

Minutes of the Meeting of Full Council

held on Tuesday 08 July 2025 at 7:30pm
at Council Chamber, Town Hall

Members present: Cllrs Helen Ball (Chair)
Chris Davies
Phil O'Rourke
Fiona Deas
Kath Greenman
Chris Woodhouse
John Reynolds
Chris Bloor
Christine Carter
Chris Rowe (from item FC2526.53 onwards)

In attendance: Hannah Bowden, Chief Executive
Alan Stealey, Facilities Officer
One member of administration staff

Absent: Cllrs James Murray
Maggie Tyrrell
Jayne Stansfield
Danny Bonnett
Gil Gilroy
Emma Shepherd

FC2526.51. To note any apologies for absence

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

FC2526.52. To receive any declarations of interests from members

There were no declarations of interests from members.

FC2526.53. To approve the minutes of:

- Annual Full Council Meeting held on 13 May 2025

It was **RESOLVED** unanimously to approve the minutes of the Annual Full Council Meeting held on 13 May 2025.

- Extraordinary Full Council meeting held on 1 July 2025

It was **RESOLVED** unanimously to approve the minutes of the Extraordinary Full Council meeting held on 1 July 2025.

FC2526.54. To receive any representations from the public relating to items on the agenda

There were no members of the public present.

FC2526.55. To receive the minutes (approved or draft) from the following Committees:

- Open Spaces Committee meeting held on 27 May 2025
- Finance and General Purpose Committee held on 10 June 2025
- Planning Committee meeting held on 1 July 2025

It was **RESOLVED** unanimously to approve the minutes of the Open Spaces Committee meeting on 27 May 2025, the Finance and General Purpose Committee meeting held on 10 June 2025 and the Planning Committee meeting held on 1 July 2025.

FC2526.56. To receive the notes from Working Groups:

- Events and Innovations Working Group meeting held on 9 June 2025
- Capital Strategy Working Group meeting held on 29 May 2025
- Capital Strategy Working Group meeting held on 26 June 2025

The minutes from the Events and Innovations Working Group meeting held on 9 June 2025, Capital Strategy Working Group meeting held on 29 May 2025 and Capital Strategy Working Group meeting held on 26 June 2025, were received.

FC2526.57. To receive an update from the South Gloucestershire Council Councillors

Cllr Chris Davies updated Council on things happening at South Gloucestershire Council, which were generally matters affecting the whole authority, rather than Thornbury specifically.

FC2526.58. To note Project Monitoring updates

Project Monitoring updates were noted. The Footpath Warden was progressing the walks booklet and will raise printing at the next Open Spaces meeting.

FC2526.59. To approve the accounts for payment and ratify payments made out of meeting

It was **RESOLVED** unanimously to approve the accounts for payment and ratify the payments made out of meeting.

FC2526.60. To receive report for the upgrade of the Marley Garage and approve recommendations

A report on the proposed upgrades to the Marley Garage was presented by Facilities Officer Alan Stealey. It was **RESOLVED** unanimously:

- **Project approval & budget** –approve the replacement of the Marley Garage at Mundy Playing Fields and allocate up to £70 000 for the works within Capital Projects 4545/190 and the funds transferred from Capital Projects EMR 342.
- **Delegation to the Chief Executive** – That authority be delegated to the Chief Executive to:
 - authorise expenditure in accordance with procurement procedures in the Financial Regulations.
 - prepare the specification and tender documents
 - publish a Below-Threshold Tender Notice on the Find a Tender Service (central digital platform), in line with the Procurement Act 2023 and Financial Regulations 5.6-5.7.
 - evaluate bids and produce a recommendation
 - manage the contract and authorise payments once the award has been ratified

- maintain the project Gantt chart and budget monitor
- **Contract-award checkpoint** – the Chief Executive shall refer the tender-evaluation report to the Finance & General Purpose Committee (or Full Council) for formal ratification of the preferred contractor before any contract is entered into.
- **Transparency notices** – That the Chief Executive shall, as soon as practicable, publish the required Contract Details Notice on the Find a Tender Service after award, meeting Procurement Act 2023 transparency duties.
- **Project monitoring** – The Capital Strategy Working Group receive monthly progress updates, and that summary progress and spend reports be presented to Finance and General Purpose Committee.
- **Tender record** – That the tender process and outcome be recorded in the minutes of the appropriate meeting in accordance with Standing Order 18(c)(vi).
- **Trust referral** – to refer the project to the Mundy Playing Field Trust.

[The Facilities Officer left the meeting.]

FC2526.61. To approve the request to delegate authority for CIL spend for the MUGA project

It was **RESOLVED** unanimously to approve:

- **Budget & funding source** – Allocation of **up to £150,000** from the CIL EMR for the supply and installation of a **Multi-Use Games Area (MUGA)** and associated equipment at Mundy Playing Fields.
- **Delegation to committee** – Authority be delegated to the **Open Spaces Committee** to:
 - run the procurement,
 - appoint contractors, and
 - authorise all payments,
 provided that the total project cost does **not** exceed the limit set in (3.1) and that all actions comply with the Committee's Terms of Reference.
- **£100,000 safeguard** – Where the contract award **exceeds £100,000**, the final award (or any variation pushing the value over that threshold) shall be referred back to **Full Council for ratification** in accordance with Financial Regulation 1.7 and the Delegation Schedule.
- **Reporting & oversight** – The Open Spaces Committee shall submit progress updates, contract-award details and a regular schedule of payments to the **Finance & General Purpose Committee** (which monitors the agreed CIL programme) and to Full Council until project completion.

FC2526.62. To receive report on heritage assets in the town and agree action

It was **RESOLVED** unanimously to approve:

- confirm responsibility and to include the heritage assets in the Council's facilities management; The Town Clock, War Memorial, The MacLaine Memorial Fountain, The Pump.
- For the Council to approve the costs of for insurance re-instatement valuations, in the region of £1900-£2350 to be allocated to Professional Fees budget line 110/4085.

It was requested that Officers investigate the possibility of bringing into use the red phone box on the junction of the High Street and Castle Street.

FC2526.63. To received update from the anti-social behaviour meeting and agree any actions

An update was received following the anti-social behaviour meeting. Available councillors will attend an upcoming event and continue to engage with South Gloucestershire Council on the matter.

FC2526.64. To receive update on the PHASE Service Level Agreement

The Chief Executive informed Council that the application for the Service Level Agreement for PHASE has been withdrawn.

FC2526.65. To pass a resolution to exclude members of the public and press for the remaining agenda items due to PERSONALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

It was **RESOLVED** unanimously to exclude members of the public and press for the remaining agenda items due to the personally confidential and sensitive nature of the business to be transacted.

FC2526.66. To consider a request for a letter of support and agree response

It was **RESOLVED** unanimously to write the letter of support as requested.

FC2526.67. To review and approve the tender documentation for the water play redevelopment

It was **RESOLVED** unanimously to:

- Endorse the progression of the project in accordance with the proposed procurement process and project timeline outlined in the tender documentation.
- Approve the use of an electronic submission process for the receipt of tenders, in line with Council's Standing Orders and Tender submission procurement policy and to ensure efficiency, transparency, and accessibility for potential tenderers.
- Approve the Invitation to Tender and Instructions to Tenderers for the appointment of a Landscape Architect to lead the redevelopment of the water play facilities at Mundy Playing Fields.
- Appoint Cllrs John Reynolds, Chris Bloor and Helen Ball to serve on the tender evaluation and interview panel alongside the Chief Executive and Facilities Officer, to participate in the assessment and selection of the preferred Landscape Architect.

FC2526.68. To review and approve the Loan Agreement for the Bier including the annual fee

It was **RESOLVED** unanimously to approve the Loan Agreement for the Bier, including the annual fee.

FC2526.69. To receive report and supporting documents related to the skate park and approve recommendations:

It was **RESOLVED** unanimously to:

- **Registration of the CIC** - Approve the registration of Thornbury Skate Park CIC and Articles of Association as presented.
- **Director** – Approve the appointment of Cllr James Murray as the Town Council's director for the CIC.

FC2526.70. To receive updates from councillor representatives

Updates were received from Cllr John Reynolds for the Thornbury Christmas Lights Association, Cllr Fiona Deas for the Over 60's Tea Room and Thornbury Town Football Club.

FC2526.71. To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 1 September 2025.

It was noted that agenda items for the next meeting must be sent to the Chief Executive Officer by 9am on Monday 1 September 2025.

FC2526.72. Date of next meeting: 7:30pm on Tuesday 9 September 2025

It was noted that the next meeting would be held at 7:30pm on Tuesday 9 September 2025.

[Meeting closed at 21:00]

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

ACCOUNTS PAID OUT OF MEETING			
		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	17.85	17.85
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	2.40	2.40
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.80	26.80
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.95	7.95
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	25,811.72	25,811.72
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	8,899.84	8,899.84
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	4,685.50	4,685.50
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	487.98	406.65
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	410.28	341.90
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	33.48	31.89
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	43.93	41.84
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD TRANSACTION PAYMENT (DD @ £ TBC)	0.00	0.00
PWLB LENDING FACILITY	PUBLIC WORKS LOAN - OUTSIDE EQUIPMENT	3,807.21	3,807.21
SOUTH GLOS COUNCIL	BUSINESS RATES - GRND FLOOR FOOTBALL PAVILION (ANNUAL DD) PARTIAL RELIEF CANCELLED FOR 25/26	219.56	219.56
HSQE LTD	CC1051 - STAFF ONLINE TRAINING COURSES	36.00	30.00
BRITISH SAFETY COUNCIL	CC1052 - STAFF ONLINE TRAINING COURSES	117.60	98.00
AMAZON	CC1053 - SIGNAGE AND SHREDDER	40.67	33.88
AMAZON	CC1054 - HAMMARITE METAL PAINT	37.47	31.22
AMAZON	CC1055 - RAPID DRY METAL PAINT X10	179.90	149.90
RUBBER MATTING ONLINE	CC1056 - WET WEATHER MATTING	50.40	42.00
AMAZON	CC1057 - STATIONERY, BATTERIES, ANT SPRAY	50.69	42.23
AMAZON	CC1058 - CLEANING PRODUCTS, METAL PAINT	58.05	48.38
AMAZON	CC1059 - CLEAR COMPACTOR BAGS	68.38	56.98
HSQE LTD	CC1060 - STAFF ONLINE TRAINING COURSES	36.00	30.00
HSQE LTD	CC1061 - STAFF ONLINE TRAINING COURSES	452.40	377.00
AMAZON	CC1062 - SAFETY GLASSES	6.71	5.59
SCREW FIX	CC1063 - SAFETY BOOTS	41.97	40.30
HIGH SPEED TRAINING	CC1064 - STAFF ONLINE TRAINING	30.00	25.00
HSQE LTD	CC1065 - STAFF ONLINE TRAINING	48.00	40.00

SCREWFIX	CC1066 - GRAFFITI CLEANER	14.38	11.98
AMAZON	CC1067 - STATIONERY FILES AND MONO HEADSET	113.35	98.30
GIFFGAFF	CC1068 - MOBILE PHONE MONTHLY TOP UP	6.00	5.00
GIFFGAFF	CC1069 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1070 - MOBILE PHONE MONTHLY TOP UP	10.00	8.34
GIFFGAFF	CC1071 - MOBILE PHONE MONTHLY TOP UP	8.00	6.67
AMAZON	CC1072 - STATIONERY AND STRIMMER HANDLEBARS	20.04	16.69
AMAZON	CC1073 - 4-PACK GAZEBO WEIGHT BAGS	12.99	10.82
EVENTBRITE	CC1074 - CLLR STALL HOLDER CHARGE REF THORNBURY CARNIVAL	54.14	54.14
B&Q MARKET PLACE	CC1075 - ADDITIONAL PLANTS FOR NEW PLANTERS AT SIDE OF TOWN HALL	15.68	15.68
EVENTBRITE	CC1076 - THORNBURY CARNIVAL TICKETS FOR TTC (COUNCILLOR) STALL	80.40	80.40
AMAZON	CC1077 - PAINT & PNEUMATIC WHEELS	86.76	TBC
AMAZON	CC1078 - WOODSTAIN	19.36	16.13
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
ARMSTRONG HALL	FUNDS TRANSFERRED FROM CUSTODIAN TRUSTEE HOLDING ACCOUNT	102,741.16	102,741.16
GRENKE LEASING LTD	QUARTERLY LEASING FEE FOR OFFICE PHOTOCOPIER	271.15	225.96
BRIGSTOWE MEDIA LTD	HALF PAGE ADVERT IN THORNBURY VOICE - JULY 25	216.00	180.00
EDGE IT SYSTEMS LTD	ANNUAL FEE FOR EPITAPH CONTRACT - REF CEMETERY SOFTWARE	1,025.70	854.75
ACCOUNTS NOW DUE FOR PAYMENT - 8 JULY 2025			
CPS GROUNDS LTD	OVERSEEDING OF MPF FOOTBALL PITCHES AT (X4)	4,212.00	3,510.00
GREEN FARM NURSERY	COLLECT AND FILL SELF WATERING HANGING BASKETS	1,687.20	1,406.00
KATH GREENMAN	PLANTS PURCHASED FOR OVER 60'S PATIO AREA	36.40	36.40
CPA HORTICULTURE	HARDWOOD PLAY GRADE CHIPPINGS FOR MPF PICNIC AREA	2,719.20	2,266.00
ANTHONY BROOKES SURVEYS LTD	SURVEY WORKS CARRIED OUT AT THE MUNDY PLAYING FIELDS (BURIED SERVICES TRACE)	1,788.00	1,490.00
ANTHONY BROOKES SURVEYS LTD	SURVEY WORKS CARRIED OUT AT THE MUNDY PLAYING FIELDS (TOPOGRAPHICAL)	1,776.00	1,480.00
SOUTH WEST HYGIENE	QUARTERLY SANITARY/NAPPY BIN SERVICE AT MPF SITE	209.62	174.68
SOUTH WEST HYGIENE	QUARTERLY SANITARY BIN SERVICE AT TOWN HALL SITE	88.59	73.83
ELSERV LTD	PROVIDE ACCESS FOR T H WHITE INSTALLATIONS (REF TOWN HALL LIFT)	126.00	105.00
PARSONS LANDSCAPES LTD	SUPPLY AND FIT BASKETBALL HOOP AT	420.00	350.00

	CHANTRY ROAD PLAY AREA (15.04.2025)		
T H WHITE GROUP	CARRY OUT ANNUAL LOLER INSPECTION (TRACTOR)	382.50	318.75
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE FIRE ALARM MAINTENANCE - TOWN HALL SITE	222.62	185.52
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE FIRE ALARM MAINTENANCE - MPF PAVILION AND FLAT SITE	237.45	197.88
T H WHITE ENERGY, FIRE AND SECURITY	ROUTINE EMERGENCY LIGHTS MAINTENANCE - TOWN HALL	225.44	187.87
FALON NAMEPLATES	BRONZE PLAQUE	75.67	63.06
JAYDEE LIVING LTD	LITTER BINS X2	429.48	357.90
ELSERV LTD	BASIC LIFT MAINTENANCE 4 X SERVICE VISITS PER ANNUM	360.00	300.00
CPS GROUNDS LTD	VERTI-DRAINING: WORKS TO HELP ALLEVIATE WATERLOGGING AND AERATES GROUND - SPORTS PITCHES	1,500.00	1,250.00
EDGE IT SYSTEMS LTD	ANNUAL FEE FOR EPITAPH CONTRACT - REF CEMETERY SOFTWARE	1,025.70	854.75
JCW WINDOW CLEANING	3 MONTHLY WINDOW CLEAN AT TOWN HALL	55.00	55.00
AVON LOCAL COUNCILS ASSOCIATION	STAFF TRAINING COURSE	14.00	14.00
ACORN RECRUITMENT LTD	STAFF PLACEMENT FEE	2,416.90	2,014.08
FALON NAMEPLATES	BRONZE PLAQUE	157.34	131.12
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	197.16	164.30
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	897.22	747.68
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX	929.04	774.20
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL	351.66	293.05
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL (FOOD WASTE)	27.02	22.52
T H WHITE ENERGY, FIRE AND SECURITY	ANNUAL FIRE ALARM MONITORING FOR PERIOD 01/08/2025 - 31/07/2026	217.35	181.13
ABBEY LOOS LTD	PORTABLE TOILET HIRE - CHANTRY FIELD SITE	252.00	210.00
T & J OWEN	SUMMER PLANTING AT VARIOUS TOWN COUNCIL AREAS	1,120.20	933.50
ANDERSONS WASTE	1000 GALLONS SEPTIC TANK CLEAN - MPF	234.00	195.00
ANDERSONS WASTE	1000 GALLONS SEPTIC TANK CLEAN - CEMETERY	234.00	195.00
BOWCOM	GMX PUMP VALVE - MPF	54.78	45.65
DIRECT IT SERVICES LTD	MONTHLY LANDLINES, BROADBAND AND IT SUPPORT	902.38	751.98
ALEXANDRA	STAFF WORKWEAR	33.24	27.70
AVON DISPLAY LTD	SIGNAGE FOR PLANTERS	309.60	258.00
NEW STEAM GROUP	THORNBURY GAZETTE MONTHLY DELIVERIES	10.85	10.85
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	192.02	160.02
AVON DISPLAYS	SIGNAGE FOR PICNIC AREA	192.00	160.00
KN OFFICE	MONTHLY METER READING FOR OFFICE	51.70	43.08

	PHOTOCOPIER		
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	45.04	42.90
ECOTRICITY	MONTHLY GAS SUPPLY - CEMETERY	18.52	17.64
TOTAL		26,434.89	22,056.04

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field

DRAFT