

4 June 2026

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

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 **9 June 2026** 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 14 April 2026
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 the Equals Card Reconciliations Month 1

- 6. Tender for the Provision of Sewage Treatment Plant and Portable Water Supply at the Mundy Playing Fields, Thornbury:**
 - 6.1 To receive the approach to resolve the water supply and sewage issues**
 - 6.2 To approve the Technical Specification**
 - 6.3 To approve the Invitation to Tender and the Tender Submission Form including the timescale and evaluation criteria**
 - 6.4 To appoint the evaluation panel, to include the Facilities Officer and the Proper Officer**
- 7. To receive quotes for the repairs to the civic regalia and agree how to proceed**
- 8. To review and agree the hire terms and conditions for the Chapel, subject to any changes suggested by solicitors**
- 9. To review and adopt the following policies:**
 - 9.1 Media Policy**
 - 9.2 Safeguarding Policy**
 - 9.3 Volunteer Policy**
 - 9.4 Freedom of Parish**
- 10. To receive Library Services Activity Report SGC Q4 2025-26**
- 11. To note that the deadline for submission of items to the Clerk for inclusion in the next agenda is Monday 5 October 2026**
- 12. To note the date of the next meeting: 13th October 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 14th April 2026, at the Town Hall**

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

Hannah Bowden (Chief Executive)
Caroline Adams (Administrator)
Alan Stealey (Facilities Officer) Left after item F&GP2526.79

Non-members present: None

Absent: Cllr Maggie Tyrrell

F&GP2526.73. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Maggie Tyrrell

F&GP2526.74. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

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

F&GP2526.75. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were no members of the public present.

F&GP2526.76. TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD ON 10th February 2026

It was **RESOLVED** unanimously to approve the minutes of the Finance and General-Purpose Committee meeting held on 10th February 2026 and the minutes were signed by the chair.

- F&GP2526.77. TO RECEIVE CAPITAL PROJECT UPDATES FOR**
- Chapel Restoration including budget monitoring
 - New Machine Store including Budget monitoring
 - Skatepark CIC – receive minutes

The Capital project updates for the Chapel Restoration, New Machine Store and Skatepark CIC were received.

- F&GP2526.78. TO RECEIVE REPORT OUTLINING THE APPROACH TO IMPROVE ACCESSIBILITY TO THE TOWN HALL**

It was **RESOLVED**, subject to consultation with South Gloucestershire Council's Heritage Officer, to approve officers to seek proposals and costs of a suitably qualified architect to investigate the feasibility of providing an accessible route into Thornbury Town Hall through the main entrance, including the preparation of outline design proposals, advice on required permissions and consents, and an initial assessment of costs, risks and deliverability.

- F&GP2526.79. TO RECEIVE QUOTE FOR UPGRADING THE ELECTRICITY SUPPLY TO THE MACHINE STORE AND APPROVE ORDER**

It was **RESOLVED** to approve the appointment of National Grid Electricity Distribution to complete the works at a cost of £3,792.67 along with the recommendation to Full Council the approval of an overspend of £3,800 in the 2026–27 Property Maintenance budget, funded from the General Reserve.

- F&GP2526.80. TO CONSIDER THE FOLLOWING FINANCIAL MATTERS**

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

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

- To Receive Q4 Bank Reconciliations
- To receive Q4 Equals Card reconciliations
- To receive Q4 Budget Monitoring report

The bank reconciliation for Q4, the reconciliations of the Equals Card for months 10, 11 & 12 and the Budget Monitoring Report for Q4, were received by the committee.

- F&GP2526.81. TO REVIEW AND APPROVE 2025-2026 OVERSPENDS, FOLLOWING END OF YEAR ADJUSTMENTS, FOR REFERRAL TO FULL COUNCIL**

It was **RESOLVED** to approve the 2025–2026 overspends, following end-of-year adjustments, for referral to Full Council.

COMMITTEE AGREED FOR ITEM 14 TO BE BROUGHT FORWARD DUE TO IMPLICATIONS TO ITEM 10

F&GP2526.82. TO RECEIVE QUOTES FOR COMMUNICATIONS STRATEGY AND IMPLEMENTATION PLAN

The report and quotes for the communications strategy were received, and it was **RESOLVED** to appoint Breakthrough Communications to develop a Communications and Community Engagement Strategy, including the full package with 12 months' implementation support, at a cost of £3,995 + VAT.

F&GP2526.83. TO REVIEW AND APPROVE OVERSPEND REQUIRED FOR 2026-2027 FOR RECOMMENDATION TO FULL COUNCIL

It was **RESOLVED** to approve the overspend required for 2026–2027 and to recommend it to Full Council.

F&GP2526.84. TO REVIEW AND APPROVE TRANSFERS TO/FROM RESERVES FOR THE 2025-26 FINANCIAL YEAR

It was **RESOLVED** to approve transfers to/from reserves for the 2025-2026 financial year.

F&GP2526.85. TO NOTE ANY OFFICER DECISIONS MADE UNDER DELEGATED POWERS

Officer decisions made under delegated powers were noted.

F&GP2526.86. TO RECEIVE AND APPROVE SCHEDULE FOR OBTAINING INSURANCE QUOTES

The schedule for obtaining insurance quotes was received, and it was **RESOLVED** to approve it.

F&GP2526.87. TO NOTE EXHIBITION ROOM HIRE IS NO LONGER REQUIRED

It was noted by councillors that the hire of the exhibition room was no longer required.

F&GP2526.88. TO REVOKE THE CURRENT MOBILE VENDOR POLICY AND ADOPT THE PROPOSED MOBILE VENDOR PILOT SCHEME PROCEDURE INCLUDING DELEGATED AUTHORITY TO OFFICERS

It was **RESOLVED** to revoke the current Mobile Vendor Policy, adopt the proposed Mobile Vendor Pilot Scheme, and to delegate authority to officers.

F&GP2526.89. TO RECEIVE REPORT AND AGREE EXTENSION TO THE CURRENT ICE CREAM VENDOR AGREEMENT

It was **RESOLVED** to approve the extension of the current ice cream vendor agreement for a period of 6months from the 1st April 2026 with a fee of £2,454.55 and all other existing terms and conditions remain the same.

F&GP2526.90. TO RECEIVE REPORT ON PICTURES AT THE TOWN HALL AND AGREE NEXT STEPS

It was **RESOLVED** to accept officers' recommendation to keep the three more significant pictures and photos, identified by the Museum, in storage at the Town Hall and that the remaining pictures and photos are disposed of an appropriate manner.

F&GP2526.91. TO RECEIVE MINUTES FROM THE YOUTH CONTRACT MONITORING MEETING

Minutes were received from the Youth Contract Monitoring Meeting held on 9 April 2026.

F&GP2526.92. TO REVIEW AND ADOPT THE FOLLOWING POLICIES:

- Subject Access Request Procedure – new
- Terrorism (Protection of Premises) Policy – new
- Abandoned Property Policy – supersedes the Abandoned Bike Policy
- Tree Management Policy – highlighted changes
- Grant Awarding Policy and Procedure – Highlighted Changes
- Uniform Policy – Highlighted Changes

The policies were reviewed, and it was **RESOLVED** that all policies and procedures be adopted as presented, subject to an amendment to the Grant Awarding Policy to include an updated map of Thornbury reflecting new housing developments.

F&GP2526.93. 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 1st June 2026.

F&GP2526.94. 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 9 June 2026, to be held in the Council Chamber of the Town Hall.

Meeting closed: 9.00pm

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

ACCOUNTS PAID OUT OF MEETING		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	0.60	0.60
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	21.70	21.70
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	7.30	7.30
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	27,826.93	27,826.93
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	10,174.44	10,174.44
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	5,291.74	5,291.74
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	537.84	448.20
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	384.98	320.82
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	58.03	55.27
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	71.90	68.47
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE PAYMENT- MARCH 26 (Direct Debit @ £1654.10)	0.00	0.00
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE PAYMENT- APRIL 26 (Direct Debit @ £2726.35)	0.00	0.00
SOUTH GLOS COUNCIL	ANNUAL BUSINESS RATES - BAKERY ANNEX SITE	872.20	872.20
SOUTH GLOS COUNCIL	ANNUAL BUSINESS RATES - CEMETERY SITE	5,193.50	5,193.50
SOUTH GLOS COUNCIL	ANNUAL BUSINESS RATES - MUNDY PLAYING FIELDS SITE	56.33	56.33
SOUTH GLOS COUNCIL	ANNUAL BUSINESS RATES - TOWN HALL SITE	12,486.50	12,486.50
SOUTH GLOS COUNCIL	ANNUAL BUSINESS RATES - 1ST FLOOR MPF PAVILION SITE	4,820.34	4,820.34
SOUTH GLOS COUNCIL	ANNUAL BUSINESS RATES - GRND FLOOR FOOTBALL & ADJ PITCH SITE	1,440.86	1,440.86
VISTA PRINT	CC1287 - A FRAME FOR EVENTS	180.49	150.41
NOT JUST TAPS	CC1288 - OUTSIDE TAPS	34.65	28.87
AMAZON	CC1289 - WOOD STAIN FOR BENCHES	93.65	78.04
AMAZON	CC1290 - SWING BIN AND SHOE/BOOT COVERS	25.98	21.65
AMAZON	CC1291 - STATIONERY	86.94	74.60
AMAZON	CC1292 - WILDLIFE CAMERA AND POWER PACKS	77.48	64.57
AMAZON	CC1293 - PPE & STATIONERY	111.20	95.65
TOOL STATION	CC1294 - MACHINE STORE PAINT	666.32	555.27
GIFFGAFF	CC1295 - STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1296 - STAFF MOBILE PHONE TOP UP	10.00	8.34
SCREWFIX	CC1297 - STAFF SAFETY BOOTS	69.99	69.99
AMAZON	CC1298 - DECIBEL METER & SHEARS	46.98	39.15
AMAZON	CC1299 - VARIOUS WORKWEAR AND PPE	106.66	88.84
HAV CONTROL LTD	CC1300 - VIBRATION EQUIPMENT TAGS	56.22	46.85
HSQE VITAL SKILLS	CC1301 - STAFF ONLINE TRAINING COURSES	86.40	72.00

TSSC THE SAFETY SUPPLY COMPANY	CC1302 - REUSABLE CORDONING TAPE	54.83	45.69
AMAZON	CC1303 - SD CARD	58.99	49.16
AMAZON	CC1304 - UNION JACK FLAG & PLUMBING PARTS	37.96	31.62
SCREWFIX	CC1305 - KARCHER STEAM CLEANER	140.66	117.22
GIFFGAFF	CC1306 - STAFF MOBILE PHONE TOP UP	10.00	8.34
GIFFGAFF	CC1307 - STAFF MOBILE PHONE TOP UP	8.00	6.67
SCREWFIX	CC1308 - WASHER SET	20.48	17.07
SCREWFIX	CC1309 - STAFF SAFETY BOOTS	58.99	58.99
EQUALS VITAL SKILLS	CC1310 - STAFF ONLINE TRAINING COURSES	184.80	154.00
AMAZON	CC1311 - HIGH VIZ JACKETS, PAINTING ACCESSORIES, CLEANING SUPPLIES	114.97	95.80
HSQE VITAL SKILLS	CC1312 - STAFF ONLINE TRAINING COURSES	180.00	150.00
SCREWFIX	CC1313 - ROLLER BLINDS	40.98	34.15
AMAZON	CC1314 - CLEANING PRODUCTS, COAT RACK & FELT BULLETIN BOARDS	95.52	47.68
AMAZON	CC1315 - FELT NOTICE BOARDS	13.59	11.32
AMAZON	CC1316 - BROTHER WIRELESS INKJET PRINTER	359.96	299.97
SCREWFIX	CC1317 - O RINGS BOX	16.49	13.75
ROLLER SHUTTER BITS	CC1318 - ROLLER BLIND PARTS	46.60	38.83
THORNBURY & DISTRICT HERITAGE TRUST	DONATION REF TALK BY MEMBER OF STAFF TO TAKE PLACE AT THE WATERY THORNBURY/EARTH DAY EVENT	60.00	60.00
ZURICH MUNICIPAL	ADDITION INSURANCE ADDED TO POLICY FOR THE WAR MEMORIAL	74.26	74.26
AVON DISPLAYS	VINYL STICKER FOR EXISTING SIGN INCLUDING INSTALLATION - MPF	48.00	40.00
DCS 2 WAY RADIO LTD	PORTABLE OUTDOOR RADIOS	1,548.00	1,290.00
NEWSQUEST GROUP LOCALIQ	ADVERTISEMENTS IN GLOUCESTER GAZETTE AND STROUD NEWS	480.00	400.00
CROMHALL MEDIA LTD	JOB ADVERTISEMENT IN MYTHORNBURY MAGAZINE	30.00	30.00
WATER2BUSINESS	6 MONTHLY WATER SUPPLY TO TOWN HALL & MPF SITES	566.00	566.00
GB SPORT & LEISURE UK LTD	STAFF TRAINING - PLAYGROUND INSPECTION INCI EXAM/REGISTRATION FEE	906.00	755.00
T H WHITE GROUND CARE	REPLACEMENT TYRES FOR MARSTON TRAILER	420.00	350.00
DANTEK ENVIRONMENTAL SERVICES (UK) LTD	ANNUAL WATER HYGIENE MONITORING SERVICE CONTRACT- 26/27	389.40	324.50
ALCA AVON LOCAL COUNCILS ASSOCIATION	STAFF TRAINING - PLAYGROUND INSPECTION INCI EXAM/REGISTRATION FEE	35.00	35.00
REVILL MOWERS LTD	FULL SERVICE OF UTV VEHICLE	1,467.29	1,222.74
RIGHTWAY ENVIRONMENTAL LTD	REMOVAL OF ARTEX CEILING REF 67 HIGH STREET	1,673.89	1,394.88
REACH PUBLISHING SERVICES LIMITED	ADVERTISEMENT IN THE BRISTOL POST	455.77	379.81
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
DAVIS ACCESS LTD	STAFF TRAINING	168.00	140.00
LINELA	HI VIZ VESTS - EVENTS	214.20	178.50
T H WHITE ENERGY, FIRE & SECURITY	ANNUAL FIRE ALARM MONITORING - TOWN HALL 2026/27	230.40	192.00

SARA SEVERN AREA RESCUE ASSOCIATION	CHARITABLE DONATION SPEAKERS FEE FOR CLIMATE & NATURE EARTH DAY EVENT	95.00	95.00
CUT DIRECT LTD	REPLACEMENT MAGNETIC SECONDARY GLAZING SHEET FOR WINDOW	90.93	75.77
FALCON COMMERCIAL MAINTENANCE LTD	FINAL BALANCE - NEW AGRICULTURAL STEEL BUILDING AT MPF SITE (MACHINE STORE)	13,373.46	11,144.55
GRENKE LEASING LTD	QTR LEASE FEE FOR OFFICE PHOTOCOPIER 26/27	271.15	225.96
BRIGSTOWE MEDIA LTD	HALF PAGE ADVERT IN THE THORNBURY VOICE - APRIL 26	216.00	180.00
ANDERSONS WASTE MANAGEMENT	EMPTY SEPTIC TANK - MPF	195.00	195.00
COURTSTALL SERVICES LTD	REPLACEMENT FENCING AT THE MPF TENNIS COURTS SITE	16,191.00	13,492.50
T H WHITE GROUNDCARE	WINTER SERVICE - HONDA POWER CARRIER	509.14	424.29
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY CEMETERY	207.84	173.20
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - MPF PAVILION	775.48	646.23
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	1,053.04	877.53
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	371.64	309.70
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL (FOOD) - TOWN HALL	28.37	23.64
CIA FIRE & SECURITY LTD	TENNIS COURT SMARTACCESS SYSTEM ENGINEER CALLOUT	604.80	504.00
YATE SUPPLIES	COMPACTOR SACKS	222.36	185.30
FASTFIX DRAINAGE & PLUMBING LTD	DRAINAGE UNBLOCKING - TOWN HALL BUILDING	186.00	155.00
ABBEY LOOS LTD	PORTABLE TOILET HIRE - MPF SITE	390.72	325.60
ABBEY LOOS LTD	PORTABLE TOILET HIRE - CHANTRY FIELDS SITE	264.00	220.00
TOWNSEND PEST CONTROL	SITE SURVEY REGARDING WASPS AT THE CEMETERY CHAPEL	75.00	75.00
NEWSTEAM	MONTHLY DELIVERY OF THORNBURY GAZETTE	12.05	12.05
PROLUDIC	PLAY EQUIPMENT PARTS	455.47	379.57
MATRIX BES LTD	COMPLETE RE-WIRE OF THE CEMETERY CHAPEL	2,728.80	2,274.00
REACH PUBLISHING SERVICES LIMITED	ADVERTISEMENT IN BRISTOL POST (FULL REFUND PROVIDED)	-455.77	-379.81
KN OFFICE LTD	PHOTOCOPIER METER READING	105.35	87.79
THORNBURY MOTORS	MONTHLY FUEL EXPENDITURE	98.68	82.24
RELYON GUARDING & SECURITY SERVICES LTD	MONTHLY SECURITY SERVICE AT MPF SITE	504.00	420.00
FASTFIX DRAINAGE & PLUMBING LTD	INVESTIGATION OF CULVERT ON OAKLEAZE ROAD GREEN	852.00	710.00
GLOBAL MEDIA GROUP SERVICES LTD	BUS ADVERTISEMENTS 16.03.26 - 12.04.2026	2,786.40	2,322.00
ACCOUNTS DUE FOR PAYMENT – 14th APRIL 2026			
SOUTH WEST HYGIENE	SHARPS DISPOSAL UNITS SUPPLIED FOR MPF SITE	9.00	7.50
ALCA AVON LOCAL COUNCILS ASSOCIATION	ANNUAL SUBSCRIPTION ALCA AND NALC 26/27	2,092.36	2,092.36
ALCA AVON LOCAL COUNCILS ASSOCIATION	COUNCILLOR TRAINING	90.00	90.00
CITIZENS ADVICE SOUTH GLOUCESTERSHIRE	PROVISION OF TWO WEEKLY ADVICE SESSIONS HELD AT THE TOWN HALL	36,952.00	36,952.00
DIRECT IT SERVICES	PHONE, BROADBAND AND IT SUPPORT	919.18	765.98

RIALTAS BUSINESS SOLUTIONS	ANNUAL ACCOUNTS SOFTWARE 26/27	4,240.80	3,534.00
THE MOWER DOCTOR	MAINTENANCE OF CHURCH MOWER	89.16	74.30
THORNBURY TOWN COUNCIL STAFF	STAFF EXPENSES	8.10	8.10
FACE - FOUNDATION FOR ACTIVE COMMUNITY ENGAGEMENT	YOUTHWORK PROVISION - APRIL 26 TO SEPT 26	42,340.88	42,340.88
SJ AND VJ HOWELL AGRICULTURAL CONTRACTORS	MOWING AND CLEARING CEMETERY FIELD	600.00	500.00
BCLEAN	CARPET CLEANING - TOWN HALL	1,000.00	1,000.00
ACCOUNTS DUE FOR PAYMENT- TOTAL		88,341.48	87,365.12

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field

Equals Pre-paid Card

Equals Pre-paid Card			Month 10					
Date	Payee	Ref	£ Total Amount	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2026	Co op Thornbury	917	4.40		4205	108	4.40	Milk
02/01/2026	Hawkins of Thornbury	918	15.73	2.62	4140	110	13.11	Cleaning Materials
05/01/2026	Screwfix	919	79.98	1.67	4068	105	69.99	Safety Boots
					4150	130	8.32	Batteries
06/01/2026	Thornbury Motors	920	1.20		4150	130	1.20	Maintenance Materials
06/01/2026	Thornbury Motors	921	9.99	1.66	4150	130	8.33	Bulb Kit
07/01/2026	Mole Country Stores	922	86.26	14.38	4150	130	71.88	Maintenance Materials
08/01/2026	Gap Supplies Ltd	923	87.08	14.52	4150	130	72.56	Maintenance Materials
08/01/2026	Almondsbury Garden Centre	924	19.98	3.33	4150	130	16.65	Batteries
09/01/2026	Tesco Thornbury	925	12.50	2.08	4150	130	10.42	Rock Salt
09/01/2026	Tesco Thornbury	926	12.50	2.08	4150	130	10.42	Rock Salt
09/01/2026	Screwfix	928	35.04	5.84	4150	130	29.20	Maintenance Materials

12/01/2026	Co op Thornbury	927	4.40		4205	108	4.40	Milk
14/01/2026	Dobbies Garden Centre	929	11.98	2.00	4150	130	9.98	Peat
15/01/2026	Hawkins of Thornbury	930	26.76	4.46	4150	130	22.30	Smith Ironmong Swive
19/01/2026	Horders Thornbury Press	931	19.25		4100	108	19.25	Stationery
19/01/2026	Lees Mend A Shoe	932	11.00	1.83	4601	160	9.17	Key Cutting
19/01/2026	Screwfix	933	7.99	1.33	4150	130	6.66	Masonry Bit
22/01/2026	Hawkins	934	15.98	2.66	4150	130	13.32	Maintenance Materials
22/01/2026	Lees Mend A Shoe	935	25.00	4.17	4150	130	20.83	Key Cutting
22/01/2026	Co op Thornbury	936	4.40		4205	108	4.40	Milk
26/01/2026	Hawkins of Thornbury	937	4.10	0.68	4150	130	3.42	Maintenance Materials
26/01/2026	Thornbury Discounts	938	1.99		4100	108	1.99	Stationery
28/01/2026	Gardiner Haskins	939	12.00	2.00	4071	105	10.00	Parking (Staff Training)
28/01/2026	Gardiner Haskins	940	12.00	2.00	4071	105	10.00	Parking (Staff training)
29/01/2026	Gardiner Haskins	941	12.00	2.00	4071	105	10.00	Parking (Staff Training)
29/01/2026	Gardiner Haskins	942	12.00	2.00	4071	105	10.00	Parking (Staff Training)
30/01/2026	Co op Thornbury	943	6.50		4205	108	6.50	Milk
30/01/2026	Lees Mend a Shoe	944	20.75	3.46	4150	130	17.29	Key Cutting
30/01/2026	Screwfix	945	26.99	4.50	4150	130	22.49	LED Folding Clamp Worklight
Total Payments for Month			599.75	81.27			518.48	
Balance Carried Forward			222.56					
Cashbook Totals			822.31	81.27			741.04	

Equals Pre-paid Card			Month 11					
Date	Payee	Ref	£ Total Amount	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/02/2026	Hawkins of Thornbury	954	11.97	2.00	4150	130	9.97	Hooks

10/02/2026	L E Riddiford	946	3.15	0.52	4540	190	2.63	Climate & Nature Event
10/02/2026	Aldi Stores	947	4.36	0.73	4540	190	3.63	Climate & Nature Event
10/02/2026	Co op	948	4.40		4205	108	4.40	Milk
14/02/2026	Hawkins of Thornbury	949	3.38	0.56	4540	190	2.82	Climate & Nature Event
16/02/2026	Horders of Thornbury	950	6.50	1.08	4100	108	5.42	Stationery
16/02/2026	Horders Thornbury Press	951	58.40	9.73	4100	108	48.67	Stationery
16/02/2026	Aldi Stores	952	3.17	0.53	4540	190	2.64	Climate & Nature Event
16/02/2026	Thornbury Discounts	955	2.99	0.50	4100	108	2.49	Stationery
16/02/2026	Lees Mend a Shoe	956	53.98	9.00	4150	130	44.98	Key Cutting
16/02/2026	Mole Valley Country Stores	957	227.45	37.91	4150	130	189.54	Maintenance Supplies
17/02/2026	Lees Mend a Shoe	958	5.75	0.96	4150	130	4.79	Keys
19/02/2026	Co op Thornbury	953	5.45		4205	108	5.45	Milk
20/02/2026	Hawkins of Thornbury	959	3.98	0.66	4150	130	3.32	Rawlplugs
27/02/2026	Thornbury Motors	960	3.56	0.59	4411	120	2.97	Indicator Bulb
27/02/2026	Co op Thornbury	961	4.40		4205	108	4.40	Milk
Total Payments for Month			402.89	64.77			338.12	
Balance Carried Forward			319.67					
Cashbook Totals			722.56	64.77			657.79	

Equals Pre-paid Card

Equals Pre-paid Card			Month 12					
Date	Payee	Ref	£ Total Amount	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/03/2026	Hawkins of Thornbury	962	20.83	3.47	4150	130	17.36	Maintenance
03/03/2026	Hawkins of Thornbury	963	25.77	4.30	4150	130	21.47	Greenhouse Fly/Insect Spray
04/03/2026	Almondsbury Garden Centre	964	29.97	5.00	4150	130	24.97	Hedging Plants
04/03/2026	Thornbury Discounts	971	5.99	1.00	4100	108	4.99	Stationery
04/03/2026	Lees Mend a Shoe	972	15.00	2.50	4601	160	12.50	Key Cutting

09/03/2026	Co op Thornbury	973	4.40		4205	108	4.40	Milk
13/03/2026	Hawkins of Thornbury	965	13.99	2.33	4150	130	11.66	Tap Connector
16/03/2026	Hawkins of Thornbury	966	6.99	1.16	4068	105	5.83	Gloves
16/03/2026	Co op Thornbury	974	4.40		4205	108	4.40	Milk
17/03/2026	Thornbury Discounts	975	3.69	0.62	4061	160	3.07	Batteries for Doorbell
18/03/2026	Hawkins of Thornbury	967	13.99	2.33	4150	130	11.66	Tap Connector
18/03/2026	Lees Mend a Shoe	968	15.00	2.50	4061	160	12.50	Key Cutting
18/03/2026	Screwfix	969	16.99	2.83	4150	130	14.16	Tape and Ratchet Handl
24/03/2026	Hawkins of Thornbury	970	2.99	0.50	4140	110	2.49	Soap Holder
25/03/2026	Co op Thornbury	976	4.40		4250	180	4.40	Milk
26/03/2026	Lees Mend a Shoe	977	27.00	4.50	4601	160	22.50	Key Cutting
26/03/2026	Co op Thornbury	978	4.25	0.71	4205	108	3.54	Refreshment for Cllr Surgery
Total Payments for Month			215.65	33.75			181.90	
Balance Carried Forward			604.02					
Cashbook Totals			819.67	33.75			785.92	

Receipts for Month 1

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 :	604.02					604.02	
	Banked: 16/04/2026	500.00						
TRANSFER	Unity Trust Current A/C 7635	500.00			200		500.00	TOP UP FUNDS FOR EQUALS CARD
Total Receipts for Month		500.00	0.00	0.00			500.00	
Cashbook Totals		<u>1,104.02</u>	<u>0.00</u>	<u>0.00</u>			<u>1,104.02</u>	

Payments for Month 1

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>
01/04/2026	Lee's Mend a Shoe	979	37.50		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	389.60		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 CARDS
Total Payments for Month			794.07	0.00	97.37			696.70	
Balance Carried Fwd			309.95						
Cashbook Totals			<u>1,104.02</u>	<u>0.00</u>	<u>97.37</u>			<u>1,006.65</u>	

Provision of Sewage Treatment Plant and Portable Water Supply at the Mundy Playing Fields, Thornbury

Contract value estimate £60,000 – £90,000

Procurement process: Formal tender (below threshold – open procedure)

Advertising: The tender will be published on the UK Government's Central Digital Platform, Find a Tender.

The budget is to be allocated against 190/4545 - Capital Projects with a budget of £320,720 with allocation from 329 - Earmarked Reserve Land and Property Maintenance with a balance of £129,335.58. This will require approval by Full Council when awarding the contract.

DOCUMENT 2: Technical Specification Framework

MUNDY PLAYING FIELDS – PACKAGE 1

Technical Specification: Sewage Treatment Plant & Potable Water Supply

Document type: Tender Specification

Date: 10 June 2026

Project: Mundy Playing Fields – Package 1: Sewage Treatment Plant & Potable Water Supply

Reference: MPF-P1-2026-2

Deadline for responses: 12:00 noon, 10 July 2026

1. Section 1: Introduction

1.1 Project background

Thornbury Town Council is undertaking phased improvements to the pavilion and supporting infrastructure at Mundy Playing Fields.

The existing pavilion and associated facilities are being upgraded to provide improved accommodation for the football club, council operational staff, and members of the public including publicly accessible WC facilities.

As part of these improvements a new potable water supply and on-site sewage treatment system are required to serve the pavilion complex.

Consent has been granted by Bristol Water to install a new potable water supply connection originating from Kington Lane under reference **WR/SAB/40791/1**.

This procurement covers the installation of:

- a new potable water supply main to the pavilion; and
- a packaged sewage treatment plant and associated drainage infrastructure.

The works are located within an operational public recreation ground that includes football pitches, public access routes and council maintenance operations. The successful contractor will therefore be required to minimise disruption to park users and sporting activities.

1.2 Scope summary

The Supplier shall design, supply, install, test and commission:

Element	Description
A – Potable water supply	To comply with the Water Supply (Water Fittings) Regulations 1999, excavate and lay approximately 400m of 63mm new water pipe from Kington Lane to the Mundy Playing Fields Pavilion. A trenchless crossing beneath the football pitch is desirable where feasible. The contract includes liaison with Bristol Water to ensure compliance with their requirements, including connection, valves, and testing. Bristol Water require a satisfactorily passed chlorination certificate and their Network Site Agent must witness the pressure test.
B – Sewage treatment plant	Minimum 40 PE (or justified alternative) packaged sewage treatment plant, tertiary treatment standard (BS EN 12566-3), achieving effluent quality of BOD $\leq 20\text{mg/l}$, SS $\leq 30\text{mg/l}$, Ammonia $\leq 10\text{mg/l}$. Includes: gravity foul drainage from pavilion, inspection chambers, control panel with high-level alarm (audible/visual within pavilion), telemetry fault monitoring, percolation testing (BRE 365), drainage field design & installation, decommissioning & removal of existing cess pit. Discharge to ground via infiltration system. Contractor to secure environmental permit (standard rules or bespoke) if required.

1.3 Key interfaces

Interface with...	Requirement
Bristol Water	Contractor shall liaise directly with Bristol Water regarding the new supply connection authorised under reference WR/SAB/40791/1. The contractor shall coordinate inspection, testing, connection arrangements and regulatory compliance. The Bristol Water Network Site Agent must witness the pressure test of the installed water main and accept the chlorination certificate prior to commissioning.
Future Package 3 (Water play)	The potable water supply installed under this package is planned to provide the future supply for a water play installation. Contractor shall coordinate routing and valve locations to allow connection of future services if required by the Council.
Football club	Contractor shall provide minimum 14 days' notice to the Football Club before any works affecting pitch access or car parking. No works within 2m of the pitch perimeter on match days (Saturday 14:00–17:00, Wednesday 18:00–21:00 – see fixture calendar). Contractor shall reinstate any pitch damage within 48 hours during the playing season (August–May).

1.4 Documents provided

Document	Status	Attached?
Site plan	Provided	<input type="checkbox"/>
Bristol Water connection licence	Provided	<input type="checkbox"/>
Environmental permit application (draft)	[Insert]	<input type="checkbox"/>
Shared Trench Protocol	[Insert]	<input type="checkbox"/>
Football fixture calendar	[Insert]	<input type="checkbox"/>

1.5 Ground conditions and site investigation

The Council has not undertaken a ground investigation for the drainage field or pipeline route. Contractors are deemed to have inspected the site and formed their own view of ground conditions (clay soils typical of this area – refer to local BGS mapping). No claim for unforeseen ground conditions will be accepted unless the Contractor can demonstrate that a reasonably competent specialist could not have anticipated them.

Section 2: Potable Water Supply (Element A)

2.1 Overview

The Contractor shall design (where necessary), supply, install, test and commission a new potable water supply main from Kington Lane to the Mundy Playing Fields Pavilion.

The installation shall comply with:

- Water Supply (Water Fittings) Regulations 1999
- requirements of Bristol Water
- relevant British Standards and Water Industry Specifications
- all applicable health and safety legislation.

The purpose of the installation is to provide a reliable potable water supply for the pavilion building and associated facilities.

2.2 Pipeline specification

The contractor shall install approximately **380–400 metres of new potable water main** from the authorised connection point in Kington Lane to the pavilion.

Minimum requirements:

Item	Requirement
Pipe diameter	63 mm outside diameter
Pipe material	PE100 SDR11 polyethylene potable water pipe or equivalent approved
Pipe standard	Suitable for drinking water applications and compliant with relevant BS EN standards
Approximate length	380–400 metres
Installation route	Along the private access road within Mundy Playing Fields
Minimum cover	Typically, 750 mm unless otherwise approved
Marker tape	Installed above pipeline

Final routing shall be agreed with the Council prior to installation.

2.3 Excavation and trench construction

The Contractor shall:

- carry out all excavation required to install the pipeline
- provide suitable trench support where necessary
- install appropriate pipe bedding and surround material
- protect existing services and infrastructure
- maintain safe access for park users where practicable.

Excavated materials shall be reused where suitable or disposed of responsibly in accordance with environmental regulations.

2.4 Trenchless crossing of football pitch

Where the pipeline crosses the existing football pitch at Mundy Playing Fields the Council strongly prefers the use of a **trenchless installation technique** to avoid damage to the playing surface.

Acceptable methods may include:

- horizontal directional drilling
- guided boring
- moling.

The contractor shall submit a **method statement for trenchless works** including:

- launch and reception pit locations
- equipment to be used
- protection of pitch drainage and surface
- reinstatement proposals.

Any disturbance to the playing surface shall be reinstated to the satisfaction of the Council.

If moling is proposed, the Contractor shall provide evidence of successful moling in similar ground conditions (including any bedrock) within the last 3 years. The Contractor bears all risk of surface heave, damage to pitch drainage, and inability to complete due to ground conditions. No additional payment will be made for change of trenchless method if moling fails.

2.5 Valves and fittings

The installation shall include all required fittings including:

- isolation valves at appropriate intervals
- connection fittings to the existing Bristol Water network
- boundary stop valve where required
- thrust restraint or anchor blocks where necessary
- fittings suitable for PE pipe.

All fittings shall be suitable for potable water use.

2.6 Connection to Bristol Water network

The new water main shall connect to the existing public water supply in Kington Lane in accordance with the consent issued by Bristol Water.

The Contractor shall:

- coordinate connection arrangements with Bristol Water
- provide advance notice of testing and connection works
- comply with all requirements of the water undertaker.

The final connection may be undertaken either by Bristol Water or by the contractor under supervision depending on the undertaker's requirements.

2.7 Pressure testing

Following installation, the pipeline shall be pressure tested in accordance with applicable water industry standards.

Requirements:

- testing procedure to be submitted to the Council in advance
- pressure test to be witnessed by the **Bristol Water Network Site Agent**
- test results to be formally recorded.

Any defects identified during testing shall be rectified and the pipeline retested.

2.8 Disinfection and chlorination

After satisfactory pressure testing the pipeline shall be disinfected using chlorination procedures compliant with water industry standards.

The contractor shall:

- carry out chlorination of the new main
- arrange sampling and laboratory testing if required
- provide a **Chlorination Certificate confirming satisfactory results**.

The water supply shall not be brought into service until the certificate has been accepted by Bristol Water.

2.9 Reinstatement

All excavated areas shall be reinstated to the satisfaction of the Council.

Reinstatement shall include:

- private roadway surfaces
- grassed areas
- verge areas
- any disturbed landscaping.

Where works affect the football pitch the surface shall be reinstated to match the existing playing quality.

2.10 Deliverables

The contractor shall provide the following documentation upon completion:

Deliverable	Description
As-built drawings	Location and depth of installed pipeline
Pressure test certificate	Signed record of witnessed test
Chlorination certificate	Confirmation of successful disinfection
Materials certification	Confirmation that pipe and fittings meet potable water standards
Operation information	Details of valves and installation

Section 3: Sewage Treatment Plant (Element B)

3.1 Overview

The Contractor shall design (where necessary), supply, install, test and commission a packaged sewage treatment plant to serve the pavilion building at Mundy Playing Fields. The installation shall replace the existing cess pit, which is failing and is no longer suitable for continued use.

The system shall treat all foul water arising from the pavilion complex, including:

- football changing rooms (including approximately 10 showers)
- public toilets associated with the sports ground and pavilion
- staff welfare facilities including two WC units and mess room/kitchenette sink
- handwash basins and ancillary drainage within the building.

The system shall be designed for highly variable loading typical of a sports facility, including peak match-day usage.

3.2 Design population and loading

Minimum 40 PE. Contractor shall provide a peak flow calculation (litres/second) based on simultaneous use of 10 showers (12 l/min each), 4 WCs, and 4 urinal stalls. Design shall accommodate a peak instantaneous flow of at least 0.5 l/s. Off-peak background flow (e.g., overnight) shall not exceed 10% of plant's minimum recommended loading.

3.3 Treatment standard and discharge requirements

The sewage treatment plant shall provide secondary treatment capable of producing an effluent suitable for discharge to ground via infiltration, subject to approval by the Environment Agency.

The minimum effluent quality shall be:

- Biological Oxygen Demand (BOD): ≤ 20 mg/l
- Suspended Solids (SS): ≤ 30 mg/l
- Ammonia: ≤ 5 mg/l (annual average). The Contractor shall provide effluent quality data from a UKCA-marked plant of equivalent or larger PE rating. The Contractor shall apply for an environmental permit (standard rules SR2010No4 or bespoke) and provide all information required for that application, including percolation test results and drainage field design. The Council will pay the Environment Agency's application fee directly.

3.4 Site location and constraints

The sewage treatment plant shall be located within the designated service compound immediately adjacent to the pavilion building.

The Contractor shall:

- confirm final plant location with the Council prior to installation
- ensure adequate separation from buildings for maintenance access and odour control
- ensure a minimum **30 metres separation from any watercourse, ditch or surface water feature**
- comply with groundwater protection requirements
- ensure safe tanker access for desludging operations.

An adjacent area is available and identified as suitable for a **drainage field / balancing field**, subject to ground investigation and percolation testing.

3.5 Existing cess pit decommissioning

The existing cess pit currently serving the pavilion shall be fully decommissioned.

The Contractor shall:

- empty and clean the existing cess pit in accordance with waste regulations
- disconnect all incoming foul drainage connections
- remove the structure where practicable or permanently seal it to prevent future use
- ensure no residual contamination risk remains
- provide certification of decommissioning.

The Contractor shall arrange waste classification testing of the cess pit contents prior to emptying and dispose of all waste at a licensed facility. Waste consignment notes shall be provided to the Council

3.6 Foul drainage system

The Contractor shall install a complete foul drainage network from the pavilion building to the treatment plant including:

- gravity drainage pipework sized for peak flows (including multiple shower use)
- inspection chambers at all changes of direction and junctions
- appropriately graded pipework to ensure self-cleansing velocities
- backflow protection where required
- materials suitable for foul water applications.

The system shall be designed to prevent surcharge and flooding during peak usage periods.

3.7 Sewage treatment plant specification

The Contractor shall supply a fully packaged sewage treatment plant which:

- is prefabricated and factory-built
- is CE or UKCA marked and compliant with relevant British Standards
- is suitable for continuous duty in variable loading conditions
- incorporates aeration or equivalent biological treatment process
- includes settlement and sludge management capability
- is suitable for below-ground or partially buried installation
- allows safe access for maintenance and desludging.

The Contractor shall submit full manufacturer specifications for approval prior to installation.

3.8 Drainage field / infiltration system

A drainage field or infiltration system shall be provided for final treated effluent disposal, subject to:

- successful percolation testing undertaken by the Contractor
- approval from the Environment Agency
- compliance with Building Regulations Part H and BRE 365 guidance.

The Contractor shall:

- carry out full percolation testing of the proposed drainage field area
- design the system based on site-specific infiltration rates
- ensure no discharge to surface watercourses
- maintain required separation distances from buildings, boundaries, and services
- ensure system is located in the identified balancing field area where suitable.

3.9 Electrical and control systems

The Contractor shall provide a complete electrical installation including:

- power supply to sewage treatment plant
- control panel with operational status indicators
- high-level alarm and system failure alarm
- audible and visual alarms located within the pavilion building
- fault monitoring system (telemetry preferred)
- all necessary isolators and protection systems.

All electrical works shall comply with current wiring regulations and be certified upon completion.

3.10 Access, operation and maintenance

The system shall be designed to ensure:

- safe and unrestricted access for tanker desludging vehicles
- easy access for routine maintenance of pumps, blowers, and control systems
- minimal disruption to pavilion operations during servicing
- clear separation between public areas and operational plant zones.

The Contractor shall provide full operation and maintenance manuals including servicing schedules and emergency procedures.

3.11 Testing and commissioning

The Contractor shall:

- test all foul drainage pipework for watertightness prior to commissioning
- fully commission the sewage treatment plant in accordance with manufacturer requirements
- demonstrate correct operation under simulated loading conditions
- provide evidence of compliant effluent quality where required
- ensure system stability prior to handover.

The system shall not be deemed complete until commissioning has been accepted by the Council.

3.12 Deliverables

The Contractor shall provide the following upon completion:

Deliverable	Requirement
As-built drawings	Full foul drainage and plant layout
Commissioning certificate	Confirming operational system
Electrical certification	All electrical installations certified
Operation & maintenance manual	Full O&M documentation
Percolation test results	BRE 365 compliant testing
Drainage field design	Calculations and layout drawings
Decommissioning certificate	Confirmation of cess pit removal

3.13 Future provision – grey water reuse (informational only)

The Council intends to explore future grey water reuse from pavilion facilities, including potential reuse of treated or separated water streams for non-potable applications.

This is not included within the scope of this contract. However, the Contractor shall:

- avoid design decisions that would prevent future grey water separation systems

- allow reasonable provision for future retrofit connections where practicable
- coordinate foul drainage layout to support potential future water reuse strategies.

3.14 Environmental permit (critical addition)

The Contractor shall identify whether the proposed discharge requires a standard rules permit (SR2010No4 – 2m³/day or 5m³/day) or a bespoke permit. Unless the Council agrees otherwise in writing, the Contractor shall submit the permit application to the Environment Agency at least 8 weeks before planned commissioning. The system shall not discharge to ground until the permit is issued. Any delay caused by permit non-issuance due to inadequate Contractor information shall be at Contractor's risk.

The Council will pay the Environment Agency's application fee directly. The Contractor shall provide all required information within 10 working days of site start. If the permit application is rejected or delayed due to incomplete or inaccurate information provided by the Contractor, any reapplication fees or costs shall be borne by the Contractor.

3.15 Odour control

The treatment plant shall include passive or active odour control (e.g., vent pipe height ≥2.5m, carbon filter if within 15m of building openings). No offensive odours shall be detectable at the pavilion external walls or public areas. The Council reserves the right to require retrofitted odour control at Contractor's cost if odour nuisance arises during the defects period.

Section 4: Common Requirements

4.1 Groundworks coordination

Groundworks associated with the potable water main and sewage treatment plant may interface with other site works packages.

The Contractor shall:

- coordinate trench locations with other contractors where shared service routes are proposed
- provide a minimum **48 hours notice** to the Council before major excavation works
- protect installed services from damage by subsequent contractors
- comply with the Shared Trench Protocol where applicable.

4.2 Access and football season

Mundy Playing Fields is an active recreation facility used by the local football club and the public.

The Contractor shall:

- maintain safe access for park users where practicable
 - coordinate deliveries via the narrow access road
 - provide banksmen for vehicle movements where required
 - avoid disruption during scheduled football matches where reasonably practicable
 - protect the playing surface from plant damage.
- Where trenchless works are used to cross beneath the football pitch the contractor shall ensure no settlement or surface damage occurs.

4.3 Programme

Milestone	Date	Notes
Tender issue	10 June 2026	Documents released to suppliers
Deadline for contractor questions	29 June 2026	2 weeks (allow for bank holiday)
Tender return deadline	10 July 2026	4 weeks from issue
Award decision	24 July 2026	2 weeks for evaluation
Contractor mobilisation / site handover	7 August 2026	2 weeks post-award
Start on site	24 August 2026	Late August start
Percolation testing complete	31 August 2026	Week 1 – informs drainage field design
Environmental permit application submitted	4 September 2026	Requires percolation test results
Water main installation (including trenchless crossing)	24 August – 18 September 2026	~4 weeks (runs concurrently with percolation testing)
Trenchless crossing of football pitch complete	11 September 2026	Must be completed before water main installation finishes
Sewage treatment plant installation	21 September – 9 October 2026	~3 weeks (after drainage field design completed)
Drainage field installation	21 September – 2 October 2026	Depends on percolation test results (31 Aug) and permit application (4 Sept)
Environmental permit expected receipt	By 30 October 2026	8 weeks from application (4 Sept → 30 Oct)
Testing & commissioning	2 November – 13 November 2026	2 weeks (requires permit in hand)

The dates for environmental permit receipt are estimates based on an 8-week EA processing time. The Council will not grant an extension of time for permit delays unless the Contractor demonstrates that the application was submitted complete and on time and the delay is solely attributable to the Environment Agency.

4.4 Health and safety

Requirement	Detail
CDM 2015	Supplier acts as Principal Contractor for this package. Construction Phase Plan required before site start.
Method statements	Required for: trenching, trenchless works (if applicable), lifting (sewage plant), working near public.
Utility strikes	Supplier shall obtain LSBUD search (linesearchbeforeudig.co.uk) and statutory utility drawings before any excavation. A CAT & Genny survey shall be conducted on the day of breaking ground. No excavation within 500mm of marked utilities without hand-digging.

4.5 Social value and environmental requirements (Procurement Act 2023)

The Council requires suppliers to demonstrate commitment to the following:

Requirement	What to include in response
Net-zero carbon	Confirm if your organisation has a net-zero target. Describe how this installation will minimise carbon impact (e.g., reduced vehicle movements, local sourcing of materials).
Waste management	Provide a plan for excavation waste (reuse, recycling, disposal).
Community impact	Describe how you will minimise disruption to park users and football club during installation.
Local employment/supply	Where possible, use local supply chains and labour.

4.6 Key performance indicators (KPIs) – Procurement Act 2023

The Council will monitor the following KPIs post-contract and may publish them on the Central Digital Platform:

KPI	Target	Reporting frequency
Programme adherence	Within 5% of agreed milestones	Monthly
Quality / defects	Zero category 1 defects at handover	At completion
Environmental compliance	Full compliance with permit and waste plan	At completion
Community complaints	No unresolved complaints from park users or football club	As reported

4.7 Asbestos and unexpected contamination

If asbestos or contaminated ground is encountered during excavation, the Contractor shall stop work immediately in that area and notify the Council. The Council will instruct how to proceed. No additional payment will be made for contamination that could reasonably have been identified from a desktop study (historical maps, previous site use as playing fields).

4.8 Warranty and manufacturer support

The sewage treatment plant shall be supplied with a minimum 2-year manufacturer's warranty. The Contractor shall provide evidence that the manufacturer maintains a service network within 30 miles of site for emergency call-outs (maximum 24-hour response).



Invitation to Tender

Provision of Sewage Treatment Plant and Portable Water Supply at the Mundy Playing Fields, Thornbury

Deadline for submission of tenders: 10 July 2026 at 12:00 noon

Reference: MPF-P1-2026-1

Thornbury Town Council
Hannah Bowden
Chief Executive and Responsible Finance Officer

Town Hall
High Street
Thornbury
South Gloucestershire
BS35 2AR

Office: 01454 412103
Mobile: 07591 632265

clerk@thornburycouncil.gov.uk

<https://thornburycouncil.gov.uk/>

Contents

1. Introduction.....	2
2. Tender Process	2
Site Visits	3
Questions	3
Tender Submission	3
3. Notes to Tenderers	4
4. Scope of Works.....	4
5. Contract Requirements	5
Access	5
Health and Safety	6
Public Relations	6
Reinstatement	6
Working Area	7
6. Evaluation Criteria	7
Decision-Making Process	7
Evaluation Criteria	7

1. Introduction

Thornbury Town Council is undertaking phased improvements to the pavilion and supporting infrastructure at Mundy Playing Fields.

The existing pavilion and associated facilities are being upgraded to provide improved accommodation for the football club, council operational staff, and members of the public including publicly accessible WC facilities.

As part of these improvements a new potable water supply and on-site sewage treatment system are required to serve the pavilion complex.

Consent has been granted by Bristol Water to install a new potable water supply connection originating from Kington Lane under reference WR/SAB/40791/1.

This procurement covers the installation of:

- a new potable water supply main to the pavilion; and
- a packaged sewage treatment plant and associated drainage infrastructure.

The works are located within an operational public recreation ground which includes football pitches, public access routes and Council maintenance operations. The successful contractor will therefore be required to minimise disruption to park users and sporting activities.

2. Tender Process

Item	Date
Publication of tender notice and tender documents on the Central Digital Platform (via Find a Tender)	10 June 2026
Deadline for clarification questions	29 June 2026 at 12:00 noon
Publication of responses to clarifications	By 3 July 2026
Deadline for submission of tenders	10 July 2026 at 12:00 noon
Evaluation of tenders (including sending clarification questions to tenderers and receiving replies – allow 2 working days)	13 – 15 July 2026
Completion of evaluation and moderation	16 July 2026
Evaluation Panel’s final scoring and award recommendation	17 July 2026
Evaluation Panel’s Recommendation to Council	17 July 2026
Full Council meeting (to approve award decision)	Week Commencing 20 July 2026
Notification of award decision (start of 10-day standstill period)	Week Commencing 20 July 2026

Standstill period (10 clear days)	21 – 30 July 2026
Contract award & commencement	31 July 2026
Practical completion	20 November 2026 (anticipated)

This procurement is being conducted as a single-stage competitive tender process. All interested suppliers may submit a tender by the deadline stated in this ITT. The Council may seek written clarifications from tenderers where this is necessary to understand a submission, provided that doing so does not materially change the tender or give any tenderer an unfair advantage. Tenders will be evaluated on the basis of the information submitted in response to this ITT and against the published evaluation criteria in Section 6.

Site Visits

A site visit is strongly recommended. To arrange access, contact Facilities Officer Alan Stealey at facilities@thornburytowncouncil.gov.uk. Please provide at least 48 hours' notice.

Questions

Any **queries** regarding the interpretation of any part of the contract documents must be submitted in writing via email within the timescales indicated above.

tenders@thornburytowncouncil.gov.uk

Responses will be issued to all bidders anonymously by **3 July 2026**.

Tender Submission

The tender shall be submitted only on the attached tender form.

If, having examined the tender documents, prospective contractors wish to submit a tender they should fully complete and return the tender form by the specified deadline to:

Thornbury Town Council, Town Hall, 35 High Street, Thornbury, BS35 2AR
 Marked: "TENDER – MUNDY PLAYING FIELDS PACKAGE 1 – DO NOT OPEN BEFORE 10 JULY 2026"

Tenders which are received after the deadline for submissions has passed will not be considered.

Prospective contractors should note that the Council is not bound to accept any particular tender. The Council's decision is final and no correspondence will be entered into on the reasons which a tender has been rejected or was unsuccessful.

The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.

3. Notes to Tenderers

a) The prices to be included in the tender form are to be the full inclusive value of the work described, including all profits, costs and expenses, inflation and all general risks, liabilities and obligations, but excluding VAT (if applicable). No application from the contractor to adjust the contract price during the contract period for the works priced as part of this document will be considered.

b) No alteration to the text of the tender form is to be made by the contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed schedule will be adhered to.

c) Regular inspections will be carried out by the Council throughout the period of the contract to ensure the work is completed in accordance with the specification of works.

d) Contractors are asked to contact the Facilities Officer if any clarification is required.

e) The Council reserves the right to make such enquiries at it sees fit regarding the suitability and experience of any tenderer.

f) The Council will publish:

- A Contract Award Notice on the Central Digital Platform following award
- A redacted copy of the final contract on the Central Digital Platform within 30 days of signing

Commercially sensitive information will be redacted.

4. Scope of Works

Please refer to the attached **technical specification, site plan and Bristol Water connection licence**.

The contractor will at all times strictly adhere to the attached service specification.

Any submission and quotes for works shall include:

- compliance with the Construction (Design and Management) Regulations 2015 (CDM 2015)
- health and safety provisions, including Risk Assessment Method Statement (RAMS) documentation covering the entire works
- public safety measures e.g. barriers, banksmen etc

- presence of a suitably qualified first aider during all operations
- management of any lone working, if applicable
- evidence of competence of workforce, including continuous professional development (e.g. Chapter 8 training if applicable)
- project management
- evidence of third party/public liability insurance with a sum insured of at least £10m
- employer liability insurance if applicable
- all equipment, plant and machinery required
- all labour costs and oncosts
- site security
- all preparatory works to the sites
- any reinstatement works
- removal and appropriate recycling / disposal of any waste material

5. Contract Requirements

Term	Detail
Contract type	JCT Minor Works Building Contract 2024 (with Contractor's design)
Payment	Monthly applications. 5% retention (50% at PC, 50% at end of defects).
Defects period	12 months from practical completion
Variations	Must be agreed in writing before work proceeds
Liquidated damages	£500 per week (or part week) for delay beyond the agreed practical completion date, up to a maximum of 10% of the contract sum.
Transparency	Council will publish a redacted copy of this contract on the Central Digital Platform within 30 days of signing

No groundworks (excavation, heavy plant movement) shall take place on the football pitch or drainage field area between 1st November and 31st March unless agreed in writing by the Council, to prevent turf damage during wet ground conditions. Time-related costs of this restriction shall be borne by the Contractor.

Access

All vehicular access to the site shall be strictly via **Kington Lane** and **Mundy Lane** only. No alternative access routes are permitted unless agreed in writing by the Council in advance.

Once on site, a designated work compound is available adjacent to the **Sports Pavilion**. The compound area provides **limited welfare facilities** (toilet and handwashing only; no catering or rest area). If additional welfare facilities (e.g., canteen, drying room, office accommodation) are required, these must be provided and maintained by the Contractor at its own cost, within the compound boundary.

The Contractor shall ensure that all access and egress to and from the site does not damage highway verges, footpaths, or drainage structures. **No groundworks (excavation, heavy plant movement) shall take place on the football pitch or drainage field area between 1st November and 31st March** unless agreed in writing by the Council, to prevent turf damage during wet ground conditions. Any time-related costs or delays arising from this seasonal restriction shall be borne solely by the Contractor.

The Contractor shall also comply with all relevant site-wide working restrictions and on-site traffic management as detailed in the Health & Safety section below.

Health and Safety

All health and safety information must be submitted to the Council prior to works commencing.

The supplier will need to be compliant with any site-wide working restrictions and on-site traffic management. Pre-start information, including a method statement for the works to be carried out and evidence of competency among the workforce, will need to be supplied to the Council prior to any works commencing.

The supplier shall protect the public from the works and from any materials being transported to and from the working area.

At the end of each working day and at weekends the site must be left secure and lit as necessary.

The sites allow for good visibility and are well-used by members of the public.

Public Relations

To the general public the supplier's employees working on the site are seen as the Council's. Each one of them is therefore a public relations officer and great care should be taken by the supplier in their personal instructions to the employees to make sure that they are all made aware of their responsibilities.

There should also be clear lines of communications to the Council on any complaints received from the public.

Reinstatement

The supplier shall be expected to leave the sites in a clean and tidy condition upon completion of the works. Any ground or hard landscaping disturbed due to the works will be restored back to its original condition.

Photographic evidence of the original site condition and the surrounding area will be taken to help avoid any future disputes.

Working Area

The supplier will take care to avoid damage and keep any public inconvenience to a minimum. Site security must be ensured at all times throughout the contract.

6. Evaluation Criteria

The following section defines the Council's method of evaluating the received tenders. Tenders will be evaluated in accordance with the Council's Financial Regulations using the criteria and weighting below.

A tender evaluation panel will evaluate tenders based solely on the information provided in the tender form and its members will evaluate tenders in accordance with the process described below with the aim of establishing a preferred supplier for the Council's requirements and submitting a recommendation to the Council to award a contract to the preferred supplier.

Confidential information relating to the evaluation will not be divulged to anyone outside the panel as to do so may undermine the integrity of the contract award process.

Decision-Making Process

The Council will first check each tender for completeness, compliance with the tender instructions and whether the minimum requirements of this ITT have been met. Tenders that pass this initial compliance review will then be evaluated against the published award criteria and weightings in this section.

During evaluation, the Council may request written clarification from any tenderer in order to better understand the information submitted. Any clarification request will be limited to confirming or explaining the existing tender and will not permit a material change to the tender, the submission of a new price, or any other change that would distort fair competition. No presentations or interviews will form part of the evaluation process.

Following completion of the evaluation, the panel will identify the tender that offers the most economically advantageous proposal in accordance with the published criteria and will make a recommendation to Full Council. Any award decision remains subject to Council approval and the completion of the stated standstill period, where applied. Following approval, the Council will notify tenderers of the outcome and proceed to contract award in accordance with the timetable and the contract documents.

Evaluation Criteria

Tenders will be evaluated on the basis of the most economically advantageous proposal, using the following criteria. Each criterion has been assigned a weighting to reflect the relative importance of such criterion to the Council.

Social value and environmental considerations will be assessed as part of the technical proposal.

Please note: A minimum quality threshold applies: Tenders scoring an average of less than 3 out of 5 across the combined quality criteria (technical + programme + experience) will be considered non-compliant and will not proceed to price evaluation.

Please refer to the tender submission form for a list of evidence to submit in relation to each criterion below:

Criterion	Definition and Required Evidence	Weighting
Price	The full and final cost over the full term of the contract, taking into account affordability and the commercial stability of a reasonable return for the supplier. The Council will assess the total lump sum submitted on the tender submission form and the lowest price receives highest score on a linear scale.	50%
Technical Proposal	Method statements (10%), Plant quality & reliability (8%), Environmental approach (4%), Risk management (3%) The Council will score 0–5 per sub-criterion	25%
Programme	Evidence of your ability to carry out the contract within the timescales required, e.g. by submitting a programme of works Duration (5%), Key milestone achievability (5%), Season/weather risk mitigation (5%) Scoring 0–5	15%
Relevant Experience	Quality of similar projects (5%), Local / sports facility experience (3%), References (2%) Scoring 0–5	10%

Quality scoring matrix (for technical, programme, and experience criteria)

Score	Description	Definition
5	Excellent	Exceeds requirements, significant added value or innovation
4	Good	Meets all requirements with minor additional benefits
3	Acceptable	Meets all minimum requirements
2	Below acceptable	Fails to meet one or more requirements, but could be corrected

1	Poor	Fails to meet multiple requirements
0	Non-compliant	Does not address the requirement or is unacceptable



Tender Submission Form

Provision of Sewage Treatment Plant and Portable
Water Supply at the Mundy Playing Fields,
Thornbury

Deadline for Submission: 10 July 2026 at 12:00 noon

Thornbury Town Council
Hannah Bowden
Chief Executive and Responsible Finance Officer

Town Hall
High Street
Thornbury
South Gloucestershire
BS35 2AR

Office: 01454 412103
Mobile: 07591 632265

clerk@thornburytowncouncil.gov.uk

<https://thornburytowncouncil.gov.uk/>

BIDDER INFORMATION

Full name of the organisation	
Registered office address (if applicable)	
Phone number	
Email address	
Registered website address (if applicable)	
Date of registration in country of origin	
Company registration number (if applicable)	
Charity registration number (if applicable)	
Registered VAT number	
Trading name(s) which will be used if successful in this procurement	

By submitting a response, you confirm that:

Declaration	Yes/No
Neither your organisation nor any person with significant control is subject to an exclusion ground under Schedule 6 of the Procurement Act 2023 (e.g., convictions for corruption, fraud, terrorism, or poor performance debarment)	<input type="checkbox"/>
You are not aware of any circumstances that would call into question your reliability or suitability to perform this contract	<input type="checkbox"/>
You will comply with the Council's reasonable requests for information to evidence the above	<input type="checkbox"/>

TENDER CHECKLIST

Prospective bidders shall also submit the following completed documents:

Item	Required?	Notes
Criterion Price		
Pricing Schedule (below)	✓ Mandatory	Lump sum prices excluding VAT
Financial capability	✓ Mandatory	<p>Please submit evidence of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> your ability to carry out the contract to the proposed design and specification <input type="checkbox"/> your financial and/or operational capacity to deliver the contract, <input type="checkbox"/> your last year's audited accounts. <p>N.B. If you are unable to provide audited accounts you may provide:</p> <ul style="list-style-type: none"> (i) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation, or (ii) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position, or

		(iii) An alternative means of demonstrating financial status if any of the above are not available
Criterion Technical Proposal		
Method statements	✓ Mandatory	Separate statements for: trenching, trenchless crossing (HDD/guided boring), sewage treatment plant lifting/installation, working near public
Sewage treatment plant specification	✓ Mandatory	Manufacturer datasheet, UKCA/CE certification, PE rating, effluent quality data
Percolation testing proposal	✓ Mandatory	BRE 365 methodology, proposed test hole locations (minimum 3)
Social value statement	✓ Mandatory	Response to requirements (net-zero, waste, community impact, local supply)
Criterion Programme		
Programme (method statement level)	✓ Mandatory	Gantt chart or tabulated programme showing key milestones
Criterion Relevant Experience		
Relevant experience	✓ Mandatory	Maximum 3 similar projects completed in last 5 years (UK, public sector or sports facility context preferred)
Case studies / references	Optional	Up to 2 additional examples
General		
Insurance certificates	✓ Mandatory	Public liability (£5m minimum), employer's liability (£10m) Professional Indemnity (£2m minimum) – required because the Contractor is responsible for design elements (drainage field, pipe route, trenchless method).
Signed Supplier Declaration (below)	✓ Mandatory	Procurement Act 2023 exclusion grounds declaration

Incomplete submissions: The Council reserves the right to reject any tender which does not include all mandatory items listed above.

CONTRACTUAL UNDERTAKING

I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by Thornbury Town Council of my / our bid either in whole or in part, to supply on such terms and conditions and in accordance with such specifications as are contained or incorporated in the Town Council's Invitation to Tender document. I/We agree and declare that the acceptance of this bid on behalf of the Town Council, whether for the whole or part of the items included therein, will constitute a contract for the supply of such items, and, I/We, if requested by the Town Council, will enter into a further agreement for the due performance of the contract.

I / We offer to supply the goods listed in the pricing schedule in compliance with the Invitation to Tender document and the specification and all other documents forming the contract and at the fixed price below.

I/We declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I/We declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I/We understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I/We understand that Thornbury Town Council may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I/We am/are aware of the consequences of serious misrepresentation.

*Signed: Date:

Name: (in block capitals):

In the capacity of: / on behalf of:
(State official position, e.g. Director, Manager, Secretary etc)

DECLARATION OF NON-COLLUSION AND NON-CANVASSING

In the case of a consortium, each consortium member must complete and return this declaration.

The essence of the public procurement process is that Thornbury Town Council shall receive bona fide competitive bids from all bidders. In recognition of this principle, I/we certify that this is a bona fide bid, intended to be competitive and that I/we have not fixed or adjusted the amount of the bid or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other party.

I/We also certify that I/we have not done and undertake that I/we will not do at any time any of the following acts:

- a) communicate to a party other than the Town Council the amount or approximate amount of my/our proposed bid (other than in confidence in order to obtain quotations necessary for the preparation of the bid);
- b) enter into any agreement or arrangement with any other party that s/he shall refrain from submitting a bid or as to the amount of any bid to be submitted;
- c) offer or agree to pay or give or pay or give any sum of money inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused any act or omission to be done in relation to any other bid or the proposed bid; or
- d) enters into any type of agreement or arrangement with any other party aimed at distorting the outcome of the competition

In this declaration:

- the word “person” includes any person, body or association, corporate or incorporate
- the phrase “any agreement or arrangement” includes any transaction, formal or informal whether legally binding or not.
- the word “bid” includes all elements of this submission.

I/We hereby further certify that I/we have not in connection with the award of the contract for the procurement or any other proposed contract for the multi-use games area:

- canvassed any member, employee or agent of Thornbury Town Council,
- undertaken to unduly influence the decision-making process of the Town Council,
- undertaken to obtain confidential information which could confer upon me/us an undue advantage in the award of the contract,

and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in the future do or seek to do the prohibited acts referred to above and that no person employed by me/us or acting on my/our behalf will do any such act.

*Signed: Date:

Name: (in block capitals):

In the capacity of: / on behalf of:
(State official position, e.g. Director, Manager, Secretary etc)

PRICING SCHEDULE

Bidders are obliged to submit their total fixed cost. The price quoted in this bid shall remain fixed throughout the contract term except as may be varied in accordance with the terms of the contract.

Element	Description	Lump sum (£) excluding VAT
A – Potable water supply	Installation of approximately 380–400m of 63mm potable water main from Kington Lane to Mundy Playing Fields Pavilion including excavation, trenchless crossing beneath football pitch (method at Contractor's proposal), valves, fittings, pressure testing witnessed by Bristol Water,	£

	chlorination, certification and full reinstatement.	
A – Provisional sum (if any)	[e.g., Rock excavation beyond 5m ³ - state rate per m ³]	£
B – Sewage treatment plant	Supply and installation of minimum 40PE packaged sewage treatment plant (BS EN 12566-3) including: gravity foul drainage from pavilion, inspection chambers, control panel with high-level alarm (audible/visual within pavilion), telemetry fault monitoring, percolation testing (BRE 365), drainage field design & installation, decommissioning & removal of existing cess pit, commissioning, O&M manuals, and all electrical works. Contractor to secure environmental permit (Council pays fee).	£
B – Contingency / provisional sum (if any)	[e.g., Additional drainage field area due to poor percolation - state rate per linear metre of additional trench]	£
Total		£

Notes:

- Prices to include all labour, materials, plant, transport, waste disposal, testing, commissioning, and reinstatement.
- VAT to be shown separately if applicable.

DECLARATION**Procurement Act 2023 – Exclusion Grounds Declaration (Schedule 6)**

The Supplier declares that:

1. Neither the Supplier nor any person with significant control over the Supplier is subject to an exclusion ground under Schedule 6 of the Procurement Act 2023.
2. The Supplier has not been convicted of any of the following offences:
 - Corruption or bribery (Bribery Act 2010)
 - Fraud (Fraud Act 2006 or common law)
 - Terrorist offences (Terrorism Act 2000 or 2006)
 - Money laundering (Proceeds of Crime Act 2002)
 - Modern slavery (Modern Slavery Act 2015)
 - Any other offence listed in Schedule 6
3. The Supplier is not currently debarred or subject to a debarment decision by any UK contracting authority.
4. The Supplier will immediately notify the Council if any exclusion ground applies during the procurement or contract term.

I/We agree to complete the work in accordance with the terms and conditions, specifications and schedule of works set out in this document.

I/We understand that Thornbury Town Council is not bound to accept the lowest or any quote or part thereof and that the Council will not be responsible for any expense incurred in preparing this quote.

I/We certify that the amount of the quote has not been calculated by agreement or arrangement with any other person, firm or company and that the quoted amount has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of quotes.

By signing and submitting this form you agree that you fully understand the commitments and requirements contained therein and, if successful, are willing to be legally bound to the contract as expressed therein.

*Signed: Date:

Name: (in block capitals):

In the capacity of: / on behalf of:
(State official position, e.g. Director, Manager, Secretary etc)

REPAIRS TO CIVIC REGALIA

The mayor has requested cleaning, repairing and re-engraving the mayoral chain.

The following quotes have been requested from four companies:

Quote One:

- Inspect all links and carry out any necessary repairs
- Clean and polish the chain
- Refresh the engraving on all discs
- Provide a new storage pouch

Quote Two:

- Reposition the two smaller engraved discs currently at the bottom so they sit either side of the central disc at the top
- Move the remaining discs (with images) further down, changing the overall order
- Inspect and repair links as needed
- Clean and polish the chain
- Refresh the engraving on all discs
- Provide a new storage pouch

Three quotes have been received as follows:

Michaels	Michaels cannot provide an official quote; they need to visit and assess what is required first. There is a charge of £300.00 ex VAT which is to cover their time and travel but, from the assessment, they will provide an itemised quote. If we proceed with their recommendations within 60 days, the full £300 assessment charge will be credited back (applied as a deduction from the final invoice).
Vaughtons	<p>Quote 1: approx. £2000.00 + Engraving. Some look to be hand engraving. This does not include the pouch</p> <p>Quote 2: approx. £2300.00 + Engraving. Some look to be hand engraving. This does not include the pouch</p> <p>Vaughtons would need to see the chain to appreciate what work will be involved and before confirming actual cost. They may have to erase any engraving before re-cutting it.</p> <p>They suggest a bespoke case rather than a pouch as a pouch does not protect the chain. They have, however, supplied the following costs:</p>

	<p>Bespoke Case: £606.38 Kangaroo Pouch: £162.88</p> <p>All prices are excluding VAT and the lead time is 12 weeks from receipt of the chain.</p>
<p>Fattorini</p>	<p>Fattorini have not provided us with a cost as they would need to see the chain first but have said the following:-</p> <p>Quote 1: Fattorini's could carry out all the works requested except for refreshing the engraving. The only option for this would be to remove existing and re-engrave.</p> <p>Quote 2: As above. They could also reduce the length of the joining rings for each length, which would shorten the chain overall and reconfigure the order of the smaller discs.</p> <p>They would not reposition the two smaller engraved discs as this would leave two holes in the pendant (as new holes would need to be drilled in the pendant to sit the joining rings horizontally). They also believe that the pendant and chain would not sit correctly on the wearer following reposition as requested.</p>

These works were not planned for the 2026-27 financial year and due to other higher priority commitments (refurbishments of council chairs, insurance valuations) the full works will require an overspend against Professional Fees. Overspends must be approved by Full Council. The alternative is that the chains are inspected during a period when they are not required and the repairs are budgeted for in the 2027-2028 financial year.

THORNBURY CEMETERY CHAPEL

TERMS AND CONDITIONS OF HIRE

The management of Thornbury Cemetery Chapel (“the Chapel”) is vested in Thornbury Town Council (“the Council”). A hirer is any person, group or organisation hiring the Chapel.

1. Use of the Chapel

Use of the Chapel is subject to these Terms and Conditions and, in the case of hirers, to the conditions incorporated within the hiring agreement.

2. Equal Opportunities

The Chapel is available for use by all members of the community regardless of race, nationality, gender, sexual orientation, age, disability, religious belief, political belief or marital status.

3. Applying and Paying for Use of the Chapel

- a. Applications to hire the Chapel must be made using the Council’s booking form.
- b. Personal data supplied in connection with a booking will be processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any subsequent data protection legislation.
- c. The Council reserves the right to refuse any application for use of the Chapel.
- d. All arrangements for the use of the Chapel are subject to the Council reserving the right to cancel bookings as per clause 22.
- e. Bookings are confirmed upon receipt of the applicable hire fee. The fee per session is as per the current published Council fees and charges. A session is a maximum of three hours, and consecutive sessions can be booked subject to availability, with each session being charged at the session fee rate.
- f. The Council reserves the right to require a refundable damage deposit. If required, a damage deposit in cash or cheque (£50, or £200 for bookings where risks are increased) is payable at the time of the booking, which will be repaid after the event if the Council is satisfied all the conditions of hire have been observed and no damage has been caused to the Chapel.
- g. All payments must be made in advance of the date of the booking. Payments must be made by BACS transfer for the full amount invoiced.

- h. The hire period commences upon entry to the Chapel and ends when the hirer leaves the premises in a secure, clean and tidy condition.

4. Hours of Use

The Chapel is normally available for hire between 8.00am and 10.00pm unless otherwise agreed by the Council.

Hirers must ensure that all attendees enter and leave the Chapel quietly and respectfully, having regard to the peaceful nature of the cemetery, the sensitivity of bereaved visitors, any funerals or memorial services taking place, and other persons visiting graves or memorials within the cemetery.

5. Maximum Capacity

The maximum permitted occupancy of the Chapel is:

- 30 persons for exhibitions, studio use, meetings and similar activities.
- 26 persons for seated services, ceremonies or events where the vestry is included in the occupied space.
- 23 persons for seated services, ceremonies or events where the vestry is not in use.

These figures include organisers, speakers, officiants, volunteers and attendees.

Under no circumstances may these occupancy limits be exceeded.

6. Safety Requirements

The hirer is the responsible person for the duration of the hire and must ensure compliance with all relevant health and safety requirements.

In particular:

- a. Emergency exits, access routes and gangways must remain unobstructed at all times.
- b. Hirers must familiarise themselves with emergency evacuation procedures and ensure attendees can be evacuated safely in an emergency.
- c. All regular groups are expected to co-operate in the fire drills which are arranged at varying times in order to familiarise users with evacuation procedures.
- d. Fire-fighting equipment must not be tampered with except in an emergency.
- e. The hirer is responsible for designating responsible adults as Fire Marshals.
- f. Naked flames, candles, incense, pyrotechnics, fireworks, smoke machines and similar equipment are prohibited unless expressly authorised in writing by the Council.
- g. Highly flammable substances must not be brought into the Chapel.
- h. Hirers wishing to use electrical equipment must ensure it is safe and suitable for use. The Council may require evidence of electrical safety testing where appropriate.
- i. Hirers are responsible for providing their own first aid provision where required.

- j. Any accident, fire, damage or incident occurring during the hire period must be reported to the Council as soon as reasonably practicable.

7. Supervision

The hirer or nominated person in charge must:

- Be at least 18 years of age.
- Remain present throughout the period of hire.
- Be responsible for the conduct and supervision of all persons attending.

For public events, a minimum of two responsible adults aged 18 or over should be present.

8. Safeguarding

Where activities involve children, young people or vulnerable adults, the hirer is responsible for ensuring that appropriate safeguarding arrangements are in place.

The Council may request copies of safeguarding policies and procedures before confirming a booking.

The hirer shall ensure sufficient responsible adults are present to supervise participants and assist with emergency evacuation if required.

9. Furniture and Facilities

The Chapel is provided as a venue with seating only. Two trestle tables are available upon request.

The Council does not provide kitchen facilities, catering facilities, audio-visual equipment, public address systems, staging or other equipment.

The hirer will need to lay out any seating and it must be returned to the vestry at the end of the hire session.

All furniture and fittings must remain within the Chapel unless prior written permission has been granted.

Parking is available on site, but only within the designated car park. "Overflow" parking on Kington Lane is strictly prohibited.

10. Decorations and Displays

Decorations, displays and temporary exhibits may only be used where they do not damage the building or obstruct access routes.

No nails, screws, pins, staples, adhesives, fixings or other materials may be attached to walls, doors, windows, furniture or fixtures without prior written consent.

All decorations and display materials must be removed at the end of the hire period unless otherwise agreed.

11. Alcohol, Betting, Gaming and Lotteries

Alcohol may not be sold, supplied or consumed on the premises without the prior written consent of the Council and any necessary licences being obtained.

Hirers of the premises must do nothing to contravene the law relating to betting, gaming and lotteries. All hirers responsible for functions held in the Chapel must ensure that the requirements of the relevant legislation are strictly observed.

12. Loss, Damage and Insurance

The Council shall not be liable for any injury, loss, theft or damage suffered by the hirer or attendees except where caused by the negligence of the Council or its employees.

The hirer shall be responsible for any damage caused to the Chapel, its contents, fixtures or fittings during the period of hire.

The Council may recover the cost of repairs, replacement or additional cleaning arising from the hire.

Commercial organisations and community groups may be required to hold appropriate public liability insurance and provide evidence of such cover upon request.

13. Storage

No equipment, materials or personal property may be stored within the Chapel without prior permission from the Council.

The Council accepts no responsibility for items left on the premises.

14. Noise and Nuisance

- a. Hirers are responsible for ensuring that their activities do not cause nuisance or disturbance.
- b. Amplified music or sound must be kept at a reasonable level.
- c. Litter must not be left in or around the Chapel.
- d. Except for registered assistance dogs, animals are not permitted within the Chapel without prior permission.

15. Respectful Use of the Chapel

The Chapel is a historic and distinctive community building. Hirers shall ensure that all activities conducted within the premises are appropriate to the nature and character of the building.

The Chapel shall not be used for any activity that:

- Is unlawful, offensive, discriminatory or likely to bring the Council into disrepute;
- Risks damage to the fabric, fixtures or fittings of the building;
- Is likely to cause significant disturbance to neighbouring properties; or
- Is inconsistent with the respectful use of a former place of worship and heritage asset.

The Council reserves the right to refuse or terminate any booking where it reasonably believes the proposed activity is incompatible with the character of the Chapel.

16. Memorial Services, Floral Tributes and Displays

Floral tributes, wreaths and temporary displays may be brought into the Chapel provided they do not obstruct exits, walkways or seating areas.

No permanent memorials, plaques, inscriptions or fixtures may be installed without the prior written consent of the Council.

All flowers, displays and associated materials must be removed at the end of the hire period unless otherwise agreed.

The Council accepts no responsibility for flowers, tributes or display materials left on the premises.

17. Photography, Filming and Recording

Photography, filming and audio recording are permitted for private and non-commercial purposes only during events held at the Chapel.

Commercial photography, filming, broadcasting or recording requires prior written consent from the Council.

The hirer is responsible for obtaining any permissions required from attendees, speakers, performers or participants.

Equipment used for photography or filming must not obstruct exits, create trip hazards or cause damage to the building.

The Council reserves the right to prohibit photography or filming where it may compromise safety, privacy or the dignity of a memorial service or ceremony.

18. Leaving the Chapel

At the end of the hire period the hirer must:

- Leave the Chapel clean and tidy;
- Remove all rubbish and personal belongings from the site;
- Return any moved furniture to its original position;
- Switch off lights and equipment;
- Secure all windows and doors; and
- Lock the building where instructed.

Additional cleaning, repair or call-out charges may be levied where these requirements are not met.

19. Smoking and Vaping

Smoking and vaping are prohibited throughout the Chapel and the Cemetery site, including the car park.

20. Keys

Keys can be collected from the Town Hall Office before the event during office opening hours: Monday to Thursday, 9.00am to 5.00pm, and Friday, 9.00am to 4.00pm. Keys must be returned promptly to the Town Hall Office after the event.

- Take full responsibility for them;
- Not duplicate or lend them to any other person;
- Ensure the Chapel is securely locked when not in use; and
- Return them promptly in accordance with Council instructions.

The hirer shall be liable for any loss, damage, cost or expense arising from a breach of this clause.

21. Cancellation by the Hirer

Cancellations must be made in writing.

Unless otherwise agreed by the Council:

- More than one month's notice – full refund of hire fees paid.
- One month or less notice – hire fees may be retained by the Council.

22. Cancellation by the Council

The Council reserves the right to cancel a booking:

- In the interests of health and safety;
- Where the Chapel is required in an emergency;
- Where the premises become unavailable or unsafe; or
- Where these Terms and Conditions are breached.

Any hire fees paid will normally be refunded, but the Council shall not be liable for any consequential loss arising from such cancellation.

23. Data Protection

The Council will process personal information provided by hirers in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any subsequent data protection legislation.

Personal information may be used for:

- Administration and management of bookings;
- Financial administration and payment processing;
- Health and safety management;
- Communication regarding the hire of the Chapel; and
- Compliance with legal and regulatory obligations.

The Council will retain personal data only for as long as necessary to fulfil these purposes and to meet statutory record-keeping requirements.

Further information about how the Council processes personal information is available in the Council's Privacy Notice.

24. Amendments

The Council reserves the right to amend these Terms and Conditions at any time.

Approved by: Thornbury Town Council

Meeting: Finance and General Purpose Committee

Date of Revision: June 2026



MEDIA POLICY

Date Ratified:	9 June 2026
Meeting:	Finance and General Purpose Committee
Next review date:	June 2029 (<i>3 yearly review</i>)

Contents

1. INTRODUCTION	3
2. LEGAL REQUIREMENTS AND RESTRICTIONS	3
3. MEDIA COMMUNICATIONS	3
4. MEETINGS	3
5. OTHER COMMUNICATIONS WITH THE MEDIA	4
6. POLICY IMPACT ASSESSMENT	5

1. INTRODUCTION

- 1.1 Thornbury Town Council (“the Council”) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Council’s clerk or, in their absence, the deputy Clerk.
- 1.2 The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
- 1.3 This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

2. LEGAL REQUIREMENTS AND RESTRICTIONS

- 2.1 This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the **Data Protection Act 2018 and the UK General Data Protection Regulation 2018**, other legislation which may apply and the Council’s standing orders and financial regulations. The Council’s financial regulations and relevant standing orders referenced in this policy are available via the Council’s publication scheme.
- 2.2 The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council’s publication scheme.

3. MEDIA COMMUNICATIONS

“The Media” is more than the local newspaper. The phrase encompasses many different means of communicating a message to a wide audience and includes

- i. Broadcast Media (radio and Television)
- ii. Internet (website and social media)
- iii. Printed Media (newspapers, community newspapers, magazines, leaflets and the Council’s Annual Report)
- iv. Council Agendas and Displaying information on Council noticeboards.

4. MEETINGS

- 4.1 A formal meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s standing orders,

persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.

- 4.2 Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak. Public participation is regulated by the Council's standing orders.
- 4.3 The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 3.4 and 3.5 below apply.
- 4.4 The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
- 4.5 Live oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
- 4.6 The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
- 4.7 The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

5. OTHER COMMUNICATIONS WITH THE MEDIA

- 5.1 This policy does not seek to regulate councillors in their private capacity.
- 5.2 The Council's communications with the media must seek to represent the corporate position and agreed views of the Council (as resolved in the minutes or stated in adopted policies). If the views of councillors are different to the Council's corporate position and views, they will make this clear and ensure that third parties clearly understand this for onward reporting purposes.
- 5.3 Subject to the obligations on councillors not to disclose information referred to in paragraph 2.2 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.
- 5.4 Unless a Councillor has been authorised by the Council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it

clear that it is a personal view and ask that it be clearly reported as their personal view.

- 5.5 The Council’s Clerk, or in their absence, the deputy Clerk or delegated Officer may contact the media if the Council wants to provide information, a statement or other material about the Council.
- 5.6 If Councillors receive a complaint from a member of the public, this should be dealt with under the Council’s adopted complaints procedure.

6. POLICY IMPACT ASSESSMENT

IMPACT ASSESSMENT	
Strategic	No impact
Equalities	No impact
Environmental/Sustainability	No impact
Crime and Disorder	No impact
Financial	No impact
Resource	No impact
Risk management	Mitigates against negative PR from inappropriate communications.

- END OF POLICY –

(this policy is based on the NALC template Media Policy)



SAFEGUARDING POLICY

Date Ratified: 9 June 2026
Meeting: Finance and General Purpose Committee
Next review date: June 2029 (*3 yearly review*)

Contents

- Introduction.....3
- Definitions.....3
- Who The Policy Applies To.....3
- Policy Aims, Objectives and Scope.....3
- Roles and Responsibilities.....3
- Safeguarding Lead Contact Details.....4
- Policy Impact Assessment.....4

DRAFT

INTRODUCTION

Everyone has a duty to safeguard children, young persons and vulnerable adults. The Town Council is committed to ensuring that children, young persons and vulnerable adults are protected and kept safe from harm whilst they are engaging in any activities associated with the Town Council. This policy ensures that relevant legislation is followed and also promotes good practice in safeguarding those using Town Council facilities.

DEFINITIONS

Children or Young Persons – anyone under the age of 18 years.

Vulnerable Adults – anyone over the age of 18 years and who is (a) unable to care for themselves, or (b) unable to protect themselves from significant harm or exploitation, or (c) may be in need of community care services.

Abuse – there should be concern with regard to any action or inaction which significantly harms the physical and/or emotional development of a child, young person or vulnerable adult.

WHO THE POLICY APPLIES TO

- Anyone working for or on behalf of the Town Council whether in a paid, voluntary or commissioned capacity, including but not limited to employees, councillors, volunteers or contractors.
- Any individual, group or organisation using Town Council facilities for the purpose of delivering any services to children, young persons or vulnerable adults where the Town Council can reasonably be expected to be aware that the delivery is taking place.

POLICY AIMS, OBJECTIVES AND SCOPE

- To guide members of Town Council should any safeguarding issue arise in the course of its activities.
- To set out the roles and responsibilities of the Town Council in helping to prevent any safeguarding issues arising in the course of its activities.
- To promote the general welfare, health and development of children, young people and vulnerable adults by encouraging an awareness of safeguarding issues and to be able to respond to concerns or incidents where appropriate as a local government organisation.
- As the Town Council does not usually provide direct care or supervision services to children, young persons or vulnerable adults, it would expect that any of those persons using Town Council facilities do so with the consent and appropriate supervision of a parent, carer or other responsible adult.
- To contribute to systems for ensuring that all facilities and activities offered by the Town Council are designed and maintained to limit the risk of safeguarding issues arising.

ROLES AND RESPONSIBILITIES

All individuals involved in the operation, maintenance or development of Town Council activities or facilities have a duty to safeguard children, young persons and vulnerable adults.

The Town Council has designated the Deputy Clerk to act as the Safeguarding Lead for Town Council activities and facilities. The responsibilities of the Safeguarding Lead include, but are not limited to, the following:

- Ensuring that a DBS check is obtained at the appropriate level and where relevant, for employees who may work regularly in close proximity to children, young persons and vulnerable adults, and for volunteers and councillors for specific activities where appropriate, and that these checks are renewed at appropriate intervals.
- Ensuring that individuals working for or on behalf of the Town Council are aware of the risks they may face with regard to safeguarding issues in certain circumstances whilst carrying out their duties and ensuring that appropriate uniform and/or visible identification is worn/carried.
- To be trained to an appropriate level in safeguarding issues (including Prevent training) and to arrange refresher training as necessary.
- To hold and maintain a system for recording safeguarding issues identified by themselves in their capacity as Safeguarding Lead, or reported to them by anyone working for or on behalf of the Town Council, or reported to them by a member of the public.
- Immediately informing the Clerk and the Chair of Council of any safeguarding issues that they become aware of and informing South Gloucestershire Council emergency safeguarding services regarding any actual safeguarding concerns.
- Ensuring that all relevant parties are aware of the Safeguarding Policy, the identity and contact details of the Safeguarding Lead and the process for reporting concerns to them. Ensuring that the contact details for the Safeguarding Lead are appropriately advertised e.g. on the public tennis courts, Town Hall Health and Safety noticeboard, Pavilion Health and Safety Noticeboard, website, etc.
- Ensuring that a copy of their own Safeguarding Policy is obtained from any organisations using Town Council facilities for activities involving children, young persons and vulnerable adults (where it is reasonable to expect that the Town Council and/or the Safeguarding Lead is aware that the activity will be taking place). This should include large-scale events and also small-scale activities taking place on Town Council land.
- Ensuring that a copy of their own Safeguarding Policy is obtained from any contractors carrying out works which will involve working in close proximity, and on a regular and/or long term basis, to children, young persons and vulnerable adults on Town Council land or property.

SAFEGUARDING LEAD CONTACT DETAILS

Deputy Clerk – Wendy Sydenham

Email – w.sydenham@thornburytowncouncil.gov.uk

Telephone – 01454 412103

(Outside of normal working hours, or in the event of the Safeguarding Lead not being available, urgent safeguarding concerns should be reported to South Gloucestershire Council’s Safeguarding Team.)

POLICY IMPACT ASSESSMENT

IMPACT ASSESSMENT	
Strategic	No impact
Equalities	No impact
Environmental/Sustainability	No impact
Crime and Disorder	No impact
Financial	No impact
Resource	No impact
Risk Management	No impact

- END OF POLICY-



VOLUNTEERS POLICY

Date Ratified:	9 June 2026
Meeting:	Finance and General Purpose Committee
Next review date:	June 2029 (<i>3 yearly review</i>)

Contents

INTRODUCTION.....	3
Definition of a Volunteer.....	3
Why Does Thornbury Town Council Involve Volunteers?	3
THE VOLUNTEERING RELATIONSHIP	3
Thornbury Town Council’s commitment to volunteers.....	3
The Town Council’s expectation of volunteers	Error! Bookmark not defined.
References and other checks.....	4
Insurance	4
Health and safety	4
Complaints	5
Equal opportunities	Error! Bookmark not defined.
Other policies	5
Young Volunteers	6
POLICY IMPACT ASSESSMENT	6
APPENDIX 1: VOLUNTEER AGREEMENT	7

1. INTRODUCTION

This policy sets out the principles for volunteering with Thornbury Town Council and outlines what volunteers can expect from the Council, as well as how volunteers are expected to behave.

This policy reflects current legislative provisions relating to volunteers. It is non-contractual and applies to all unpaid volunteers.

Definition of a Volunteer

A volunteer is a person who donates their time, skills, and experience without receiving any form of compensation from Thornbury Town Council.

A volunteer is not an employee of Thornbury Town Council, and there is no legally binding contractual relationship between the Council and the volunteer.

Why Does Thornbury Town Council Involve Volunteers?

Thornbury Town Council believes volunteering offers mutual benefits and provides opportunities for individuals to make a valuable contribution to their community.

Volunteers are highly valued by the Council as they:

- Increase contact with the local community
- Help ensure facilities and services reflect community needs
- Bring additional skills, experience, perspectives, and diversity

Volunteering also offers individuals the opportunity to gain experience, try something new, and meet like-minded people within their local community.

2. THE VOLUNTEERING RELATIONSHIP

Thornbury Town Council's commitment to volunteers

We will:

- Allocate a contact person to liaise with the volunteer, arrange an induction, deliver role-specific training, and provide ongoing support and opportunities for feedback
- Explain the expected standards and encourage and support volunteers to achieve and maintain them.
- provide any necessary equipment for volunteers to complete their roles.
- explain the accident and incident reporting procedure.
- Make sure that there are no barriers which would make it difficult for a volunteer to undertake the agreed activity.
- be flexible in relation to volunteering hours, recognising the need for holiday time and other commitments.
- pay travel expenses should a volunteer be requested by the council to attend training or a function outside the parish of Thornbury. Fuel travel expenses will be paid in line with the Approved Mileage Allowance Payments (AMAPs) rate in operation at the time or reimbursement for bus or train travel, whichever is the cheapest. Authorisation must be sought in advance from the Town Clerk.
- reimburse car parking fees incurred when visiting non-Council premises whilst on Council business. The Council will not be liable for any parking fines or road traffic penalties incurred by volunteers regardless of circumstances. Authorisation must be sought in

advance from the Town Clerk.

Thornbury Town Council's expectation of volunteers

- To attend induction and any relevant training necessary to carry out their role safely and effectively
- To read, understand, and adhere to Council policies and procedures
- To maintain confidentiality at all times
- To attend meetings with their contact person where reasonably possible
- To inform the contact person of any health issues so that reasonable adjustments can be considered
- To report any accidents or incidents promptly
- To ensure appropriate personal insurance is in place where required
- To understand responsibilities when driving on behalf of the Council
- To notify the contact person in advance of any expenses likely to be incurred
- To uphold and promote the Council's reputation at all times
- To treat all individuals with respect and dignity
- To inform the contact person if they wish to end their volunteering
- To inform relevant agencies if claiming state benefits while volunteering
- To use Council equipment responsibly and report faults immediately
- To attend volunteering activities without being under the influence of alcohol or drugs

References and other checks

Depending on the role, volunteers may be required to provide two referees.

The Council may also need to understand health considerations to determine reasonable adjustments.

Enhanced DBS checks will be required where volunteering involves regulated activity with children or vulnerable adults.

All checks must be completed before volunteering begins.

Insurance

Volunteers are covered by the Council's insurance whilst undertaking approved activities. Details are available upon request. Some exclusions may apply.

Health and safety

The Council is committed to providing a safe and healthy environment for all volunteers, in accordance with the Health and Safety at Work etc. Act 1974, and has a Health and Safety Policy in place.

Volunteers will be made aware of this policy during their induction and must be familiar with it before undertaking any volunteering activity.

A Risk Assessment will be carried out for each volunteering activity. This will provide the basis for decisions about what information a volunteer needs and the appropriate induction process for the role.

Volunteers must report any accidents, incidents or other dangerous circumstances immediately using the appropriate process as laid out in the Health and Safety Policy.

Volunteers will not be asked to and must not lone work.

Volunteers must only use Town Council tools, equipment and machinery (where permission and training has been given) and must not use personal tools, equipment and machinery unless explicit permission has been given in writing.

Appropriate PPE will be provided where required, as identified in the risk assessment.

Complaints

Service users and external agencies may raise concerns or complaints about staff, volunteers, or services.

Any concerns raised by the Clerk regarding volunteer conduct will be addressed promptly, with external agencies consulted where necessary.

Volunteers wishing to make a complaint should do so in writing to their named contact, who will follow the Council's Complaints Procedure.

Ending Voluntary Activity

A volunteer may choose to end their involvement at any time and is not required to give notice. Likewise, the Council is not required to provide notice if a volunteer's services are no longer needed. It is recommended that an exit interview is carried out to gather feedback that may support future volunteers and continuous improvement.

Equity, Diversity and Inclusion

Thornbury Town Council is committed to promoting equity, diversity, and inclusion, as underpinned by the Equality Act 2010. The Council aims to treat all volunteers fairly, objectively, and consistently in accordance with its Equality and Diversity Policy and Complaints Policy.

Volunteers will be treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

The Council is committed to ensuring that its volunteers reflect the diversity of Thornbury's community.

Other policies

Volunteers should familiarise themselves with relevant policies, including:

- Volunteering Policy
- Health and Safety Policy

- Equality and Diversity Policy
- Safeguarding Policy
- Data Protection Policy

Further information will be provided by your contact.

Young Volunteers/vulnerable adults

Young people (aged 14–18) and vulnerable adults may volunteer, subject to additional safeguards:

- Parental or carer consent is required
- Access to the Safeguarding Policy will be provided
- Full details of the role and supervision will be given
- Time restrictions apply to under-18s
- References and permits (where required) will be obtained
- Insurers will be notified where volunteers are under 16
- DBS checks will be carried out where appropriate
- Contact details for the Safeguarding Lead (Deputy Clerk) will be provided

Data protection

A volunteer’s personal information will be stored securely in accordance with the Council’s Data Protection Policy and retained in line with the Council’s Data Retention Schedule, only for as long as necessary to support volunteering arrangements.

POLICY IMPACT ASSESSMENT

IMPACT ASSESSMENT	
Strategic	No impact
Equalities	No impact
Environmental/Sustainability	No impact
Crime and Disorder	No impact
Financial	No impact
Resource	No impact
Risk management	Mitigates against negative PR from inappropriate communications.

- END OF POLICY –

APPENDIX 1: VOLUNTEER AGREEMENT

This Volunteer Agreement describes the arrangement between Thornbury Town Council and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

NAME	
ADDRESS	
TELEPHONE	
EMAIL	
EMERGENCY CONTACT 1: NAME AND CONTACT DETAILS	
EMERGENCY CONTACT 2: NAME AND CONTACT DETAILS	
YOU WILL VOLUNTEER AT THE FOLLOWING LOCATION/PREMISES	
VOLUNTEER ROLE TITLE/CATEGORY:	
START DATE:	
THIS VOLUNTEERING ROLE IS DESIGNED TO (state nature and components of the volunteering role)	
MAIN POINT OF CONTACT AT THORNBURY TOWN COUNCIL	
APPROXIMATE NUMBER OF HOURS PER WEEK:	
DAYS AND TIMES I WOULD LIKE TO VOLUNTEER:	<p>MONDAY / TUESDAY / WEDNESDAY / THURSDAY / FRIDAY</p> <p>Please specify times, if applicable, or any other details</p>
Any other specific requirement to be discussed with you and your point of contact at Thornbury Town Council:	
DO YOU CONSENT TO PHOTOS BEING TAKEN OF YOU AND BEING USED FOR TOWN COUNCIL PUBLICITY PURPOSES?	

WHAT CAN YOU EXPECT FROM THORNBURY TOWN COUNCIL:

Induction and Training:

- To provide a thorough induction on the work of Thornbury Town Council, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role.

Supervision:

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems
- To provide any necessary equipment for you to complete your role;
- To be flexible in relation to your volunteering hours, recognising your need for holiday time and other commitments.

Expenses

- To pay travel expenses should you be requested by the council to attend training or a function outside the parish of Thornbury then fuel travel expenses will be paid in line with the AMAPs rate in operation at the time or reimbursement for bus or train travel, whichever is the cheapest;
- To reimburse car parking fees incurred when visiting non-Council premises whilst on Council business. The Council will not be liable for any parking fines or road traffic penalties incurred by volunteers regardless of circumstances.
- Authorisation must be sought in advance from the Town Clerk.

Health and Safety

- To provide adequate training and feedback in support of our health and safety policy;
- To carry out any necessary risk assessments and provide any special equipment as required (including Personal Protective Equipment).
- To not use personal equipment, tools or machinery unless explicit permission has been obtained in writing from the Town Council.

Insurance

- To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us.

Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy.

Problems

- To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issue.

Training

- To arrange required training.

WHAT WE EXPECT FROM YOU AS A VOLUNTEER:

- To help Thornbury Town Council fulfil its aims and purpose in line with its 5-year Strategic Plan (available on the Town Council website or hard copy on request).
- To perform your volunteering role to the best of your ability;
- To follow the organisation's policies and procedures, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- To maintain the confidential information of the organisation and of its clients;
- To meet the time commitments and standards which have been mutually agreed to and when this is not possible, to give reasonable notice so other arrangements can be made;

- To be respectful towards staff, other volunteers and members of the public;
- To be aware that you may on occasion be required to work alone unsupervised or within a group;
- To return any equipment issued to you by Thornbury Town Council when requested;
- If opted in, to allow photographs, taken whilst you are performing your volunteering role to be used for publicity purposes;
- To provide referees as agreed who may be contacted, and to agree to a Disclosure and Barring check being carried out where necessary;
- To adhere to Thornbury Town Council’s Safeguarding Children and Vulnerable Adults Policy at all times;
- To consider and arrange car sharing should more than one volunteer be asked to attend either training or an event;
- To complete and submit a volunteer’s expense claim sheet to the Town Council along with a receipt representing fuel or transport used for your journey to claim expenses;
- To ensure that the insurance covering your vehicle is adequate if used on council business. The cover must be sufficient to permit the volunteer to drive the vehicle for business purposes. Volunteers should contact their insurers for any advice;
- To undertake required training as directed by Thornbury Town Council.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

SIGNED BY VOLUNTEER: _____

NAME: _____

DATE: _____

SIGNED BY TOWN CLERK (OR DEPUTY): _____

NAME: _____

DATE: _____



GRANTING FREEDOM OF THE PARISH

Date Ratified: 09 June 2026

Meeting: Finance and General Purpose Committee

Next review date: July 2029 (3 yearly review)

CONTENTS

1.	INTRODUCTION.....	3
2.	LEGISLATION	3
3.	NOMINATIONS.....	3
4.	CRITERIA.....	3
5.	CONSIDERATION	3
6.	FINANCIAL IMPLICATIONS.....	4
7.	PRESENTATION.....	4
8.	POLICY IMPACT ASSESSMENT	4

1. INTRODUCTION

This document sets out recommendations relating to the selection and appointment process for Honorary Freemen and Freewomen and the Granting of Freedom of the Parish to individuals.

Granting the Freedom is the highest honour that Thornbury Town Council ('the Council') can bestow. Although it carries no privileges, those who receive the honour are able to use the title of Freeman or Freewoman. As this is the highest honour that the Council can grant it should be used sparingly and should not be given too often in order to preserve its status and value.

2. LEGISLATION

Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows a relevant authority (including a town or parish council) to admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority:

- a. Persons of distinction, and
- b. Persons who have, in the opinion of the authority, rendered eminent service to that place or area.

A resolution must be passed:

- a. At a meeting of the Council that has been specially convened for the purpose and where notice of the object of the meeting has been given; and
- b. By not less than two-thirds of the members of the Council who vote on it.

3. NOMINATIONS

Any member of the Council may nominate persons who in their opinion have rendered exceptional service to the parish and are worthy of the honorary title. A group of no less than 20 local electors may also petition a Council member to make a nomination on their behalf. Nominations for the honorary title must set out in writing the reasons for the nomination. The councillor making a nomination for the honorary title needs to demonstrate to the Council that the criteria listed in the next section have been met. The process must be conducted in the strictest confidence until such time as the nominee approved by the Council has confirmed his or her willingness to accept the honorary title and the appropriate public announcement is made by the Council.

4. CRITERIA

Candidates should have a strong and continuing connection with and commitment to the parish of Thornbury or have made a major contribution to community life. The honour should not be awarded simply for meeting certain milestones but in recognition of exceptional contributions. The candidate's contribution should be seen to stand above the contributions made by most other people. To be considered, the nominee should meet two or more of the following criteria:

- a. acted in a way that has shown significant distinction in parish life
- b. enhanced the parish's reputation in the area or activity concerned
- c. contributed a service that improves the lives of Thornbury parishioners or those less able to help themselves
- d. demonstrated innovation and entrepreneurship that is delivering results in the parish.

5. CONSIDERATION

At a meeting of the Council, called in line with Standing Orders, at the given agenda item the following procedure shall be adopted:

- a. The Chairman shall open the agenda item and remind the members of the policy.
- b. The Chairman shall invite the sponsor to present the application for nomination.

- c. The Chairman shall invite all members to debate the merits of the nomination.
- d. The Chairman shall then invite the Council to pass the resolution, which should recite the particular grounds upon which the Council have come to their decision and details of the public services rendered by the recipient.
- e. If the Council passes the resolution by no less than a two thirds majority then the resolution shall be recorded in the Council Minutes in the usual way.
- f. The Chairman shall then make arrangements for the formal presentation of the 'Freedom' which will be marked by the giving of a framed certificate or scroll and a pin badge/medal.

A resolution shall be passed to exclude the press and public for the agenda item in recognition of the personal confidential nature of the business to be transacted.

6. FINANCIAL IMPLICATIONS

Thornbury Town Council has declared General Power of Competence (GPC) at the date of this policy. In the circumstance that GPC is not in force in the future, section 249 (6) of Local Government Act 1972 allows Councils to spend "such reasonable sum as they see fit" on presenting an address to Honorary Freemen or Freewomen.

7. PRESENTATION

The bestowing of the Freedom of the Parish actually occurs at the point the Council passes the resolution, but the presentation ceremony marks the occasion in a public way. The presentation would usually be made by the Mayor in the presence of other members at a suitable public event, which could include an annual meeting of the council. Photographs should be taken to record the event and placed on the Council website.

8. POLICY IMPACT ASSESSMENT

IMPACT ASSESSMENT	
Strategic	No impact
Equalities	No impact
Environmental/Sustainability	No impact
Crime and Disorder	No impact
Financial	Scroll, pin badge/medal
Resource	Administration only
Risk management	No impact

- END OF POLICY –

Supplementary funding for libraries from Town and Parish Councils

Quarterly Report

Name of library: Thornbury library

Quarter 4 (January to March)

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): 488

Average number of children attending pre-school activity sessions per week: 25