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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 16th July 2024 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
11th July 2024

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 & safety briefing
- 3 Declarations of interest and applications for dispensations
- 4 Consideration of Planning Applications received as follows:

CONSULTATION

- a) S.24//1172/FUL. Land At, Old Bristol Road, Nailsworth, Gloucestershire. Application: Full Erection of 4 no. dwellings. Resubmission of S.24/0120/FUL
- b) S.24/1169/PBC. Beechwood Farm Windorsedge Lane Nailsworth. Application: PBC. Use of land for temporary recreational campsite

TREES IN A CONSERVATION AREA

None

PREVIOUSLY TRACKED APPLICATIONS

- c) S.24/0590/FUL. 1 Brewery Gardens, Brewery Lane, Nailsworth. Application: Full planning application. Description: Erection of a garage (retrospective). Application permitted. NTC object to this application.
 - d) S.24/0856/HHOLD. Briar Bank, Bath Road, Nailsworth. Application: Householder. Description: Erection of a detached two-storey garden room. Application refused. NTC request a condition that the building is ancillary to the main dwelling is implemented.
 - e) S.24/0878/TPO. 6 Vicarage Gardens, Nailsworth, Stroud, Gloucestershire. Application: Tree Preservation Order. T1 Beech tree - Inner crown thin by 30%. T2 Lime tree - Pollard by 5m canopy and 2m lateral. Lower Large epicormic limb to be felled to ground. Application approved. NTC: No Observations
 - f) S.24/0510/HHOLD. Kingsgate, Horsley Road, Nailsworth, Stroud. Application: Householder. Erection of single storey extension, loft conversion, new dormer & gable windows, rooflights and external veranda. Application permitted. NTC: no observations.
- 5 To confirm minutes of the Full Council meeting on Tuesday 2nd July 2024
 - 6 To confirm minutes of the Environment Committee on Tuesday 2nd July 2024
 - 7 Accounts
To agree payments in accordance with the budget as listed in the attached reports
 - 8 To consider co-options to a casual vacancies
 - 9 To review NTCs Strategic Priorities
 - 10 To consider a grant requests:
 - a) Grant request from Love Nailsworth



NAILSWORTH TOWN COUNCIL

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Clerk to Council: Katherine Kearns

- b) Grant requests from Concord
- c) Grant requests from Nailsworth In Bloom (NiB)

Reports for information (no decisions required):

- 11 Financial summary:
 - a) Income and Expenditure report
 - b) Budget comparison report
 - c) Main bank account reconciliation report
 - d) Premier bank account reconciliation report
- 12 To review NTC's Risk Assessment
- 13 Reports:
 - a) Report from Town Mayor
 - b) Report from District and County Councillors
 - c) 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, Old Bristol Road
on Tuesday 2nd July 2024
DRAFT

Present:

Clr Ros Mulhall(Chair)
 Clr Julian Dennis
 Clr Shelley Rider
 Clr Steve Robinson
 Clr Phil Sullivan
 Clr Tyler White

Minutes:

Deputy Clerk

Apologies:

Clr Peter Bodkin
 Clr Paul Francis

Verbal Introductions

These were made.

2024/047**Public Participation**

There were no members of the public present.

2024/048**Declarations of Interest & Applications for Dispensations**

There were none

Clr Sullivan declared an interest in 2 of the planning applications

2024/049**Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.24/1052/VAR. Calder Cottage, Spring Hill, Nailsworth, Stroud. Application: Variation of Condition. Variation of condition 3 (ecological impact assessment) and 4 (biodiversity enhancements) from S.24/0176/HHOLD.
Comment: NTC support this application
- b) S.24/1087/LBC. Springhill Court, Spring Hill, Nailsworth, Stroud. Application: Listed Building Application. Rebuild front wall with wider gate openings & extended electrical gates.
Comment: NTC support this application
- c) S.24/1092/PBC. Ruggers Green Barn, Tetbury Lane, Nailsworth. Application: PBC. Notice for 60 day camping rule.
Comment: No Observations
- d) S.24/0795/LBC. Weavers House, Horsley Road, Nailsworth, Stroud. Application: Listed Building Application. Removal of electric gates.
Comment: No observations
- e) S.24/0794/HHOLD. Weavers House, Horsley Road, Nailsworth, Stroud. Application: Householder Application. Removal of electric gates.
Comment: No observations

- f) S.24/1146/HHOLD Kingsgate, Horsley Road, Nailsworth, Stroud. Application householder. Erection of a detached, single storey outbuilding.
Comment: NTC request a condition that the PROW ZNA21 is not closed or obstructed during construction.
- g) S.24/1161/HHOLD. The Rest, Shortwood, Nailsworth, Stroud. Application: Householder Installation of a fence. Existing access gate to be replaced with timber gate
Comment: No observations
- h) S.24/1162/LBC Springhill Court, Spring Hill, Nailsworth, Stroud. Application: Listed Building Application. External repairs & alterations. Repairs of roof, windows, flume pit, repointing gutters, drains. Demolish garden wall, rebuild wall with reused stone, reinstall wrought iron gate
Comment: NTC support this application
- i) S.24/1170/LBC. Springhill Court, Spring Hill, Nailsworth, Stroud. Application: Listed Building Application. Internal repairs and alterations
Comment: No observations
- j) S.24/0784/CPE. 19 Colliers Wood, Nailsworth, Stroud, Gloucestershire. Application: Certificate Existing Lawful Use/Dev. Certificate of Lawfulness for a garage conversion for a period in excess of four years.
Comment: No observations

TREES IN A CONSERVATION AREA

- k) S.24/1103/TPO. Swedish House, Spring Hill, Nailsworth, Stroud. Application: Tree Preservation Order. T1 (TPO 484) Copper beech tree to be inner crown thinned by 20%. Remove deadwood and crossing branches.
Comment: No observations
- l) S.24/1131/TPO. Beaudesert Park School, Box, Stroud, Gloucestershire. Application: Tree Preservation Order. TPO group 0245 - Crown raise over the road to 6.0m & cut back to the inside of the wall between the 2 entrances. Small Chestnut tree - fell to near ground level.
Comment: No observations

PREVIOUSLY TRACKED APPLICATIONS

- m) S.24/0853/TPO. 29 Whitecroft, Forest Green, Nailsworth. Application: Tree Preservation Order. Description: T1 - Ash tree – fell. Application permitted. NTC: No Observations
- n) S.24/0679/HHOLD. The Nook, Watledge Road, Nailsworth, Stroud. Application: Householder. Erection of a single storey rear extension. Application permitted. NTC: No observations.
- o) S.24/0488/HHOLD. Tudor Cottage, Harley Wood, Nailsworth, Stroud. Application: Householder. Erection of single storey side extension and renovation works to existing dwelling. Application permitted. NTC: No Observations
- p) S.23/2489/FUL. Beaudesert Park School, Box, Stroud, Gloucestershire. Application: Full Upgrade pool building, first-floor extension and replace sports hall roof. Application permitted. NTC comment: While NTC welcome these alterations to make the school's buildings more energy efficient, the council wishes it to be recognised that any improvements will attract further traffic to the school. NTC is very concerned that numerous complaints are received about parking on the protected National Trust Common and causing obstructions in the nearby roads. NTC asks that this issue is addressed by the school with adequate car park provided on site. In addition, there's an opportunity for biodiversity improvements with this application and

NTC request that universal bird nest bricks are installed on all the mentioned buildings. If swifts are present in existing buildings, it is requested that their nest locations are recorded with the assistance of Stroud Swift Group and the work is carried out outside of nesting season (May – August) with swift boxes being installed in the identified nest locations.

2024/050

To confirm minutes of the Full Council meeting held on Tuesday 18th June 2024.

These were noted.

All **agreed**

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

.....
Date



NAILSWORTH TOWN COUNCIL
Minutes of the Environment Committee
Held at 7pm in the Town Hall on Tuesday 2nd July 2024
DRAFT

Present:

Cllr Shelley Rider (Chair)
Cllr Julian Dennis
Cllr Tyler White

Minutes:

Deputy Clerk

Apologies:

Cllr Peter Bodkin (ex officio as Mayor)

Note of Public Participation

None

Declarations of Interest & Applications for Dispensations

There were none.

To consider a tree survey of all NTC's tree stock at a cost of up to £2,715.50

It was **recommended** to approve the midsummer tree survey at a cost of up to £2,715.50.

Agreed

To consider the draft Biodiversity Policy

It was **recommended** the council adopts the Biodiversity Policy in accordance with the legislation.

It was agreed the council should adopt the biodiversity policy.

Cllr Dennis commented that the document is a nicely presented document. Also, that the limited use of chemicals should be highlighted at the next review of the document.

To consider a tree planting plan as part of NTC's Biodiversity Action Plan.

It was **recommended** to

Approve the five-year tree planting plan and to use the Climate Emergency Reserve for tree planting in Winter 2024-25

Commission a provider to hold a community tree planting event in Winter 2024-25

Approach NCAN for funding for tree planting

Approach GCC for funding for tree planting

It was agreed to accept the tree planting plan in principle, the finer detail of the plan should be discussed at a later date. It was agreed to hold a meeting at the King George V playing field on the 16th July at 5:45pm to discuss the plan.

To review Environment Committee [Environment Action Plan](#)

The action plan was reviewed, and members allocated as owners of specific entries.



.....
Chair of Environment Committee
Nailsworth Town Council
Civic Centre, Old Market, Nailsworth, GL6 0DU

.....
Date

Nailsworth Town Council

Expenditure transactions - payments approval list Start of year 01/04/24

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
16198	DD230412 OCTOPUS	£34.82	£34.82	2060	06/04/23	KI-A3005C22-0	Octopus - Mortimer room	£34.82
16978		£1,632.87	£1,632.87	1130/2	17/06/24	subs	GAPTC - Annual subscription	
16979		£290.00	£290.00	4140	19/06/24	240619	Avendale Garden Maintenance Service - All Saints Church, Shortwood grass cutting June	
16982		£94.98	£94.98	1140/5	19/06/24	HS117021	Homeshred UK Identity Destruction Ltd - Confidential waste collection and disposal	
16984		£33.94	£33.94	3050/2	21/06/24	1918626	Workwear Express Ltd - Waders	
16992		£292.36	£292.36	1165/6	25/06/24	1800763592	Gloucestershire County Council - cleaning CC&MR	
16985	DD2407112 BRIT	£19.84	£19.84	3070	27/06/24	812980159	British Gas - KGV electricity	£19.84
16986		£271.80	£271.80	2040/1	28/06/24	12211221	Spot On Supplies (Cleaning & Packaging) Ltd - Consumables for NTC sites	
16987		£554.00	£554.00	1140/5	28/06/24	3	Arkell Community Centre - Green Britain Foundation	
16989		£700.00	£700.00	2000	30/06/24	9172	A-Z Cleaning - Office clean - June	
16990		£614.10	£614.10	1170	30/06/24	010624R	Down To Earth Gloucestershire CIC - maintaining town borders	
16991		£136.09	£136.09	3050/2	30/06/24	818980	Brutons Hardware Ltd - various	
17011	DD240720 GRUN	£10.12	£10.12	1260	30/06/24	PSI 1087590	Grundon Waste Management - waste management TH	£10.12

Signature _____
Date _____

Signature _____

Nailsworth Town Council

Expenditure transactions - payments approval list Start of year 01/04/24

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
17012	DD240717 GRUN	£12.66	£12.66	1260	30/06/24	PSI-1087591	Grundon Waste Management - waste collection CC	£12.66
17014		£4.51	£4.51	3010/2	30/06/24	12961	Denis Brown and Son - KGV	
16993	DD240708 CTOPUS	£26.33	£26.33	2060	01/07/24	KI-A3005C22-0	Octopus - Mortimer room	£26.33
16994		£163.43	£163.43	1140/1	01/07/24	240701	Acerola Telecom - Phones and braodband	
17013		£428.40	£428.40	4021/9	02/07/24	1800764058	Gloucestershire County Council - Library	
16995		£18.12	£18.12	3050/2	03/07/24	64644	Nailsworth Garden Machinery - 4 stroke oil and 2 sleeves	
16996	DD240710 OCTOPUS	£32.27	£32.27	2110	03/07/24	KI-01B53B5D-0	Octopus - Clock tower elec	£32.27
16997	DD240721 OCTOPUS	£23.58	£23.58	3070	03/07/24	KI-94567F80-0	Octopus - Changing rooms Elec	£23.58
17009		£60.00	£60.00	1090	04/07/24	5218	Master Cobbler - Engraving for Mayors chain	
16998		£81.28	£81.28		05/07/24	EXP240705	Cliff Christie - expenses	
	1	£30.00	1120				keyboard	
	2	£37.27	1090				Councillor ID cards	
	3	£14.01	2040/1				padlocks for electrica box in TH	
17010	DD240714 OCTO	£6.73	£6.73	3035	06/07/24	KI24066B24-00	Octopus - Mortimer garden electricity.	£6.73

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - payments approval list Start of year 01/04/24

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
16983		£20.99	£20.99		07/07/24	EXP	Katherine Kearns - expenses	
	1	£15.59	1140/5		zoom			
	2	£5.40	1140/5		refreshments for planning training			
17007		£192.50	£192.50	3050/2	07/07/24	85	AES Maintenance - Mortimer garden electrical work	
17019	DD240714 FUEL	£38.17	£38.17	3050/3	07/07/24	9007745157	Fuel Card Services Ltd - Fuel	£38.17
17008		£122.54	£122.54	3010/2	08/07/24	12839	Denis Brown and Son - KGV	
17015		£27.99	£27.99	3050/2	08/07/24	64644	Nailsworth Garden Machinery - Blades for Masport 575 rotary mower	
17016	DD240728 OCTOPUS	£145.39	£145.39	2030	08/07/24	KI-5C5DCFF8-0	Octopus - Electricity	£221.32
17017	DD240728 OCTOPUS	£75.93	£75.93	2020	08/07/24	KI-5C5DCFF8-0	Octopus - Gas	£221.32
17018		£14.00	£14.00	1120	09/07/24	EXP	Emily Dolphin - Window trellis	
17020	DD240723 WATER	£56.18	£56.18	2050	09/07/24	INVO6223595	Water Plus - TH water	£56.18
17022		£695.00	£695.00	1165/3	11/07/24	240517	James Mustoe Building and Carpentry Services - Work in kitchen and Mortimer room	
Sub Total		£6,930.92	£6,930.92					
		£16,675.68	£16,675.68				Confidential transactions	
Total		£23,606.60	£23,606.60					

Signature _____

Signature _____

Date _____



Nailsworth Town Council

Agenda Item 8

Meeting of Full Council

Meeting date Tuesday 16th July 2024

Subject To consider co-option to three casual vacancies

Author Clerk

Status Action

Summary

To review applications for the co-option of councillors on to Nailsworth Town Council.

Detail

The local elections in May this year resulted in 8 councillors filling the 11 available positions on Nailsworth Town Council (an uncontested election).

The three vacancies have been advertised in Nailsworth News and on notice boards

The council is invited to consider co-option to the vacancy using NTC's co-option policy and application form. The closing date for the application was 1st July 2024 and four applications have been received

NTC offer the following legal guidance

Eligibility for co-option

A person is eligible to be co-opted provided he is qualified to be a councillor (see s.79 of the 1972 Act) and is not disqualified by s.80 of the 1972 Act.

Declaration of Acceptance of Office

In accordance with section 83(4) of the 1972 Act, on being elected to office, a councillor must sign a declaration of his acceptance of office, in the presence of another councillor or the clerk. The declaration must be delivered before or at the first meeting of the council after election/co-option or, if permitted by the council at that meeting, before or at a later meeting fixed by the council. If a councillor fails to deliver the signed declaration at the due time, a casual vacancy arises. There is no provision allowing a declaration to be delivered retrospectively.

Registration of interests

Within 28 days of becoming a councillor in England, a person must notify the Clerk and Monitoring Officer of any "disclosable pecuniary interests" as defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012/1464. The definitions of disclosable pecuniary interests are given in Legal Briefing L10-12. In England, the code of conduct adopted by a council under section 27(2) of the Localism Act 2011 Act may require a councillor to give notification of interests which are not disclosable pecuniary interests within 28 days of his election to office. This will be the case if a council has adopted NALC's template code of conduct.

NALC advises that for the sake of transparency, decision making for co-option is kept public.

If the Council wishes to speak to the candidates before making a decision, the candidates can be asked questions at the meeting, if they attend.

As there are more candidates than vacancies, a vote will take place. If there are more candidates for the available positions, the result must be by a clear majority, meaning that the chosen candidate must receive more votes than the total of votes; for the other candidates.



Nailsworth Town Council

Options

To co-opt candidates to the position of councillor

Recommendation

To co-opt candidates to the position of councillor

Costs n/a

Funding Source

n/a

There are four candidates who have applied for the 3 positions.

Candidate 1 Louis Nicholas

Please briefly outline of why you are interested in being a Town Councillor.

I am very keen on making a positive difference in our local community. I'm passionate about tackling and solving the issues that matter most to us. Representing your views and needs is a big priority, and I want to create opportunities that support our local businesses and community organisations. Plus, I love connecting with people and building strong relationships within our community—it's what makes everything work better together.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

I've been a trustee of an international charity, helping set it up and leading fundraising efforts. This role has taught me a lot about how to manage organisations, plan strategically, and involve the community. Alongside this charity work, I've also successfully run a business in Bristol for 15 years, where I've honed my skills in leadership, finances, and day-to-day operations. Recently, I've expanded my entrepreneurial endeavours to Nailsworth, managing another thriving business in the town centre for the last 4 years. These experiences have given me a valuable understanding of both community service and economic development.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

As a people person who thrives on resolving problems and building relationships, I have developed strong connections with Nailsworth residents over the past seven years. My understanding of local issues, combined with my experience as a small business owner, allows me to effectively represent and advocate for the interests of local shopkeepers. My commitment to the community and problem solving skills positions me to bring valuable insights and a united voice to the Council on behalf of all local businesses.

Are there any questions you would like to ask the council?

No questions for the Council



Nailsworth Town Council

Candidate 2 Luke Stewart

Please briefly outline of why you are interested in being a Town Councillor.

I am born and bred Nailsworth, love the town and want to see it continue to flourish as it has in the time I have grown up here. I am keen to work and be a part of that.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

I am a former Royal Marines Commando Corporal (RMC Cpl) and have served two operational tours of Iraq, in 2003 and 2004. I then transferred to the 'Blue' side of the Navy and became a Leading Physical Trainer, serving 13 years in all. Both roles demanded strong leadership, organisational, close personal and communicational skills. All of which will no doubt be a great asset to me in the role of parish councillor.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

As I have mentioned above, my former military experience has offered me boundless skills and experience in a vast array of areas, from leading a section through the deserts of Iraq during operations as a RMC Cpl to managing sports teams and organising events in my role as an LPTI [Leading Physical Training Instructor] in the Royal Navy.

Are there any questions you would like to ask the council?

No questions.

Candidate 3 Coleen Rothwell

Please briefly outline of why you are interested in being a Town Councillor.

I have served a term as a co-opted councillor and found it interesting and worthwhile. I believe that this ground floor level of organising, collecting and representing views of residents is fundamental. I believe that decisions taken by Councils should be evidence led. I have lived in Nailsworth for thirteen years and remain a participant in many activities such as the Nailsworth Festival.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

I have a decade of experience in Nailsworth Rotary, a global charity with local branches. I also took a turn at being President and Secretary. It was interesting and fulfilling. In my working life I was a Trade Union officer for thirteen years, and married to an engineer who ran a small company. I have also worked in the NHS, [Medical Laboratory Scientific Officer] and have knowledge of systems and science based decisions.



Nailsworth Town Council

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

I hope that I have good listening skills.

I understand the need to ensure that other organisations which Nailsworth Town Council [NTC] engages with comply with good governance criteria.

I am able to read complex documents such as leases and policy statements.

I am able to discern and deal with procedures to effect outcomes.

Are there any questions you would like to ask the council?

None

Candidate 4 Robert Paterson

Please briefly outline of why you are interested in being a Town Councillor.

You advertised for the position.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

My CV/qualifications are available for scrutiny by the Town Clerk anytime.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

I'm retired now but I've been a past member of IOSH (Institute of Safety & Health), ITD (Institute of Training & Development), and an Associate Member of the Institute of Asphalt Technology.

Are there any questions you would like to ask the council?

Not at this time.

ENDS.



Nailsworth Town Council

Agenda Item 9a

Meeting of Full Council

Meeting date Tuesday 16th July 2024

Subject To consider adopting the council's Strategic Priorities for 2024-2028

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

The new council identified new and existing projects at a strategic planning session in June. Each project was prioritised as high, medium or low.

Detail

Following the local election in May this year, the new council looked at existing projects and identified new projects for the four-year term of the council. The 'seven visions' for improving the town were reviewed; each project will work towards one or more of the seven identified visions for Nailsworth.

The council assigned priorities of high, medium and low to each project. These have been spread across a four year deliver plan and, where possible, budgets and timescales have been included.

The Strategic Priorities will be reviewed again in October, marking six months of the current plan. This will be an opportunity to check whether projects are on track, need reprioritising or require a review of the budget.

In addition, council and its committees receive an action plan at every meeting monitoring the progress of each project;

Council is asked to consider the draft plan and to adopt it, with the understanding that it will be reviewed after the Summer recess, and as part of a continuous review process.

Options

1. To adopt the draft Strategic Priority document
 2. To suggest changes to the document
 3. To not adopt the document
-

Recommendation



Nailsworth Town Council

1. To adopt the draft Strategic Priority document
-

Costs

None

Funding Source

n/a

ENDS.

Nailsworth Town Council

Strategic Priorities 2024-2028



Projects and improvements for were identified by Nailsworth Town Council following the local election in May 2024.

These projects reflect how the council will improve services and facilities in the town over the next four years.

Each project links in with the council's seven visions;

Built Environment	Travel and Transport
Tourism and Leisure	Environment and Climate Change
Education, Training and Work	Health and Wellbeing
Council Relevance and Effectiveness	

Year One: 2024 –2025

	Project	Budget	End date
High priority	Town Hall retaining wall (investigations and repair)	£20,000	2025
	Staff review: non-office roles	TBC	1 st February 2025
	IT and phone upgrade	TBC	1 st October 2024
	New NTC website	TBC	1 st April 2025
	Town map renewal	£,3000	1 st October 2024
	Town Centre (Market Street) improvements – phase one: design and feasibility	£20,000	1 st October 2024
	'Free parking' signs for town centre	£600	1 st September 2024
	High Street vitality fund	Up to £9,000	1 st September 2024
	KGV skate ramp revamp	£4,000	1 st November 2024
	TIC development, promotion and improvement; volunteer management, recruitment and retention	TBC	1 st November 2024
	Emergency plan	None required	1 st October 2024
	Introduce large grant monitoring (youth services/ Homestart)	None required	1 st December 2024
	All Saints natural flood management	£500	1 st November 2024
	Star Hill Green flood swale and tree planting.	£500	1 st November 2024
	Biodiversity Policy and action plan	TBC	1 st April 2025
Medium priority	Project	cost	End date
	Town Centre Dunkirk Mill route improvements (Textile Trail)	TBC	2025
	Town community room review	None required	1 st April 2025
	Flood alleviation - general		Ongoing
	Tree planting strategy		1 st September 2024
	CLlr visibility to residents	None required	Ongoing
Low priority	Project	cost	End date
	No low priority projects identified		

Nailsworth Town Council

Strategic Priorities 2024-2028



Year Two: 2025 –2026

High priority	Project	Budget	End date
	KGV buildings: new store	TBC	1 st November 2025
	Town Hall windows refurbishment (phased replacement)	TBC	1 st April 2026
	Town Hall heating and energy (energy efficiency)	TBC	1 st April 2026
	CCTV—investigate	TBC	1 st June 2025
	Town Centre no alcohol zone—investigate	TBC	1 st June 2025
	KGV buildings: remove pavilion	£13,000	1 st December 2026
	Civic Centre complex – phase one: feasibility	TBC	1 st December 2025
Medium priority	Project	cost	End date
	Registering NTC land	£5,000	1 st December 2025
	Twinning and friendship: expanding connections internationally		Ongoing
	Mortimer Garden planting changes to remove hiding places	TBC	1 st November 2025
	Town Hall sound and vision upgrade	TBC	1 st September 2025
	Flood alleviation - general		Ongoing
	CLlr visibility to residents	None required	Ongoing
Low priority	Project	cost	End date
	Town archives: refurbishment	TBC	1 st March 2026
	Local Council Award scheme	TBC	1 st March 2026

Year Three: 2026 –2027

High priority	Project	Budget	End date
	KGV extension field: biodiversity and access improvements.	TBC	1 st March 2027
	Norton Wood: biodiversity and access improvements.	TBC	1 st March 2027
Medium priority	Project	cost	End date
	Maintenance schedules for all NTC land and buildings	None required	Ongoing
	Flood alleviation - general		Ongoing
	CLlr visibility to residents	None required	Ongoing
Low priority	Project	cost	End date
	No low priority projects identified		

Nailsworth Town Council Strategic Priorities 2024-2028



Year Four: 2027 –2028

High priority	Project	Budget	End date
	KGV basketball hoop relocation and upgrade	TBC	1 st March 2028
Medium priority	Project	cost	End date
	Town hall kitchen refurbishment	TBC	1 st March 2028
	Flood alleviation - general		Ongoing
Low priority	Project	cost	End date
	Shortwood Green improvements (play and landscape)	TBC	1 st March 2028



Nailsworth Town Council Grant Policy and Application Form

Please answer all the questions and return the form to the Council.
Continue on a separate sheet if necessary.

Details of applicant and contact information

Title First Name Last Name Organisation Name **Love Nailsworth**
Aims / Purpose **The organisation exists to promote Nailsworth by the Traders in the town**

Your position in group **Committee member**

Contact Address **Provided**

The project

What is the project name? **Nailsworth Goodwill 2024**
Project start date **June 2024**
Project end date **29 November 2024**

Project aims **To showcase Nailsworth and kickstart Christmas shopping in the town. A family friendly event.**

How will the project benefit the town and provide benefit to local people?
Please include evidence.

The event will showcase the town by engaging with the shop keepers and we will organise a shop window competition; which will also be a town trail to seek residents participation. The event will incorporate a showcase for local schools and choirs. The event will be open to all - residents and visitors alike.

How many people will benefit? **The whole town can participate, but likely to be over 2500 people**

How many people will contribute to the project? **The organising committee will comprise of a core team and wider organisation will involve most local traders**

Will the project involve children and/or vulnerable adults Yes/No? **Yes**

If 'Yes' you must supply appropriate documentation to show you have complied with legislation and other requirements - e.g. DBS form **Children and vulnerable adults expected to attend with parents/carers**

Have you applied for an NTC grant before? If so, give details and when? **Yes 2023**

The money

How much are you asking for **£ 1000**

What will this money be spent on? E.g. £20 printing, £50 room hire...

Insurance - £450; Bus Station Closure - £150; Face Painting - £80; Circus Skills - £150; Disney Characters - £180; Santa's Grotto - £90; Printing & communication - £150

What is the overall project cost? **£ 1250**

How much money have you raised so far? **0 early days of project**

How will you raise the remainder? **Grants, Donations, Market Stall in Mortimer Gardens, Fairground rebate**

How many volunteer hours will the project use? **Minimum 250 Hours**

Please can the NTC to waive the cost of hiring the Mortimer Garden, Mortimer Room and Market Street Garden? And also take on the task of printing.



Nailsworth Town Council Grant Policy and Application Form

Your Organisation

Type of Organisation e.g. registered charity, CIC, community group, club, business

Please provide the names and contact details of two referees

1. **Confidential details provided**

2. **Confidential details provided**

Constitution and Governance

Please provide a copy of your governing document. E.g. constitution, articles of association, group, club or association rules **Constitution Provided**

If it does not, please briefly explain how new members can join and any fees or restrictions on membership.

Equal opportunities

If your organisation has an Equal Opportunities Policy, please attach a copy.

If not, please confirm that it does not discriminate illegally on grounds of gender, sexuality, race, disability or otherwise.

Bank details provided

Treasurer's contact details (if different from the applicant) **Additional detail provided**

I am applying for an NTC Grant for the project detailed above. I have read the NTC Grants Policy and believe that this project meets the requirements.

Name of person completing form:

xxxx xxxx

Date:

28/06/2024



Nailsworth Town Council Grant Policy and Application Form

Please answer all the questions and return the form to the Council.
Continue on a separate sheet if necessary.

Details of applicant and contact information

Title First Name Last Name
Organisation Name Concord Coffee Group

Aims / Purpose We want to update a Quadtriangle Area between the Bungalows and flats in Concord to be a more welcoming space so that more people would want to use it on a daily basis during good weather.

Your position in group Chairperson

Contact Address

House/Building name Concord
Street name Newmarket road

Town Nailsworth
Postcode G16 0dq
Telephone Provided
Email Provided

The project

What is the project name? Concord Quadtriangle Outdoor Space
Project start date June 2024
Project end date No end date but hopefully the end of the summer

Project aims

We want to turn a good space that is not being used enough into a much-used space in the good weather. Our aim is to make the space appealing to people as it was just a blank unappealing space. We have made a start on weeding and cleaning up the space and cleaning some of the benches that are there. There are chairs out there, but they are not substantial enough for elderly to be able to use, we therefore want to buy some chairs and a couple of tables and some Umbrellas. We have started planting but need more pots and plants. Once the space is more user friendly, we want to hold Hub Events and possibly a Lauch Party so that more people are aware of the space.

How will the project benefit the town and provide benefit to local people?

Please include evidence. We are a Hub at Concord, and we have people come from all over to join us from Forest Green, Shortwood, Woodchester Minchinhampton and people from the Town and Stonehouse and Frampton. We like to encourage people to come to our events and we think it would be a real shame to stop people because of lack of space in our Lounge. It would be so beneficial to have access to both spaces.

How many people will benefit? At least 30 people but probably a lot more

How many people will contribute to the project? 10 or more but all are welcome to attend events.

Will the project involve children and/or vulnerable adults Yes/No? No

If 'Yes' you must supply appropriate documentation to show you have complied with legislation and other requirements - e.g. DBS form

Have you applied for an NTC grant before? If so, give details and when? We applied in February 2023 for the Coronation Party.



Nailsworth Town Council Grant Policy and Application Form

The money

How much are you asking for £400.00

What will this money be spent on? E.g. £20 printing, £50 room hire...

Advertising posters , Flower Pots and Plants Tables and Chairs and Umbrellas and a Lauch Party

What is the overall project cost? £800.00

How much money have you raised so far? 200.00

How will you raise the remainder? Coffee Mornings, Raffles and Pop up Café

How many volunteer hours will the project use? We are watering daily at the moment and we have spent at least 20 hours so far weeding and cleaning also making cushion coverings for the seats.

Your Organisation

Type of Organisation e.g. registered charity, CIC, community group, club, business

Coffee Group

Please provide the names and contact details of two referees

1. Details provided

2. Details provided

Constitution and Governance

Please provide a copy of your governing document. E.g. constitution, articles of association, group, club or association rules

If it does not, please briefly explain how new members can join and any fees or restrictions on membership.

No fees or Membership open to all

Equal opportunities

If your organisation has an Equal Opportunities Policy, please attach a copy.

If not, please confirm that it does not discriminate illegally on grounds of gender, sexuality, race, disability or otherwise.

Bank details

Account name Concord Coffee Group

Bank account number Provided

Sort code Provided

Treasurer's contact details (if different from the applicant)

Email: Provided

Name: Provided

Phone number: Provided



Nailsworth Town Council Grant Policy and Application Form

I am applying for an NTC Grant for the project detailed above. I have read the NTC Grants Policy and believe that this project meets the requirements.

Name of person completing form: xxxx xxxx

Date:28-06-2024



Nailsworth Town Council Grant Policy and Application Form

Please answer all the questions and return the form to the Council.
Continue a separate sheet if necessary.

Details of applicant and contact information

Title	First Name	Last Name
Organisation Name	Nailsworth in Bloom	
Aims / Purpose	To promote the use horticulture in the town to make it a better place to live and work	
Your position in group	Chairman	
Contact Address		
House/Building name	Provided	
Street name		
Town		
Postcode		
Telephone	Provided	
Email	Provided	

The project

What is the project name?	Ongoing Beautification of the Bus Station
Project start date	August 2024
Project end date	Ongoing

Project aims

To continue to provide planting in the bus station and add new troughs new the Toilets.

The new planters will be situated by the toilets and be planted with perennials and biennial plants to create colour and interest throughout the year. This means they will be fully sustainable in our current climate even as global warming continues to impact our weather and seasons. With regard to watering and maintaining the new and existing planters around the Bus station and other parts of town we have water butts situated in different areas and the use of water from Williams Kitchen and Wild Garlic Rooms.

As a group of Volunteers Nailsworth in Bloom , would be able to manage the watering of these planters using drought tolerant plants. We realise our climate is changing and would consider these things when planning this and future schemes.

We have permission from Stroud District Council to implement this project.

How many people will contribute to the project?

Approximately 15

Will the project involve children and/or vulnerable adults **No**

If 'Yes' you must supply appropriate documentation to show you have complied with legislation and other requirements - e.g. DBS form

Have you applied for an NTC grant before? If so, give details and when? **Yes 2024**



Nailsworth Town Council Grant Policy and Application Form

The money

How much are you asking for **£ 500**

What will this money be spent on? E.g. £20 printing, £50 room hire...

2 New Zinc Planters	£500
Plants	£100
Silvergro	£50

What is the overall project cost? £ **£650**

How much money have you raised so far? **0**

How will you raise the remainder? **Fund raising at markets**

How many volunteer hours will the project use? **50**

Your Organisation

Type of Organisation e.g. registered charity, CIC, community group, club, business

Please provide the names and contact details of two referees

1. **Provided**

2. **Provided**

Constitution and Governance

Please provide a copy of your governing document. E.g. constitution, articles of association, group, club or association rules

If it does not, please briefly explain how new members can join and any fees or restrictions on membership.

New members can join the gardening team by turning up on Wednesday and Fridays mornings at Bloom HQ. Alternatively the team can be contacted from details in Nailsworth News



Nailsworth Town Council Grant Policy and Application Form

Equal opportunities

If your organisation has an Equal Opportunities Policy, please attach a copy. **No**

If not, please confirm that it does not discriminate illegally on grounds of gender, sexuality, race, disability or otherwise. **We do not discriminate on any grounds any one is able to join the team**

Bank details

Account name	Provided
Bank account number	Provided
Sort code	Provided
Treasurer's contact details (if different from the applicant)	
Email:	Provided
Name:	Provided
Phone number:	Provided

I am applying for an NTC Grant for the project detailed above. I have read the NTC Grants Policy and believe that this project meets the requirements.

Name of person completing form: **xxxx xxxx**
Date: **17/5/24**

Income and Expenditure Account

31/03/24 £		09/07/24 £
	INCOME	
33,709.03	Grants	3,210.38
14,001.00	Arkeil Centre Trust	14,000.00
40,620.27	Bookings - all	11,349.93
361,635.00	Precept	217,938.00
4,050.27	Interest on Investments	933.75
2,170.23	Other income	5,737.00
214.22	Rights of way/Wayleaves	0.00
456,400.02	TOTAL INCOME	253,169.06
	EXPENDITURE	
30,540.75	General Administration	14,208.03
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	5,152.87
196,983.76	Staff costs	50,237.81
7,303.00	Insurance	7,830.34
42,800.74	Repairs & maintenance - buildings	1,850.72
21,658.79	Utilities & Rates	6,018.66
50,891.19	Maintenance of Open Spaces	11,081.90
55,356.83	Special projects and miscellaneous	2,533.84
652.00	Hazelwood Bungalow	0.00
1,713.60	Town Information Centre	856.80
50,030.00	Support for town services	23,035.00
14,001.00	Arkeil Community Centre	14,000.00
15,983.77	Expenditure	0.00
	Capital reduction long term borrowing	0.00
503,721.17	TOTAL EXPENDITURE	142,305.97
109,531.14	Balance as at 01/04/24	85,196.80
456,400.02	Add Total Income	253,169.06
565,931.16		338,365.86
503,721.17	Deduct Total Expenditure	142,305.97
0.00	Stock Adjustment	0.00
22,986.81	Transfer to/ from reserves	-26,837.00
85,196.80	Balance as at 09/07/24	169,222.89

Financial Budget Comparison

Comparison between 01/04/24 and 09/07/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Council						
100	Precept - Council	£434,776.00	£0.00	£217,938.00	£-216,838.00	-49.87%
105	Refunds,donations grants - Council	£0.00	£0.00	£3,110.38	£3,110.38	100.00%
110	ACC-Admin recharge	£14,000.00	£0.00	£14,000.00	£0.00	0.00%
120	Agency services	£100.00	£0.00	£0.00	£-100.00	-100.00%
130	CIL income	£0.00	£5,737.00	£5,737.00	£0.00	0.00%
Total Council		£448,876.00	£5,737.00	£240,785.38	£-213,827.62	-47.64%
Property Management						
205	Town Hall bookings	£17,000.00	£0.00	£3,606.00	£-13,394.00	-78.79%
210	Town Hall rent of offices	£15,900.00	£0.00	£3,974.97	£-11,925.03	-75.00%
220	Mortimer Room bookings	£6,000.00	£0.00	£2,343.50	£-3,656.50	-60.94%
225	Council bookings (all land and facilities)	£500.00	£0.00	£50.00	£-450.00	-90.00%
245	Leases/Licences//Wayleaves	£1,000.00	£0.00	£0.00	£-1,000.00	-100.00%
Total Property Management		£40,400.00	£0.00	£9,974.47	£-30,425.53	-75.31%
Recreation & Amenities Committee						
305	Hire KGV Field facilities	£4,700.00	£0.00	£1,025.46	£-3,674.54	-78.18%
310	Market Street Garden - hire and electricity	£200.00	£0.00	£0.00	£-200.00	-100.00%
320	Mortimer Garden - hire/electricity charge	£600.00	£0.00	£350.00	£-250.00	-41.67%
Total Recreation & Amenities Committee		£5,500.00	£0.00	£1,375.46	£-4,124.54	-74.99%
Environment Committee						

Financial Budget Comparison

Comparison between 01/04/24 and 09/07/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
405	Grants, donations, refunds - Environment	£0.00	£0.00	£100.00	£100.00	100.00%
410	Town Information Centre	£0.00	£0.00	£0.00	£0.00	0.00%
Total Environment Committee		£0.00	£0.00	£100.00	£100.00	100.00%
Bank Interest						
500	interest on main account	£0.00	£0.00	£0.00	£0.00	0.00%
505	Investment interest Premier Account	£2,500.00	£0.00	£933.75	-£1,566.25	-62.65%
520	Interest from Income Bonds (paid to main account)	£450.00	£0.00	£0.00	-£450.00	-100.00%
Total Bank Interest		£2,950.00	£0.00	£933.75	-£2,016.25	-68.35%
Total Income		£497,726.00	£5,737.00	£253,169.06	-£250,293.94	-50.29%

Financial Budget Comparison

Comparison between 01/04/24 and 09/07/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
EXPENDITURE						
Council						
1000	Salaries - all	£228,500.00	£0.00	£50,237.81	£178,262.19	-78.01%
1010	Payroll charges	£360.00	£0.00	£71.10	£288.90	-80.25%
1040	Churchyard grants	£1,100.00	£0.00	£1,100.00	£0.00	0.00%
1050	Subscriptions	£2,100.00	£0.00	£0.00	£2,100.00	-100.00%
1060	Grants from NTC	£4,000.00	£0.00	£340.00	£3,660.00	-91.50%
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	£3,500.00	£0.00	£1,092.99	£2,407.01	-68.77%
1100	Insurance	£7,500.00	£0.00	£7,830.34	£-330.34	4.40%
1120	Office equipment	£3,000.00	£0.00	£601.08	£2,398.92	-79.96%
1130	Licences,fees and allowances	£12,500.00	£0.00	£9,270.55	£3,229.45	-25.84%
1140	Office management	£4,800.00	£0.00	£2,592.61	£2,207.39	-45.99%
1160	Town Mayor's Allowance	£900.00	£0.00	£0.00	£900.00	-100.00%
1165	Civic Centre	£11,900.00	£0.00	£867.55	£11,032.45	-92.71%
1170	Gardening contract for town centre	£6,500.00	£0.00	£1,494.00	£5,006.00	-77.02%
1180	Training for staff & councillors	£3,000.00	£0.00	£40.00	£2,960.00	-98.67%
1195	Support for Arkell Community Centre	£14,000.00	£0.00	£14,000.00	£0.00	0.00%
1210	Library extra hours	£3,700.00	£0.00	£0.00	£3,700.00	-100.00%
1250	Support for Childrens Centre	£5,500.00	£0.00	£5,500.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/24 and 09/07/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
1260	Waste/Recycling Collection	£200.00	£0.00	£58.95	£141.05	-70.53%
5330	Web site and Hosting	£700.00	£0.00	£0.00	£700.00	-100.00%
Total Council		£314,860.00	£0.00	£95,596.98	£219,263.02	-69.64%
Property Management						
2000	Town Hall cleaning	£8,700.00	£0.00	£2,275.00	£6,425.00	-73.85%
	Town Hall cleaning					
	Town Hall cleaning					
2010	Town Hall business rates	£4,000.00	£0.00	£0.00	£4,000.00	-100.00%
2020	Town Hall gas	£3,600.00	£0.00	£1,135.49	£2,464.51	-68.46%
2030	Town Hall electricity	£3,720.00	£0.00	£766.35	£2,953.65	-79.40%
2040	Town Hall repairs & maintenance	£17,000.00	£0.00	£820.17	£16,179.83	-95.18%
2050	Town Hall - water rates	£700.00	£0.00	£225.39	£474.61	-67.80%
2060	Mortimer Room electricity	£610.00	£0.00	£53.26	£556.74	-91.27%
2070	Mortimer Room - business rates	£0.00	£0.00	£0.00	£0.00	0.00%
2080	Mortimer Room repairs & maintenance	£3,000.00	£0.00	£163.00	£2,837.00	-94.57%
2090	Mortimer Room - water rate	£500.00	£0.00	£0.00	£500.00	-100.00%
2100	Mortimer Room gas supply	£960.00	£0.00	£819.11	£140.89	-14.68%
2110	Memorial Clock - electricity	£550.00	£0.00	£135.69	£414.31	-75.33%
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 materialsDO NOT USE	£0.00	£0.00	£0.00	£0.00	0.00%
Total Property Management		£45,440.00	£0.00	£6,393.46	£39,046.54	-85.93%
Recreation & Amenities Committee						

Financial Budget Comparison

Comparison between 01/04/24 and 09/07/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
3000	Miles Marling Field maintenance	£2,300.00	£0.00	£0.00	£2,300.00	-100.00%
3010	KGV Field maintenance	£14,200.00	£0.00	£5,190.42	£9,009.58	-63.45%
3030	Town Gardening (incl Mortimer Gardens)	£2,900.00	£0.00	£125.37	£2,774.63	-95.68%
3035	Mortimer Garden electricity	£650.00	£0.00	£89.18	£560.82	-86.28%
3050	Grounds maintenance equipment	£2,665.00	£0.00	£1,340.13	£1,324.87	-49.71%
3060	KGV Field changing rooms - maintenance	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
3070	KGV Field changing rooms - electricity	£1,360.00	£0.00	£186.45	£1,173.55	-86.29%
3080	KGV changing rooms - water rates	£500.00	£0.00	£226.28	£273.72	-54.74%
3100	Garage storeroom	£100.00	£0.00	£0.00	£100.00	-100.00%
3110	Market Street garden maintenanceDO NOT USE	£0.00	£0.00	£0.00	£0.00	0.00%
3120	Market Street Garden - electricity	£250.00	£0.00	£47.51	£202.49	-81.00%
3130	Playrangers - support	£3,540.00	£0.00	£0.00	£3,540.00	-100.00%
3140	Youth provision	£46,070.00	£0.00	£23,035.00	£23,035.00	-50.00%
3150	Dunkirk Museum maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
3160	Community Development Worker (2yrs)	£0.00	£0.00	£0.00	£0.00	0.00%
Total Recreation & Amenities Committee		£75,535.00	£0.00	£30,240.34	£45,294.66	-59.97%
Environment Committee						
4000	Upkeep council land (not grasscutting)	£5,500.00	£0.00	£71.98	£5,428.02	-98.69%

Financial Budget Comparison

Comparison between 01/04/24 and 09/07/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
4010	Norton Wood (not tree maintenance)	£0.00	£0.00	£0.00	£0.00	0.00%
4021	Town Information Centre	£1,700.00	£0.00	£856.80	£843.20	-49.60%
4030	TIC loan repayment - capital	£7,983.29	£0.00	£3,962.52	£4,020.77	-50.36%
4040	TIC loan repayment - interest	£2,322.45	£0.00	£1,190.35	£1,132.10	-48.75%
4050	Bunting Hill Nature Reserve (not tree maintenance)	£500.00	£0.00	£0.00	£500.00	-100.00%
4060	Environmental enhancement projects	£0.00	£0.00	£0.00	£0.00	0.00%
4070	Tree maintenance (all NTC land)	£8,000.00	£0.00	£0.00	£8,000.00	-100.00%
4090	Tourism promotion	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
4120	Christmas lights	£9,000.00	£0.00	£493.09	£8,506.91	-94.52%
4140	Upkeep of All Saints graveyard	£4,000.00	£0.00	£1,160.00	£2,840.00	-71.00%
Total Environment Committee		£44,005.74	£0.00	£7,734.74	£36,271.00	-82.42%
Bank Interest						
1155	Bank charges on main account	£300.00	£0.00	£39.70	£260.30	-86.77%
Total Bank Interest		£300.00	£0.00	£39.70	£260.30	-86.77%
Earmarked Reserves						
6000	Election expensesRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6010	Play & tennis court equipmentRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6020	Town improvementsRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6030	Town Hall repairs RESERVE	£3,150.00	£0.00	£0.00	£3,150.00	-100.00%
6040	Mortimer Room repairs RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/24 and 09/07/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
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%
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	£1,100.00	£0.00	£0.00	£1,100.00	-100.00%
6140	Town centre/Mkt St improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6150	Clock tower refurbishment RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6170	20mph town scheme RESERVEDO NOT USE	£0.00	£0.00	£0.00	£0.00	0.00%
6220	Dunkirk Mill MuseumRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6240	Emergency tree work RESERVE	£0.00	£0.00	£600.00	-£600.00	100.00%
6280	WW1 & II plaques project RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6300	KGV buildings RESERVE	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
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%

Financial Budget Comparison

Comparison between 01/04/24 and 09/07/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
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	£0.00	£0.00	0.00%
6460	6460 Town Archives	£0.00	£0.00	£0.00	£0.00	0.00%
6500	6500 CIL projects	£0.00	£0.00	£0.00	£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	£0.00	£0.00	0.00%
6540	6540 Welcome Back Fund	£0.00	£0.00	£0.00	£0.00	0.00%
6550	6550 UKSPF grants	£31,500.00	£0.00	£1,700.75	£29,799.25	-94.60%
6560	6560 Highway improvements	£0.00	£0.00	£0.00	£0.00	0.00%
6570	6570 Registering NTC Land	£0.00	£0.00	£0.00	£0.00	0.00%
6580	6580 Town Hall retaining wall	£15,000.00	£0.00	£0.00	£15,000.00	-100.00%
Total Earmarked Reserves		£55,750.00	£0.00	£2,300.75	£53,449.25	-95.87%
Total Expenditure		£535,890.74	£0.00	£142,305.97	£393,584.77	-73.44%
Total Income		£497,726.00	£5,737.00	£253,169.06	£-250,293.94	50.29%
Total Expenditure		£535,890.74	£0.00	£142,305.97	£393,584.77	-73.44%
Total Net Balance		-£38,164.74		£110,863.09	-£643,878.71	

Bank Account Reconciled Statement

Main Account	2040157	30-98-29	
Statement Number	210	Bank Statement No.	210
Statement Opening Balance	£40,223.97	Opening Date	01/06/24
Statement Closing Balance	£40,095.62	Closing Date	30/06/24
True/ Cashbook Closing Balance	£40,095.62		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/06/24	SO240601EMMA	Emma-Accountants-Admin Centre	0.00	270.83	40,494.80
03/06/24	DD240602FUEL	Fuel Card Services Ltd	32.33	0.00	40,462.47
03/06/24	FPI240601STRIPES	Stripes Payments	0.00	417.57	40,880.04
04/06/24	DD240528OCT	Octopus	1,413.57	0.00	39,466.47
05/06/24	BGC240605NAT	National Savings	0.00	44.38	39,510.85
06/06/24	PAY240605LLOYD S	Lloyds Bank	19.85	0.00	39,491.00
10/06/24	DD240610EE	E E	75.90	0.00	39,415.10
11/06/24	DD230605OCTO	Octopus	17.42	0.00	39,397.68
11/06/24	DD240610OCTOPU S	Octopus	33.76	0.00	39,363.92
11/06/24	DD2406112BRIT	British Gas	26.50	0.00	39,337.42
11/06/24	DD240621OCTOPU S	Octopus	24.35	0.00	39,313.07
12/06/24	DD240628OCTOPU S	Octopus	532.36	0.00	38,780.71
12/06/24	SO240612MIKE	Mike Jefferies-Accountants	0.00	1,054.16	39,834.87
14/06/24	DD240614OCT	Octopus	27.29	0.00	39,807.58
14/06/24	DD240614OCTO	Octopus	7.14	0.00	39,800.44
19/06/24	DD240619SGC	SGC Payroll	3,423.55	0.00	36,376.89
19/06/24	TFR210523ACC	Arkeil Community Centre	0.00	14,000.00	50,376.89
19/06/24	TRF240619NTC		0.00	25,000.00	75,376.89
20/06/24	DD240620SGC	SGC Payroll	10,108.32	0.00	65,268.57
20/06/24	FPI240603FILM	Film Club	0.00	10.00	65,278.57
20/06/24	FPI240603FIVE	Five Valleys Quilters	0.00	80.00	65,358.57
20/06/24	FPI240603FRI	Friday Market	0.00	125.00	65,483.57
20/06/24	FPI240603NWI	Nailsworth WI	0.00	40.00	65,523.57
20/06/24	FPI240603PRO	Probus Nailsworth Valley	0.00	80.00	65,603.57
20/06/24	FPI240603RUS	Ruskin Mill	0.00	96.00	65,699.57
20/06/24	FPI240603TAI	Tai Chi	0.00	36.00	65,735.57
20/06/24	FPI240607FLOW	Nailsworth & District Flower Arrangement Society	0.00	78.00	65,813.57
20/06/24	FPI240610FUS	Fusion Fitness	0.00	10.00	65,823.57
20/06/24	FPI240610PIL	Pilates Elizabeth Williams	0.00	48.00	65,871.57

Bank Account Reconciled Statement

20/06/24	FPI240610SUPA	SupaStrikers	0.00	168.00	66,039.57
20/06/24	FPI240610TWIN	Twinning Association	0.00	40.00	66,079.57
20/06/24	FPI240611GREEN	Lucy Greenland- Mallinson	0.00	48.00	66,127.57
20/06/24	FPI240611PLAY	Play Circle Drop In	0.00	48.00	66,175.57
20/06/24	FPI240619FLOW	Nailsworth & District Flower Arrangement Society	0.00	48.00	66,223.57
20/06/24	FPI240620AVEN	Avendale Garden Maintenance Service	290.00	0.00	65,933.57
20/06/24	FPO240620ACER	Acerola Telecom	655.47	0.00	65,278.10
20/06/24	FPO240620AES	AES Maintenance	230.00	0.00	65,048.10
20/06/24	FPO240620ALI	Ali Heywood	200.00	0.00	64,848.10
20/06/24	FPO240620ASH	Ashwell Building Contractors	1,912.50	0.00	62,935.60
20/06/24	FPO240620AVEN	Avendale Garden Maintenance Service	290.00	0.00	62,645.60
20/06/24	FPO240620A-Z	A-Z Cleaning	805.00	0.00	61,840.60
20/06/24	FPO240620BLUE	Blue Diamond Garden Centre (Nailsworth)	122.00	0.00	61,718.60
20/06/24	FPO240620BRUT	Brutons Hardware Ltd	152.80	0.00	61,565.80
20/06/24	FPO240620CAIN	Cainscross Town Council	40.00	0.00	61,525.80
20/06/24	FPO240620CLIF	Cliff Christie	61.07	0.00	61,464.73
20/06/24	FPO240620DOWN	Down To Earth Gloucestershire CIC	468.00	0.00	60,996.73
20/06/24	FPO240620EDGE	Edge IT Systems	2,301.96	0.00	58,694.77
20/06/24	FPO240620EVANS	A E Evans LTD	49.08	0.00	58,645.69
20/06/24	FPO240620FLET	PR Fletcher	42.00	0.00	58,603.69
20/06/24	FPO240620GCC	Gloucestershire County Council	292.36	0.00	58,311.33
20/06/24	FPO240620HAIL	Hailey Wood Sawmill Ltd	94.08	0.00	58,217.25
20/06/24	FPO240620HAWK	T W Hawkins & Sons SGMS	5,191.38	0.00	53,025.87
20/06/24	FPO240620IAN	Ian Crowe FFA	600.00	0.00	52,425.87
20/06/24	FPO240620NGM	Nailsworth Garden Machinery	390.00	0.00	52,035.87
20/06/24	FPO240620SGC	SGC Payroll	85.32	0.00	51,950.55
20/06/24	FPO240620TORT	Tortworth Plants Limited	28.44	0.00	51,922.11
20/06/24	FPO240620TRADE	Trade UK Ltd	139.99	0.00	51,782.12
20/06/24	FPO240620ZUR	Zurich Municipal	7,830.34	0.00	43,951.78
20/06/24	TFR240620ACC	Arkell Community Centre	77.00	0.00	43,874.78
21/06/24	DD240620SGC	SGC Payroll	3,147.21	0.00	40,727.57
24/06/24	DD240617GRUN	Grundon Waste Management	13.55	0.00	40,714.02
24/06/24	DD240620GRUN	Grundon Waste Management	10.12	0.00	40,703.90
24/06/24	DD240623FUEL	Fuel Card Services Ltd	24.49	0.00	40,679.41
24/06/24	DD240623WATER	Water Plus	114.17	0.00	40,565.24

Bank Account Reconciled Statement

25/06/24	DD240624WATER	Water Plus	41.75	0.00	40,523.49
26/06/24	DD240626WATER	Water Plus	52.83	0.00	40,470.66
28/06/24	DD240628COMM	Communicate Better	743.04	0.00	39,727.62
28/06/24	FPI240626FARM	Nailsworth Farmers Market	0.00	70.00	39,797.62
28/06/24	FPI240626FRI	Friday Market	0.00	100.00	39,897.62
28/06/24	FPI240626FUS	Fusion Fitness	0.00	10.00	39,907.62
28/06/24	FPI240626MEN	Mens Talking Group	0.00	40.00	39,947.62
28/06/24	FPI240626PROB	Probus Nailsworth Valley	0.00	80.00	40,027.62
28/06/24	FPI240627CREAT	Creative Writing	0.00	20.00	40,047.62
28/06/24	FPI240628NEWS	Nailsworth News	0.00	48.00	40,095.62

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	42238.29	42109.94

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Premier 4282

07154282

30-98-29

Statement Number	104	Bank Statement No.	104
Statement Opening Balance	£351,319.15	Opening Date	01/06/24
Statement Closing Balance	£326,732.74	Closing Date	30/06/24
True/ Cashbook Closing Balance	£326,732.74		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
10/06/24	INTEREST	Lloyds Bank	0.00	413.59	351,732.74
19/06/24	TRF240619NTC		25,000.00	0.00	326,732.74

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	25000	413.59

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____



Nailsworth Town Council

Agenda Item 12

Meeting of Full Council

Meeting date Tuesday 16th July 2024

Subject To note NTC's Risk Assessment

Author Clerk/Deputy 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 were reviewed at the start of the year and some new policies introduced in accordance with NALC guidance.
- Policies are amended and new policies brought to council as legislation changes (e.g. Biodiversity Policy)
- Council has delegated decision making on utilities contracts to office staff.
- Financial Regulations clarify that expenditure on revenue items in the Annual Budget are delegated to the Clerk.
- Continuous training and development of both cllrs and staff to ensure understanding of regulations
- Cllrs have been advised not to work outside of NTC's Health & Safety Policy
- Information booklet to be created for volunteers working on the highway
- Cllrs are advised not to act as individuals and without a remit from the council.
- The new council has had an introduction evening with a presentation on the Cllr Information pack. The Cllr Information Pack is available to all cllrs – new and existing.
- Briefings are planned throughout the year to keep cllrs up to date on current best practice
- Councillors are requested to review all Policies and the information pack provided to ensure any impact on council activities is kept to a minimum.
- The Internal Audit has been carried out and the Annual Audit (AGAR) has been submitted
- NALC has made significant changes to the Financial Regulations template for town and parish councils. This will be brought to the Personnel Committee in due course.
- A Strategic Planning session has taken place to draft a plan for the next 4 years.
- There are 3 cllr vacancies. Council will make a decision on co-option of new cllrs at the meeting at the end of July.

Impact: 4

Probability: 3

Rate: **High**



Nailsworth Town Council

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

- 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.
- TIC volunteers have regular meetings, are being involved in recruitment, displays at the Annual Town meeting and discussions about the future direction for the TIC.
- 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 office staff.
- The Town Meeting was a chance for residents to meet and speak to cllrs and staff, as well as community groups.

Impact: 3

Probability: 1

Rate: **Low**

3. Project or service development

Potential Impact

- Skills availability
- Resource availability
- Lack of clear direction and decision making

Management/Control of Risk. Action Required

- Committee and project work is ongoing; progress is reported on Action Plans at each meeting.
- Staff workloads are higher as projects and events gain momentum and reach completion. Specialist resources are needed to progress some projects.
- Prompt responses needed from cllrs when working party meetings are being arranged, to ensure informed project direction
- There may be an impact on the work of committees and working group due to changes in council members.
- Councillors are requested to review all Policies and the information pack provided to ensure any impact on committees and working groups is minimal.
- A Strategic Planning session has taken place to draft a plan for the next 4 years. This will ensure the council has a clear direction.
- There are 3 cllr vacancies, putting extra pressure on the 8 existing cllrs.

Impact: 3

Probability: 3

Rate: **Medium**

4. Loss of key people.



Nailsworth Town Council

Potential Impact

- Staff/cllrs off sick
- Change of cllrs due to the election
- 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.
- Staff workloads have increased as projects and events gain momentum. Specialist resources will be needed to progress some projects
- A Staff Handbook is in place.
- Deputy Clerk is progressing with CiLCA training.
- Due to the change in cllrs, there will be a reduced number of bank payment authorisers. This may impact on payments.
- There are 3 cllr vacancies, putting extra pressure on the 8 existing cllrs.

Impact: 3

Probability: 3

Rate: [Medium](#)

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 costed and carried out and is ongoing
- Staff are prioritising repair and maintenance work according to contractor availability as well as urgency.
- Delays in projects due to lack of responses from contractors. Staff are continually hastening contractors.
- Action plan is assisting in the management of contractors with regards to delivery of projects.

Impact: 3

Probability: 3

Rate: [Medium](#)

6. Maintenance of buildings/properties and use of resources

Potential Impact

- Inadequate maintenance due to cost and contractor availability
- Emergency closure of buildings due to maintenance issues
- Loss of income

Management/Control of Risk. Action Required

- 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 updated regularly and new maintenance tasks added.



Nailsworth Town Council

- Some major repair and maintenance projects are being scoped with a view to creating a programme of future projects spread across several years.
- An amendment to Financial Regulations has improved response times to repair and maintenance work.
- Six monthly building inspections introduced to identify any possible issues.
- Major work to the back of the Town Hall is being planned and costed with involvement of NTC's insurers. The work will consider the impact on hirers and tenants.

Impact: 3

Probability: 3

Rate: [Medium](#)

7. Employment issues

Potential Impact

- Health & Safety issues
- Grievances raised against the council
- Loss of staff

Management/Control of Risk. Action Required

- Payroll outsourced to a larger council to ensure timely payment.
- A Staff Handbook is in place.
- Contracts and Job Descriptions are in place for all staff.
- Payroll and pensions information has been updated for the new financial year.
- A HR and Health & Safety support contract for three years (2022-2025) provides employment and legal advice.
- Staff have access to counselling services.
- Consideration should be given to employee workloads and the additional pressure this brings.
- Online training courses for all staff to ensure all relevant H&S subjects are covered.
- Personnel Committee have agreed a staff and cllr training and development plan
- Cllr briefings planned for the next year; cllr training available from GAPTC.
- An amendment to Standing Orders states that there is an expectation that cllrs will undergo training.

Impact: 3

Probability: 3

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 take measures to keep safe. Risk assessments are updated regularly.
- Play areas are regularly inspected
- Information for cllrs is circulated via Dropbox
- Legionella and other building safety checks are regularly carried out
- Staff monitor and maintain buildings
- Risk assessments are carried out for activities and events



Nailsworth Town Council

- All members of staff check in with the team every morning
- Any staff who are 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.
- Issues raised during the Health and Safety audit are being addressed by staff.

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 is online and is backed up and can be used remotely. Remote servers are in place to back up the system, to ensure business continuity.
- 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.
- Council emails and documents are being transferred to SharePoint and will be administered by a safe outside organisation, taking pressure off staff. This process is now reaching completion.

Impact: 3

Probability: 2

Rate: **Low**

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.
- GAPTC are delivering online training
- 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.
- New Policies are brought to Council as needed; NTC's Policies are reviewed annually. Next review due in February 2025.
- Cllrs have been advised not to work outside of NTC's Health & Safety Policy.
- Information booklet to be created for volunteers working on the highway.
- Cllrs are advised not to act as individuals and without a remit from the council.
- NALC have updated Financial Regulations and these will be brought to Council for agreement.

Impact: 3

Probability: 3

Rate: **Medium**

11. Insurance Risks/uninsured losses



Nailsworth Town Council

Potential Impact

- Inadequate Cover
- Areas not covered
- Financial Loss

Management/Control of Risk. Action Required

- NTC's insurance cover is regularly reviewed
- Buildings are regularly checked and maintained
- A Facilities Review was carried out in 2022 and the updated charges and conditions are now in place.
- Specialist insurance is arranged as needed e.g. Festival of Words art exhibition insurance
- Staff work 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 are updated with changes to the council's assets.
- Compliance inspections for insurance are carried out as needed.
- An insurance claim has been raised for the Town Hall retaining wall and an assessor has arranged to visit. An assessor has visited the site and the results of the survey will determine the insurers response.

Impact: 3

Probability: 2

Rate: Low

12. 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
- In the event of an emergency, Council may need to reprioritise activities and projects
- Council has sufficient reserves in place.
- Grant applications are made where possible.
- The Internal Auditor has carried out an inspection and report.
- 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.
- An Internal Check and Internal Control visit by an appointed cllr needs to be arranged.
- The first half of the precept has been received.

Impact: 3

Probability: 2

Rate: Low

13. Banking/Cash and Petty Cash

Potential Impact

- Payments not made by hirers
- 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



Nailsworth Town Council

- The Lawn Tennis Association's (LTA) booking app for the tennis courts takes away the need for cash payment
- Expenses claims are used instead of petty cash
- 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 and the TIC are both used as a ticket office for local events as appropriate.
- Party bookings are now being paid for in advance following non-payments.
- Due to the change in cllrs, there will be a reduced number of bank payment authorisers. This could impact on payments.
- Councillors are reminded to ensure any banking paperwork requested is submitted on time.
- **NTC will be changing banking supplier. This will be a planned process so that NTC's many customers are kept informed.**

Impact: 2

Probability: 2

Rate: **Medium**

14. 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 isn't solely reliant on hirer income to operate
- Town Hall business tenants offer a regular source of income; tenancies will need to be reviewed in 2025.
- The Annual Budget for 2024-2025 reflects changes in income from hire charges.
- Grants are applied for where possible.

Impact: 2

Probability: 2

Rate: **Low**

15. 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
- 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.
- Annual Town Meeting is an opportunity for the public to meet cllrs and ask questions
- All NTC agendas, papers and minutes are available on the website.
- Councillor surgeries increase awareness of council roles to residents.
- The TIC will have a recruitment drive with a new induction, training, volunteer agreement and handbook.



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- Across the district that there has been an increase in antisocial behaviour and graffiti. The office staff report incidents to the police.
- Quarterly ASB meeting are programmed with all relevant stakeholder to discuss issues and what actions can be taken to prevent ASB.

Impact: 1

Probability: 2

Rate: Low



Nailsworth Town Council

Agenda Item 13a

Meeting of Full Council

Meeting date Tuesday 16th July 2024

Subject To receive the Mayor's monthly report

Author Cllr Peter Bodkin

Status Information

Summary

The Mayor's report for July 2024.

Detail

Presented prizes for the children's fancy dress at the Nailsworth Festival at the end of May.

6th June Participated in the D Day commemorations in Nailsworth.

I met with the Community Development Worker during one of the Monday morning sessions in June for families at the Arkell Centre.

7th June. attended the official opening of The Wool Barn by HRH The Princess Royal at Ruskin Mill College

I attended a Management Committee Meeting of the Youth Club as an observer. The AGM is on the 17th July which I shall also be attending.

Ends



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Agenda Item 13b

Meeting of Full Council

Meeting date Tuesday 16th July 2024

Subject To receive the County Councillors monthly report

Author County Councillors

Status Information

Summary

The County Councillor's report for July.

Detail

Bus Services

Disappointingly, the Stroud District is missing out on any of the funding received from Central Government and allocated to Gloucestershire under the Bus Improvement Plan. All new electric buses will be operated from Gloucester and Cheltenham and we may get some of their more modern traditional stock. I am also disappointed that the new 'Dial a Ride' service (called the Robin) is only operating in The Vale, just reaching Nailsworth, but not including Amberley and Pinfarthings.

New County Divisions

Two new County Divisions have been approved by the Boundary Commission for the 2025 GCC elections. One is Stroud District, Haresfield and Upton St Leonards and the other is Tewkesbury Borough Council (Bishops Cleeve). These changes are due to the increase in population in these areas.

Gloucestershire Fire & Rescue Service

Sadly, the service remains in Special Measures in several areas of its work. One main area is Equality, Diversity & Inclusion. These remain an issue as far back as 2021 when the service was previously inspected.

Locally

I am currently a member of the following scrutiny committees at GCC:-

Adult Social Care & Communities

Traffic Regulation Orders

School Transport Appeals

Fire & Rescue Services



Nailsworth Town Council

Police & Crime Panel – I am standing for Chair, for a third year, later this month. This panel scrutinises the Police & Crime Commissioner and how he funds the work of the Gloucestershire Constabulary.

T&F Group on Road Safety on Common Land

I am a member of the T&F Group looking at how livestock can be grazed safely on the commons. If there is a reduction of livestock on the commons, particularly Minchinhampton and Rodborough, it would have a massive effect on the flora and fauna in those areas. Agencies including Highways, Police and the National Trust are taking part in this T&F Group.

Funding secured for Nailsworth Projects

Total resurfacing of Nymphsfield Road from the junction of Northfield Road to the FGR Stadium. 29th July – 19th August, 9am-3pm, Monday-Friday. Work will be carried out in stages.

For several years I have been pushing for the remainder of the old metal windows at Nailsworth Primary School to be replaced. The work is due to take place during this summer's break. The school has also benefitted from the installation of solar panels.

I visited Homestart at the Arkell Centre and I heard how desperate they were for funding and I was able to secure £3,000 for them from my Build Back Better Fund. Homestart carries out invaluable work with many families in the Forest Green area.

Ends.



Nailsworth Town Council

Agenda Item 13c

Meeting of Full Council

Meeting date Tuesday 16th July 2024

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:

Facilities

Staff have been completing the annual task of renewing all hirers paperwork, insurance certificates and an update to the key registers. Updated hire conditions and hire agreements were sent to all regular hall users with the cut off of the 5th July. A total of 35 hirers were contacted, who regularly use NTC halls, storage units, NTC open spaces and the Arkell Community Centre. Responses have been slow, with only 12 complete responses to date.

We continue to receive a steady stream of new enquiries from hirers looking for venues to host one off parties/events or regular sessions at all venues.

PAT has been completed on all electronic equipment in the Town Hall, Mortimer Room, the Civic Centre offices, Archive and TIC on 12th July 2024.

Town Hall floor refurbishment project to commence 29th July to 2nd August 2024. Our regular hirers have been moved to alternative venues where possible to enable this 5 day closure of the Main Hall.

Legionella prevention requires chlorination of the tanks at the KGV changing rooms and will take place 2nd August prior to the football season start.

Contracts

The office is looking at our Photocopier renewal and getting quotes from Water providers. This is part of the monitoring of best value for the utilities.

Land registration

Eight draft Statutory Declarations have been prepared for submission to HM Land Registry. Evidence of NTC ownership will be supplied with each of the Declarations. Once these documents are finalised it can take at least 18 months for a response from HM Land Registry.

Film friendly Nailsworth

Recent filming in Nailsworth town centre has highlighted what an excellent, versatile location the area can provide for filming. Stroud district is one of the few districts in the UK which does not have 'film friendly' status and doesn't attract funding to draw in location managers seeking places for filming. The clerk has put local film professionals in touch with SDC's Economic Development team to see how this can be changed. Filming can bring local growth, employment and funding, often with small businesses benefitting from being used.



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Buildings and facilities: repair and maintenance

The lighting rig in the town hall has had its portable appliance testing carried out. Several extension cables were highlighted as being unsafe and have been removed (NDS have been informed). The contractor has provided information regarding the replacement of the aging lights.

The damaged electrical box in the Mortimer Gardens has been replaced with a stronger metal container. Hopefully, this will reduce the ASB within the area by removing accessible electrical sockets.

The planning application for the new groundsman's store and disabled toilet has been submitted by the architect.

Email migration and IT changes

The change over to Office 365 continues, the TIC and Archives email transfer are due for completion. The transfer of all remaining council documents to O365 has been completed. Due to the internet speed in the Civic Centre, staff were required to carry out the transfer of files at home. The provider remotely accessed the laptops to carry out the process. Staff are having a few teething problems with the new system. The support provided by the new supplier has been extremely beneficial to both staff and councillors.

Green Spaces

The damage to the tunnel mound in the KGV play area has been repaired in house by the groundsman. Damage to several small trees in Miles Marling Field has been identified and action carried out to ensure the damage does not impact on the trees.

Long grass cutting has been delayed in some areas until after the KGV Bioblitz and Miles Marling Field Bee Safari takes place on Sunday 14th July.

The 'Festival of Flags' community-designed flags have been put up around the town to add a holiday atmosphere for the Summer season.

The office is in touch with a new SDC officer responsible for litter bins. Some faults with bins are being identified and issues with bin emptying are being reported and followed up.

ENDS.