MINUTES of the meeting of the Finance and General Purpose Committee held on Tuesday 9th June 2026, at the Town Hall

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Present:	Cllr Chris Woodhouse (Chair) Cllr Chris Rowe Cllr Fiona Deas Cllr Chris Bloor Cllr Chris Davies Cllr Helen Ball Cllr Jayne Stansfield Cllr Danny Bonnett Wendy Sydenham (Deputy Clerk) Caroline Adams (Administrator) Alan Stealey (Facilities Officer) Left part way through item F&GP2627.7 1 member of the public
Absent:	Cllr Maggie Tyrrell

F&GP2627.1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Maggie Tyrrell

F&GP2627.2. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

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

F&GP2627.3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There was one member of the public present, who did not address the Committee.

F&GP2627.4. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD ON 14 April 2026

It was **RESOLVED** unanimously to approve the minutes of the Finance and General Purpose Committee meeting held on 14th April 2026 and the minutes were signed by the chair.

F&GP2627.5. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS

- To approve the Accounts for Payment (updates to be tabled at the meeting) and ratify payments made out of meeting.

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

- To receive the Equals Card Reconciliations Month 1

The Equals Card for month 1, was received by the committee.

F&GP2627.6. TENDER FOR THE PROVISION OF SEWAGE TREATMENT PLANT AND POTABLE WATER SUPPLY AT THE MUNDY PLAYING FIELDS, THORNBURY:

- **To receive the approach to resolve the water supply and sewage issues**
  The approach to resolve the water supply and sewage issues was received.

- **To approve the Technical Specification**
  It was **RESOLVED** to approve the technical specification for the provision of sewage for the provision of sewage treatment plant and potable water supply at the Mundy Playing Fields, Thornbury.

- **To approve the Invitation to Tender and the Tender Submission Form including the timescale and evaluation criteria**
  It was **RESOLVED** to approve the invitation to Tender and the Tender Submission Form including the timescale and evaluation criteria.

- **To appoint the evaluation panel, to include the Facilities Officer and the Proper Officer**
  It was **RESOLVED** to appoint the Facilities Officer, Proper Officer, Cllr Chris Bloor, Cllr Jayne Stansfield and Cllr Fiona Deas to the evaluation panel.

F&GP2627.7. TO RECEIVE QUOTES FOR REPAIRS TO THE CIVIC REGALIA AND AGREE HOW TO PROCEED

The Council received quotes for the repair of the civic regalia. It was **RESOLVED** to allocate a budget of £2,300 for the repair of the Mayor's regalia.

It was further **RESOLVED** to obtain an additional quotation from an alternative tradesperson and to proceed with that tradesperson should the quotation be lower than the agreed budget.

Should the final cost exceed the Professional Fees budget, this resolution will be treated as a recommendation to Full Council for approval of an overspend.

It was further **RESOLVED** that any required funding may be drawn from a surplus within the Mayor's Award budget (110/4484).

F&GP2627.8. TO REVIEW AND AGREE THE HIRE TERMS AND CONDITIONS FOR THE CHAPEL, SUBJECT TO ANY CHANGES SUGGESTED BY SOLICITORS

It was **RESOLVED** to agree the hire terms and conditions for the chapel subject to any changes suggested by solicitors.

F&GP2627.9. TO REVIEW AND ADOPT THE FOLLOWING POLICIES:

- Media Policy
- Safeguarding policy
- Volunteer Policy
- Freedom of Parish

The policies were reviewed, and it was **RESOLVED** that all policies and procedures be adopted as presented, subject to the following amendments:

- Media Policy – to amend the review date to June 2027 and to reflect UK GDPR (2026).
- Safeguarding Policy – to include an additional section on online interactions.

F&GP2627.10. TO RECEIVE LIBRARY SERVICES ACTIVITY REPORT SGC 2025-26

The Library Services Activity Report SGC 2025-2026 was received by the committee. It was **RESOLVED** to write to Library Services to thank them for their hard work.

F&GP2627.11. TO NOTE THAT THE DEADLINE FOR SUBMISSION OF ITEMS TO THE CHIEF EXECUTIVE FOR INCLUSION IN THE NEXT AGENDA IS 9AM ON MONDAY 1ST JUNE 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 5st October 2026.

F&GP2627.12. TO NOTE THE DATE OF THE NEXT MEETING: 9th JUNE 2026, TO BE HELD IN THE COUNCIL CHAMBER OF THE TOWN HALL

It was noted that the date of the next meeting is 13 October 2026, to be held in the Council Chamber of the Town Hall.

Meeting closed: 8:10pm

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

ACCOUNTS PAID OUT OF MEETING			
		GROSS	**NET**
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	**18.40**	**18.40**
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	**27.00**	**27.00**
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	**7.45**	**7.45**
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	**9.70**	**9.70**
EQUALS MONEY - PRE-PAID CARDS	ACCOUNT FEE	**25.00**	**25.00**
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	**25,855.72**	**25,855.72**
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	**10,105.17**	**10,105.17**
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	**5,741.04**	**5,741.04**
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	**471.55**	**392.96**
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	**281.97**	**268.54**
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	**39.59**	**37.71**
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	**56.65**	**53.95**
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE PAYMENT- MAY 26 (Direct Debit @ £1933.32)	**0.00**	**0.00**
AMAZON	CC1319 - CLEANING SUPPLIES	**15.45**	**12.85**
SCREWFIX	CC1320 - HOSE BACK PLATE	**12.89**	**10.74**
AMAZON	CC1321 - STAFF UNIFORM	**77.69**	**64.74**
AMAZON	CC1322 - CLEANING PRODUCTS, DOORBELL PARTS	**75.68**	**63.05**
AMAZON	CC1323 - EXTENDABLE DUSTING KIT	**119.99**	**99.99**
CAKE SMITHS	CC1324 - CAKES FOR COUNCIL C&N EVENT	**84.35**	**84.35**
GOV.UK	CC1325 - SEARCH FOR LAND AND PROPERTY INFORMATION - REF WATER PLAY PROJECT	**7.00**	**7.00**
GOV.UK	CC1326 - SEARCH FOR LAND AND PROPERTY INFORMATION - REF WATER PLAY PROJECT	**7.00**	**7.00**
GOV.UK	CC1327 - SEARCH FOR LAND AND PROPERTY INFORMATION - REF WATER PLAY PROJECT	**7.00**	**7.00**
AMAZON	CC1328 - DISPLAY BOARDS, WATER TESTS	**183.12**	**152.60**
HSQE VITAL SKILLS	CC1329 - STAFF ONLINE TRAINING PACKAGES	**253.20**	**211.00**
AMAZON	CC1330 - WORKWEAR , PIPE ENDS & SNAP HOOKS	**129.16**	**107.60**
GOV.UK	CC1331 - BASIC DBS CHECK	**21.50**	**21.50**
AMAZON	CC1332 - BATTERIES	**9.99**	**8.32**
EUREKA THE FIRST AID AND SAFETY PEOPLE	CC1333 - SIGN/CHAIN SUPPORT POST	**38.40**	**32.00**
AMAZON	CC1334 - CLEANING SUPPLIES / CD/DVD DRIVE	**101.71**	**84.74**
REGATTA GREAT OUTDOORS	CC1335 - STAFF WORKWEAR	**84.00**	**84.00**
REGATTA GREAT OUTDOORS	CC1336 - STAFF WORKWEAR	**30.95**	**30.95**
GIFFGAFF	CC1337 - STAFF MOBILE PHONE TOP UP	**6.00**	**5.00**
GIFFGAFF	CC1338 - STAFF MOBILE PHONE TOP UP	**10.00**	**8.34**
GIFFGAFF	CC1339 - STAFF MOBILE PHONE TOP UP	**10.00**	**8.34**

GIFFGAFF	CC1340 - STAFF MOBILE PHONE TOP UP	**8.00**	**6.67**
AMAZON	CC1341 - ROPE CLIPS / MACHINE SCREWS	**30.98**	**25.81**
AMAZON	CC1342 - CEMENT MIXER SWITCH	**8.49**	**TBC**
METAL STORE	CC1343 - CONSTRUCTION CLAMPS	**33.55**	**27.96**
SAFETYSIGNS4LESS	CC1344 - STAFF ONLY STENCIL	**27.01**	**22.51**
FLASHBACK TAPE STORE	CC1346 - REFLECTIVE TAPE	**18.70**	**15.58**
SCREWFIX	CC1347 - WATERPROOF CEMENT	**50.97**	**42.47**
AMAZON	CC1348 - STAFF WORKWEAR	**23.99**	**19.99**
ARK WILDLIFE	CC1349 - SWIFT NEST BOXES	**85.89**	**71.57**
GIFFGAFF	CC1350 - STAFF MOBILE PHONE TOP UP	**6.00**	**5.00**
AMAZON	CC1351 - HARNESS, VARIOUS ITEMS FOR EVENTS	**154.49**	**137.68**
GIFFGAFF	CC1352 - STAFF MOBILE PHONE TOP UP	**10.00**	**8.34**
BIO-D COMPANY	CC1353 - CLEANING PRODUCTS	**18.77**	**15.64**
MESH DIRECT	CC1354 - STAINLESS STEEL WIRE MESH	**109.99**	**91.66**
AMAZON	CC1355 - BATTERIES	**12.99**	**10.82**
AMAZON	CC1356 - CHARGES	**19.98**	**16.64**
GIFFGAFF	CC1357 - STAFF MOBILE PHONE	**10.00**	**8.34**
CANVA.COM	CC1358 - CUSTOMISED STICKERS FOR EVENT	**29.00**	**24.17**
VISTAPRINT	CC1359 - A FRAME	**156.39**	**130.32**
AMAZON	CC1360 - ANNUAL AMAZON PRIME SUBSCRIPTION - FREE DELIVERY	**95.00**	**79.17**
AMAZON	CC1361 - PAINT/FLOOR REPAIR PRODUCTS / CEMETERY VASES	**160.86**	**140.54**
GIFFGAFF	CC1362 - STAFF MOBILE PHONE	**8.00**	**6.67**
FURNITURE AT WORK	CC1363 - PACK OF 4 STACKING CONFERENCE CHAIRS	**732.00**	**610.00**
ORDER-CARD.COM	CC1364 - STAFF ID CARDS	**38.61**	**38.61**
ROYAL MAIL	CC1365 - X50 BOOK OF STAMPS	**48.49**	**48.49**
AMAZON	CC1366 - STAFF UNIFORM	**25.50**	**21.25**
HSQE VITAL SKILLS	CC1367 - STAFF ONLINE TRAINING BUNDLES	**171.60**	**143.00**
HIGH SPEED TRAINING	CC1368 - STAFF TRAINING	**30.00**	**25.00**
HSQE VITAL SKILLS	CC1369 - STAFF TRAINING	**18.00**	**15.00**
AMAZON	CC1370 - WIRELESS KEYBOARD / MEDICAL AED EMERGENCY PREP KIT	**67.81**	**56.51**
AMAZON	CC1371 - EVENT BUNTING	**14.69**	**12.24**
HAWKINS OF THORNBURY	CC1372 - CABLE TIES FOR HANGING BASKETS	**12.98**	**10.82**
ALMONDSBURY GARDEN CENTRE	CC1373 - CEMETERY BEDDING PLANTS	**199.89**	**166.58**
EQUALS MONEY UK	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	**500.00**	**500.00**
BEAVER INDUSTRIAL DOORS LTD	ADJUST NEW MACHINE DOOR	**102.00**	**85.00**
BREAKTHROUGH COMMUNICATIONS	COMMUNICATIONS STRATEGY PACKAGE	**4,794.00**	**3,995.00**
ICCM INSTITUTE OF CEMETERY MANAGEMENT	CORPORATE MEMBERSHIP FEE	**110.00**	**110.00**
RIALTAS	YEAREND 2026 - 10.04.2026	**1,141.20**	**951.00**
DANTEK	REPLACEMENT IMMERSION HEATER - PAVILION	**504.00**	**420.00**
ABBEY LOOS LTD	PORTABLE TOILETS - MPF	**148.32**	**123.60**
FALON NAMEPLATES LTD	BRONZE PLAQUE	**84.35**	**70.29**

BYTEBACK IT SOLUTIONS LTD	REMOVAL OF IT ASSETS	**72.00**	**60.00**
THE SWAN THORNBURY	COMMUNITY TOILET SCHEME	**250.00**	**250.00**
HAWKES HOUSE	COMMUNITY TOILET SCHEME	**225.00**	**225.00**
THE ROYAL GEORGE	COMMUNITY TOILET SCHEME	**237.50**	**237.50**
ANDERSONS WASTE MANAGEMENT	SEPTIC TANK - MPF SITE	**205.00**	**205.00**
FASTFIX DRAINAGE AND PLUMBING LTD	COMMERCIAL DRAINAGE UNBLOCK - TOWN HALL SITE	**198.00**	**165.00**
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX SITE	**797.62**	**664.68**
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY TOWN HALL SITE	**29.57**	**24.64**
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY TOWN HALL SITE	**281.83**	**234.86**
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - PAVILION SITE	**441.91**	**368.26**
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - CEMETERY	**167.95**	**139.96**
WATER2BUSINESS	WATER AND SEWAGE BILL - 67 HIGH STREET	**459.05**	**459.05**
ARBORICULTURAL ASSOCIATION	STAFF TRAINING X3 OFF SITE	**889.20**	**741.00**
SOUTH GLOS COUNCIL	LIBRARY FUNDING AGREEMENT 2026-2027	**4,620.00**	**4,620.00**
SOUTH GLOS COUNCIL	RE-FIX SWIFT BOX DROPPING BOARDS AT MPF	**60.00**	**50.00**
NATIONAL GRID	CONNECT NEW ELECTRICAL SUPPLY AT MPF MACHINE STORE	**4,551.20**	**3,792.67**
SAFETY CHAIR INTERNATIONAL LTD	SERVICING EVACUATION CHAIR	**118.80**	**99.00**
RLYON GUARDING	ANNUAL KEYHOLDING CHARGE - MPF 26/27	**180.00**	**150.00**
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE EMERGENCY LIGHT MAINTENANCE - CEMETERY	**96.73**	**80.61**
SOUTH GLOS COUNCIL	PAYROLL CHARGES FOR PERIOD JANUARY TO MARCH 2026	**213.30**	**177.75**
GAP SUPPLIES LTD	MAINTENANCE SUPPLIES	**205.80**	**171.50**
ABBEY LOOS LTD	PORTABLE TOILET HIRE - CHANTRY FIELD SITE	**240.00**	**200.00**
MEI LOCI LIMITED	LANDSCAPE ARCHITECTURAL SERVICES - MPF SITE (1ST PAYMENT)	**9,540.00**	**7,950.00**
TOWN COUNCIL CUSTOMER	REIMBURSEMENT FOR DUPLICATE SALES INVOICE PAYMENT	**315.78**	**315.78**
EQUALS MONEY UK	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	**500.00**	**500.00**
BIFFA WASTE SERVICES LTD	REMOVAL OF HAZARDOUS WASTE	**1,161.00**	**967.50**
ECOTRICITY	GAS SUPPLY - TOWN HALL	**758.80**	**632.33**
ECOTRICITY	GAS SUPPLY - MPF PAVILION	**95.40**	**90.86**
THORNBURY MOTORS	FUEL EXPENDITURE - APRIL 26	**550.88**	**459.08**
DIRECT IT SERVICES	PHONES, BROADBAND AND IT SUPPORT	**919.18**	**765.98**
COUNCIL HR AND GOVERNANCE SUPPORT	STAFF RECRUITMENT	**564.00**	**470.00**
KN OFFICE SUPPLIES	MONTHLY METER READING - OFFICE PHOTOCOPIER	**111.23**	**92.69**
TH WHITE ENERGY, FIRE AND SECURITY	RECTIFICATION WORK - FAILED EMERGENCY LIGHT	**217.12**	**180.94**
ALEXANDRA	STAFF WORKWEAR	**138.90**	**115.74**
RELYON GUARDING	MPF SECURITY SERVICES - APRIL 26	**520.80**	**434.00**
THE PLAY INSPECTION COMPANY LTD	OUTDOOR ANNUAL INSPECTIONS FOR ALL TTC SITES	**894.00**	**745.00**
PAUL RUSSELL (TRADING AS PARISH & TOWN AUDITING SERVICES)	END OF YEAR AUDIT - MAY 26	**350.00**	**350.00**

HAWKINS GROUNDCARE	ANNUAL SERVICE OF VARIOUS TOWN COUNCIL OUTDOOR TOOLS	**184.80**	**154.00**
NEWSTEAM GROUP	MONTHLY GAZETTE DELIVERY	**12.05**	**12.05**
TERRY McGOVERN ARBORICULTURE & FORESTRY TRAINING	STAFF OFF SITE TRAINING	**400.00**	**400.00**
HAWKINS GROUNDCARE	ANNUAL SERVICE OF VARIOUS TOWN COUNCIL OUTDOOR TOOLS	**225.60**	**188.00**
GLOBAL MEDIA GROUP SERVICES	BUS ADVERTISEMENT	**331.20**	**276.00**
SOUTH WEST IN BLOOM	PRIDE IN PARKS AWARD ENTRY FEE	**45.00**	**45.00**
GB SPORT & LEISURE UK LTD	WET POUR REPAIR KIT	**332.94**	**220.00**
ROYAL BRITISH LEGION	ANNUAL DINNER - MAYOR'S INVITATION	**27.00**	**27.00**
RELYON GUARDING	ANNUAL KEYHOLDING CHARGE - MPF 26/27	**180.00**	**150.00**
G B SPORT & LEISURE UK LTD	MULTI USE CLEARANCE GUIDE	**66.00**	**55.00**
TTC STAFF	STAFF EXPENDITURE CLAIM	**41.40**	**41.40**
ICCM INSTITUTE OF CEMETERY & CREMATION MANAGEMENT	STAFF TRAINING COURSE	**192.00**	**160.00**
HAWKINS GROUNDCARE	KRESS MACHINERY EQUIPMENT	**13,566.99**	**11,305.82**
THORNBURY IN BLOOM	SLA PAYMENT 2026/27	**3,612.00**	**3,612.00**
THORNBURY MUSEUM	SLA PAYMENT 2026/27	**12,384.00**	**12,384.00**
THORNBURY VOLUNTEER LINK	SLA PAYMENT 2026/27	**6,850.00**	**6,850.00**
ZURICH MUNICIPAL INSURANCE	THORNBURY TOWN COUNCIL ANNUAL INSURANCE 2026/27	**17,427.59**	**17,350.38**
EQUALS MONEY UK	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	**500.00**	**500.00**
AHS BUILDING GROUP	CEMETERY BUILDING (CHAPEL) - FULL EXTERNAL REDECORATION	**2,040.00**	**1,700.00**
ACCOUNTS DUE FOR PAYMENT – JUNE 9th 2026			
BIFFA WASTE SERVICES	WASTE DISPOSAL - MPF PAVILION	**525.19**	**437.66**
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	**167.95**	**139.96**
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	**887.33**	**739.44**
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	**282.25**	**235.21**
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HAL	**36.96**	**30.80**
TTC STAFF	STAFF EXPENDITURE CLAIM	**39.99**	**39.99**
ACCOUNTS DUE FOR PAYMENT- TOTAL		**1,939.67**	**1,623.06**

DD = direct debit
CC[n] = credit card payment
MPF = Mundy Playing Field

Equals Pre-paid Card

Equals Pre-paid Card			**Month 1**					
Date	Payee	Ref	£ Total Amount	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2026	Lee's Mend a Shoe	979	37.5	6.25	4601	160	31.25	Key Cutting
01/04/2026	Co op Thornbury	980	4.40		4205	108	4.40	Milk
08/04/2026	Thornbury Discounts	981	5.99		4150	130	5.99	Paint Brushes
13/04/2026	Co op Thornbury	982	4.40		4205	108	4.40	Milk
16/04/2026	Horders Thornbury	983	2.60	0.43	4540	190	2.17	Stationery
16/04/2026	Tesco Thornbury	984	16.54		4540	190	16.54	Refreshments and Biscuits
17/04/2026	Gap Supplies	985	77.52	12.92	4150	130	64.60	Maintenance Parts
17/04/2026	B&Q Store	985	389.6	64.93	4150	130	324.67	Fence Panels / Posts
20/04/2026	Co op Thornbury	986	4.40		4205	108	4.40	Milk
20/04/2026	Hawkins of Thornbury	987	83.95		4150	130	83.95	Maintenance Parts
20/04/2026	Screwfix	988	23.45	3.91	4150	130	19.54	Maintenance Supplies
21/04/2026	Hawkins of Thornbury	989	25.36	4.23	4150	130	21.13	Maintenance Supplies
21/04/2026	Gap Supplies	990	24.43	4.07	4150	130	20.36	Maintenance Supplies
22/04/2026	Thornbury Discounts	991	5.80		4140	110	5.80	Marigold Gloves
22/04/2026	Thornbury Discounts	992	17.97		4601	160	17.97	Padlocks
22/04/2026	Aldi Store	993	9.25		4540	190	9.25	Climate & Nature Event stock
28/04/2026	Aldi Store	994	7.05		4548	190	7.05	ATM Event Supplies
28/04/2026	Aldi Store	995	24.46	0.63	4548	190	23.83	ATM Event - Supplies
28/04/2026	Co op Thornbury	996	4.40		4205	108	4.40	Milk
30/04/2026	EQUALS MONEY	CHARGES	25.00		4075	110	25.00	MONTHLY CHARGE - EQUALS CARD
Total Payments for Month			794.07	97.37			696.70	
Balance Carried Forward			309.95					
Cashbook Totals			1104.02	97.37			1006.65	