan 26
4226	Library Services	£ 4,474	£ 4,474	£ -		£ -	100.00%		
4228	Service Level Agreements	£ 32,135	£ 35,984	£ 3,849		£ 3,849	89.30%		
4229	Community Toilet Schem	£ 1,520	£ 4,000	£ 2,480		£ 2,480	38.00%		Payments are quaterly in arrears
	Grants & SLAs :- Indirect Expenditure	£ 143,920	£ 162,208	£ 18,288	£ -	£ 18,288	88.70%	£ -	
190	Projects								
4540	Climate and Nature	£ 4,543	£ 7,500	£ 2,957		£ 2,957	60.60%		Overspend of £925.50 for swift box and nature reserve launch agreed at F&GP April
4541	Green Projects	£ 53	£ 15,000	£ 14,947		£ 14,947	0.40%		Unlikely to be spent by year end.
4545	Capital Projects	£ 21,810	£ 335,000	£ 313,190	£ 19,400	£ 293,790	12.30%		To be trasnferred from EMR
4548	Events & Innovations	£ 1,401	£ 6,000	£ 4,599		£ 4,599	23.40%		
	Projects :- Indirect Expenditure	£ 27,808	£ 363,500	£ 335,692	£ 19,400	£ 316,292	13.00%	£ -	
	Grand Totals:- Income	£ 1,191,199	£ 1,228,060	£ 36,861			97.00%		
	Expenditure	£ 804,874	£ 1,619,568	£ 814,694	£ 122,747	£ 691,947	57.30%		
	Net Income over Expenditure	£ 386,326	-£ 391,508	-£ 777,834					
	plus Transfer from EMR	-£ 59,123	£ -	£ 59,123					

Cost Centre & Acc Code	Name	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Notes
	Movement to/(from) Gen Reserve	£ 327,203	-£ 391,508	-£ 718,711					

TERMS OF REFERENCE

FINANCE AND GENERAL PURPOSE COMMITTEE

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

1. COMPOSITION

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

2. CHAIR

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

3. QUORUM

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

4. CONDUCT OF THE MEETING

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

5. AREA OF OPERATIONS

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

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

- 5.8 To oversee the management and compliance in relation to Council property and to address property issues
- 5.9 To monitor the agreed CIL programme and Capital Strategy.
- 5.10 To review risks allocated to the committee, at least annually

6. POWERS AND RESPONSIBILITIES

Financial:

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

Policies:

- 6.25 To formulate, review and adopt Council policies.

Property, assets and capital:

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

Governance:

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

Youth Service:

6.33 To monitor and review the Youth Service contract.

Information Technology:

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

Other:

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

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

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

Risk Monitoring:

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

7. ENVIRONMENT

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

8. EQUALITY AND DIVERSITY

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

9. FURTHER INFORMATION

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

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

Meeting Calendar 2026-2027 Civic Year - **DRAFT - VERSION 1**

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

Please note the following:

1. Meetings are usually held in the Council Chamber, Town Hall, but the ATM may take place at an alternative venue. Please refer to the published agendas for confirmation.
2. Additional meetings may be held beyond those shown on this calendar. See published agendas for details.
3. August: council in recess

BH	Public holidays
TCC	Town Council Closed

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

AMFC	Annual Meeting of the Full Council	7.30pm	Yearly	In line with legislative requirements
FC	Full Council	7.30pm	Once every two months	Alternate months, second Tuesday of the month
F&GP	Finance and Gernal Purpose Committee	7.30pm	Once every two months	Alternate months, second Tuesday of the month
S	Staffing	7.30pm	Held annually *	First Tuesday of October
OS	Open Spaces	7.30pm	Once every two months	Third Tuesday of the month
P	Planning	7.30pm	Every six weeks**	On a Thursday
CN	Climate and Nature	7.30pm	Every two months***	Third Tuesday of the month
ATM	Annual Town Meeting	TBC	Yearly	Fourth Tuesday in April

Response from Thornbury Town Council to SGC 26/27 Budget Consultation

Community Meals

From a Town Council perspective, the proposed changes to Community Meals are concerning and appear to be counterintuitive with preventative aims of the wider Transformation Programme. We strongly encourage SGC to work in partnership with organisations such as Age UK and the wider voluntary and community sector to ensure that any changes do not have an adverse impact on residents or place additional pressure on local support networks.

Handy Van Service

The Town Council is concerned that the proposed reduction or cessation of the Handy Van Service will have a greater negative impact on residents than the level of savings achieved within the budget. This service provides practical, preventative support that enables residents to remain safe in their homes.

Is the removal likely to increase demand on other services, including housing and adult social care. Again, the proposal does not appear to support the preventative principles of the Transformation Programme.

Flood Prevention

The Town Council requests greater transparency and more area-specific information in relation to flood prevention. In particular, we seek clarity on the identification of high-risk flood areas within the unitary authority, including those within Thornbury specifically, the assessment of flood risk for Thornbury, the proportion of the flood prevention budget allocated to the town, and how flood risk mitigation is supported through other service budgets, such as routine drain and gully clearance.

Mentoring for Young People

The Town Council is in support of increasing mentoring for young people and has observed an increase in demand for mentoring and early intervention support within our community. Preventative investment in mentoring aligns strongly with Thornbury Town Council's priorities.

Pest Control

The Town Council believes that consideration should be given to concessions for residents on low incomes. Pest control is a public health matter as well as a private household issue. If services become unaffordable, there is a risk that infestations will go unreported and unmanaged, potentially leading to wider public health implications and increased long-term costs for the authority and local councils.

Special Expenses

For residents within our town, changes to Special Expenses are likely to represent the most immediate and visible financial impact arising from the budget proposals. The Town Council is therefore concerned about the potential effect on the local precept should asset maintenance responsibilities be transferred.

We understand that SGC intends to consult specifically on this element and would strongly recommend that a phased approach be adopted, rather than including half of the proposal in the first year's budget. This should be supported by the sharing of all relevant details and clear communication, to allow parish and town councils to consider the implications and determine how they wish to respond to such a request.

Consultation Information and Engagement

The Town Council would welcome greater transparency on income, including information on housing growth, the associated impact on council tax, and the benefits arising from increased commercial and economic activity. This level of clarity would support a more balanced understanding of the budget proposals and their local implications. In addition, in several of the areas on which we have commented, the provision of more detailed and localised information would have enabled the Town Council to provide a more informed, constructive, and valuable response to the consultation.

Town & Parish Council Special Expenses

What is a Special Expense?

- Special expenses are applied when South Gloucestershire Council provides a service in a parish which is provided in other parishes by a town or parish council.
- The cost of this service must be met by the council taxpayers of the town or parish where SGC is providing the service, so a special expense is charged to the council tax payers of that parish. This avoids double taxation.

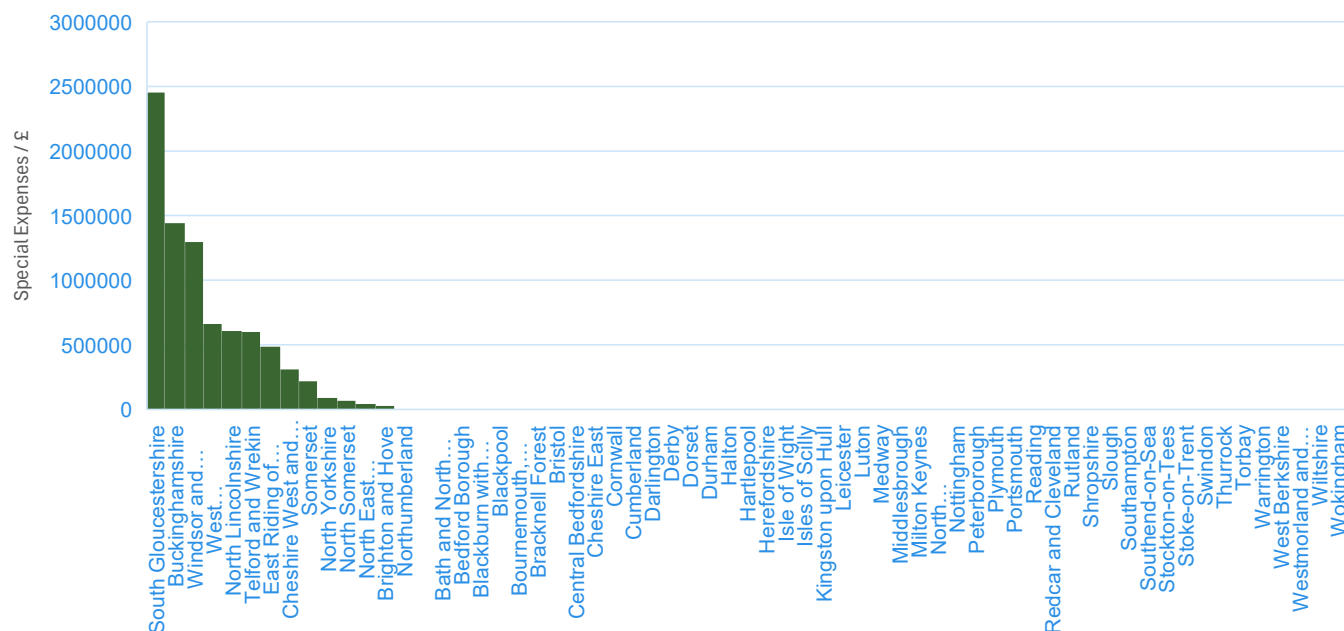
	No. Parishes
Allotments	2
Closed Churchyards	11
Bus Shelters	27
Open Spaces (plus Parks)	40
Open Spaces Acquired Housing Land	41
Commuted Sums	11
Play Areas	15
Playing Fields	6
Public Conveniences	10

Use across all unitary authorities

Compared with all 63 Unitary Authorities, South Gloucestershire's Special Expenses in 2023/24 were the highest Unitary Authority in cash terms

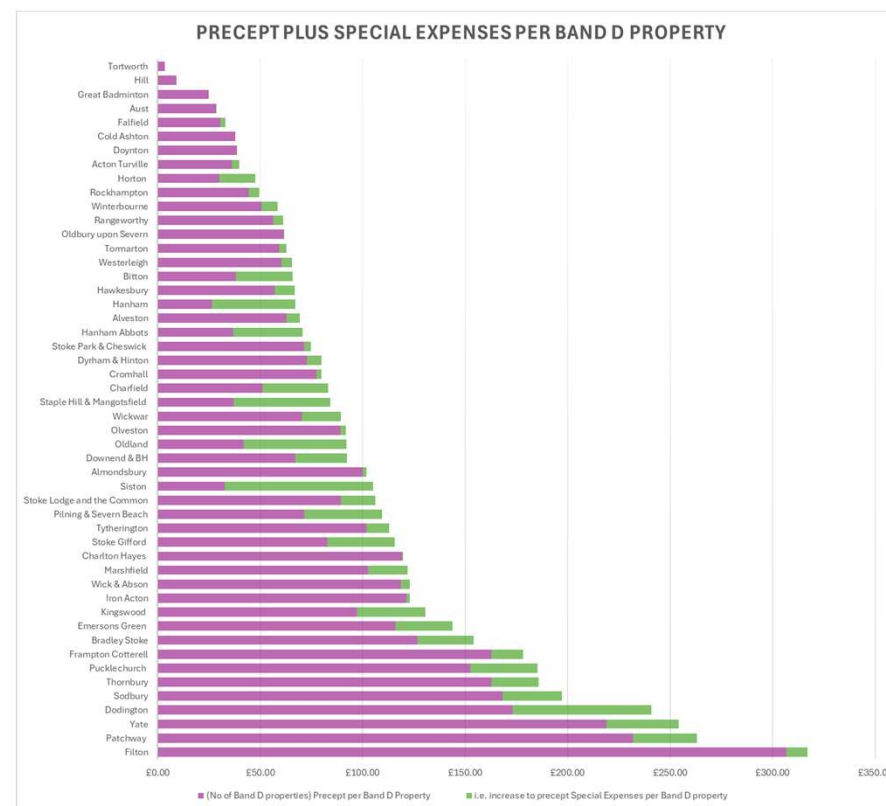
One of only 14 (22%) of unitary authorities continuing to use Special Expenses as a mechanism

Special Expenses Spend in 2023/24 for Unitary Authorities



Precepts and Special Expenses

- Special expenses must be managed in a fair, transparent, and consistent manner, with best value for taxpayers
- Wide range of values charges per household for local services between parishes
- Considering the need for a district-wide policy
- Town and Parish Charter is our guide
- Work through this together with Town and Parishes



Recommended Special Expenses 2026/27 by Service and Parish Area

Appendix L

PARISH	Allotments	Closed Churchyards	Bus Shelters	Open Spaces (plus Parks)	Open Spaces Acquired Housing Land	Commuted Sums	Play Areas	Playing Fields	Public Conveniences	2026/27 GRAND TOTAL	2025/26
Acton Turville	0	0	0	0	604	0	0	0	0	604	563
Almondsbury	0	0	2,301	6,593	855	-4,736	0	0	0	5,013	4,821
Alveston	0	174	767	7,502	717	0	0	0	0	9,160	8,568
Aust	0	0	0	0	63	0	0	0	0	63	59
Bitton	0	0	3,834	72,249	3,365	0	13,427	4,966	0	97,841	91,326
Bradley Stoke	0	0	11,503	172,964	22,840	-394	2,524	0	0	209,437	187,221
Charfield	0	3,733	0	15,422	176	0	2,509	0	19,895	41,735	37,110
Charlton Hayes	0	0	1,150	0	0	0	0	0	0	1,150	1,122
Cold Ashton	0	0	0	0	0	0	0	0	0	0	0
Cromhall	0	0	383	311	159	0	0	0	0	853	438
Dodington	0	0	6,135	160,905	1,055	0	0	0	0	168,095	156,893
Downend & BH	0	6,676	1,150	81,998	0	-1,152	15,056	0	20,792	124,520	114,113
Doynton	0	0	0	0	0	0	0	0	0	0	0
Dyrham & Hinton	0	0	0	85	1,009	0	0	0	0	1,094	1,019
Emersons Green	0	0	9,202	142,421	23,685	0	23,536	1,606	0	200,450	187,290
Falfield	0	0	0	160	744	0	0	0	0	904	842
Filton	0	4,701	3,451	4,699	2,045	0	0	0	19,821	34,717	30,957
Frampton Cotterell	0	0	1,534	34,660	1,430	0	5,121	0	0	42,745	39,892
Great Badminton	0	0	0	0	0	0	0	0	0	0	0
Hanham	1,886	0	2,301	41,809	3,587	-364	6,626	139	39,613	95,597	85,666
Hanham Abbots	0	0	2,684	68,767	331	-376	7,917	0	0	79,323	77,869
Hawkesbury	0	4,700	0	143	827	0	0	0	0	5,670	5,282
Hill	0	0	0	0	0	0	0	0	0	0	0
Horton	0	4,492	0	0	0	0	0	0	0	4,492	4,185
Iron Acton	0	0	0	0	1,188	0	0	0	0	1,188	1,107
Kingswood	17,591	19,652	9,586	62,626	51,340	-5,906	35,085	60,490	40,576	291,040	272,546
Marshfield	0	0	0	787	1,365	0	0	0	12,842	14,994	14,441
Oldbury upon Severn	0	0	0	32	96	0	0	0	0	128	119
Oldland	0	0	9,969	194,497	33,992	0	20,573	624	0	259,655	239,718
Olveston	0	0	0	1,786	890	0	0	0	0	2,676	2,494
Patchway	0	0	8,052	29,891	35,832	0	0	0	0	73,775	69,086
Pilning & Severn Beach	0	0	0	32,481	937	0	0	0	14,701	48,119	44,636
Pucklechurch	0	0	767	25,848	5,572	0	0	0	0	32,187	30,023
Rangeworthy	0	1,089	0	621	144	0	0	0	0	1,854	1,727
Rockhampton	0	0	0	160	312	0	0	0	0	472	440
Siston	0	0	2,301	105,716	4,350	-3,602	309	0	18,664	127,738	121,776
Sodbury	0	2,755	4,601	56,651	9,367	-6,276	0	0	0	67,098	62,186
Staple Hill & Mangotsfield	0	0	6,518	28,526	12,918	0	5,788	97,261	53,592	204,603	171,635
Stoke Gifford	0	0	3,834	138,781	23,644	-12,756	10,238	0	0	163,741	162,536
Stoke Lodge and the Common	0	0	0	11,698	820	0	0	0	0	12,518	11,663
Stoke Park & Cheswick	0	0	2,301	36,059	0	-36,218	5,428	0	0	7,570	3,661
Thornbury	0	0	4,601	98,547	29,655	0	0	0	0	132,803	130,296
Tormarton	0	0	0	521	106	0	0	0	0	627	584
Tortworth	0	0	0	0	0	0	0	0	0	0	0
Tytherington	0	2,865	0	938	769	0	0	0	0	4,572	4,261
Westerleigh	0	0	6,518	1,754	165	0	0	0	0	8,437	8,143
Wick & Abson	0	0	0	1,615	1,762	0	0	0	0	3,377	3,145
Wickwar	0	2,532	383	14,450	482	0	0	0	0	17,847	16,645
Winterbourne	0	0	1,150	10,343	5,130	0	0	0	19,702	36,325	33,113
Yate	0	0	11,503	292,486	22,617	-11,384	3,323	0	0	318,545	296,597
TOTAL	19,477	53,369	118,479	1,957,502	306,945	-83,164	157,460	165,086	260,198	2,955,352	2,737,814

Report to Finance and General Purpose Committee

Report Title: Request for Waiver of Hire Charges

Prepared by: Hannah Bowden, Chief Executive

Meeting Date: 10.02.2026

Status: For action



Detail

The Department of Work and Pensions has requested free hire of the Town Council's meeting room:

Horfield Jobcentre proposes delivering small group sessions for Thornbury and surrounding area residents currently in the Intensive Work Search regime. The subject matter will differ for each session and would cover Working with a health Condition, CV Workshops, Interview Techniques, How to improve jobsearch etc. These sessions would provide targeted workshops close to home, in a familiar and accessible environment, which is likely to improve attendance and engagement. These would predominantly be group sessions, with a group size dictated by the rooms health and safety.

Currently, customers may be missing out on valuable support due to the time, cost, and distance involved in travelling to Horfield Jobcentre. By bringing these services to Thornbury, we can remove these barriers and deliver real added value to the community.

We would like to begin monthly sessions from early 2026, running a six-month pilot to assess uptake and impact. This timeframe should allow us to measure whether the initiative attracts customers and delivers meaningful outcomes. [The suggested hire dates and times are] Fridays as a trial of the service: 27/2, 27/3, 24/4, 22/5, 26/6, 17/7. We can of course flex these dates if these do not work for you based on existing hire agreements.

Need specific to the Thornbury ward:

Customer Base:

- Age 18–24: 116 customers (37 in Intensive Work Search)
- Age 25–49: 781 customers (108 in Intensive Work Search)
- Age 50+: 317 customers (25 in Intensive Work Search)

Benefits to Thornbury Residents:

- Enhanced job search support tailored to local needs
- Reduced travel costs and environmental impact
- Increased local spending power as residents move into employment

I would greatly appreciate your thoughts on this proposal and whether Thornbury Town Council could accommodate these sessions. Your support would make a significant difference to local residents and help us achieve shared goals around employment and community wellbeing.

Officer Considerations

Room availability: the Exhibition Room would be available for the times requested.

Financial: the value of the free sessions would total £118.80

Environmental: Positive environmental impact from reduced travel for participants who would otherwise attend sessions at Horfield Jobcentre.

Legal: Low

THORNBURY TOWN COUNCIL STRATEGIC RISK REGISTER 2026

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

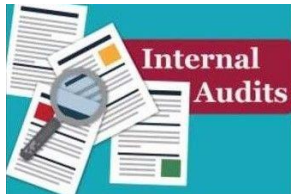
Risk title	Category	Risk Detail & Consequence	Impact	Likelihood	Risk Rating	Risk Treatment	Risk mitigation controls in place (or required)	Mitigated	Mitigated	Mitigated	Risk Owner	Date Risk Owner Reviewed	Date Full Council Reviewed
Breach of GDPR legislation	Legal/Financial/Reputational	Challenge by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

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

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

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

Risk title	Category	Risk Detail & Consequence	Impact	Likelihood	Risk Rating	Risk Treatment	Risk mitigation controls in place (or required)	Mitigated	Mitigated	Mitigated	Risk Owner	Date Risk Owner Reviewed	Date Full Council Reviewed
Adjacent Hazards Affecting Public Amenity Areas (e.g. Picnic Areas)	H&S, Reputational Legal	Injury to members of the public (particularly children) or staff arising from exposure to hazards located adjacent to public amenity areas, including nearby vehicles, water features, play equipment, trees, or operational activities.	3	5	15	Treat	Integrated risk assessment approach applied, with amenity areas managed as part of the wider site risk framework. Existing site and play area risk assessments in place that identify, assess, and control adjacent hazards. Design and layout controls ensure picnic areas do not increase exposure to surrounding hazards beyond normal site use. Routine inspection and maintenance regimes in place to identify emerging risks. Operational activity controls applied to manage risks from staff machinery or works undertaken near public areas.	2	5	10	Finance and General Purpose Committee		
Radon Exposure in Council Premises	H&S, Legal, Reputational, Financial,	Exposure of staff, visitors, volunteers, contractors, or members of the public to elevated levels of radon gas within council-owned premises, potentially increasing the risk of long-term health effects, including lung cancer.	5	5	25	Treat	Radon risk identified and acknowledged across council premises located within designated radon-affected areas. Access management controls applied to higher-risk areas (e.g. basements), limiting duration of occupancy. Monitoring and measurement regime in place, including fixed and portable radon monitoring equipment across affected premises. Exposure recording and health surveillance arrangements maintained for staff, with individual exposure records retained where appropriate. Staff engagement and support measures in place, including access to expert advice for those with concerns. Ventilation and structural mitigation measures implemented or available, including ventilation improvements and radon-resistant construction features. Specialist advice and escalation arrangements established, including engagement with qualified radiation protection specialists where action levels are exceeded. Review and re-measurement processes in place following monitoring or mitigation to confirm effectiveness.	2	5	10	Finance and General Purpose Committee		



Hannah Bowden
Chief Executive and Responsible Finance Officer
Thornbury Town Council
Town Hall
High Street
Thornbury
South Gloucestershire BS35 2AR

26th January 2026

Dear Hannah,

INTERIM INTERNAL AUDIT 26th JANUARY 2026

Parish & Town Auditing Services have been appointed to undertake the internal audits at Thornbury Town Council. The first interim audit of the 2025/26 financial year was undertaken on Monday 26th January 2026.

I can confirm that I am independent of the Parish Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

First Interim Audit

The following areas were reviewed:

- Overview of the main assertions outlined in the Practitioners Guide;
- Transparency Code data.

The Interim Audit has identified a number of recommendations to help update and improve the Council's current procedures.

It is important for the Council to continue to observe its governance requirements and ensure that it maintains its finances in a comprehensive and accurate format in order to complete its end of year obligations.

Thank you for all the information you have provided to enable the audit to be undertaken.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Paul Russell', with a stylized, cursive script.

Paul Russell, Internal Auditor

INTERIM INTERNAL AUDIT

Outlined below is an overview of the 10 Assertions within the Practitioners Guide 2025. Each of these are dealt with under the relevant Governance sections contained in Section 1 of the AGAR:

AGS Assertion 1 — Financial management and preparation of accounts

- Accounting Records and supporting documents:
- Bank reconciliation:
- Budget setting:
- Investments:
- Reserves:
- General Reserves:
- Earmarked and other reserves:

AGS Assertion 2 — Internal control

- Standing Orders and Financial Regulations:
- Safe and efficient arrangements to safeguard public money:
- Employment:
- VAT
- Fixed assets and equipment:
- Loans and long-term liabilities:

AGS Assertion 3 — Compliance with laws, regulations and proper practices

- Acting with its powers:

AGS Assertion 4 — Exercise of public rights

AGS Assertion 5 — Risk management

AGS Assertion 6 — Internal audit

AGS Assertion 7 — Reports from auditors

AGS Assertion 8 — Significant events

AGS Assertion 9 — Trust funds (local councils only)

AGS Assertion 10 — Digital and data compliance

The following headings are based on Section 1 – Annual Governance Statement.

A. Appropriate accounting records have been properly kept throughout the year. AND Periodic bank account reconciliations were properly carried out during the year.

Appointment of an RFO (Section 151 of LGA 1972)

The Town Council has appointed its Chief Executive as the Responsible Financial Officer as required.

The Council has a Staffing Structure document uploaded as required under the transparency code. [staff structure chart 2025-2026.pdf](#)

Ensure the correct roll forward of the prior year cashbook balances to the new financial year.

Box 7: 1,853,297. The Notice of Conclusion of Annual Audit has been published on the website for 2024/25.

The Conclusion of Audit was reported to the Finance & General Purposes Committee at its meeting on 14th October 2025 (Minute F&GP2526.31.)

Minute F&GP2526.31.

The external audit report and certificate for the 2024/25 accounts was received. It was noted that the audit had been completed successfully with no recommendations.

Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained.

A sample of the financial transactions between 1st April and 31st December 2025 has been undertaken. The following checks were carried out:

- Review of a sample of original invoices: A sample of invoices has been undertaken. Invoices are received, stamped and coded as required. They are then uploaded into the package and are marked as paid once authorised and dated. No material differences have been identified.
- Sample invoices checked against the list of invoices paid: Sample checked was accurate.
- Sample invoices checked against the original bank statement: A sample of invoices was reviewed checking invoice details against bank statements. No material differences were identified.

There is currently a robust process in place to ensure that financial information is correctly recorded and reported to Council as part of its governance procedures. This procedure is contained within the existing Financial Regulations and outlined in the internal controls document. Note that the Financial Regulations require an update as they still contain reference to Contracts Finder which is no longer in existence.

The financial control systems include:

- *Measures to ensure that the financial transactions of the authority are recorded as soon as, and as accurately as, reasonably practicable:*

The Council uses the Rialtas accounting software. Invoices are recorded on receipt, stamped and coded prior to inputted into the accounting system by the Finance Officer. All payments are presented to Full Council for either approval or ratification.

- *Measures to enable the prevention and the detection of inaccuracies and fraud, and the reconstitution of any lost records:*

All invoices are reviewed by the Clerk/RFO, the Finance Officer and/or the Assistant Clerk, uploaded into the software and supporting documentation is filed in hard copy. Payment is via online banking. Two Councillors are signatories but

once payment is approved payments are authorised by the Town Clerk and one other officer with authorisation rights. Payments are reported to the Full Council monthly. The monthly payment schedule is also uploaded onto the Council website as part of the agenda pack.

- *Measures to ensure that risk is appropriately managed:*
A Risk Management Strategy is currently in place. A copy of the Strategy is available on the Council's website.
- *Identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers:*
The Clerk/RFO is responsible for the Council finances. The Finance Officer inputs all financial transactions into the accounting software and the sets up payments. Councillors are provided with a schedule of payments.

There is currently a Delegated Authority schedule in place in place which confirms what delegated responsibilities are in place so that Council Officers are able to carry out everyday management duties.

The Council has an Internal Controls Policy in place, and a copy has been provided. Council may wish to consider uploading this onto its website. Note that it refers to the Finance & Policy Committee (Financial Monitoring) and it is suggested that this be amended.

Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members.

Bank reconciliations are prepared monthly for all accounts and are presented to the Finance & General Purposes Committee bi-monthly. The bank reconciliations are included in the agenda pack and approval is minuted.

Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8.
To be reviewed at year end.

Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.

The Council has formally approved an Investment strategy.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.

Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version.

Tenders have previously been published via Contracts Finder. Financial Regulations outline the tender process and information is published on the Council's website.

Council has confirmed that all contracts being tendered are published on the Town Council's website as well as the Find a Tender portal where required. Once the tender has been awarded it is removed from the website and added to the Tender Schedule

Ensure that consistent values are in place for the acquisition of formal tenders between Sos and FRs (frequently different limits are recorded in the two documents). Standing Orders and Financial Regulations are reviewed annually and both were updated at the Annual Town Council meeting in May 2025.

Financial Regulations do require an update as there is still mention of Contracts Finder. This is scheduled to take place at the Annual Town Council meeting in May 2026.

The limits between both documents match as required.

Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods/ services delivery and approval for payment; ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation.

Financial recording and reporting procedure:

- The Council uses Rialtas financial software to manage its accounts;
- There is a Purchase Order system in place for all orders over £500;
- Invoices are received and reviewed for accuracy and authenticity by the Finance Officer. Invoices are inputted into the accounting system and reports are generated from the system;
- A Payments report is developed and presented to Full Council, reviewed and accepted. The report is also uploaded onto the Council website;
- The payment schedule includes any regular payments and Direct Debits and the Equals card;
- The Finance Officer sets up the payment of invoices and two authorised signatories authorise the payments via online banking.

Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments.

There is appropriate segregation in place.

Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements.

VAT is normally claimed on a quarterly basis. Three submissions have been made so far this year.

Period	Amount
Q1	£23,579.43
Q2	£13,171.33
Q3	£11,849.30
TOTAL	£48,600.06

Where debit/credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place.

The Council has two equal cards in place. Payments are reported monthly as part of the Payments and Receipts list. The Council has a policy in place to govern the cards and this was adopted on 9th December 2025. The cash limit is £500 maximum.

Those councils eligible to apply the General Power of Competence (GPC) should ensure that it is clearly minuted.

The Council has GPC in place and this is renewed annual at the Annual Town Council meeting on 13th May 2025.

FC2526.25. To redeclare the General Power of Competence and meeting the eligibility:

- Two thirds of the Council are elected members
- The Town Clerk is qualified in CiLCA

It was RESOLVED to redeclare the General Power of Competence, and that the Council meets the eligibility criteria as two thirds of the Council are elected members and the Town Clerk is qualified in CiLCA.

Ensure that authorities have prepared and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc.

An Asset Register is in place and will require updating at year end. There have been a number of purchases during the year including outdoor furniture which will need to be included.

Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity/ employees (including members) liability, business interruption and cyber security.

The Council is insured with Zurich Municipal. Policy Number is YLL-2720437413. This runs from 1st June 2025 to 31st May 2026. A review of asset values against insurance values was carried out. Council is adequately insured.

Fidelity cover is currently £2,000,000.

Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches; such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation.

The Council is responsible for a number of play areas and a skate park. An annual RoSPA report is undertaken on the play areas and monthly inspections are carried out and documented.

Additional daily, weekly and monthly inspections are also carried out and recorded.

Review the effectiveness of internal control carried out by the authority.

The Council has robust internal controls in place to enable it to carry out its day-to-day business effectively and efficiently.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable.

At its meeting held on 14th January Full Council formally approved the budget and the setting of a precept. (Minute FC2425.148.)

FC2425.148. To agree and request the Precept for 2025/26 It was RESOLVED that the Chief Executive Officer will request from South Gloucestershire Council a Precept of £967,612 for the 2025/2026 financial year.

It has been confirmed that a precept of £967,612 was requested. (MHCLG Parish Code E0103P038)

Ensure that current year budget reports are prepared and submitted to the Authority/ Committees periodically during the year with appropriate commentary on any significant variances.

Budget monitoring is currently undertaken on a two monthly basis by the Finance & General Purposes Committee. A budget report is presented and reviewed. The agenda pack uploaded on the website includes all relevant documentation.

Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances.

Budget performance is reviewed by the Finance & General Purposes Committee at its bi-monthly meetings

Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process.

The Council has Earmarked Reserves in place. Council's current EMRs amount to £1,579,300.13. Transfers are record during the year and to date £144 has been spent on tennis court maintenance and £242,254.82 has been transferred to top up EMRs. The Finance & General Purposes Committee reviewed projected EMRs at its meeting in November 2025.

The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

The Council has adequate General Reserve to meet the recommendation in place with specific allocated EMRs also in place as outlined above.

The Council has the following Balances as at 31st December 2025:

ACCOUNT	30/12/25
Unity Trust Current A/C	£979,988.25
Unity Trust Wages	£339.76
CCLA	£1,246,036.18

Stripe	£2,892.81
Equals Card	£0.00
TOTAL	£2,229,257.00

Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts.

This has been checked and verified.

E . Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.

Review “Aged debtor” listings to ensure appropriate follow up action is in place.

The Council does not have any aged debtors over 30 days old.

Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained, identifying that debtors are monitored.

The Council does not operate any allotment sites.

Burials: ensure that a formal burial register is maintained, that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time.

The Council is a burial authority and manages the Thornbury Cemetery, Kington Lane, Thornbury, Bristol, BS35 1NA.

The Council has a cemetery page on its website with information including fees and charges, cemetery rules and regulations, the Notice of Internment form and two memorial forms.

The Council maintains a Register of Burials and used Epitaph software from Edge IT Systems Ltd.

Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised.

The Council has rooms that it hires out at the Town Hall. Relevant information is published on the website and the booking system is based on the Outlook Calendar.

Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time.

The Council has a number of leases in place and a Lease Schedule is maintained. Review dates are recorded and rent increases are also recorded. Two of the leases are subject to Service Level Agreements.

Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income.

Council has a number of other income streams including bank and investment interest, Community Infrastructure Levy funding (CIL), football pitch and pavilion hire, wayleaves, solar panel income, tennis courts and grant funding. All income is documented and recorded in the accounts package.

F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

The Council no longer operates a petty cash account.

F. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract.

Each member of staff has a contract of employment in place.

Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability.

Members do not receive a members allowance.

Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours.

A sample of staff salaries have been reviewed. NJC pay scales are used.

Ensure that appropriate tax codes are being applied to each employee.

Appropriate tax codes have been applied to the employees reviewed.

Where free or paid for software is used, ensure that it is up to date.

Payroll is undertaken by an external contractor. All software updates are the responsibility of the contractor.

For the test sample of employees, ensure that tax is calculated appropriately.

Checked and correct.

Check the correct treatment of Pension contributions.

The LGPS is in place. Treatment of pensions is correct.

For NI, ensure that the correct deduction and employer's contributions are applied:

Checked and verified.

Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.

Sample checked was correct.

H. Asset and investment registers were complete and accurate and properly maintained.

Tangible Fixed Assets:

Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of/ no longer serviceable assets.

An Asset Register is in place and will be reviewed in full at year end.

Physically verifying the existence and condition of high value, high risk assets may be appropriate.

Remote audit undertaken.

The register should identify for each asset the purchase cost and, if practicable, the replacement/ insured cost, the latter being updated annually and used to assist in forward planning for asset replacement.

To be reviewed at year end.

Additions and disposals records should allow tracking from the prior year to the current.

To be reviewed at year end. Please ensure that the end of year asset register is fully updated once the accounts have been closed.

Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals.

To be undertaken at year end.

Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority.

To be undertaken at year end.

Fixed asset investments:

Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at section 2, line 9. Borrowing and Lending:

Council has no long-term investments in place.

Ensure that the authority has sought and obtained appropriate UK Debt Management Office approval for all loans acquired.

The Council paid off two loans in the 2024/25 financial year (PW503515 & PW504320). It currently has one outstanding loan. Details are below as at 31st March 2025:

Loan No	Length	Principle Outstanding	Year End Value
PW509410	2019-2029	39,901.69	37,701.10

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein. [The Accounts and Audit Regulations 2015](#)

Accounts are maintained on an income and expenditure basis.

Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end.

Confirmed.

K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.

Not covered.

L. The authority publishes information on a free to access website/web page, up to date at the time of the internal audit in accordance with the relevant legislation.

Review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation.

The following information is published on the Town Council's website ([Transparency | Council Website](#))

Expenditure exceeding £500

Local authorities must publish details of each individual item of expenditure that exceeds £500. [Published quarterly](#)

Government Procurement Card transactions

Local authorities must publish details of every transaction on a Government Procurement Card ([not applicable](#)).

Procurement information

Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. [Published](#).

Contracts

Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. [Published](#).

Information to be published annually

The following information should be published annually:

- Local authority land (The Asset Register) [Published](#).
- Social housing assets [Not applicable](#)
- Grants to voluntary, community and social enterprise organisations [Published](#)
- Organisation chart (Staff structure with Council and Committee structure) [Published](#)
- Trade union facility time (only applicable if you provide facilities for union representatives) [Not applicable](#)
- Parking account (to be published if parking income received) [Not applicable](#)
- Parking spaces (publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces) [Not applicable](#)

- Senior salaries (No salary over £50k per annum) [Published..](#)
- Constitution (Standing Orders) [Published.](#)
- Pay multiple (see the code) [Published.](#)
- Fraud (see the code) [Published.](#)

M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.

IAs should acquire/ examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the Authority’s records are available for public inspection. [The Accounts and Audit Regulations 2015](#)

The publication requirements were met. The public notice ran from 4th June 2025 to 15th July 2025 and meets the 30 day statutory requirement.

IAs may also check whether authorities have minuted the relevant dates at the same time as approving the AGAR.

The Council formally minuted the dates of the public notice at the meeting where the AGAR was approved on 13th May 2025. (Minute FC2526.33.)

N. The authority complied with the publication requirements for the prior year AGAR.

Ensure that the statutory disclosure / publication requirements in relation to the prior year’s AGAR have been met as detailed on the front page of the current year’s AGAR.

Publication Requirements Under the Accounts and Audit Regulations 2015, Authorities must publish the following information on the authority website/webpage: Before 1 July 2025 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited: [Published.](#)
- Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4: [Published](#)
- Section 2 - Accounting Statements 2024/25, approved and signed, page 5: [Published](#)

Not later than 30 September 2025 authorities must publish:

- Notice of conclusion of audit: [Published](#)
- Section 3 - External Auditor Report and Certificate: [Published](#)
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review: [Published](#)

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3. [Published.](#)

O. Trust funds (including charitable) - the Council met its responsibilities as a trustee.

The Council is the sole trustee of the Mundy Recreation Park and Pleasure Ground (Charity number: 301638) and the Armstrong Hall, Thornbury (Charity number: 272883).

Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements.

Checked and confirmed.

The Mundy Recreation Park and Pleasure Ground is operated under an SLA and submits a zero return.

The Armstrong Hall, Thornbury submitted as follows:

Total income: £51,075

Total expenditure: £24,046

Total income includes £34,071 from 1 government grant

The TAR is available via download: [charity-search](#)

That the council is the sole trustee on the Charity Commission register.

Confirmed that Thornbury Town Council is the sole trustee of both Trusts.

That the council is acting in accordance with the Trust deed.

Confirmed.

That the Charity meetings and accounts are recorded separately from those of the council.

Confirmed.

ASSERTION 10:

DIGITAL AND DATA COMPLIANCE

Data protection and security - Using authority-owned email accounts ensures that sensitive information is handled in a controlled environment with appropriate security measures. This aligns with GDPR principles such as data minimisation, integrity and confidentiality.

The Council has a .gov.uk domain for its website. Staff and Councillors are provided with an official .gov.uk email address and these are publicised on the website. Emails are managed within a secure environment by the Council.

Note that this will be included on the 2025 AGAR as a requirement that must be met by the Council as a Corporate Body.

It is best practice to use a .gov.uk domains for smaller authorities' emails and websites.

Council meets this requirement for emails and has a directly owned domain name for its website.

Compliance with policies - All authorities should have an IT policy that mandates the use of authority-owned email accounts for official business. These policies are designed to ensure that all communications are conducted in a manner that is consistent with the authority's standards and legal obligations.

The Council has an IT & Security policy in place. [it-useage-and-security-policy-june-2025.pdf](#)

Website accessibility - Where a smaller authority is subject to the requirements of website accessibility it does not have to buy a new website to comply with accessibility law if it places a disproportionate burden on the authority. At a minimum all authorities' websites must include an accessibility statement on their website and keep it under regular review. This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact.

The Council has an Accessibility Statement published on its website ([Accessibility | Council Website](#)) but this refers to WCAG2.1. **Recommend** that it is updated.

Note that since September 2020, all parish and town councils must have a website that complies with Website Content Accessibility Guidelines (WCAG). As from October 2024 that rating level changed from WCAG2.1AA to WCAG2.2AA so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility regulations.

It has been confirmed that Thornbury Town Council meets the website accessibility requirement in general but it does need to update its accessibility policy. The website is WCAG2.2AA compliant.

An assessment using Wave, a Basic Accessibility Test (BAT) application, was run and the website achieved 8.7 out of 10. Link: [WAVE Report of Home | Council Website](#)

A check on Accessibility Checker indicated an 89% score. Link: [AccessibilityChecker.org | Audit](#)

Recommend Council contacts its web provider and requests that they address the issues identified.

Data Protection - To ensure compliance with data protection regulations, smaller authorities should:

- *Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR (Under Section 7 of the DPA 2018, Parish Councils and Parish Meetings are exempt from this requirement).*
- *Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.*
- *Implement a Data Protection policy on data handling, storage and sharing.*
- *Provide regular training to ensure all staff and members are trained on data protection principles and practices.*
- *Secure data using appropriate technical and organisational measures to protect personal data from breaches.*

The Council has the following Data Protection policies published on its website:

- Data Protection Policy ([ttc information data protection policy nov22.pdf](#)).
Noted that this includes an SAR form;
- General Privacy Notice ([ttc general privacy notice nov22.pdf](#))
- Data Retention Policy ([ttc retention and disposal policy sep22.pdf](#))
- CCTV Policy ([cctv policy 2025.pdf](#))

- Freedom of Information Policy)(SGC FoI Policy)
- FOI Scheme ([Information available from](#))
- Accessibility ([Accessibility | Council Website](#))

Council will need to ensure that the following requirements are met:

- Appoint a Data Protection Lead to oversee Data Protection [In place as per the Data Protection Policy](#).
- Either undertake or update its data audit;
- Organise GDPR training for staff and councillors;
- Ensure that the relevant procedures are in place such as Subject Access Request Procedure and a Data Privacy Impact Assessment procedure.
- Ensure that both hard copy and electronic data have relevant protections in place. For hard copy records this will be identified by the audit. For electronic data it is recommended that your IT provider outlines what protections are in place, how often data is backed up and how it is stored. Ensure that all computers have some level of virus protection.

The Freedom of Information Act places a duty on every public authority to adopt and maintain a publication scheme which details the publication of information by the authority and is approved by the Information Commissioner; adoption of the Information Commissioners Office model publication scheme meets this requirement. [Freedom of Information Act 2000](#) and [Publication schemes: a guide | ICO](#)

A Freedom of Information Publication Scheme and a Freedom of Information Policy is in place.

Smaller Authorities with total turnover or expenditure greater than £25,000 should as best practice comply with the Local Government Transparency Code 2015; the government believes that in principle all data held and managed by local authorities should be made available to the public unless there are specific sensitivities to doing so. [Local government transparency code 2015 - GOV.UK](#)

The Council has a Transparency page on its website and meets this requirement: [Transparency | Council Website](#)

Please note that the Practitioners Guide states that monitoring an authority's compliance with the relevant transparency code is not part of the external auditor's limited assurance review of the AGAR. It would however be expected that internal auditors would review this control area and this has been carried out.

Report to Finance and General Purpose Committee

Report Title: Referral of Capital Projects

Prepared by: Hannah Bowden, Chief Executive

Meeting Date: 10.02.2026

Status: For action



Background

The Capital Strategy Working Group has considered the projects listed in this report as part of its role in providing strategic input and oversight of the Council's capital programme. The Working Group is satisfied that these projects have now progressed to a stage where no further strategic input is required. The projects are therefore suitable to be managed and monitored through the Council's normal committee governance arrangements.

In line with the Council's committee structure and the Terms of Reference of the Finance and General Purpose Committee, the Capital Strategy Working Group is referring the following projects for ongoing monitoring and oversight by the Committee:

Chapel Restoration

Restoration and conservation of the chapel, including associated building works. £24,970 budgeted from CIL EMR.

Marley Garage and Storage Container

Replacement of the Marley Garage and associated storage container at Mundy Playing Fields, to support operational and service needs. £95,100 budgeted from Capital Projects EMR.

Skate Park Redevelopment

To receive updates from Thornbury Skate Park CIC for the redevelopment of the existing skate park including design, construction, and stakeholder engagement elements. £120,000 budgeted from CIL EMR.

Tennis Store

Development of a lease agreement between the Town Council and Thornbury Tennis Club. No budget allocated.

Monitoring Scope

In accordance with the Committee's Terms of Reference, it is proposed that the Finance and General Purpose Committee monitor these projects in respect of:

- Approved capital and CIL budgets and expenditure to date
- Forecast outturn and any anticipated variances
- Key risks, dependencies, and mitigation measures
- Delivery milestones and overall progress

Officers will provide update reports at appropriate intervals, in line with the Committee's work programme.

Recommendation

That the Finance and General Purpose Committee agrees to monitor the following capital projects with regular update reports from officers:

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

Supplementary funding for libraries from Town and Parish Councils

Quarterly Report

Name of library: Thornbury library

Quarter 3 (October to December 2025)

Funding for Children's activity sessions

This funding has enabled the library to hold two weekly pre-school activity sessions before the library opens. These fun, free sessions for babies and young children and their carers are open to all. They encourage speech and language development and support early literacy. They encourage parents and carers to talk to their baby, share rhymes, simple songs, books and stories, and enjoy spending time together. The sessions support maternal mental health and are an opportunity to meet with other parents and carers.

Total number attending pre-school activity sessions (adults and children): 747

Average number of children attending pre-school activity sessions per week: 32



DATA PROTECTION POLICY

Date Ratified: 10 February 2026

Meeting: Finance & General Purpose Committee

Next review date: February 2029 (*3 yearly review*)

Supersedes: Information Data Protection Policy 2023

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PURPOSE

This Data Protection Policy sets out how Thornbury Town Council (“the Council”) collects, uses, stores, shares, and protects personal data. The policy ensures compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and related legislation.

SCOPE

This policy applies to:

- All councillors
- All employees, temporary staff, and volunteers
- Contractors, consultants, and third parties processing data on behalf of the Council

It covers all personal data processed by the Council in any format, including paper records, electronic records, emails, photographs, audio/video recordings, and databases.

DEFINITIONS

Personal Data: Any information relating to an identified or identifiable living individual.

Special Category Data: Personal data revealing racial or ethnic origin, political opinions, religious beliefs, trade union membership, genetic data, biometric data, health data, or data concerning a person’s sex life or sexual orientation.

Processing: Any operation performed on personal data, including collection, storage, use, disclosure, or deletion.

Data Subject: The individual to whom the personal data relates.

Controller: The organisation that determines the purposes and means of processing personal data. The Council is a Data Controller.

ROLES AND RESPONSIBILITIES

This policy applies to all staff (including volunteers and councillors) who work at the Council, and to external organisations or individuals working on its behalf.

Councillors

The Councillors has overall responsibility for ensuring that the Town Council complies with all relevant data protection obligations.

Chief Executive Officer

Responsibility for data protection compliance is delegated to the Chief Executive Officer, who is designated as the Council’s Data Protection Lead. This includes oversight of relevant policies and

procedures and acting as the primary point of contact for data protection matters. In the Chief Executive Officer's absence, the Deputy Clerk shall assume these responsibilities.

All staff

All staff are responsible for:

- Familiarising themselves with and complying with this policy and acceptable use policies for staff; The learning culture within the organisation seeks the avoidance of a blame culture and is key to allowing individuals the confidence to report genuine mistakes. However, staff should be aware, that a deliberate or reckless disregard of this policy could result in disciplinary action being taken;
- Taking care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse at all times. All staff should adopt the approach that they should treat the personal data of others with the same care with which they would treat their own;
- Using personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data;
- Storing, transporting and transferring data using encryption and secure password protected devices;
- Not transferring personal data offsite or to personal devices
- Deleting data in line with this policy and the retention schedule
- Informing the Council of any changes to their personal data, such as a change of address
- Reporting to the Chief Executive Officer, or in their absence the Deputy Clerk following circumstances:
 - Any questions about the operation of this policy, data protection law, retaining or sharing personal data or keeping personal data secure;
 - If they have any concerns that this policy is not being followed;
 - If they are unsure whether they have a lawful basis upon which to use personal data in a particular way;
 - If they need to rely on or capture consent, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area;
 - The discovery of a data breach or near miss (immediate action is required) – please refer to the Data Breach Procedure.
 - Whenever they are engaging in a new activity that may affect the privacy rights of individuals;
 - If they are to share personal data with a data processor, for example a contractor or someone offering a service, in which case a contract is likely to be required please see - Sharing Personal Data (section 10)

DATA PROTECTION OFFICER (DPO)

Having assessed its functions and processing activities in accordance with Article 37 of the UK GDPR, the Council has determined that it is not required to appoint a statutory Data Protection Officer. The Council does not carry out large-scale systematic monitoring of individuals or large-scale processing of special category personal data.

DATA PROTECTION PRINCIPLES

The Council will process personal data in accordance with the seven UK GDPR principles. Personal data shall be:

- 1. Lawfulness, fairness and transparency**

The Council will process personal data lawfully, fairly and in a transparent manner. This includes identifying and documenting a lawful basis for processing, providing clear privacy notices, and ensuring individuals understand how their personal data is used.

- 2. Purpose limitation**

the Council explains these reasons to the individuals concerned when it first collects their data. If the Council wishes to use personal data for reasons other than those given when the data was first obtained, it will inform the individuals concerned before doing so, and will seek consent where necessary and appropriate unless the new purpose is compatible with that in respect of which consent was given, or there is another lawful basis for sharing the information/ The Council will document the basis for processing. For special categories of personal data, it will also meet one of the special category conditions for processing which are set out in the GDPR and Data Protection Act 2018.

- 3. Data minimisation**

the Council must only process the minimum amount of personal data that is necessary in order to undertake its work.

- 4. Accuracy**

The Council will take reasonable steps to ensure that personal data is accurate and, where necessary, kept up to date, and will correct or delete inaccurate data without undue delay in accordance with the Data Protection Act 2018.

- 5. Storage limitation**

Personal data will not be kept in a form which permits identification of individuals for longer than is necessary. Personal data is retained in accordance with the Council's Retention Schedule and securely disposed of when no longer required.

- 6. Integrity and confidentiality (security)**

The Council will implement appropriate technical and organisational measures to ensure the security of personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

7. Accountability

The Council complies with its obligations under data protection laws including the GDPR and can demonstrate this via the measures set out in this policy, including:

- Completing Data Protection Impact Assessments (DPIAs) where the Council's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies. This largely involves special category personal data and CCTV.
- Integrating data protection into internal documents including this policy, any related policies and Privacy Notices;
- Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters; the Council also maintains a record of attendance;
- Regularly conducting reviews and audits to test its privacy measures and ensure compliance with relevant legislation and Council policies;
- Maintaining records of its processing activities for all personal data that it holds.

LAWFUL BASES FOR PROCESSING

In order to ensure that the Council's processing of personal data is lawful; it will always identify and document one of the following six grounds for processing before starting the processing:

- The data needs to be processed so that the Council can fulfil a contract with the individual, or the individual has asked the Council to take specific steps before entering into a contract;
- The data needs to be processed so that the Council can comply with a legal obligation;
- The data needs to be processed to ensure the vital interests of the individual e.g. to protect someone's life;
- The data needs to be processed so that the Council, as a public authority, can perform a task in the public interest, and carry out its official functions;
- The data needs to be processed for the legitimate interests of the Council or a third party where necessary, balancing the rights of freedoms of the individual). 7 However, where the Council can use the public task basis for processing, it will do so rather than rely on legitimate interests as the basis for processing.
- The individual (or their parent/carer when appropriate in the case of a child) has freely given clear consent. In the case of special categories of personal data, this must be explicit consent. The Council will seek consent to process data from the child depending on their age and capacity to understand what is being asked for.

DATA SUBJECT RIGHTS

The Council recognises and upholds the rights of individuals under data protection law, including the right to:

- Be informed about how their data is used
- Access their personal data

- Rectify inaccurate or incomplete data
- Erase personal data (where applicable)
- Restrict processing
- Data portability (where applicable)
- Object to processing
- Not be subject to automated decision-making

Requests to exercise these rights will be handled within accordance to the Subject Access Request Procedure.

DATA SECURITY

The Council will implement appropriate technical and organisational measures to ensure the security of personal data and to protect against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

These measures include physical security, access controls, staff responsibilities, and secure handling of personal data. Detailed requirements relating to IT systems, network security, device use, remote access, and information security controls are set out in the Council's IT and Security Policy, which all councillors, employees, and relevant third parties are required to follow.

Personal data breaches will be reported and managed in accordance with the Data Breach Procedure.

DATA SHARING AND DISCLOSURE

Please refer to the Council's Privacy Notices.

The Council will only share personal data where there is a lawful basis to do so and where such sharing is identified in the relevant Privacy Notice(s). Personal data will be shared only where necessary and proportionate, and in accordance with data protection legislation.

The following principles apply:

- Personal data may be shared where there are safeguarding concerns or where it is necessary to protect the safety of staff, councillors, or others. In such cases, information may be shared with appropriate agencies without consent where permitted by law and in accordance with recognised safeguarding and information-sharing guidance.
- Personal data may be shared with other organisations where it is necessary for the performance of the Council's functions or to meet statutory obligations. Where appropriate, the Council will provide information to individuals about such sharing through its Privacy Notices.
- The Council may share personal data with contractors and service providers who process data on its behalf. In such cases, the Council will:
 - Only use processors that provide sufficient guarantees of compliance with data protection law;
 - Ensure that appropriate written data processing agreements are in place; and

- Share only the personal data necessary for the delivery of the service.
- Personal data may be shared with law enforcement agencies and other public bodies where there is a lawful requirement or basis to do so, including for the prevention or detection of crime, the apprehension or prosecution of offenders, the administration of taxation, or in connection with legal proceedings.
- Personal data may also be shared with emergency services and local authorities where necessary to respond to an emergency situation affecting staff, councillors, or the wider community.

Where possible, information will be anonymised or aggregated prior to sharing. The Council does not sell personal data.

RETENTION AND DESTRUCTION OF RECORDS

The Council retains personal data only for as long as is necessary for the purposes for which it was collected, in accordance with its Retention Schedule.

When personal data is no longer required, it will be securely destroyed or deleted in a manner appropriate to the format of the data, including both paper and electronic records.

Where third parties are engaged to dispose of records on the Council's behalf, the Council will ensure that appropriate assurances and safeguards are in place to protect personal data.

Secure disposal arrangements are designed to ensure that personal data is no longer used or accessed once it is no longer required.

TRAINING AND AWARENESS

All councillors, employees, and volunteers will receive data protection training appropriate to their role and responsibilities, to ensure they understand how to handle personal data lawfully and securely.

Basic awareness training will be provided as part of induction. Additional or more detailed training will be provided where individuals have responsibilities that involve regular handling of personal data or higher-risk processing activities.

Data protection forms part of continuing professional development. Updates and refresher activity will be provided where changes to legislation, regulatory guidance, or the Council's processes make this necessary.

BREACH MANAGEMENT

The Council takes all personal data breaches seriously. A personal data breach is any breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

Any actual or suspected personal data breach must be reported immediately to the Data Protection Lead. The Council will assess the breach without delay and, where required, notify the Information

Commissioner's Office within 72 hours and affected individuals where there is a high risk to their rights and freedoms.

The Council has a separate Data Breach Procedure which sets out the detailed procedures for identifying, reporting, managing, and reviewing personal data breaches. All councillors, employees, and relevant third parties are required to follow that policy.

POLICY REVIEW

This policy will be reviewed at least every two years, or sooner if required by changes in legislation or Council activities.

DRAFT

PRIVACY NOTICE

FOR MEMBERS OF THE PUBLIC

Date adopted: 10 February 2026

Review date: February 2029

1. WHO WE ARE

This Privacy Notice is provided by Thornbury Town Council ("the Council"), which is the data controller for your personal data.

The Council's Data Protection Lead is the Chief Executive Officer. Contact details are provided at the end of this notice.

2. WHAT PERSONAL DATA IS

Personal data is any information relating to an identified or identifiable living individual. This includes information such as names, contact details, photographs, reference numbers, and information that can be combined to identify an individual.

The Council processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

3. WHO THIS NOTICE APPLIES TO

This notice applies to members of the public who interact with the Council, including:

- Residents and members of the community;
- People contacting or corresponding with the council;
- Users of council services, facilities, or assets;
- Attendees at council meetings, events, or consultations;
- Complainants, consultees, and petitioners;
- Applicants for grants, licences, permissions, bookings, or tenancies.

4. WHAT DATA WE PROCESS

The personal data the Council processes will depend on how you interact with the Council and the nature of the service or activity involved. The Council processes only personal data that is relevant and necessary to carry out its functions.

This may include, where applicable:

- Names, titles, and contact details
- Correspondence and communications
- Information provided in enquiries, complaints, representations, or applications
- Records relating to bookings, licences, permissions, allotments, or grants
- Payment and financial information where required
- Consultation responses and community engagement information
- CCTV or security records where applicable
- Accessibility, equality, health, or safeguarding information where relevant

5. WHY WE PROCESS YOUR DATA

The Council processes personal data for purposes connected with its statutory functions, governance responsibilities, and service provision, including:

- Delivering and administering Council services and facilities
- Responding to enquiries, correspondence, and complaints
- Managing bookings, licences, permissions, grants, and tenancies
- Carrying out consultations and community engagement
- Managing Council meetings, civic events, and democratic processes
- Ensuring the safety and security of Council premises, events, and activities
- Preventing and detecting fraud or misuse of public resources
- Meeting legal, regulatory, audit, and accountability requirements
- Maintaining financial records and accounts
- Planning and improving services through statistical and performance analysis.

Personal data will not be used for purposes that are incompatible with those set out in this notice.

6. LAWFUL BASIS FOR PROCESSING

The Council processes personal data under one or more of the lawful bases set out in data protection legislation, depending on the purpose of the processing and the Council's relationship with the individual.

The lawful bases relied upon by the Council include:

- **Legal obligation** – where processing is necessary for the Council to comply with its legal duties, including employment law, taxation, audit, and other statutory requirements.

- **Performance of a contract** – where processing is necessary to enter into, administer, or perform a contract or appointment, including employment contracts, engagement of contractors, and service arrangements.
- **Public task / exercise of official authority** – where processing is necessary for the performance of the Council's statutory functions or the exercise of official authority vested in the Council, including democratic and governance functions.
- **Legitimate interests** – where processing is necessary for the Council's legitimate interests, or those of a third party, and where those interests are not overridden by the rights and freedoms of the individual. This lawful basis is not relied upon where the Council is acting in the performance of its public task.

In limited circumstances, the Council may rely on **consent** to process personal data. Where this applies, consent will be obtained separately, and individuals will be informed of their right to withdraw consent at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before consent was withdrawn.

7. SPECIAL CATEGORY AND CRIMINAL DATA

The Council may need to process certain categories of personal data that are afforded additional protection under data protection legislation. This includes information relating to health, equality and diversity, and, where appropriate, information relating to criminal convictions or offences.

The Council will only process such data where it is lawful to do so and where one or more of the conditions set out in Article 9 or Article 10 of the UK GDPR, together with relevant provisions of the Data Protection Act 2018, apply. Appropriate safeguards will be in place at all times.

Special category personal data may be processed for purposes including, where relevant:

- health, accessibility, or equality information
- safeguarding information
- criminal conviction or offence data, where authorised by law

The Council will not process special category or criminal conviction data unless it is necessary and proportionate, and access to such data will be restricted to those who have a legitimate need to know.

Where consent is relied upon, this will be obtained separately and individuals will be informed of their right to withdraw consent. However, in many cases the Council relies on statutory or public interest grounds rather than consent.

Criminal conviction and offence data will only be processed where authorised by law and subject to appropriate safeguards.

8. SHARING YOUR DATA

The Council may share personal data where lawful, necessary, and proportionate, including with:

- South Gloucestershire Council and other local authorities
- Community groups, charities, and not-for-profit organisations (where relevant)
- Contractors and suppliers providing services on the council's behalf
- Professional advisers
- Emergency services, safeguarding bodies, regulators, or law enforcement agencies where required

All sharing of personal data by the Council is carried out lawfully, fairly and transparently. Personal data is shared only where there is a clear lawful basis for doing so, where the sharing is necessary and proportionate for the intended purpose, and where appropriate safeguards are in place.

Where personal data is shared with third parties acting on the Council's behalf, the Council ensures that appropriate written agreements are in place. Where personal data is shared with other public authorities or bodies acting as independent or joint data controllers, such sharing is carried out in accordance with applicable legal powers and duties.

9. HOW LONG WE KEEP YOUR DATA

The Council retains personal data only for as long as is necessary for the purposes for which it was collected, and in accordance with its statutory duties and business needs.

Personal data is retained in line with the Council's Retention Schedule, which sets out the retention periods for different categories of records and information. These periods are determined by reference to legal, regulatory, financial, and operational requirements.

In some cases, the Council is required by law to retain records for a minimum period. In other cases, personal data may be retained for longer where this is necessary to establish, exercise, or defend legal claims, or to comply with audit or accountability requirements.

Once personal data is no longer required, it is securely deleted or destroyed in accordance with the Council's retention and disposal arrangements. The Council takes appropriate steps to ensure that personal data is not retained unnecessarily and is disposed of securely when it is no longer needed.

10. YOUR RIGHTS

You have a number of rights in relation to your personal data under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. These rights apply in different circumstances and may be subject to legal limitations or exemptions.

Your rights include:

- The right to be informed about how your personal data is collected and used. This Privacy Notice is intended to meet that requirement
- The right of access to personal data held about you (commonly known as a Subject Access Request). This enables you to receive a copy of your personal data and other supplementary information

- The right to rectification, allowing you to request that inaccurate or incomplete personal data is corrected
- The right to erasure, in limited circumstances, where personal data is no longer necessary for the purpose for which it was collected, or where its continued processing is not lawful. This right does not apply where the Council is required to retain the data for legal or statutory reasons
- The right to restrict processing, allowing you to request that the Council limits how it uses your personal data in certain circumstances
- The right to object to processing, where the Council relies on public task or legitimate interests as the lawful basis for processing, and you have grounds relating to your particular situation
- The right to data portability, where applicable, allowing you to obtain and reuse certain personal data for your own purposes across different services
- The right to withdraw consent, where processing is based on consent. This will not affect the lawfulness of processing carried out before consent was withdrawn.

Requests to exercise these rights should be made to the Council's Data Protection Lead. The Council will respond within the statutory timescales and in accordance with its Subject Access Request procedure.

You also have the right to raise a concern or complaint with the Information Commissioner's Office (ICO) if you believe that your personal data has been processed unlawfully.

11. DATA SECURITY AND BREACHES

The Council takes the security of personal data seriously and applies appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing, accidental loss, destruction, or damage.

Access to personal data is restricted to those individuals who have a legitimate business or statutory need to know, and personal data is handled in accordance with the Council's internal policies, including its Data Protection Policy and IT and Security Policy.

The Council has procedures in place to deal with any suspected or actual personal data breach. Where a personal data breach occurs, it will be assessed without undue delay and managed in accordance with the Council's Data Breach Procedure.

Where required by law, the Council will notify the Information Commissioner's Office and affected individuals of a personal data breach, in accordance with UK GDPR requirements.

12. TRANSFERS OUTSIDE THE UK

The Council does not routinely transfer personal data outside the United Kingdom.

In limited circumstances, personal data may be accessed or processed outside the UK, for example where Council systems are supported by third-party service providers, or where individuals access publicly available information from overseas.

Where personal data is transferred outside the UK, the Council will ensure that appropriate safeguards are in place to protect personal data, in accordance with data protection legislation. This may include the use of adequacy regulations, approved contractual safeguards, or other lawful mechanisms recognised under the UK GDPR.

The Council will only transfer personal data internationally where it is lawful to do so and where individuals' rights and freedoms are adequately protected.

13. CONTACT DETAILS

Data Controller: Thornbury Town Council

Data Protection Lead: Chief Executive Officer

Address: Town Hall, 35 High Street, Thornbury, Bristol, BS35 2AR

Email: info@thornburytowncouncil.gov.uk

You also have the right to complain to the **Information Commissioner's Office:**

www.ico.org.uk | 0303 123 1113

PRIVACY NOTICE

FOR STAFF, COUNCILLORS AND ROLE HOLDERS

Date adopted: 10 February 2026

Review date: February 2029

1. WHO WE ARE

This Privacy Notice is provided by Thornbury Town Council ("the Council"), which is the data controller for your personal data.

The Council's Data Protection Lead is the Chief Executive Officer. Contact details are provided at the end of this notice.

2. WHAT PERSONAL DATA IS

Personal data is any information relating to an identified or identifiable living individual. This includes information such as names, contact details, photographs, identification numbers, and information that can be combined to identify an individual.

The Council processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

3. WHO THIS NOTICE APPLIES TO

This notice applies to:

- Employees and workers
- Councillors
- Volunteers and role holders
- Contractors and agents
- Applicants and former staff, councillors, and role holders

4. WHAT DATA WE PROCESS

The personal data the Council processes about you will depend on your role, appointment, or relationship with the Council. The Council processes only personal data that is relevant and necessary to carry out its functions and responsibilities.

This may include, where applicable:

- Contact details and identifiers
- Employment, appointment or engagement information
- Payroll, pension and financial information
- Recruitment, vetting and right-to-work information
- Health, wellbeing, equality and emergency contact information
- Performance, conduct, training, disciplinary and grievance information
- Records relating to use of Council systems, premises, and facilities
- Security and access records, including CCTV where applicable
- Correspondence and communications with the Council.

The Council does not process personal data that is not necessary for the performance of its functions or compliance with its legal obligations.

5. WHY WE PROCESS YOUR DATA (PURPOSES)

The Council processes personal data for purposes connected with its statutory functions, governance responsibilities, and management of its workforce and office holders.

These purposes include, where relevant:

- Recruiting, appointing, and engaging staff, councillors, and role holders
- Administering employment, appointments, contracts, and allowances
- Paying salaries, expenses, and pensions
- Meeting legal, regulatory, and audit requirements
- Managing performance, conduct, grievances, and disciplinary matters
- Supporting health, safety, and wellbeing obligations
- Providing training and development
- Ensuring the security of Council systems, information, and premises
- Preventing fraud and misuse of Council resources
- Maintaining records required for democratic and administrative governance
- Communicating with you in connection with your role or engagement

6. LAWFUL BASIS FOR PROCESSING

The Council processes personal data under one or more of the lawful bases set out in data protection legislation, depending on the purpose of the processing and the Council's relationship with the individual.

The lawful bases relied upon by the Council include:

- **Legal obligation** – where processing is necessary for the Council to comply with its legal duties, including employment law, taxation, audit, and other statutory requirements.

- **Performance of a contract** – where processing is necessary to enter into, administer, or perform a contract or appointment, including employment contracts, engagement of contractors, and service arrangements.
- **Public task / exercise of official authority** – where processing is necessary for the performance of the Council's statutory functions or the exercise of official authority vested in the Council, including democratic and governance functions.
- **Legitimate interests** – where processing is necessary for the Council's legitimate interests, or those of a third party, and where those interests are not overridden by the rights and freedoms of the individual. This lawful basis is not relied upon where the Council is acting in the performance of its public task.

In limited circumstances, the Council may rely on **consent** to process personal data. Where this applies, consent will be obtained separately, and individuals will be informed of their right to withdraw consent at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before consent was withdrawn.

7. SPECIAL CATEGORY AND CRIMINAL DATA

The Council may need to process certain categories of personal data that are afforded additional protection under data protection legislation. This includes information relating to health, equality and diversity, and, where appropriate, information relating to criminal convictions or offences.

The Council will only process such data where it is lawful to do so and where one or more of the conditions set out in Article 9 or Article 10 of the UK GDPR, together with relevant provisions of the Data Protection Act 2018, apply. Appropriate safeguards will be in place at all times.

Special category personal data may be processed for purposes including, where relevant:

- Meeting employment and social security obligations (such as managing sickness absence or occupational health matters)
- Complying with equality and diversity duties
- Safeguarding and protecting individuals
- Ensuring fitness to perform a role or duties
- Establishing, exercising or defending legal claims

The Council will not process special category or criminal conviction data unless it is necessary and proportionate, and access to such data will be restricted to those who have a legitimate need to know.

Where consent is relied upon, this will be obtained separately and individuals will be informed of their right to withdraw consent. However, in many cases the Council relies on statutory or public interest grounds rather than consent.

Criminal conviction and offence data will only be processed where authorised by law and subject to appropriate safeguards.

8. SHARING YOUR DATA

We may share personal data with:

- Payroll, pension and HR service providers
- Other public authorities (e.g. HMRC, local authorities)
- Professional advisers
- IT and systems providers
- Law enforcement or regulators where required

Where relevant to recruitment, vetting or appointment, we may share personal data with recruitment agencies, former employers, referees, and appropriate vetting or credit-checking organisations.

All sharing of personal data by the Council is carried out lawfully, fairly and transparently. Personal data is shared only where there is a clear lawful basis for doing so, where the sharing is necessary and proportionate for the intended purpose, and where appropriate safeguards are in place.

Where personal data is shared with third parties acting on the Council's behalf, the Council ensures that appropriate written agreements are in place. Where personal data is shared with other public authorities or bodies acting as independent or joint data controllers, such sharing is carried out in accordance with applicable legal powers and duties.

9. HOW LONG WE KEEP YOUR DATA

The Council retains personal data only for as long as is necessary for the purposes for which it was collected, and in accordance with its statutory duties and business needs.

Personal data is retained in line with the Council's Retention Schedule, which sets out the retention periods for different categories of records and information. These periods are determined by reference to legal, regulatory, financial, and operational requirements.

In some cases, the Council is required by law to retain records for a minimum period. In other cases, personal data may be retained for longer where this is necessary to establish, exercise, or defend legal claims, or to comply with audit or accountability requirements.

Once personal data is no longer required, it is securely deleted or destroyed in accordance with the Council's retention and disposal arrangements. The Council takes appropriate steps to ensure that personal data is not retained unnecessarily and is disposed of securely when it is no longer needed.

10. YOUR RIGHTS

You have a number of rights in relation to your personal data under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. These rights apply in different circumstances and may be subject to legal limitations or exemptions.

Your rights include:

- The right to be informed about how your personal data is collected and used. This Privacy Notice is intended to meet that requirement.
- The right of access to personal data held about you (commonly known as a Subject Access Request). This enables you to receive a copy of your personal data and other supplementary information.
- The right to rectification, allowing you to request that inaccurate or incomplete personal data is corrected.

- The right to erasure, in limited circumstances, where personal data is no longer necessary for the purpose for which it was collected, or where its continued processing is not lawful. This right does not apply where the Council is required to retain the data for legal or statutory reasons.
- The right to restrict processing, allowing you to request that the Council limits how it uses your personal data in certain circumstances.
- The right to object to processing, where the Council relies on public task or legitimate interests as the lawful basis for processing, and you have grounds relating to your particular situation.
- The right to data portability, where applicable, allowing you to obtain and reuse certain personal data for your own purposes across different services.
- The right to withdraw consent, where processing is based on consent. This will not affect the lawfulness of processing carried out before consent was withdrawn.

Requests to exercise these rights should be made to the Council's Data Protection Lead. The Council will respond within the statutory timescales and in accordance with its Subject Access Request procedure.

You also have the right to raise a concern or complaint with the Information Commissioner's Office (ICO) if you believe that your personal data has been processed unlawfully.

11. DATA SECURITY AND BREACHES

The Council takes the security of personal data seriously and applies appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing, accidental loss, destruction, or damage.

Access to personal data is restricted to those individuals who have a legitimate business or statutory need to know, and personal data is handled in accordance with the Council's internal policies, including its Data Protection Policy and IT and Security Policy.

The Council has procedures in place to deal with any suspected or actual personal data breach. Where a personal data breach occurs, it will be assessed without undue delay and managed in accordance with the Council's Data Breach Procedure.

Where required by law, the Council will notify the Information Commissioner's Office and affected individuals of a personal data breach, in accordance with UK GDPR requirements.

12. TRANSFERS OUTSIDE THE UK

The Council does not routinely transfer personal data outside the United Kingdom.

In limited circumstances, personal data may be accessed or processed outside the UK, for example where Council systems are supported by third-party service providers, or where individuals access publicly available information from overseas.

Where personal data is transferred outside the UK, the Council will ensure that appropriate safeguards are in place to protect personal data, in accordance with data protection legislation. This may include the use of adequacy regulations, approved contractual safeguards, or other lawful mechanisms recognised under the UK GDPR.

The Council will only transfer personal data internationally where it is lawful to do so and where individuals' rights and freedoms are adequately protected.

13. CHANGES TO THIS NOTICE

This notice is reviewed periodically and updated where necessary. The latest version will be published on the Council's website.

14. CONTACT DETAILS

Data Controller: Thornbury Town Council

Data Protection Lead: Chief Executive Officer

Address: Town Hall, 35 High Street, Thornbury, Bristol, BS35 2AR

Email: clerk@thornburytowncouncil.gov.uk

You also have the right to complain to the **Information Commissioner's Office:**

www.ico.org.uk | 0303 123 1113

DATA BREACH PROCEDURE

1. Introduction

- 1.1 The Council has a responsibility to ensure that personal data is processed securely and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. A personal data breach may occur where personal data is accidentally or unlawfully destroyed, lost, altered, disclosed, or accessed without authorisation.
- 1.2 All actual or suspected personal data breaches, security incidents, or near misses must be reported immediately to the Council's Data Protection Lead. Prompt reporting enables the Council to assess the incident, take appropriate remedial action, and determine whether notification to the Information Commissioner's Office (ICO) and/or affected individuals is required.
- 1.3 Not all incidents will result in a reportable breach. However, incidents where personal data has been put at risk, even if no loss or disclosure ultimately occurs, must still be reported so that lessons can be learned and recurrence prevented.
- 1.4 All councillors, employees, and volunteers who handle personal data must be familiar with and follow this procedure.

2. Reporting a suspected breach

- 2.1 Any person who becomes aware of a potential personal data breach or security incident must report it as soon as possible to the Data Protection Lead. Where there is uncertainty as to whether an incident constitutes a breach, it should still be reported and assessed.
- 2.2 When reporting an incident, the following information should be provided where known:
 - What happened and when it was discovered
 - The nature of the personal data involved
 - The approximate number of individuals affected
 - Whether the data includes special category data
 - Any immediate action already taken

3. Initial assessment and investigation

- 3.1 The Data Protection Lead will promptly assess the incident to determine:
 - Whether it constitutes a personal data breach under UK GDPR
 - The likely risk to the rights and freedoms of individuals
 - Whether containment or recovery action is required immediately

- 3.2 The Data Protection Lead will investigate the circumstances of the incident, including its cause, scope, and impact, and will determine appropriate remedial and preventative measures.
- 3.3 Where appropriate, the Data Protection Lead may obtain statements or information from individuals involved in the incident to ensure an accurate understanding of events.

4. Notification and escalation

- 4.1 Where a personal data breach is likely to result in a risk to the rights and freedoms of individuals, the Data Protection Lead will ensure that the Information Commissioner's Office is notified without undue delay and, where required, within 72 hours of becoming aware of the breach, in accordance with UK GDPR.
- 4.2 If notification to the ICO is made after 72 hours, the reasons for the delay will be recorded.
- 4.3 Where a personal data breach is likely to result in a high risk to individuals, the Data Protection Lead will ensure that affected individuals are informed without undue delay, unless an exemption applies.

5. Incident record and follow-up

- 5.1 For each reportable incident, the Data Protection Lead will ensure that an internal record is maintained, including:
- A summary of the incident
 - Dates and times
 - Assessment of risks
 - Decisions taken regarding notification
 - Actions implemented to mitigate the breach
 - Measures identified to prevent recurrence
- 5.2 The Data Protection Lead will report significant incidents and learning outcomes to the Council as appropriate.

6. Preventative action

- 6.1 Following investigation, the Council will implement reasonable and proportionate measures to reduce the likelihood of similar incidents recurring. This may include:
- Process or policy changes
 - Additional guidance or training
 - Technical or organisational controls

7. Templates and correspondence

- 7.1 Template letters for notifying affected individuals or responding to breach reports may be maintained separately for operational use. Any correspondence will be proportionate, clear, and avoid unnecessary disclosure.

8. Relationship to other policies

8.1 This procedure should be read alongside the Council's:

- Data Protection Policy
- IT and Security Policy
- Retention Schedule

9. Monitoring, Review and Maintenance

9.1 This procedure will be kept under review to ensure it remains effective and compliant with data protection legislation and relevant regulatory guidance.

9.2 The Data Protection Lead is responsible for reviewing this procedure periodically, and at least annually, or sooner where required as a result of:

- changes to legislation or guidance;
- changes to the Council's processing activities; or
- lessons learned from a data protection incident or near miss.

9.3 Any material changes to this procedure will be reported to the Council and implemented as necessary.



THORNBURY

Town Council

RISK MANAGEMENT STRATEGY

Date Ratified: 10 February 2026

Meeting: Finance & General Purpose Committee

Next review date: February 2029 (*3 yearly review*)

Supersedes: Risk Management Policy & Procedure 2022

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1. Purpose

This Risk Management Strategy outlines Thornbury Town Council's ("the Council") approach to identifying, assessing, managing, and monitoring risk across all activities. It explains the framework and practical processes that ensure risk management is applied consistently and proportionately.

The Strategy applies to workplace activities, routine operational functions, projects, programmes and events. It is intended to ensure that risks are identified at the earliest opportunity, managed appropriately, and escalated where necessary. By embedding risk management into everyday activities, the Council aims to reduce the likelihood of harm, service disruption, or reputational damage, and to ensure that statutory duties are met.

This Strategy supports good governance and legal compliance and promotes a risk-aware culture in which councillors, employees, and contractors understand their responsibilities and actively contribute to managing risk.

2. Relationship to Other Council Policies

This Strategy forms part of the Council's wider governance and internal control framework and must be read alongside related Council policies, including:

- The Strategic Risk Register Policy, which sets out the overarching risk framework.
- The Health & Safety Policy, which defines the Council's approach to statutory health and safety duties.
- The Health & Safety Statement, which confirms the Council's commitment to providing a safe working environment for employees, councillors, contractors, volunteers, and the public.

Operational risk assessments undertaken in line with this Strategy will inform both the Strategic Risk Register and the Council's health and safety management arrangements, ensuring a coordinated and consistent approach to risk.

Any operational risk assessment that results in a residual (post-mitigation) score above 10 (amber or higher) must be escalated and recorded in the Council's Strategic Risk Register.

3. SCOPE

This Strategy applies to all Council activities and to all individuals involved in their delivery, including councillors, employees, volunteers, agency staff, and contractors. Risk management covers:

- Day-to-day operations and service delivery
- Use of Council premises, land, and equipment
- Projects, capital works, and service changes
- Events organised, funded, or supported by the Council
- Partnership and contractual arrangements

Risk management must be considered at the planning, delivery, and review stages of all activities. It is not a one-off exercise but a continuous process that evolves as circumstances, activities, or external conditions change.

4. RISK MANAGEMENT OBJECTIVES

The Council's approach to risk management is designed to support effective decision-making and responsible governance. The objectives of this Strategy are to:

- Ensure risks are identified and assessed in a systematic and consistent way
- Support staff, officers and councillors to understand the risks associated with decisions and activities
- Reduce the likelihood and impact of harm to people, property, and services
- Safeguard the Council's reputation and public confidence
- Ensure compliance with health and safety, employment, and other relevant legal duties
- Enable timely escalation and appropriate oversight of significant risks

5. RISK MANAGEMENT PRINCIPLES

Risk management within the Council is guided by the following principles:

Proactive – Risks are identified early, allowing action before issues arise

Integrated – Risk management is embedded in planning, reporting, and decision-making

Proportionate – Controls are tailored to the level of risk

Transparent – Risks and mitigation measures are clearly documented and reported

Accountable – Ownership of risks is clearly defined

Dynamic – Risks are reviewed regularly to reflect changing circumstances

6. ROLES AND RESPONSIBILITIES

Risk management is a shared responsibility across the Council.

Full Council provides leadership and oversight, sets the Council's risk appetite, and reviews the Strategic Risk Register at least annually.

Committees review risks within their remit, consider risk implications when making recommendations, and escalate significant risks to Full Council.

The Chief Executive has overall responsibility for the effective operation of risk management arrangements, including maintaining and reviewing the Strategic Risk Register, ensuring alignment with health and safety arrangements, and advising Members on strategic and emerging risks.

Managers are responsible for identifying and managing risks within their service areas, ensuring suitable risk assessments are in place, implementing controls, and escalating risks with a residual score of 6 and over.

Employees and contractors must follow risk assessments and control measures, take reasonable care in their work, and report new or changing risks in line with this Strategy and the Health & Safety Policy.

7. IDENTIFYING RISK

Risks should be identified during the planning, delivery, and review of all Council activities. When identifying a risk, consider what could go wrong, how it might occur, who or what it could affect, and the likely consequences.

Risk identification should take place:

- When planning new activities, projects, or events
- When changing services, processes, or staffing
- Following incidents, near-misses, or complaints
- When legislation, guidance, or external conditions change.

When identifying a risk, consideration should be given to what could go wrong, how it could occur, who or what could be affected, and the potential consequences.

8. RISK ASSESSMENT PROCESS

Once identified, risks must be assessed using the Council's approved risk assessment methodology as set out in the Strategic Risk Register Policy and applied consistently with the Health & Safety Policy.

This involves:

- Identify activity/task
- Describing the risk clearly
- Identify the person at risk
- Scoring the inherent risk, likelihood x severity before controls using the Risk/Priority Indicator Key (Appendix A)
- Identifying existing and additional control measures
- Scoring the residual risk after controls are applied

Risk assessments must be documented (template provided in Appendix A), retained, and reviewed regularly (annually or as per section 7 Identifying Risk).

9. RISK SCORING AND ESCALATION

Risks are scored by multiplying impact and likelihood, producing a score between 1 and 25.

Green risks may be managed locally

Amber or Red risks (residual score of 10 or over) must be escalated to the Chief Executive

Escalated risks will be entered into the Strategic Risk Register.

10. MONITORING AND REVIEW

Risk management is continuous and risk assessments must be reviewed:

- At intervals proportionate to the risk
- When activities or environments change
- Following incidents or control failures

The Strategic Risk Register is reviewed regularly by the Chief Executive and at least annually by councillors.

11. TRAINING AND AWARENESS

The Council will ensure employees and councillors understand their responsibilities and have access to guidance, templates, and competent advice to support effective risk management and compliance with health and safety duties.

12. CONTINUOUS IMPROVEMENT

Risk management arrangements will be reviewed periodically to ensure they remain effective, proportionate, and aligned with best practice, legislative requirements, and the Council's Health & Safety Policy and Health & Safety Statement.

The current Council file structure for Risk Assessments is set out below and is monitored and updated as necessary by appropriately trained and experienced staff and councillors.

- Town Hall Office Staff - TO1 - TO7
- Unique Events - UE1 - UE8
- Various - VA1 - VA5
- Volunteers - VO1 - VO3
- Buildings - BU1 - BU10
- Cleaning - CL1 - CL1
- COSHH
- Fixtures - IT1 - IT3
- General - TC1 - TC6
- Graveyards Overall - GR1 - GR3
- Open Spaces - OS1 - OS5
- Outside Staff and Handyman - OT1 - OT56
- Play Areas - PA1 - PA9
- Play Equipment - PE1 - PE10

APPENDIX A

Risk Assessment		
Task:		Reference Number: BU1
Location/Dept:	Assessment Date:	Assessed by:
Location of Risk Assessment:	Review Date:	Job Title:

			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	

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