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NAILSWORTH TOWN COUNCIL

Civic Centre, Old Market, Nailsworth, Glos. GL6 0DU

Tel: 01453 833592 email: clerk@nailsworthtowncouncil.gov.uk

Clerk to Council: Katherine Kearns

You are summoned to attend the meeting of Nailsworth Town Council to be held at the Town Hall, Old Bristol Road, Nailsworth on Tuesday 17th October 2023 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
11th October 2023

All residents of the Parish are welcome to attend and a 15 minute period will be set aside for members of the public to raise questions.

- 1 Apologies
- 2 Verbal Introductions
- 3 Declarations of interest and applications for dispensations
- 4 Consideration of Planning Applications received as follows:

CONSULTATION –

- a) S.23/1938/VAR. Nailsworth Garden Centre, Avening Road, Nailsworth, Stroud.
Application: Variation of Condition. Description: Variation of condition 2 (approved plans) from application S.21/1934/FUL - alteration to the design of ancillary retail unit (retrospective).

TREES IN A CONSERVATION AREA

- b) S.23/1978/TPO. Beaudesert Park School, Box, Stroud, Gloucestershire. Application: Tree Preservation Order. Two Ash Trees - Fell.
- c) S.23/1990/TCA Grove Lodge, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Description: T1 Ash tree - takedown in sections to just above ground level

PREVIOUSLY TRACKED APPLICATIONS

- d) S.23/1809/TCA. Watledge Bank House, Watledge Bank, Nailsworth, Stroud. Application: Trees in a Conservation Area. (1) Holly - trim all over (2) 2 x Silver Birch - reduce by 1.0 - 2.0m (3), Conifers - trim the inside (4) Ash - fell (5) Hazel - coppice and clear the area. Application permitted. NTC no comment
- e) S.23/0765/FUL Gigg Mill, Old Bristol Road, Nailsworth, Gloucestershire. Application: Full Erection of single storey ancillary building to provide toilet facilities. Application permitted NTC: No observations.

APPEAL

- f) S.23/028/APPREF for S.23/0245/HHOLD. Rock Cottage Rockness Hill Nailsworth Stroud. Proposed single storey side extension.

- 5 To confirm minutes of the Council meeting held on Tuesday 3rd October 2023
- 6 To confirm the minutes of the Recreation and Amenities Committee meeting held on Tuesday 3rd October 2023
- 7 Matters of Urgency: *important items that have arisen since the meeting summons (agenda) and cannot wait to be addressed with a written report at a future meeting, due to inflexible deadline.*
- 8 Accounts To agree payments in accordance with the budget as listed in the attached reports
- 9 To consider an Asset Transfer working party for the transfer of Beechwood Close play area.



NAILSWORTH TOWN COUNCIL

Civic Centre, Old Market, Nailsworth, Glos. GL6 0DU

Tel: 01453 833592 email: clerk@nailsworthtowncouncil.gov.uk

Clerk to Council: Katherine Kearns

- 10 To consider the registration of NTC land with HM Land Registry.
- 11 To consider feedback from Heritage Open Day and discuss the event next year.

Reports for information (no decisions required):

- 12 Financial summary:
 - a) Income and Expenditure report
 - b) Budget comparison report
 - c) Main bank account reconciliation report
 - d) Premier bank account reconciliation report
- 13 To review NTC's Risk Assessment
- 14 To note the conclusion of the Annual Audit and the External Auditor's report
- 15 Reports:
 - a) Report from Town Mayor
 - b) Report from the Deputy Mayor
 - c) Report from District Councillors
 - d) Report from County Councillors
 - e) To receive an update on NTC office activities

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
Held at 6.30pm in the Town Hall on Tuesday 3rd October 2023
DRAFT

Present:

Cllr Mike Kelly (Chair)
 Cllr Shelley Rider
 Cllr Patsy Freeman
 Cllr Steve Robinson
 Cllr Natalie Bennett
 Cllr Peter Bodkin
 Cllr Ros Mulhall
 Cllr Jonathan Duckworth
 Cllr Colleen Rothwell
 Cllr Paul Francis

Minutes:

Deputy Clerk

Apologies:

Cllr Angela Norman

Public Present

None

Verbal Introductions and safety briefing

Those present identified themselves.

2023/097**Declarations of Interest & Applications for Dispensations**

None

2023/098**Consideration of Planning Applications received as follows:****TREES IN A CONSERVATION AREA**

- a) S.23/1809/TCA. Watledge Bank House, Watledge Bank, Nailsworth, Stroud. Application: Trees in a Conservation Area. (1) Holly - trim all over (2) 2 x Silver Birch - reduce by 1.0 - 2.0m (3), Conifers - trim the inside (4) Ash - fell (5) Hazel - coppice and clear the area.

No Observations**PREVIOUSLY TRACKED APPLICATIONS**

- a) S.23/1433/HHOLD Springers, Watledge Road, Nailsworth, Stroud. Application: Householder. Construction of limestone filled Gabion baskets. (Retrospective). SDC have imposed conditions on this application. Application permitted. NTC no observations
- b) S.23/1376/HHOLD Dunkirk Farmhouse, Dunkirk Mills, Inchbrook, Stroud. Application: Householder. Erection of a single storey side extension. Application permitted. NTC: No observations
- c) S.23/1588/TPO 14 Orchard Mead, Nailsworth, Stroud, Gloucestershire. Application: Tree Preservation Order. Oak (T1) - crown lift the two lower limbs; Chestnut (T2) - fell to near ground; Chestnut (T3) - re pollard back to previous points. Application permitted. NTC: no observations

- d) a) S.23/1692/TCA Flat A, 28 Fountain Street, Nailsworth, Stroud. Application: Trees in a Conservation Area. T1.Maple - 30 % crown reduction and removal of epicormic growth. Application granted. NTC: no observation

All Noted

2023/099

To confirm minutes of the Full Council meeting held on Tuesday 19th September 2023.

All agreed

2023/100

Matters of Urgency: *important items that have arisen since the meeting summons (agenda)*

Cllrs were requested to action the meeting requests sent via email. This is to ensure maximum attendance at future working party meetings.

A service agreement is in place with new town gardener, it was requested that the agreement be monitored, and the works carried out reviewed more closely to ensure the work carried out is fit for purpose.

.....
 Town Mayor
 Nailsworth Town Council
 Civic Centre, Old Market, Nailsworth, GL6 0DU

.....
 Date



NAILSWORTH TOWN COUNCIL
Minutes of the Recreation and Amenities Committee
Held at 7.00pm in the Town Hall on Tuesday 3rd October 2023

DRAFT

Present:

Clr Ros Mulhall (Chair)
Clr Shelley Rider
Clr Steve Robinson
Clr Mike Kelly
Clr Paul Francis
Clr Jonathan Duckworth

Minutes:

Deputy Clerk

Apologies:

None

Declarations of Interest & Applications for Dispensations

There were none.

To consider the Recreation & Amenities draft annual budget for 2024-2025

Recommendation

To use this information and discussion to inform the Recreation & Amenities Committee budget for 2024-2025 and to make recommendations to Council.

A brief was provided to the council on the proposed budget for FY 2024/2025. It was highlighted that there has been an increase in maintenance costs across all facilities and the income so far this year from hirers is more than initially forecast. One hirer has changed locations to the Town Hall, this has had a positive impact on future hire requests for this facility.

All agreed

It was noted that some of the major works in the pipeline for the town hall could be funded from grant/external sources. Information will be forwarded to the civic centre on external sources/individuals, that provide a service that manages the grant application process through to completion.

To review the Recreation & Amenities Committee action plan

An update was provided to the committee on the action plan and how the projects are progressing.

.....
Chair of Recreation and Amenities committee
Nailsworth Town Council
Civic Centre, Old Market, Nailsworth, GL6 0DU

.....
Date

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16528		£290.00	4140	18/09/23	Avendale Garden Maintenance Service - grass cutting Aug	230918
		£290.00			Avendale Garden Maintenance Service - Total	
16509		£695.10	2000	30/09/23	A-Z Cleaning - Office clean - Sept	9112
		£695.10			A-Z Cleaning - Total	
16527	DD231011 BRIT	£47.71	3070	26/09/23	British Gas - KGV electricity	800148204
16526	DD231015 BGAS	£22.57	2100	04/10/23	British Gas - Mortimer room Gas	825659224
		£70.28			British Gas - Total	
16523		£41.04	1120	30/09/23	Brutons Hardware Ltd - various	761244
		£41.04			Brutons Hardware Ltd - Total	
16529		£3,000.00	4120	04/10/23	David Cridland Contracting - Armoured cabling in Mortimer Garden	3708
		£3,000.00			David Cridland Contracting - Total	
16499		£75.00	3010/2	12/09/23	Denis Brown and Son - sleepers	109321
		£75.00			Denis Brown and Son - Total	
16533		£869.58	2040/1	30/09/23	EESI Ltd - Boiler service and maintenance work	63683
		£869.58			EESI Ltd - Total	
16542		£30.00	1120	10/10/23	Emily Dolphin - computer accessories	ED EXP
		£30.00			Emily Dolphin - Total	
16541		£552.00	6140	09/10/23	ES Solutions Ltd - perspex for notice boards	18401
		£552.00			ES Solutions Ltd - Total	
16524	DD231008 FUEL	£35.69	3050/3	30/09/23	Fuel Card Services Ltd - fuel for groundman's vehicle	9006038578
16543	DD231015 FUEL	£42.83	3050/3	08/10/23	Fuel Card Services Ltd - fuel for groundman's vehicle	9006074463
		£78.52			Fuel Card Services Ltd - Total	
16513		£292.34	1165/6	25/09/23	Gloucestershire County Council - cleaning CC&MR	1800720274
		£292.34			Gloucestershire County Council - Total	
16530	DD231007 GRUN	£9.88	1260	30/09/23	Grundon Waste Management - waste collection TH	PSI-0940187

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16531	DD231007 GRUN	£12.28	1260	30/09/23	Grundon Waste Management - waste collection CC	PSI-0940186
		£22.16	Grundon Waste Management - Total			
16540		£66.37	1140/3	30/09/23	James & Owen - Office supplies	19684
		£66.37	James & Owen - Total			
16534		£22.49	1120	09/10/23	Katherine Kearns - zoom and postage	EXP
		£22.49	Katherine Kearns - Total			
16502	PAY231006 LLOYDS	£19.85	1155	11/08/23	Lloyds Bank - Bank account charges for	406886580
		£19.85	Lloyds Bank - Total			
16501		£432.00	4070	18/09/23	Midland Forestry Ltd - Ariel inspection and weight reduction of limb	B69658
16510		£720.00	4070	29/09/23	Midland Forestry Ltd - All Saints beech hedge	B69682
		£1,152.00	Midland Forestry Ltd - Total			
16545		£330.00	3050/1	05/10/23	Nailsworth Garden Machinery - Hedgetrimmer attachment	61241
		£330.00	Nailsworth Garden Machinery - Total			
16503		£1,248.00	3010/2	16/09/23	NJS Fencing and Landscaping - KGV fencing	665
		£1,248.00	NJS Fencing and Landscaping - Total			
16491	DD230921 OCTO	£52.28	3035	07/09/23	Octopus - Mortimer garden electricity	KI24066B24-0027
16511	DD231010 OCTOPUS	£23.56	2110	02/10/23	Octopus - Clock tower elec	<I-01B53B5D-0033
16537	DD231012 OCTOPUS	£30.96	2060	09/10/23	Octopus - Mortimer room	KI-A3005C22-0033
16535	DD231014 CTOP	£625.15	2020	10/10/23	Octopus - TH Gas and electricity	<I-5C5DCFF8-0028
16536	DD231021 OCTO	£51.20	3035	09/10/23	Octopus - Mortimer garden electricity	KI24066B24-0028
16512	DD231021 OCTOPUS	£37.08	3070	02/10/23	Octopus - Changing rooms Elec	KI-94567F80-0032
		£820.23	Octopus - Total			
16504		£20.57	2080	21/09/23	Phs Group - Hygiene services	70091372
		£20.57	Phs Group - Total			

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16525		£1,260.00	1130/2	29/09/23	PKF Littlejohn LLP - professional services AGAR	
		£1,260.00			PKF Littlejohn LLP - Total	
16544	DD231107 PWLB	£5,152.87	4040	10/10/23	PWLB - TIC Loan	PW501644
		£5,152.87			PWLB - Total	
16538		£388.67	2080	06/10/23	Rapid Racking - MR racking	M000180683
		£388.67			Rapid Racking - Total	
16507		£410.11	3060	10/09/23	Roman Glass - Changing room glass window replacing	0000603796
		£410.11			Roman Glass - Total	
16500		£79.99	4000	13/09/23	Stroud Farm Services - Weed control	183515
		£79.99			Stroud Farm Services - Total	
16539		£144.00	2040/1	10/10/23	TAG Heating Services - emergency radiator work at TH	0397
		£144.00			TAG Heating Services - Total	
16532		£234.00	4070	05/10/23	Tree Maintenance Ltd - tree survey	41687
		£234.00			Tree Maintenance Ltd - Total	
16505	DD231005 WATER	£40.28	3080	22/09/23	Water Plus - Changing rooms	INV-03357584
16506	DD231005 WATER	£48.49	2050	22/09/23	Water Plus - TH water	INV03355764
		£88.77			Water Plus - Total	
16508		£387.60	1180	17/08/23	Worknest - Training package	SINV051158
		£387.60			Worknest - Total	
		£16,662.79			Confidential transactions	
Total		£34,504.33				

Signature _____

Signature _____

Date _____



Nailsworth Town Council

Agenda Item 9

Meeting of Full Council

Meeting date Tuesday 17th October 2023

Subject To consider an Asset Transfer working party for the transfer of Beechwood Close play area

Author Clerk

Status Action

If you have any questions about this item and the information is not included in this report, please contact the Clerk or Deputy Clerk by 10am on the Monday before the meeting.

Summary

Beechwood Close play area is due to transfer to NTC under a legal agreement (Section 106) dating back to 2008. A working party is suggested to manage the negotiations.

Detail

Under a Section 106 agreement from 2008 a small play area in Beechwood Close is due to transfer into NTC's ownership. It's not clear why Redrow Homes haven't pursued the transfer of the play area since 2008, however in the past couple of years their representatives have been in touch with the NTC office to open negotiations.

The play area has just two pieces of play equipment and until recently was popular with local children, especially children walking home from the primary school.

About a year ago the Clerk was given a copy of a ROSPA safety inspection by Redrow and the play equipment at that time was in good condition. There is a concern that although the play equipment has a 25 year guarantee, it is now 15 years old. Unfortunately, several changes of staff at Redrow halted the negotiations.

Council has been updated with the current situation and is asked to consider an Asset Transfer working party to progress the transfer of the play area in safe working order. The suggested terms of reference for the working party are:

- *To discuss in confidence and make recommendations concerning transfer of assets to NTC*
- *To negotiate and secure the best deal to recommend to Council*
- *To ensure NTC seeks the best solution for the community and with regards to value for money*

Membership

At least three cllrs are invited to form the working party with the Clerk.

Options

1. To agree the Asset Transfer working party's Terms of Reference
2. To agree membership of the working party
3. To not form a working party



Nailsworth Town Council

Recommendation

1. To agree the Asset Transfer working party's Terms of Reference
 2. To agree membership of the working party
-

Costs

Possible income as part of the negotiations.
Future revenue costs to maintain and improve the play area.

Funding Source

Annual Budget

ENDS.



Nailsworth Town Council

Agenda Item 10

Meeting of Full Council

Meeting date Tuesday 17th October 2023

Subject To consider the registration of NTC land with HM Land Registry

Author Clerk

Status Action

If you have any questions about this item and the information is not included in this report, please contact the Clerk or Deputy Clerk by 10am on the Monday before the meeting.

Summary

NTC's Deed packets for all land and property have been reviewed to estimate what work is needed to legally register the land.

Detail

Any NTC land that was owned before 1990 is not registered with HM Land Registry. This includes all of the Town Council's land and buildings, most of which was transferred from Nailsworth Urban District Council to Nailsworth Town Council in the 1970s.

The advantage of registering land is;

- To establish legal title to the land without lengthy searches
- To quickly resolve disputes
- To make it easier to identify ownership and responsibility

The risk of not registering land is that ownership may be challenged, and land may be taken through 'encroachment' (unlawfully claiming land).

Registering NTC's land involves detailed examination of the Deed packets, historic records and Town Council documents, and this requires specialist knowledge and skills.

A company is offering their services to town and parish councils to carry out the research and to assist in preparing applications to register land. While the company will carry out a lot of the work themselves, it will require some local knowledge and input from NTC staff.

The company has visited the Town Hall and carried out an audit of NTC's 24 Deed packets. An initial estimate for carrying out the work to register NTC land is between £3-5,000.

Council is asked to consider allocating funds so this work can be carried out.

Options

1. To allocate £5,000 to a new Land Registry Reserve to carry out this work
 2. To not register NTC's land
-



Nailsworth Town Council

Recommendation

1. To allocate £5,000 to a new Land Registry Reserve to carry out this work.
-

Costs

£5,000

Funding Source

General Fund

ENDS.



Nailsworth Town Council

Agenda Item 11

Meeting of Full Council

Meeting date Tuesday 17th October 2023

Subject To receive feedback from Heritage Open Day and discuss the event next year.

Author Deputy Clerk and Admin.

Status Action

If you have any questions about this item and the information is not included in this report, please contact the Clerk or Deputy Clerk by 10am on the Monday before the meeting.

Summary

To receive feedback from venues in town about Heritage Open Day. To discuss options for next year participation.

Detail

Nailsworth took part in the national Heritage Open Day on 9th September this year; the 4th year NTC has coordinated the event for the town.

A very hot day, the event saw 12 venues open to the public. Some venues put on additional activities such display boards with copies of photos and paperwork from scrapbooks; historic record books, letters, stories and people dressed in period costume. There were guided art talks and tours of churches and graveyards on offer too.

Some venues were quiet. From the feedback forms received, the busier venues had between 40 and 50 people which is much fewer than previous year's attendance. All but one venue is keen to take part again next year. From the Council offerings, the Clock Tower was very popular, and our retired Clock Warden reported a steady flow of visitors to this popular local landmark. The information hub in the Mortimer Room was very quiet. The Town Archive (staffed by Archive volunteers) and Council Chamber were quiet in the afternoon but busier in the morning. The town was generally busy but this wasn't necessarily reflected in numbers attending the Heritage Open Day sites.

Out of 300 leaflets printed there were 150 remaining at the end of the event. The previous year, 400 leaflets were printed and just 100 left. There is a definite decline in attendance or interest this year.

The Heritage Open Day event requires around 6 full days work from the NTC office, registering sites, coordinating the venues, collating and producing display and advertising materials including the leaflet. At least one member of staff is involved on the day to ensure participants and volunteers have all they need, however this role could be filled by cllrs.

Next year's Heritage Open Day is Saturday 7th September 2024, to avoid clashing with Horsley fete. Council is invited to consider whether to coordinate a Heritage Open Day event for the town in 2024, or to have a year's break and come back bigger in 2025, with a focus on getting more venues to open and more activities. Workshops, walks and other events where people can participate have proved popular in the past.

To make the most of the event, there will be a requirement for greater commitment from cllrs in the planning stages through to the actual day. Venues that open each year without NTC involvement (for example the Quaker Meeting House) may choose to open in 2024 regardless.

Council is asked to consider whether to coordinate Heritage Open Day in 2024 or 2025.



Nailsworth Town Council

Options

1. To run the next Heritage Open Day in 2024
 2. To run the next Heritage Open Day in 2025
-

Recommendation

1. To run the next Heritage Open Day in 2025
-

Costs

£350 for printing.

Funding Source

Budget heading 4090 Tourism promotion

ENDS.

Income and Expenditure Account

31/03/23 £		10/10/23 £
	INCOME	
25,312.23	Grants	31,939.71
14,000.00	Arkeil Centre Trust	14,001.00
36,841.07	Bookings - all	19,376.22
320,927.00	Precept	361,635.00
855.10	Interest on Investments	1,587.55
2,414.77	Other income	1,518.60
314.22	Rights of way/Wayleaves	200.00
400,664.39	TOTAL INCOME	430,258.08
	EXPENDITURE	
31,289.45	General Administration	18,851.75
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	5,152.87
173,352.41	Staff costs	91,993.16
7,513.93	Insurance	7,303.00
19,208.89	Repairs & maintenance - buildings	26,568.50
20,232.66	Utilities & Rates	8,017.68
47,561.96	Maintenance of Open Spaces	24,052.78
55,474.52	Special projects and miscellaneous	27,967.38
611.66	Hazelwood Bungalow	0.00
1,713.60	Town Information Centre	856.80
49,370.00	Support for town services	46,070.00
14,000.00	Arkeil Community Centre	14,001.00
5,533.84	Expenditure	10,080.00
441,668.66	TOTAL EXPENDITURE	286,414.92
127,374.76	Balance as at 01/04/23	109,531.14
400,664.39	Add Total Income	430,258.08
528,039.15		539,789.22
441,668.66	Deduct Total Expenditure	286,414.92
0.00	Stock Adjustment	0.00
23,160.65	Transfer to/ from reserves	18,703.20
109,531.14	Balance as at 10/10/23	272,077.50

Financial Budget Comparison

Comparison between 01/04/23 and 10/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Council						
100	Precept - Council	£361,635.00	£0.00	£361,635.00	£0.00	0.00%
105	Refunds,donations grants - Council	£0.00	£30,000.00	£31,939.71	£1,939.71	100.00%
110	ACC-Admin recharge	£14,000.00	£0.00	£14,001.00	£1.00	0.01%
120	Agency services	£100.00	£0.00	£0.00	£-100.00	-100.00%
130	CIL income	£0.00	£1,518.60	£1,518.60	£0.00	0.00%
Total Council		£375,735.00	£31,518.60	£409,094.31	£1,840.71	0.49%
Property Management						
200	Town Hall precept	£0.00	£0.00	£0.00	£0.00	0.00%
205	Town Hall bookings	£8,000.00	£0.00	£7,328.00	£-672.00	-8.40%
210	Town Hall rent of offices	£15,900.00	£0.00	£7,949.94	£-7,950.06	-50.00%
215	Mortimer Room precept	£0.00	£0.00	£0.00	£0.00	0.00%
220	Mortimer Room bookings	£4,500.00	£0.00	£1,144.00	£-3,356.00	-74.58%
225	Council bookings (all land and facilities)	£500.00	£0.00	£410.00	£-90.00	-18.00%
230	Hazelwood Bungalow precept	£0.00	£0.00	£0.00	£0.00	0.00%
235	Memorial Clock - precept	£0.00	£0.00	£0.00	£0.00	0.00%
240	War memorial - precept	£0.00	£0.00	£0.00	£0.00	0.00%
245	Leases/Licences//Wayleaves	£1,000.00	£0.00	£200.00	£-800.00	-80.00%
Total Property Management		£29,900.00	£0.00	£17,031.94	£-12,868.06	-43.04%
Recreation & Amenities Committee						
300	Precept - recreation & amenities	£0.00	£0.00	£0.00	£0.00	0.00%
305	Hire KGV Field facilities	£5,000.00	£0.00	£2,544.28	£-2,455.72	-49.11%

Financial Budget Comparison

Comparison between 01/04/23 and 10/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
310	Market Street Garden - hire and electricity	£468.00	£0.00	£0.00	-£468.00	-100.00%
320	Mortimer Garden - hire/electricity charge	£980.00	£0.00	£0.00	-£980.00	-100.00%
Total Recreation & Amenities Committee		£6,448.00	£0.00	£2,544.28	-£3,903.72	-60.54%
Environment Committee						
400	Precept - Environment	£0.00	£0.00	£0.00	£0.00	0.00%
405	Grants, donations, refunds - Environment	£0.00	£0.00	£0.00	£0.00	0.00%
410	Town Information Centre	£0.00	£0.00	£0.00	£0.00	0.00%
Total Environment Committee		£0.00	£0.00	£0.00	£0.00	0.00%
Bank Interest						
500	interest on main account	£0.00	£0.00	£0.00	£0.00	0.00%
505	Investment interest Premier Account	£70.00	£0.00	£1,373.69	£1,303.69	1862.41%
520	Interest from Income Bonds (paid to main account)	£100.00	£0.00	£213.86	£113.86	113.86%
Total Bank Interest		£170.00	£0.00	£1,587.55	£1,417.55	833.85%
Earmarked Reserves						
600	Precept - Earmarked Reserves	£0.00	£0.00	£0.00	£0.00	0.00%
Total Earmarked Reserves		£0.00	£0.00	£0.00	£0.00	0.00%
Total Income		£412,253.00	£31,518.60	£430,258.08	-£13,513.52	-3.28%

Financial Budget Comparison

Comparison between 01/04/23 and 10/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
EXPENDITURE						
Council						
1000	Salaries - all	£196,800.00	£0.00	£91,993.16	£104,806.84	-53.26%
1010	Payroll charges	£340.00	£0.00	£150.72	£189.28	-55.67%
1030	Planning Committee expenses	£0.00	£0.00	£0.00	£0.00	0.00%
1040	Churchyard grants	£1,100.00	£0.00	£1,100.00	£0.00	0.00%
1050	Subscriptions	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
1060	Grants from NTC	£4,000.00	£0.00	£3,780.00	£220.00	-5.50%
1070	Town Crier's expenses	£500.00	£0.00	£500.00	£0.00	0.00%
1080	Town Archives	£600.00	£0.00	£0.00	£600.00	-100.00%
1090	Civic Fund	£3,000.00	£0.00	£735.13	£2,264.87	-75.50%
1100	Insurance	£7,000.00	£0.00	£7,303.00	£-303.00	4.33%
1120	Office equipment	£2,500.00	£0.00	£919.10	£1,580.90	-63.24%
1130	Licences,fees and allowances	£13,000.00	£0.00	£10,849.42	£2,150.58	-16.54%
1140	Office management	£3,000.00	£0.00	£4,334.58	£-1,334.58	44.49%
1160	Town Mayor's Allowance	£900.00	£0.00	£900.00	£0.00	0.00%
1165	Civic Centre	£12,400.00	£0.00	£2,509.60	£9,890.40	-79.76%
1170	Gardening contract for town centre	£6,000.00	£0.00	£1,104.00	£4,896.00	-81.60%
1180	Training for staff & councillors	£3,000.00	£0.00	£323.00	£2,677.00	-89.23%
1195	Support for Arkell Community Centre	£14,000.00	£0.00	£14,001.00	£-1.00	0.01%
1200	Neighbourhood Warden Scheme	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 10/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
1210	Library extra hours	£3,400.00	£0.00	£0.00	£3,400.00	-100.00%
1230	Support for Citizens Advice Bureau	£0.00	£0.00	£0.00	£0.00	0.00%
1240	Support for Credit Union	£0.00	£0.00	£0.00	£0.00	0.00%
1250	Support for Childrens Centre	£0.00	£0.00	£5,500.00	-£5,500.00	100.00%
1260	Waste/Recycling Collection	£1,000.00	£0.00	£104.02	£895.98	-89.60%
5330	Web site and Hosting	£0.00	£0.00	£0.00	£0.00	0.00%
Total Council		£274,540.00	£0.00	£146,106.73	£128,433.27	-46.78%
Property Management						
2000	Town Hall cleaning Town Hall cleaning Town Hall cleaning	£8,500.00	£0.00	£4,269.90	£4,230.10	-49.77%
2010	Town Hall business rates	£3,500.00	£0.00	£0.00	£3,500.00	-100.00%
2020	Town Hall gas	£3,000.00	£0.00	£1,503.20	£1,496.80	-49.89%
2030	Town Hall electricity	£3,100.00	£0.00	£0.00	£3,100.00	-100.00%
2040	Town Hall repairs & maintenance	£8,500.00	£5,441.67	£15,579.43	-£1,637.76	19.27%
2050	Town Hall - water rates	£500.00	£0.00	£388.84	£111.16	-22.23%
2060	Mortimer Room electricity	£508.00	£0.00	£207.01	£300.99	-59.25%
2070	Mortimer Room - business rates	£0.00	£0.00	£0.00	£0.00	0.00%
2080	Mortimer Room repairs & maintenance	£2,000.00	£0.00	£1,364.38	£635.62	-31.78%
2090	Mortimer Room - water rate	£500.00	£0.00	£167.11	£332.89	-66.58%
2100	Mortimer Room gas supply	£900.00	£0.00	£179.47	£720.53	-80.06%
2110	Memorial Clock - electricity	£450.00	£0.00	£196.54	£253.46	-56.32%

Financial Budget Comparison

Comparison between 01/04/23 and 10/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
2120	Memorial Clock - repairs	£600.00	£0.00	£0.00	£600.00	-100.00%
2140	Hazelwood Bungalow	£1,500.00	£0.00	£0.00	£1,500.00	-100.00%
2150	Cleaning materials	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
2160	Owed to Arkell	£0.00	£0.00	£0.00	£0.00	0.00%
Total Property Management		£34,558.00	£5,441.67	£23,855.88	£16,143.79	-46.72%
Recreation & Amenities Committee						
3000	Miles Marling Field maintenance	£2,100.00	£0.00	£2,000.00	£100.00	-4.76%
3010	KGV Field maintenance	£8,000.00	£0.00	£9,623.63	-£1,623.63	20.30%
3030	Town Gardening (incl Mortimer Gardens)	£2,700.00	£0.00	£1,857.22	£842.78	-31.21%
3035	Mortimer Garden electricity	£1,125.00	£0.00	£264.06	£860.94	-76.53%
3050	Grounds maintenance equipment	£2,600.00	£0.00	£982.27	£1,617.73	-62.22%
3060	KGV Field changing rooms - maintenance	£1,000.00	£0.00	£1,581.76	-£581.76	58.18%
3070	KGV Field changing rooms - electricity	£1,132.00	£0.00	£453.60	£678.40	-59.93%
3080	KGV changing rooms - water rates	£900.00	£0.00	£253.65	£646.35	-71.82%
3090	KGV Field pavilionDO NOT USE - repairs & maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
3100	Garage storeroom	£0.00	£0.00	£91.66	-£91.66	100.00%
3110	Market Street garden maintenance	£400.00	£0.00	£0.00	£400.00	-100.00%
3120	Market Street Garden - electricity	£210.00	£0.00	£30.28	£179.72	-85.58%
3130	Playrangers - support	£3,234.00	£0.00	£0.00	£3,234.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 10/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
3140	Youth provision	£46,070.00	£0.00	£46,070.00	£0.00	0.00%
3150	Dunkirk Museum maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
3160	Community Development Worker (2yrs)	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Recreation & Amenities Committee		£74,471.00	£0.00	£63,208.13	£11,262.87	-15.12%
Environment Committee						
4000	Upkeep council land (not grasscutting)	£4,000.00	£494.00	£2,341.66	£2,152.34	-53.81%
4010	Norton Wood (not tree maintenance)	£0.00	£0.00	£0.00	£0.00	0.00%
4021	Town Information Centre	£1,800.00	£0.00	£856.80	£943.20	-52.40%
4030	TIC loan repayment - capital	£7,753.65	£0.00	£3,848.54	£3,905.11	-50.36%
4040	TIC loan repayment - interest	£2,552.09	£0.00	£1,304.33	£1,247.76	-48.89%
4050	Bunting Hill Nature Reserve (not tree maintenance)	£0.00	£0.00	£0.00	£0.00	0.00%
4060	Environmental enhancement projects	£500.00	£0.00	£0.00	£500.00	-100.00%
4070	Tree maintenance (all NTC land)	£8,000.00	£0.00	£2,520.00	£5,480.00	-68.50%
4090	Tourism promotion	£4,500.00	£0.00	£0.00	£4,500.00	-100.00%
4100	Sign postingDO NOT USE	£0.00	£0.00	£0.00	£0.00	0.00%
4120	Christmas lights	£8,000.00	£0.00	£2,917.23	£5,082.77	-63.53%
4140	Upkeep of All Saints graveyard	£4,000.00	£0.00	£2,030.00	£1,970.00	-49.25%
Total Environment Committee		£41,105.74	£494.00	£15,818.56	£25,781.18	-62.72%
Bank Interest						
1155	Bank charges on main account	£300.00	£0.00	£139.80	£160.20	-53.40%

Financial Budget Comparison

Comparison between 01/04/23 and 10/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
Total Bank Interest		£300.00	£0.00	£139.80	£160.20	-53.40%
Earmarked Reserves						
6000	Election expensesRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6010	Play & tennis court equipmentRESERVE	£0.00	£0.00	£494.00	-£494.00	100.00%
6020	Town improvementsRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6030	Town Hall repairs RESERVE	£3,000.00	£0.00	£5,441.67	-£2,441.67	81.39%
6040	Mortimer Room repairs RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6050	Hazelwood Bungalow RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6060	Miles Marling Field improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6090	Arkell Community Centre RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6100	Energy efficiency improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6120	Shortwood Churchyard RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6130	Replace groundsman's vehicle RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6140	Town centre/Mkt St improvements RESERVE	£0.00	£0.00	£460.00	-£460.00	100.00%
6150	Clock tower refurbishment RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6170	20mph town scheme RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6220	Dunkirk Mill MuseumRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 10/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
6240	Emergency tree work RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6280	WW1 & II plaques project RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6300	KGV buildings RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6310	Civic Centre RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6330	CONTINGENCY	£0.00	£0.00	£0.00	£0.00	0.00%
6340	KGV Extension Field RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6350	Staff Recruitment RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6380	War Memorial refurbishmentRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6390	PCC SIDS grant RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6400	PCC Rebuilding Trust grantRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6420	6420 WWII Renishaws grantDONOTUSE	£0.00	£0.00	£0.00	£0.00	0.00%
6430	6430 Tourism promotion RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6450	6450 Heritage Open Day RESERVE	£0.00	£0.00	£270.83	-£270.83	100.00%
6460	6460 Town Archives	£0.00	£0.00	£530.19	-£530.19	100.00%
6500	6500 CIL projects	£0.00	£10,080.00	£10,080.00	£0.00	0.00%
6510	6510 Climate Emergency Reserve	£0.00	£0.00	£0.00	£0.00	0.00%
6520	6520 COVID-19 response	£0.00	£0.00	£0.00	£0.00	0.00%
6530	6530 Build Back Better Fund	£0.00	£0.00	£100.00	-£100.00	100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 10/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance	Bal %age
6540 6540 Welcome Back Fund	£0.00	£0.00	£0.00	£0.00	0.00%
6550 6550 UKSPF grants	£30,000.00	£13,706.13	£13,909.13	£29,797.00	-99.32%
6560 6560 Highway improvements	£0.00	£6,000.00	£6,000.00	£0.00	0.00%
Total Earmarked Reserves	£33,000.00	£29,786.13	£37,285.82	£25,500.31	-77.27%
Total Expenditure	£457,974.74	£35,721.80	£286,414.92	£226,429.42	-49.44%
Total Income	£412,253.00	£31,518.60	£430,258.08	-£13,513.52	-3.28%
Total Expenditure	£457,974.74	£35,721.80	£286,414.92	£207,281.62	-45.26%
Total Net Balance	-£45,721.74		£143,843.16	-£220,795.14	

Bank Account Reconciled Statement

Main Account	2040157	30-98-29
Statement Number	201	Bank Statement No. 201
Statement Opening Balance	£32,379.13	Opening Date 01/09/23
Statement Closing Balance	£205,299.01	Closing Date 30/09/23
True/ Cashbook Closing Balance	£205,299.01	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/09/23	DD230901WATER	Water Plus	88.77	0.00	32,290.36
01/09/23	FPI230901STRIPES	Stripes Payments	0.00	267.84	32,558.20
01/09/23	SO23902EMMA	Emma-Accountants-Admin Centre	0.00	270.83	32,829.03
04/09/23	FPI230901FLES	Flea market	0.00	40.00	32,869.03
04/09/23	FPI230901FRI	Friday Market	0.00	100.00	32,969.03
04/09/23	FPI230901RUSK	Ruskin Mill	0.00	240.00	33,209.03
05/09/23	BGC230907NATSA V	National Savings	0.00	41.74	33,250.77
11/09/23	DD230905EE	E E	95.56	0.00	33,155.21
11/09/23	DD230911BRIT	British Gas	47.02	0.00	33,108.19
11/09/23	FPI230911HAY	Hayley Walters	0.00	180.00	33,288.19
12/09/23	DD230910OCTOPUS	Octopus	19.02	0.00	33,269.17
12/09/23	DD230921OCTOPUS	Octopus	27.72	0.00	33,241.45
12/09/23	SO230912MIKE	Mike Jefferies-Accountants	0.00	1,054.16	34,295.61
14/09/23	DD230912OCTOPUS	Octopus	30.83	0.00	34,264.78
14/09/23	DD230915OCT	Octopus	184.30	0.00	34,080.48
15/09/23	DD230915BGAS	British Gas	26.06	0.00	34,054.42
18/09/23	CHE500366	J Hall and Son Bakers LTD	0.00	60.00	34,114.42
18/09/23	FPI230904TAI	Tai Chi	0.00	30.00	34,144.42
19/09/23	DD230920SGC	SGC Payroll	3,164.74	0.00	30,979.68
19/09/23	TRANSF230919LLOYDS		0.00	55,000.00	85,979.68
20/09/23	DD230920SGC	SGC Payroll	9,639.23	0.00	76,340.45
20/09/23	FPI230920SGC	SGC Payroll	95.54	0.00	76,244.91
20/09/23	FPO230920AQUA	Aquasafe Environmental	648.00	0.00	75,596.91
20/09/23	FPO230920ASH	Ashwell Building Contractors	6,626.00	0.00	68,970.91
20/09/23	FPO230920AVEN	Avendale Garden Maintenance Service	290.00	0.00	68,680.91
20/09/23	FPO230920A-Z	A-Z Cleaning	728.20	0.00	67,952.71
20/09/23	FPO230920BRU	Brutons Hardware Ltd	95.41	0.00	67,857.30
20/09/23	FPO230920CLIFF	Cliff Christie	11.89	0.00	67,845.41

Bank Account Reconciled Statement

20/09/23	FPO230920COTS	Cotswold Connections	9,966.00	0.00	57,879.41
20/09/23	FPO230920ESC	Land & Property Registration	650.00	0.00	57,229.41
20/09/23	FPO230920FEN	Online Playgrounds	263.00	0.00	56,966.41
20/09/23	FPO230920GCC	Gloucestershire County Council	292.34	0.00	56,674.07
20/09/23	FPO230920GREEN	Greenfields Garden Services	3,129.60	0.00	53,544.47
20/09/23	FPO230920HAWK	T W Hawkins & Sons SGMS	516.00	0.00	53,028.47
20/09/23	FPO230920JAM	James & Owen	325.00	0.00	52,703.47
20/09/23	FPO230920KATH	Katherine Kearns	21.99	0.00	52,681.48
20/09/23	FPO230920MSM	Market Street Markets	750.00	0.00	51,931.48
20/09/23	FPO230920PAT	Patsy Freeman	110.25	0.00	51,821.23
20/09/23	FPO230920PHS	Phs Group	198.20	0.00	51,623.03
20/09/23	FPO230920TREE	Tree Maintenance Ltd	1,638.00	0.00	49,985.03
20/09/23	FPO230920YOUTH	The Junction - Nailsworth Youth Club	23,035.00	0.00	26,950.03
22/09/23	DD230919SGC	SGC Payroll	3,199.77	0.00	23,750.26
22/09/23	DD230920GRUN	Grundon Waste Management	22.00	0.00	23,728.26
22/09/23	DD230922WATER	Water Plus	23.25	0.00	23,705.01
25/09/23	SO230925MATT	Matt & Anne Dally	0.00	100.00	23,805.01
26/09/23	COMP230926LLOY DS	Lloyds Bank	0.00	250.00	24,055.01
26/09/23	FPO230926ACC	Arkell Community Centre	1.00	0.00	24,054.01
26/09/23	TFR230926ACC	Arkell Community Centre	0.00	1.00	24,055.01
29/09/23	BGC230929SDC	SDC	0.00	180,817.50	204,872.51
29/09/23	FPI230929BARN	Barnabas Painters	0.00	60.00	204,932.51
29/09/23	FPI230929CHAM	Nailsworth Farmers Market	0.00	70.00	205,002.51
29/09/23	FPI230929MEN	Mens Talking Group	0.00	40.00	205,042.51
29/09/23	FPI230929NFC	Nailsworth Football Club	0.00	208.50	205,251.01
29/09/23	FPI230929ROSE	Rose Unwin	0.00	48.00	205,299.01

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
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Bank Account Reconciled Statement

Total debits / credits 65959.69 238879.57

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Premier 4282

07154282

30-98-29

Statement Number	95	Bank Statement No.	95
Statement Opening Balance	£301,299.48	Opening Date	01/09/23
Statement Closing Balance	£246,586.89	Closing Date	30/09/23
True/ Cashbook Closing Balance	£246,586.89		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
10/09/23	INTEREST230809	Lloyds Bank	0.00	287.41	301,586.89
19/09/23	TRANSF230919LLO YDS		55,000.00	0.00	246,586.89

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	55000	287.41

Reconciled by Sara Haynes

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____



Nailsworth Town Council

Agenda Item 13

Meeting of Full Council

Meeting date Tuesday 17th October 2023

Subject To note NTC's Risk Assessment

Author Clerk

Status Information

Summary

The risk assessment for NTC activities.

Detail

Identified Area and Risk

Governance and Management

1. Activities outside objectives/budget

Potential Impact

- Breach of regulations
- Unlawful spending

Management/Control of Risk. Action Required.

- NTC's Policies have been reviewed and some new policies introduced in accordance with NALC guidance.
- Due to the 5-year electrical inspection the Town Hall maintenance budget has been exceeded due to the extent of the repairs. The schedule has been changed to 3 yearly to reduce impact of repairs in the future.
- Reviews of maintenance budgets being carried out to ensure sufficient funds are allocated for maintenance and repairs. To allow for building age and condition.
- The Annual Audit is now complete with minor matters brought to NTC's attention.
- Council has delegated decision making on utilities contracts to office staff.
- Council has made an amendment to Financial Regulations to clarify that expenditure on revenue items in the Annual Budget are delegated to the Clerk.

Impact: 2

Probability: 1

Rate: Low

2. Service provision/customer satisfaction

Potential Impact

- Complaints from hirers
- Loss of income
- Lack of service provision due to stretched resources at all levels
- Loss of reputation
- Public increase in fear or confusion
- Vulnerable people at risk

Management/Control of Risk. Action Required



Nailsworth Town Council

- The Civic Centre office is open to the public.
- The Civic Centre office may need to close to the public at times due to staff absence. Opening times are advertised on the door and appointments can be made outside of these times.
- Warm Hubs are advertised in the Civic Centre and TIC.
- TIC volunteers are being involved in recruitment, displays at the Annual Town meeting and discussions about the future direction for the TIC.
- The annual hire agreement returns are currently 19 received from 39 issued. This has seen an increase in administration activity to hasten hirers.
- To ensure there is no confusion with regards to hire charges for NTC facilities, council has agreed the management and control of hire charges is the responsibility of the office staff. Any queries are to be directed to the office staff.

Impact: 4

Probability: 4

Rate: High

3. Project or service development

Potential Impact

- Skills availability
- Resource availability

Management/Control of Risk. Action Required

- Committee and project work is ongoing.
- Staff are being proactive to manage workloads more effectively during busy periods
- Contractors are very busy and it can still be difficult to get materials
- Staff workloads are higher as projects and events gain momentum. Specialist resources may be needed to progress some projects
- Mortimer Gardens work delayed due to lack of specialist contractors to complete task.
- Pressure on staff as some projects reach completion
- Action Plans monitor progress

Impact: 4

Probability: 4

Rate: High

4. Loss of key people.

Potential Impact

- Staff/cllrs contract covid-19
- Loss of credibility with the public
- Extra pressure on remaining staff
- Impact on service delivery

Management/Control of Risk. Action Required.

- Staff can work flexibly. Contingencies for home working include existing remote access to Edge software, use of webmail and Dropbox
- Staff stay in contact daily, sharing training and information on new systems.
- COVID19 could still affect staff and councillor's health and the ability for the council to run effectively. Covid-19 has affected most of NTC staff and at times we have to close the office at short notice due to staff absence or working from other locations. This has an impact on the ability to run the council effectively
- Staff workloads have increased as projects and events gain momentum. Specialist resources may be needed to progress some projects
- A Staff Handbook is now in place.



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- Staff will be under increased pressure until the new Deputy Clerk is fully trained to the correct level.
- During times of staff absence there may be a delay in project movement due to increased work loads on staff.

Impact: 3
Probability: 4
Rate: **High**

5. Dependency on Suppliers/Tendering process

Potential Impact

- Suppliers unable to deliver goods
- Shortages of goods
- Dependency on key supplier
- Lack of suppliers to meet key operational objectives e.g. cleaning companies

Management/Control of Risk. Action Required

- Some supplier costs have increased due to several factors
- Repair and maintenance work is being costed and carried out and is ongoing
- Staff are prioritising repair and maintenance work according to contractor availability as well as urgency
- Quotes are being sought for priority repair and maintenance work and are being brought to Committees.
- **Delays in projects due to lack of responses from contractors. Staff are continually hastening contractors.**

Impact: 3
Probability: 4
Rate: **Medium**

6. Maintenance of buildings/properties and use of resources

Potential Impact

- Inadequate maintenance due to maintenance staff illness
- Infection risks to the public and staff
- Emergency closure of buildings due to maintenance issues
- Loss of income

Management/Control of Risk. Action Required

- Processes for buildings/hirers are checked frequently and hire agreements updated
- Staff continue to monitor and maintain buildings
- Staff are prioritising repair and maintenance work according to contractor availability as well as urgency
- Timetabling of work agreed is in progress. Some going into 2024.
- Quotes are being sought for priority repair and maintenance work and are being brought to Committees.
- Some major repair and maintenance projects are being scoped with a view to creating a programme of future projects spread across several years.
- To ensure clarity priorities should set against projects.

Impact: 3
Probability: 3
Rate: **Medium**



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7. Employment issues

Potential Impact

- Health & Safety issues
- Loss of staff

Management/Control of Risk. Action Required

- Payroll outsourced to a larger council with more capacity to cover sickness
- The Personnel Committee work is progressing; a Staff Handbook is now in place.
- New contracts have been drawn up by our Employment Lawyers, and will be in place for the Deputy Clerk and for temporary staff
- Payroll and pensions information has been updated for the new financial year; year end reports have been submitted for pensions.
- A HR and Health & Safety support contract for three years (2022-2025) provides employment and legal advice
- Staff are under increased pressure at the moment as projects and events gain momentum.
- Deputy clerk current on not fully qualified and does not have access to all financial elements required for the role.
- Consideration should be given to employee's workloads and the additional pressures this brings.
- The introduction of additional training course (online) for all staff to ensure all relevant H&S subjects are covered. Staff will require additional time to complete these courses.

Impact: 2

Probability: 1

Rate: [Medium](#)

8. Health & Safety of Staff, Councillors, Visitors and Contractors arising from Council activities

Potential Impact

- Staff, Councillor or public infection, injury and illness
- Inability to operate
- Legal action

Management/Control of Risk. Action Required

- Staff are aware of covid-19 risks and are taking measures to keep safe. Risk assessments are being updated
- Play areas are regularly inspected
- Information for cllrs is circulated via Dropbox
- Legionella and other safety checks are regularly carried out
- Staff are continuing to monitor and maintain buildings
- Cleaning and sanitisers are in place to reduce the risk of infection in NTC's buildings for staff and tenants
- Risk assessments are carried out for activities and events
- All members of staff check in with the team every morning
- Any staff lone working are checked on periodically during the working day
- Staff are flexible in where they work, according to the needs of the service and their safety
- A HR and Health & Safety support contract for three years (2022-2025) has been agreed.
- Staff continue to carry out work for the health & safety audit.
- Staff workloads are higher as projects and events gain momentum. Specialist resources may be needed to progress some projects
- Compliance for H&S is taking place throughout June/July 2023
- Employee's workloads are increasing, this brings additional pressure. Relevant training for clls is being investigated.



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Impact: 3
Probability: 2
Rate: **Medium**

9. Computer Records/Reliability of system/Loss of data

Potential Impact

- Computer system failure or loss of data

Management/Control of Risk. Action Required

- Our accounts package 'Edge Finance Systems' is online and is backed up and can be used remotely. Edge have remote servers to take over should their business become affected by illness and unable to operate
- All office files are now cloud based, reducing the risk of data loss if a desktop PC fails
- Firewalls and laptop security are regularly updated.
- **Issues with undeliverable emails is being investigated**

Impact: 3
Probability: 3
Rate: **Medium**

10. Procedural and Compliance Risk (law and regulation)

Potential Impact

- Action taken without proper authority
- Lack of transparency
- Council non-compliant or breaching regulations

Management/Control of Risk. Action Required

- Advice is sought from others (SDC Democratic Services, GAPTC, SLCC, NALC) on the interpretation of legislation and government guidance. However, covid-19 advice is confusing and contradictory and has caused an increase in workload to ensure NTC continue to operate legally
- GAPTC are delivering online training
- NTC's Policies have been reviewed
- Minutes are regularly uploaded onto NTC's website
- H&S audit work is ongoing
- Health and Safety training is now available through WorkNest for staff. Consideration of specific training for cllrs is being investigated.
- **H&S training is being carried out by staff.**

Impact: 3
Probability: 1
Rate: **Low**

10. Insurance Risks/uninsured losses

Potential Impact

- Inadequate Cover
- Areas not covered
- Financial Loss

Management/Control of Risk. Action Required

- Income from room hire will be affected by increased costs



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- NTC's insurance cover is regularly reviewed
- Buildings are regularly checked and maintained
- A Facilities Review has been carried out to examine costs and income from room hire and how this can be improved while still serving the community. Hirers are being contacted with the new rates.
- Specialist insurance is arranged as needed e.g. Festival of Words art exhibition insurance
- Staff are working with outside organisations to make sure risk, insurance and safety is understood when running community/public events
- NTC insurers are being consulted on costs for work to the Town Hall retaining wall.
- NTC's insurers have been updated with changes, and will soon confirm cover for the coming year.
- Compliance inspections for insurance being carried out April 24th

Impact: 3

Probability: 1

Rate: **Low**

11. Budgetary control and financial reporting/ adequacy of precept

Potential Impact

- Proper financial controls not maintained
- Inability to meet commitments or key objectives
- Unexpected and unknown costs

Management/Control of Risk. Action Required

- Systems are in place for paperless finance including payment approval and audit
- Council may need to reprioritise activities and projects to deal with emergency measures and recovery
- Council has sufficient reserves in place to fund emergency measures and recovery projects.
- Grant applications are being made where possible
- The Internal Auditor is pleased with the new procedure for paperless finance and robust audit trails shown by NTC's finance system
- The precept and Annual Budget have been agreed and submitted
- The financial implications of new projects are looked at before a decision is made by council and the council's report template asks for details of costs and budget sources
- A cllr has now been appointed to carry out the Internal Checks and Internal Controls
- There is uncertainty due to rising costs nationally and how NTC's income will be affected due to the effects on small businesses and NTC's increase in hire charges.

Impact: 3

Probability: 3

Rate: **Medium**

12. Banking/Cash and Petty Cash

Potential Impact

- Payments not made by hirers
- Covid-19 infection via cash
- Increase in administration, dealing with cash

Management/Control of Risk. Action Required

- The office does not accept cash payments and the petty cash account has been closed
- Most hirers have accepted bank transfer as a method of payment. Occasional long-standing hirers don't yet pay online



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- The Lawn Tennis Association's (LTA) booking app for the tennis courts is working well
- No cash is handled by staff and nearly all banking is now online and income by bank transfer
- Expenses claims are used instead of petty cash
- Procedures and policies for volunteers handling payments need to be agreed and training put in place.
- One or two hirers still pay by cheque but the majority prefer online banking
- New procedures are now in place for TIC volunteers to sell tickets on behalf of local groups. All activities are monitored and recorded.
- Civic Centre is being used as a ticket office while the TIC is shut
- Party bookings are now being paid for in advance following non-payments.
- Deputy clerk current on not fully qualified and does not have access to all financial elements required for the role.
- Deputy Clerk banking paperwork sent off awaiting response.
- Deputy Clerks bank access has been approved. However, incorrect access was provided awaiting update.

Impact: 2

Probability: 2

Rate: **Medium**

13. Dependency on income sources/lettings

Potential Impact

- Cash flow & budget impact of loss of income source
- Hirer income is not covered by insurance

Management/Control of Risk. Action Required

- The tennis courts income has increased since introducing the LTA app
- Council will reprioritise activities to account for loss of income
- Council isn't solely reliant on hirer income to operate
- Town hall business tenants offer a regular source of income – tenancies are currently being renewed
- The effect on future income due to increased hire charges and the cost-of-living crisis is not known. The Annual Budget for 2023-2024 will reflect this.
- Grants are applied for where possible.
- Loss of income from the Mortimer Room has been factored in for the library maintenance work

Impact: 2

Probability: 2

Rate: **Medium**

14. Public concern and fear

Potential Impact

- Increase in panic and confusion
- Mistrust of the council

Management/Control of Risk. Action Required

- There are regular updates on NTC's website
- Civic Centre window display is changed regularly and used to communicate positive messages. The Civic Centre noticeboard is used to communicate important information to those with limited access to the internet – i.e. Bus routes, SDC/GCC contact details
- Articles are sent to Nailsworth News, SNJ and other media



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- Regular contact with NTC volunteers such as TIC and Archives helps to reassure people that NTC can be trusted
- Staff recognise the importance of small, positive actions.
- Staff reassure callers to the office.
- NTC are involved in various initiatives to boost local confidence and celebrate the town e.g. Festival of Words
- Annual Town Meeting was an opportunity for the public to meet cllrs and ask questions
- All NTC agendas, papers and minutes are available on the website.
- Changes in the TIC management will allow a review of all processes, volunteer handbook and a new recruitment drive.
- Councillor surgeries are being well attended; this increases awareness of council roles to residents.

Impact: 1

Probability: 2

Rate: **Low**



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Agenda Item 14

Meeting of Full Council

Meeting date Tuesday 17th October 2023

Subject To note the conclusion of the Annual Audit and the External Auditor's report

Author Clerk

Status Information

If you have any questions about this item and the information is not included in this report, please contact the Clerk or Deputy Clerk by 10am on the Monday before the meeting.

Summary

The External Auditor's report conclusion and excepted matters.

Detail

PKF Littlejohn, the external auditor has completed their examination of NTC's finances and processes. The auditor has issued their completion certificate with the following excepted matters;

The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015. Section 2 was not signed by the Responsible Finance Officer before approval.

NB. The RFO completed and signed the AGAR before going off sick and a date for this signature (21st June 2023) was added to the document after it was signed at the meeting on 20th June 2023. Therefore the External Auditor asserts that the AGAR was not signed in accordance with the Regulations.

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 6, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

The Annual Internal Audit Report focuses on a series of internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided a conclusion on the following internal control objectives I in respect of an adequate explanation where the response given is 'No'. The Annual Internal Audit Report will inform the authority's response to Assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.

NB. This refers to a previous weakness in NTC's internal controls – a lack of regular Internal Audit Checks carried out by a cllr. This was rectified in April; an Internal Control Policy has been introduced and a cllr has carried out checks.

The Notice of Conclusion of Audit was received on Friday 29th September and the legal date for publishing the Notice on the council's website was Saturday 30th September. Due to other work the notice wasn't published until the following week. This minor matter might be mentioned in next year's external audit.

ENDS.



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Agenda Item 15a

Meeting of Full Council

Meeting date Tuesday October 17th 2023

Subject To receive the Mayor's monthly report

Author Cllr Mike Kelly

Status Information

Summary

The Mayor's report for October.

Detail

02 Oct: attended a very interesting and thought-provoking evening's HSE course given by SDC about Health and Safety in the workplace.

11 Oct: attended a lunchtime TIC meeting organised by Katherine in the library.

11 Oct: went to a Chamber of Trade meeting.

14 Oct: took part in the monthly councillors' surgery session in the library.

Ends



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Agenda Item 15b

Meeting of Full Council

Meeting date Tuesday October 17th 2023

Subject To receive the Deputy Mayor's monthly report

Author Cllr Shelley Rider

Status Information

Summary

The Deputy Mayor's report for October.

Detail

Deputy ` mayors report – Sept / oct23

6 sept - ` presented at new councillor training SDC

9 Sept - Heritage Open Day

19 Sept – Chaired full council meeting

25 Sept – attended TIC meeting

5 Oct - Emotional Resilience training

9 October – Health and safety training/ violence and aggression training SDC

11 October Chamber of trade meeting

Ends



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Agenda Item 15c

Meeting of Full Council

Meeting date Tuesday October 17th 2023

Subject To receive the District Councillors monthly report

Author District Councillors

Status Information

Summary

The District Councillors report for October.

Detail

Stroud District Councillors' Report – October 2023
Report of meetings during September 2023

All Stroud District Council and Committee papers can be found here:

<https://www.stroud.gov.uk/council-and-democracy/meetings>

Recordings of meetings are available via the Council's You Tube channel (Live recordings):

https://www.youtube.com/channel/UCeH_AmF0s-TShcYIM8Stweg

Development Control Committee – 12th September

- Land At Sharpness Docks, The Docks, Sharpness, Gloucestershire S.17/0798/OUT
Mixed use development which includes up to 300 dwellings, industrial and distribution development, up to 100 holiday lodges/camping pitches, hotel, public open space, landscaping, visitor parking, new access road and associated infrastructure. This application was deferred to a future meeting as additional information was required.

- Land North Of, Bradley Street, Wotton-Under-Edge, Gloucestershire S.23/1157/VAR
Variation of condition 2 (approved plans) of application S.19/1054/FUL - Alteration to design of 8 affordable dwellings (new council homes), with associated vehicle parking and landscaping, following the demolition of the existing buildings. The application was approved.

Environment Committee – 14th September

Randwick Conservation Area Statement – approved the consultation process which will be led by the parish council.

Interim Resources & Waste strategy for Gloucestershire – approved this strategy that reflects the SDC focus on the waste hierarchy. It is very frustrating however that we still await (and have done for years now) many key government decisions on waste and recycling, that are holding up key council actions.

Rollout strategy for EV chargers in SDC car parks – approved including four in Nailsworth. Hopefully the first set of EV charging points will be installed by the end of the year.

Climate action Reaffirmed SDC membership of UK100, the group of councils leading on climate action.

Information reports were shared on the Strategic Planning Advisory Board, Stroud Regeneration Committee, Gloucestershire Climate Leadership Group, Stroud Valleys Project Board, Cotswold National Landscape Board/AONB, Walking and Cycling Annual Report, Air Quality Monitoring and the Marine Management Organisation (MMO) and the South West Inshore & Offshore Marine Plan.

Housing Committee – 19th September

Private Sector Housing Renewal Policy was extended for a further 12 months. This relates to the financial assistance that SDC will make available for housing renewal in the private sector – including



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assistance for homeowners and tenants living in the private rented sector and social housing. SDC along with the other Gloucestershire district councils is currently undertaking a private stock condition survey of 1,000 properties per district selected at random from the Council tax data base – and the data will inform the new policy. Currently SDC can offer grants or loans to assist householders, including Disabled Facilities Grants to provide disabled adaptations and Healthy Homes Loans to householders on low incomes for urgent repairs which if not carried out could affect the occupant's health.

Local Authority Housing Fund – a second capital bid to government was approved for the purchase of accommodation to be held in the Housing Revenue Account for people eligible under the Ukraine or Afghanistan resettlement and relocation schemes. The homes will then become council homes available to all eligible local residents. Under the first phase of the scheme, 15 homes are being purchased by SDC. The new scheme will add a further four homes.

Damp & Mould - new policy adopted, to replace the 2017 policy. Damp and mould is of high national interest and has become a key focus for the Social Housing Regulator and the Social Housing Ombudsman and SDC has developed an action plan to tackle damp and mould issues.

The New Homes Programme ([link](#)) sets out that work on the Gloucester St/Bradley St site in Wotton (8 units) should commence in December with the first completions due later in 2024. Cambridge House in Dursley (13 units) is likely to start in January and Glebelands in Cam (23 units) should commence April 2024.

Homelessness – the SDC Housing Advice Team is dealing with increasing numbers of cases, while access to affordable housing is diminishing ([link](#)).

Renters' Reform Bill – This Government bill aims to improve conditions and security of tenure for renters. It will ban 'no fault' evictions (which cause 20% of all homeless presentations nationally) and it will introduce a landlord database, amongst many other things. Although it will bring improvements there's a concern that it may push some landlords to leave the market when there is already a shortage of private rental accommodation.

SDC Tenant Services - other policies and updates related to council tenants and SDC tenancy services were approved: Asbestos Policy, Mobility Scooter Policy, Updated Tenancy Conditions, Tenant Representative report, progress on the Cleaner Estates & Service Standards plan, and Tenant Engagement plan.

Community Services & Licensing Committee – 21st September

Community Safety Partnership Plan – this plan outlines how the council will approach community safety issues. The plan was put together in partnership with many other responsible authorities and organisations, such as the Police, GDASS and more. The Plan has six priorities, which are based upon multi-level conversations, the priorities of the Police and other organisations, data, and what concerns the community most. They are:

- Creating Safer Communities
- Tackling Violence against Women and Girls
- Strengthening your Constabulary
- Targeting the causes of crime
- Supporting victims and reducing re-offending
- Empowering local communities

Digital Careline - The Careline Service is Stroud District Council's way of helping to provide residents in our communities with the support and reassurance to live independently in their own homes. There are currently around 1,300 people using the service across the district. A device is connected to their phone line and enables them to call for emergency help from anywhere in their home.

Neighbourhood wardens provide vital support for these residents. The Careline service will be digitised, and all residents and their families will be carefully supported through this transition. This is to ensure that Careline keeps up with the national project to digitise all phone lines by 2025.

Museum in the Park - There was an update on the work of the museum, and it was noted that with the support of two grants, the museum has been able to acquire an Iron Age hoard of 17 coins found in Cam and Dursley ([link](#)).

Council properties - Air Source Heat Pump installation project - the Salix-funded project, to install Air Source Heat Pumps at Stratford Park Leisure Centre, the Museum in the Park, Stroud and The Pulse, Dursley is progressing well with a contractor appointed (Cotswold Energy Group), building contracts completed and a start made on all sites ([link](#)).



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Tennis Courts Since the resurfaced courts in Stratford Park opened in June, 165 annual memberships have been purchased which translates into 453 members. The courts have also seen the launch of the coaching programme with Tennis Plus Academy which provides the opportunity for children and adults to get fit, learn new skills, meet new friends and have fun. During the winter months, the courts will be hosting winter floodlit league matches in partnership with Upton St Leonards Tennis Club. <https://clubspark.lta.org.uk/StratfordParkTennisCourts>

Cost of Living - The leaflet 'Worrying about Money' is available for parish and town councils to distribute. It outlines where to get support and what to do if you find yourself struggling with money and rising costs. Online copy: <https://www.stroud.gov.uk/media/2236751/stroud-and-cotswold-final-leaflet-1.pdf>

Other reports covered the Neighbourhood Wardens service, the Police and Crime Panel, Homestart, and Abandoned Vehicles.

Audit & Standards Committee – 26th September

Accounts from last year were agreed. They show a positive financial position especially considering the economic and funding challenges of last year.

Audit reports – positive reports were received on Biodiversity Net Gain, follow-up on housing voids, Covid-19 business grants, Decarbonisation Grant wave one, and Home Upgrade phase 2. The Cleaner estates strategy internal audit was given 'limited' assurance due to risks not being identified and lack of transparency of the action plan. A review on damp and mould action was acceptable but reported 7 medium actions for officers to implement. A consultancy review on Planning Enforcement showed good progress made.

Documents approved: Annual governance statement, Annual Chair of Audit & Standards annual statement, revised code of corporate governance, and Counter Fraud Team annual report.

Annual Head of Audit report gives an 'acceptable' rating, which is a very good result.

Risk reporting – new report was well received with questions on cyber-security.

Treasury management - returns have improved in line with increasing interest rates, but the capital value of some investments has fallen. A recent divestment from Barclays, which was the council's worst ESG-rated investment (Environmental, Social and Governance) was welcomed by the committee and this will improve the council's overall investment ESG rating.

Other local issues

Stroud District Local Plan

In August, Stroud DC received a letter from the Planning Inspectors concerning the Examination in Public of the draft Local Plan for Stroud District. The Inspectors raised concerns particularly about transport infrastructure and the capacity of the M5 junctions 14 and 12. In response the District Council has now shared an Action Plan with the inspectors, setting out the details of the work the Council believe can overcome their concerns with the draft Local Plan. We hope that there is a pragmatic way forward for the Council and relevant stakeholders, and we have requested a pause of up to 6 months to the examination to enable this additional work to take place. The Inspectors have not yet responded to this request. All the documents can be found here:

<https://www.stroud.gov.uk/environment/planning-and-building-control/planning-strategy/stroud-district-local-plan-review/local-plan-examination/examination-library>

Community Ownership Fund – shared by South West Councils

The government is providing £150 million over 4 years to support community groups in England, Scotland, Wales and Northern Ireland to take ownership of assets and amenities at risk of being lost. Voluntary, community groups and parish, town and community councils (depending on eligibility requirements). can bid for funding to acquire important assets and run them for the benefit of the local community.

The Fund will run until March 2025. There will be regular bidding windows throughout the year for applicants to submit a full application to the Fund.

<https://www.gov.uk/government/publications/community-ownership-fund-prospectus>

New lease for Old Town Hall, Stroud



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The future of a 16th Century building could be secured by an organisation with the funds to invest in it. Stroud DC is considering offering a long lease for the Old Town Hall in the town's Shambles. The Council is committed to retaining the freehold of the Old Town Hall, which is Grade II* listed and is a valued historic asset for Stroud and the wider area. Continued public access to the building will be proposed as part of any lease terms. The council is proposing to offer a long lease for the building, in line with the process for an Asset of Community Value, so that community groups and others can also express their interest in the property. <https://www.stroud.gov.uk/news-archive/new-lease-for-historic-building-proposed>

Museum in the Park survey

The Museum in the Park in Stroud is celebrating being the seventh most visited free-of-charge attraction in the region by launching a survey for visitors. The museum, which is owned by Stroud District Council and run as a partnership between the council and registered charity Stroud District (Cowle) Museum Trust, welcomed 42,056 visitors during 2022, an increase of more than 17,000 on the previous year. According to Visit Britain which collated the information, the Museum in the Park was the most visited free-to-enter museum in the South West.

People are now invited to take part in a short survey to help staff understand what they enjoyed most about their visit, changes they would like to see, and what would encourage them to visit the museum again in the future. The museum would also like to hear the views of those who have heard of it but never visited. Complete the short survey by visiting www.tinyurl.com/mr3uadp2

Resident and business annual satisfaction survey

The views of 500 residents and 200 businesses are once again being sought to help Stroud DC improve the services it provides. This consultation happens every year through 500 telephone surveys with residents, and 200 business surveys in the Stroud district to gather feedback on the council's priorities and services. The Annual Satisfaction Survey starts on Monday, September 11, and is conducted by a third party company on behalf of the council.

To demonstrate how the council has acted on the feedback received through the 2022 consultation, a 'You Said, We Did' report has been produced. The report includes many examples of how the council has listened to and acted on feedback received through last year's surveys. One of the main achievements has been the introduction of more online services. These include reporting missed bin collections, booking and renewing garden waste collections, booking bulky waste collections, and booking building control inspections. Council Tax, business rates and housing benefit claims can also be managed at My SDC Account and more online services are on the way. The results can be seen here: <https://www.stroud.gov.uk/media/2208914/you-said-we-did-infographic-v3.pdf>

Ends



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Agenda Item 15d

Meeting of Full Council

Meeting date Tuesday October 17th 2023

Subject To receive the County Councillors monthly report

Author County Councillors

Status Information

Summary

The County Councillors report for October.

Detail

Changes to County Divisions

There is currently an LGBC Review of County Divisions taking place. It would seem that, with the increase in population, the current number of GCC councillors will be increased to 55 with a new division in the Stroud area consisting of Haresfield and Upton St Leonards.

There will be one other new Division based around Bishops Cleeve in the Tewkesbury district. The only other changes in the Stroud area, which are in the first consultation, includes moving Whiteshill and Ruscombe out of Painswick and Bisley into the new Haresfield and Upton Division. Stroud Trinity Ward will be moved to Painswick and Bisley. This is happening due to the increase in numbers which as we know, took place under the constituency changes.

The Nailsworth Division would remain the same, consisting of Amberley, Horsley, Kings Stanley, Nailsworth and Woodchester.

Motions discussed at Full Council on 13th September

Motion 925 on flooding around Stroud – It was agreed to arrange a meeting of all agencies involved.

Motion 926 – Hunting with dogs on council land, which I seconded. This motion was heavily amended by the Tories as they did not want to have a vote. They 'won the day' as it was 'watered down' and sent to Scrutiny to investigate.

Motion 928 – Refugees. This was passed without our amendment to have asylum seekers also included.

Motions to Council on 8th November

This will include a motion on the protection of Minchinhampton Common and Rodborough Common regarding the possibility of more graziers removing cows due to the loss of some livestock this summer.

Double Yellow Lines

There has been a good response from residents to the first consultation, with over 60 responses. These are currently being looked at by TRO Ltd, with possible alterations being made before going out for a second consultation.

Highways in Nailsworth

I continue to ask questions of the Highways Department regarding the resurfacing of Homefield, as to whether an alternative contractor has been found.

I am pleased to say that Nymphsfield Road, from the Youth Club to FGR, has been added to the resurfacing programme for 2024/25. I have contacted Gigaclear as I am aware that they plan to cable this area and it would be good if it was carried out prior to the resurfacing.

I shall be meeting with Paul Helbrow this week to look at how Highways can put in place a programme to clear all the gutters and the cattle grid on the 'W' twice a year.



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Ends



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Agenda Item 15e

Meeting of Full Council

Meeting date Tuesday 17th October 2023

Subject To receive an update on NTC office activities.

Author Clerk/Deputy Clerk/Office staff

Status Information

Summary

Activities by NTC staff to support council business and residents, and the activities of key town organisations.

Detail:

TIC

Meetings with TIC volunteers are being held every two weeks (Wednesdays 1-2pm) to make progress on some of the plans and ideas being discussed. The last meeting on Wednesday 11th October, focussed on recruitment with discussions on volunteer roles, the application and induction process. There have also been discussions about greater coordination with library staff and volunteers and how this could provide a better service to the town.

Community Policing

The PCSOs visit the Civic centre regularly to exchange information and address any issues of concern. Concern has been raised by a resident about daytime drinking, drug taking and urinating in public, in Mortimer Garden. Residents, cllrs and staff are asked to report any incidents on the police website so that a pattern of incidents can be established. Concerns have also been raised about late night music playing in both Mortimer Garden and St George's church and the Police welcome any information about these incidents or similar.

Buildings and facilities: repair and maintenance

The broken window glass has been replaced at the KGV changing rooms with toughened glass and the other windows in the building have also been upgraded to toughened glass.

The electrical work certificates have been received for work carried out on all buildings.

Work is ongoing at the War Memorial; the contractor is aiming to complete the work by Remembrance Day but there may be parts that need to be completed afterwards. This is due to issues with how the original memorial was built, with no hardcore foundation under the paving, and in some cases using stones not suited to paving which now need more complicated repairs.

Racking for the Arkell Centre and the Mortimer Room has been delivered and installed.

The perspex of the three large town map noticeboards have become discoloured. They have been revived with a new type of perspex that will be more long standing. An update to the map itself is being investigated and this will be brought to the Environment Committee for approval.

The front doormat well in the Civic Centre has worn down and there is a trip hazard. Work has been ordered to repair the damage, bringing the floor up to the same level and replacing the threshold carpet. While this work is being done to office will need to be closed. Staff will coordinate the date for this work with Health and safety training.

A radiator has fallen off the wall in the Main Hall at the Town Hall. A contractor has isolated it and will reinstall it soon. Other radiators in the same hall have been checked for stability.

Health and Safety Training

Staff continue to carry out the WorkNest online H&S training, this training may take some time to complete.



Nailsworth Town Council

Christmas preparation

Christmas lights for the Mortimer Garden have been delivered. The groundwork for the electrical installation is complete and the electrician is due to start installation of the new lights and electric box. The Christmas motif streetlights have been ordered. The installers are aware and are planning a visit when the lights arrive to assess the installation.

Green spaces work

A list of winter works to be carried out by the groundsman has been collated and is being reviewed. Some of the works are extensive and will need to be authorised prior to the work being carried out. Following completion of a grit bin review last winter and working alongside GCC, four new grit bins are due to be installed imminently. Three sites require extensive ground works prior to installation and filling.

The zipwire at Miles Marling Field is due to be repaired and we are waiting for a date from the installer.

The spring chicken in the play park at KGV has been repaired. Urgent repairs on the skate park were delayed due to bad weather but the works have been rescheduled for mid October.

The tree survey works has been reviewed and will come to the Environment Committee for approval. There is a European Hornet nest in the old pavilion at KGV Field. European Hornets are a type of wasp and are now rare. The advice is that if the Hornet nest is not in a place which causes a danger, to leave it until the Hornets die off in the first frosts. Hornets won't use the same nest again. As the building is not in use and it's easy to avoid the nest, it will stay in place. We have put up a notice near the nest to explain this.

ENDS.