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# NAILSWORTH TOWN COUNCIL

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

Tel: 01453 833592 email: [clerk@nailsworthtowncouncil.gov.uk](mailto: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 15<sup>th</sup> October 2024 starting at **6.30pm**.

Mrs K Kearns  
Town Clerk  
10<sup>th</sup> October 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 Public Participation
- 3 Declarations of interest and applications for dispensations
- 4 Consideration of Planning Applications received as follows:

#### **CONSULTATION**

- a) S.24/1691/HHOLD. 2 Laurel Cottages, Church Street, Nailsworth, Stroud. Application: Householder Application. Removal of existing extensions and erection of a single storey rear extension.
- b) S.24/1697/HHOLD. Laurel Cottage, Bath Road, Nailsworth, Stroud. Application: Householder. Erection of a detached single storey outbuilding

#### **TREES IN A CONSERVATION AREA**

- c) S.24/1702/TCA. Mortimer Gardens, Fountain Street, Nailsworth, Gloucestershire. Application: Trees in a Conservation Area. Hornbeam tree requires a 10% reduction overall to maintain management of the tree and ensure safety of pedestrians.
- d) S.24/1727/TCA. Mortimer Gardens, Fountain Street, Nailsworth, Gloucestershire. Application: Trees in a Conservation Area. Felling the tree (T1) to street level. As the tree has small and sparse leaves.

#### **FOR INFORMATION: PREVIOUSLY TRACKED APPLICATIONS**

- e) S.24/1559/TPO. 14 Whitecroft, Forest Green, Nailsworth, Stroud. Application: Tree Preservation Order. Crowning of Turkey Oak. Status: Consent.
- f) S.24/1423/CPE. Land To the East of Rock Cottage Rockness Hill Nailsworth Stroud Gloucestershire GL6 0JT. Application. Certificate of lawfulness of existing use of the site as residential garden for a period in excess of 10 years. Status. Refused.
- g) S.24/1172/FUL. Land At Old Bristol Road Nailsworth Gloucestershire. Application: Erection of 4 no. dwellings. Resubmission of S.24/0120/FUL. Status: Refused
- h) S.24/1626/MINAN Land At Windsmeet Dark Lane Nailsworth. Non-material amendment to S.22/0564/FUL - Amendments to the materials used on the roof & the materials on the east & west elevation walls. Status: withdrawn

- 5 To confirm minutes of the Full Council meeting on Tuesday 1<sup>st</sup> October 2024
- 6 To consider the recommendations of the Recreation and Amenities Committee of Tuesday 1<sup>st</sup> October 2024;



# NAILSWORTH TOWN COUNCIL

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

Tel: 01453 833592 email: [clerk@nailsworthtowncouncil.gov.uk](mailto:clerk@nailsworthtowncouncil.gov.uk)

Clerk to Council: Katherine Kearns

To **recommend** the rental charge for the Town Hall offices be increased.

To **recommend** that both leases are renewed with the two tenants.

7 Accounts

To agree payments in accordance with the budget as listed in the attached reports

8 To consider a grant requests:

a) Grant request for Nailsworth Christmas Hall

**Reports for information (no decisions required):**

9 Financial summary:

a) Income and Expenditure report

b) Budget comparison report

c) Main bank account reconciliation report

d) Premier bank account reconciliation report

10 To review NTC's Risk Assessment

11 Reports:

a) Report from District and County Councillors

b) To receive an update on NTC office activities

12 Review NTC [Action Plan](#)

**NAILSWORTH TOWN COUNCIL**  
**Minutes of a meeting of the Town Council**  
 Held at 6.30pm in the Town Hall, Old Bristol Road  
 on Tuesday 1<sup>st</sup> October 2024  
**DRAFT**

**Present:**

Cllr Peter Bodkin (Chair)  
 Cllr Julian Dennis  
 Cllr Paul Francis  
 Cllr Shelley Rider  
 Cllr Steve Robinson  
 Cllr Tyler White  
 Cllr Louis Nicholas  
 Cllr Phil Sullivan  
 Cllr Luke Stewart  
 Cllr Colleen Rothwell

**Minutes:**

Clerk

**Apologies:**

Cllr Ros Mulhall

**2024/094****Declarations of Interest & Applications for Dispensations**

There were none

**2024/095****Public Participation**

There were none.

**2024/096****Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.24/1611/LBC. Calder Cottage, Spring Hill, Nailsworth, Stroud. Application: Listed Building Application. Internal alterations to remove two walls and install ensuite. Installation of French doors and rooflights. Removal of ornate newel posts and rebuild gable walls.  
**NTC comment:** NTC resolved to support this application

**APPEALS**

- b) APP/C1625/W/24/3348792. S.24//1172/FUL. Land At, Old Bristol Road, Nailsworth, Gloucestershire. Application: Full Erection of 4 no. dwellings. Resubmission of S.24/0120/FUL.  
**NTC comment:** No Observations

**PREVIOUSLY TRACKED APPLICATIONS**

Noted

**2024/097****To confirm minutes of the Full Council Meeting held on Tuesday 17<sup>th</sup> September 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 Recreation and Amenities Committee**  
Held at 6.45pm in the Town Hall on Tuesday 1st October 2024  
**DRAFT**

**Present:**

Cllr Peter Bodkin (Chair)  
Cllr Steve Robinson  
Cllr Paul Francis  
Cllr Colleen Rothwell  
Cllr Phil Sullivan

**Minutes:**

Deputy Clerk

**Apologies:**

Cllr Ros Mulhall

**Public Participation**

None present.

**Declarations of Interest & Applications for Dispensations**

Cllr's Robinson and Sullivan declared an interest as they are members of the Youth Club management committee.

**To consider the draft Recreation & Amenities budget for 2025-2026**

The budget was reviewed, and specific elements were discussed, and additional information provided by the Clerk.

Information to be provided by Cllr Stewart regarding the possibility of GCC providing trees through an initiative.

All agreed

**Confidential Item**

**To consider the findings of the Town Hall rent review**

The current rental charges for the Town Hall Offices were discussed. The committee decided to amend one recommendation.

**From**

To **recommend** the rental is kept the same, in line with the advice of the valuer.  
To **recommend** that both leases are renewed with the two tenants.

**To**

To **recommend** the rental charge for the Town Hall offices be increased.  
To **recommend** that both leases are renewed with the two tenants.

Approved

**To receive the recommendations of the Support for Town Services working party**

To **recommend** an increase in funding for the Youth Service by £5,000 for 2025/2026

The Committee were not quorate, due to 2 members declaring an interest. The item will now be included in the Annual Budget meeting on 26<sup>th</sup> November.



**To receive a report on town centre gardening**

A discussion was held with regards to the number of planters being removed. NIB is to be approached with regards to the possibility of a reduction in the number of planters to be removed.

GCC to be approached and requested to provide a written report on the serviceability of the railings on Bridge Street

NTC would like to thank Cllr Robinson for his dedication to the servicing and maintenance of the planter in town over the last several years.

The report was noted.

**To review the Recreation & Amenities Committee RAM Action Plan**

Reviewed and noted

.....  
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 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
17133		£163.90	1140/1	01/09/24	Acerola Telecom - Phones and braodband	240901
		<b>£163.90</b>			Acerola Telecom - Total	
17155		£30.00	2040/1	27/09/24	AES Maintenance - TH electrical socket	89
17156		£157.50	1165/3	27/09/24	AES Maintenance - KGV hand dryer	90
		<b>£187.50</b>			AES Maintenance - Total	
17157		£127.50	6550/2	05/06/24	Ashwell Building Contractors - Bases for water butts at Carters Way	986/07.24
		<b>£127.50</b>			Ashwell Building Contractors - Total	
17139		£290.00	4140	19/09/24	Avendale Garden Maintenance Service - All Saints Church, Shortwood grass cutting June	240919
		<b>£290.00</b>			Avendale Garden Maintenance Service - Total	
17158		£735.00	2000	30/09/24	A-Z Cleaning - Office clean - Sept	9190
		<b>£735.00</b>			A-Z Cleaning - Total	
17159		£864.00	6580	30/09/24	Azimuth Structural Engineering Ltd - Structural engineering services	2320/02
		<b>£864.00</b>			Azimuth Structural Engineering Ltd - Total	
17180		£30.00	3030/2	12/09/24	Blue Diamond Garden Centre (Nailsworth) - Manure for town planters	104549
		<b>£30.00</b>			Blue Diamond Garden Centre (Nailsworth) - Total	
17104	DD240917 BGAS	£454.46	2100	21/08/24	British Gas - Mortimer room gas	723405489
17160	DD241010 BRIT	£19.53	3070	26/09/24	British Gas - KGV electricity	809882429
		<b>£473.99</b>			British Gas - Total	
17161		£81.10	1140/5	30/10/24	Brutons Hardware Ltd - various	836443
		<b>£81.10</b>			Brutons Hardware Ltd - Total	
17179		£748.80	6580	07/10/24	Core Geotechnics LTD - Professional services - TH retaining wall	25502
		<b>£748.80</b>			Core Geotechnics LTD - Total	
17163		£763.69	1170	30/09/24	Down To Earth Gloucestershire CIC - maintaining town borders	0924R
		<b>£763.69</b>			Down To Earth Gloucestershire CIC - Total	
17165		£1,851.90	2040/1	30/09/24	EESI Ltd - Boiler repairs	66628

Signature

Signature

Date



# Nailsworth Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice	
		<b>£1,851.90</b>	EESI Ltd - Total				
17164		£48.00	1120	02/10/24	Emily Dolphin - Sight test	EXP	
		<b>£48.00</b>	Emily Dolphin - Total				
17141		£337.92	3050/2	24/09/24	GB Sport and Leisure - Spring for Shortwood chicken	15976	
17142		£337.92	3050/2	24/09/24	GB Sport and Leisure - Spring for Shortwood chicken - second spring	15977	
		<b>£675.84</b>	GB Sport and Leisure - Total				
17168		£316.93	1165/6	27/09/24	Gloucestershire County Council - cleaning CC&MR	1800782273	
		<b>£316.93</b>	Gloucestershire County Council - Total				
17029	DD241001 GRENKE	£189.58	1120	01/10/24	Grenke Leasing Ltd - Photocopier leasing	113023433	
		<b>£189.58</b>	Grenke Leasing Ltd - Total				
17166	DD241017 GRUN	£12.66	1260	30/09/24	Grundon Waste Management - waste collection CC	PSI-1139561	
17167	DD241020 GRUN	£10.12	1260	30/09/24	Grundon Waste Management - waste management TH	PSI 1139562	
		<b>£22.78</b>	Grundon Waste Management - Total				
17183		£59.36	1120	30/09/24	James & Owen - office supplies	20574 208	
		<b>£59.36</b>	James & Owen - Total				
17181		£24.58		08/10/24	Katherine Kearns - stationery	EXP	
	1	£6.60	1120		stamps		
	2	£17.98	1120		sharpie pens		
		<b>£24.58</b>	Katherine Kearns - Total				
17138	PAY241007 LLOYDS	£19.00	1155	13/08/24	Lloyds Bank - Bank account charges for	436392964	
		<b>£19.00</b>	Lloyds Bank - Total				
17092	DD240827 OCTOPUS	£115.94	2020	20/08/24	Octopus - Gas	Ⓛ-5C5DCFF8-0036	
17093	DD240827 OCTOPUS	£207.14	2030	20/08/24	Octopus - Electricity	Ⓛ-5C5DCFF8-0036	
17135	DD240917 OCTO	£1,130.82	3035	10/09/24	Octopus - Mortimer garden electricity.	KI24066B24-0038	
17118	DD240927 OCTOPUS	£99.27	2030	03/09/24	Octopus - Electricity	Ⓛ-5C5DCFF8-0037	

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Nailsworth Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
17117	DD240928 OCTOPUS	£10.12	2020	03/09/24	Octopus - Gas	1-5C5DCFF8-0037
17146	DD241002 OCTO	£905.00	1165/1	25/09/24	Octopus - Civic Centre electricity	1 E1CD2BOA 0041
17177	DD241002 OCTO	£136.22	1165/1	07/10/24	Octopus - Civic Centre electricity	1 E1CD2BOA 0043
17172	DD241012 OCTOPUS	£34.05	2110	07/10/24	Octopus - Clock tower elec	1-01B53B5D-0045
17175	DD241017 OCTO	£4.88	3035	07/10/24	Octopus - Mortimer garden electricity.	KI24066B24-0040
17178	DD241021 OCTOPUS	£34.34	3070	01/10/24	Octopus - Changing rooms Elec	KI-94567F80-0044
17173	DD241027 OCTOPUS	£167.35	2030	03/10/24	Octopus - Electricity	1-5C5DCFF8-0038
17174	DD241028 OCTOPUS	£22.22	2020	03/10/24	Octopus - Gas	1-5C5DCFF8-0038
		<b>£2,867.35</b>			Octopus - Total	
17143		£1,970.68	3030/6	18/09/24	SDC - Annual grass cutting contract 24/25	401810897
		<b>£1,970.68</b>			SDC - Total	
17169		£36.00	1180	01/10/24	SLCC - Training course	BK218017-1
		<b>£36.00</b>			SLCC - Total	
17170		£224.27	2040/1	06/10/24	TAG Heating Services - TH Kitchen tap	0522
		<b>£224.27</b>			TAG Heating Services - Total	
17144		£359.99	3010/2	24/09/24	Trade Gear Ltd - Zebra grass line marking paint	223528LMP
		<b>£359.99</b>			Trade Gear Ltd - Total	
17145		£47.99	3050/2	17/09/24	Trade UK Ltd - Fatmax Ontario Boots 9	1538755394
17171		£25.98	3050/2	26/09/24	Trade UK Ltd - Waterproof trousers	1542417384
		<b>£73.97</b>			Trade UK Ltd - Total	
17184	DD241023 WATER	£56.18	2050	08/10/24	Water Plus - TH water	INVO7093999
		<b>£56.18</b>			Water Plus - Total	
		£16,675.88			Confidential transactions	
<b>Total</b>		<b>£29,937.77</b>				

Signature

Signature

Date



# Nailsworth Town Council

## Agenda Item 8a

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**Meeting** of Full Council

**Meeting date** Tuesday 15<sup>th</sup> October 2024

**Subject** To consider a grant request for Nailsworth Christmas Hall

**Author** Clerk

**Status** Action

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### Summary

A grant application from a Nailsworth resident for October 2024 as part of the regular quarterly grant process.

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### Detail

Last year NTC allocated the entire £4,000 budget towards small grants to local community groups. In this third of four quarterly rounds of grant funding, Council is asked to consider the attached grant request.

#### Grants awarded by NTC this year

##### Round one:

Nailsworth Town Twinning Association £340

##### Round two:

Concord Coffee Group (seating area) £400

Love Nailsworth (Nailsworth Goodwill) £1,000

Nailsworth in Bloom (bus station planters) £150

Total: £1,890

(Small grant budget remaining: £2,110)

NTC small grant budget for 2024/25 is £4,000.

The Council is asked to consider the application.

---

### Climate Emergency Impact

**Health & Wellbeing:** Community activities can help to increase mental and physical wellbeing.

**Resilience:** A strong community helps build resilience for future climate challenges.

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### Options

1. To grant £500 for Nailsworth Christmas Hall at the Arkell Centre
  2. To grant a different amount
  3. To not grant any funds
- 

### Costs



# Nailsworth Town Council

£500

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## Funding Source

Budget heading 1060 Grants from NTC (currently £2,110)

**ENDS.**



# 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

Organisation Name – TBC.

I am currently applying as an individual although I am aware this does not meet Nailsworth Town Council grant criteria.

I submit this application to NTC with the hope that if successful, a conditional offer could be offered with a grant allocated once I have found a community group/business to work in collaboration with and for transparency, be the holding organisation for the event funds. I am in discussions with various local groups and hope that one will support the event and hold the finances. Unfortunately, I have been unable to secure a commitment prior to the grant application deadline but am hopeful this will change imminently, and a conditional offer will be considered by Nailsworth Town Council to allocate grant funding to my project.

Aims / Purpose **Christmas Day Meetup for Nailsworth people.**  
Your position in group **Event organiser**

**Contact Address**  
provided.

---

## The project

### What is the project name?

Nailsworth's Christmas Hall

**Project start date** 25<sup>th</sup> December 2024

### Project end date

25<sup>th</sup> December 2024

## Project aims

To provide a shared space to create community for anyone in Nailsworth who does not want to be alone on Christmas day. To provide, a Christmas breakfast, dinner and supper as well as games and a shared space to enjoy the day together.

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

It will provide an antidote to loneliness on a day where it is keenly felt. It will provide a tangible and meaningful experience of community.

**How many people will benefit?** 20-30 people

**How many people will contribute to the project?** Local businesses will be asked to donate, local people will be asked to volunteer to support transport, cooking, publicizing and facilitating the day. Team of 5 people will work on organizing the day.

**Will the project involve children and/or vulnerable adults Yes/No?** This will be determined by demand. If there are families with children that wish to take part or vulnerable adults, we will do what is in our power to facilitate that.



## Nailsworth Town Council Grant Policy and Application Form

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

I have a current enhanced DBS form for my work that I can provide a copy of.

**Have you applied for an NTC grant before? If so, give details and when?** No.

---

### The money

**How much are you asking for?**

£500

**What will this money be spent on?**

- £75.00 hire of hall, kitchen and audio-visual facilities.
- £50.00 contingency for transport needs, printing and miscellaneous.
- £68.40 for 2 people to complete a food safety training certificate costing £34.20 each for level 2 course in food safety (if required by Nailsworth Town Council)
- £150.00 food.
- £150.00 for decoration of the room (including a Christmas tree and games to play)
- It is hoped that items will be donated and that a significant part of the money allocated will not be used and can be returned.

**What is the overall project cost?** £500

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

None

**How will you raise the remainder?** Application to local charities and community fundraising

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

48 hours, 3 people for 8 hours on the day and 12 hours of admin, food preparation, and talking to local businesses for donations.

### 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. To Follow

2. To Follow

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### 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.

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### Equal opportunities



## **Nailsworth Town Council Grant Policy and Application Form**

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.

We will not discriminate illegally on grounds of gender, sexuality, race, disability or otherwise.

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**Bank details** - TBC

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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: xxx xxx

Date: 10/2024

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# Income and Expenditure Account

31/03/24 £		08/10/24 £
	<b>INCOME</b>	
33,709.03	Grants	6,846.82
14,001.00	Arkeil Centre Trust	14,000.00
40,620.27	Bookings - all	22,291.73
361,635.00	Precept	435,876.00
4,050.27	Interest on Investments	2,015.50
2,170.23	Other income	5,737.00
214.22	Rights of way/Wayleaves	200.00
456,400.02	<b>TOTAL INCOME</b>	486,967.05
	<b>EXPENDITURE</b>	
30,540.75	General Administration	23,355.50
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	5,152.87
196,983.76	Staff costs	99,881.59
7,303.00	Insurance	7,830.34
42,800.74	Repairs & maintenance - buildings	18,070.38
21,658.79	Utilities & Rates	11,701.34
50,891.19	Maintenance of Open Spaces	26,642.52
55,356.83	Special projects and miscellaneous	5,893.09
652.00	Hazelwood Bungalow	0.00
1,713.60	Town Information Centre	856.80
50,030.00	Support for town services	46,070.00
14,001.00	Arkeil Community Centre	14,000.00
15,983.77	Expenditure	2,500.00
	Capital reduction long term borrowing	0.00
503,721.17	<b>TOTAL EXPENDITURE</b>	267,454.43
109,531.14	Balance as at 01/04/24	85,196.80
456,400.02	Add Total Income	486,967.05
565,931.16		572,163.85
503,721.17	Deduct Total Expenditure	267,454.43
0.00	Stock Adjustment	0.00
22,986.81	Transfer to/ from reserves	-14,657.82
85,196.80	Balance as at 08/10/24	290,051.60



# Financial Budget Comparison

Comparison between 01/04/24 and 09/10/24 inclusive. Includes due and unpaid transactions.

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

		Previous Year's Net	2024/25	Revised	Actual Net	Balance
<b>INCOME</b>						
<b>Council</b>						
100	Precept - Council	£361,635.00	£434,776.00	£0.00	£435,876.00	£435,876.00
105	Refunds,donations grants - Council	£33,109.03	£0.00	£0.00	£6,746.82	£6,746.82
110	ACC-Admin recharge	£14,001.00	£14,000.00	£0.00	£14,000.00	£14,000.00
120	Agency services	£0.00	£100.00	£0.00	£0.00	£0.00
130	CIL income	£2,170.23	£0.00	£0.00	£5,737.00	£5,737.00
<b>Total Council</b>		£410,915.26	£448,876.00	£0.00	£462,359.82	£462,359.82
<b>Property Management</b>						
205	Town Hall bookings	£14,361.00	£17,000.00	£0.00	£6,868.00	£6,868.00
210	Town Hall rent of offices	£15,899.88	£15,900.00	£0.00	£7,949.94	£7,949.94
220	Mortimer Room bookings	£5,089.00	£6,000.00	£0.00	£3,463.50	£3,463.50
225	Council bookings (all land and facilities)	£595.00	£500.00	£0.00	£100.00	£100.00
245	Leases/Licences//Wayleaves	£214.22	£1,000.00	£0.00	£200.00	£200.00
<b>Total Property Management</b>		£36,159.10	£40,400.00	£0.00	£18,581.44	£18,581.44
<b>Recreation &amp; Amenities Committee</b>						
305	Hire KGV Field facilities	£4,185.39	£4,900.00	£0.00	£3,350.29	£3,350.29
310	Market Street Garden - hire and electricity	£0.00	£200.00	£0.00	£0.00	£0.00
320	Mortimer Garden - hire/electricity charge	£490.00	£600.00	£0.00	£560.00	£560.00
<b>Total Recreation &amp; Amenities Committee</b>		£4,675.39	£5,700.00	£0.00	£3,910.29	£3,910.29
<b>Environment Committee</b>						
405	Grants, donations, refunds - Environment	£600.00	£0.00	£0.00	£100.00	£100.00

# Financial Budget Comparison

Comparison between 01/04/24 and 09/10/24 inclusive. Includes due and unpaid transactions.

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

	<b>Previous Year's Net</b>	<b>2024/25</b>	<b>Revised</b>	<b>Actual Net</b>	<b>Balance</b>
410 Town Information Centre	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Environment Committee</b>	£600.00	£0.00	£0.00	£100.00	£100.00
<b>Bank Interest</b>					
500 interest on main account	£0.00	£0.00	£0.00	£0.00	£0.00
505 Investment interest Premier Account	£3,585.79	£2,500.00	£0.00	£1,841.90	£1,841.90
520 Interest from Income Bonds (paid to main account)	£464.48	£450.00	£0.00	£173.60	£173.60
<b>Total Bank Interest</b>	£4,050.27	£2,950.00	£0.00	£2,015.50	£2,015.50
<b>Total Income</b>	<u>£456,400.02</u>	<u>£497,926.00</u>	<u>£0.00</u>	<u>£486,967.05</u>	<u>£486,967.05</u>

# Financial Budget Comparison

Comparison between 01/04/24 and 09/10/24 inclusive. Includes due and unpaid transactions.

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

		Previous Year's Net	2024/25	Revised	Actual Net	Balance
<b>EXPENDITURE</b>						
<b>Council</b>						
1000	Salaries - all	£196,983.76	£228,500.00	£0.00	£99,881.59	-£99,881.59
1010	Payroll charges	£300.55	£360.00	£0.00	£142.20	-£142.20
1040	Churchyard grants	£1,100.00	£1,100.00	£0.00	£1,100.00	-£1,100.00
1050	Subscriptions	£550.00	£2,100.00	£0.00	£1,632.87	-£1,632.87
1060	Grants from NTC	£4,000.00	£4,000.00	£0.00	£1,890.00	-£1,890.00
1070	Town Crier's expenses	£500.00	£500.00	£0.00	£500.00	-£500.00
1080	Town Archives	£530.19	£600.00	£0.00	£472.53	-£472.53
1090	Civic Fund	£3,305.23	£3,500.00	£0.00	£1,120.49	-£1,120.49
1100	Insurance	£7,303.00	£7,500.00	£0.00	£7,830.34	-£7,830.34
1120	Office equipment	£3,243.40	£3,000.00	£0.00	£1,336.34	-£1,336.34
1130	Licences,fees and allowances	£10,974.72	£12,500.00	£0.00	£14,127.06	-£14,127.06
1140	Office management	£7,862.57	£4,800.00	£0.00	£3,784.91	-£3,784.91
1160	Town Mayor's Allowance	£900.00	£900.00	£0.00	£0.00	£0.00
1165	Civic Centre	£9,019.79	£11,900.00	£0.00	£6,207.78	-£6,207.78
1170	Gardening contract for town centre	£5,645.83	£6,500.00	£0.00	£3,029.25	-£3,029.25
1180	Training for staff & councillors	£2,112.37	£3,000.00	£0.00	£120.00	-£120.00
1195	Support for Arkell Community Centre	£14,001.00	£14,000.00	£0.00	£14,000.00	-£14,000.00
1210	Library extra hours	£3,960.00	£3,700.00	£0.00	£0.00	£0.00
1250	Support for Childrens Centre	£5,500.00	£5,500.00	£0.00	£5,500.00	-£5,500.00
1260	Waste/Recycling Collection	£220.23	£200.00	£0.00	£642.90	-£642.90
5330	Web site and Hosting	£0.00	£700.00	£0.00	£0.00	£0.00
<b>Total Council</b>		<b>£278,012.64</b>	<b>£314,860.00</b>	<b>£0.00</b>	<b>£163,318.26</b>	<b>-£163,318.26</b>

## Property Management

# Financial Budget Comparison

Comparison between 01/04/24 and 09/10/24 inclusive. Includes due and unpaid transactions.

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

		<b>Previous Year's Net</b>	<b>2024/25</b>	<b>Revised</b>	<b>Actual Net</b>	<b>Balance</b>
2000	Town Hall cleaning	£8,668.60	£8,700.00	£0.00	£4,585.00	-£4,585.00
	Town Hall cleaning					
	Town Hall cleaning					
2010	Town Hall business rates	£3,976.79	£4,000.00	£0.00	£0.00	£0.00
2020	Town Hall gas	£2,494.66	£3,600.00	£0.00	£1,275.50	-£1,275.50
2030	Town Hall electricity	£437.48	£3,720.00	£0.00	£1,217.55	-£1,217.55
2040	Town Hall repairs & maintenance	£18,541.48	£17,000.00	£0.00	£11,153.05	-£11,153.05
2050	Town Hall - water rates	£686.02	£700.00	£0.00	£457.45	-£457.45
2060	Mortimer Room electricity	£429.68	£610.00	£0.00	£132.03	-£132.03
2080	Mortimer Room repairs & maintenance	£1,494.38	£3,000.00	£0.00	£224.55	-£224.55
2090	Mortimer Room - water rate	£310.37	£500.00	£0.00	£0.00	£0.00
2100	Mortimer Room gas supply	£2,142.96	£960.00	£0.00	£1,197.83	-£1,197.83
2110	Memorial Clock - electricity	£492.97	£550.00	£0.00	£232.67	-£232.67
2120	Memorial Clock - repairs	£30.00	£600.00	£0.00	£0.00	£0.00
2140	Hazelwood Bungalow	£652.00	£1,500.00	£0.00	£0.00	£0.00
	<b>Total Property Management</b>	<b>£40,357.39</b>	<b>£45,440.00</b>	<b>£0.00</b>	<b>£20,475.63</b>	<b>-£20,475.63</b>
	<b>Recreation &amp; Amenities Committee</b>					
3000	Miles Marling Field maintenance	£2,530.00	£2,300.00	£0.00	£2,163.07	-£2,163.07
3010	KGV Field maintenance	£11,710.09	£14,200.00	£0.00	£4,014.75	-£4,014.75
3030	Town Gardening (incl Mortimer Gardens)	£2,843.07	£2,900.00	£0.00	£1,952.60	-£1,952.60
3035	Mortimer Garden electricity	£385.54	£650.00	£0.00	£1,201.16	-£1,201.16
3050	Grounds maintenance equipment	£2,500.63	£2,665.00	£1,500.00	£2,157.52	-£657.52
3060	KGV Field changing rooms - maintenance	£1,581.76	£1,000.00	£0.00	£485.00	-£485.00

# Financial Budget Comparison

Comparison between 01/04/24 and 09/10/24 inclusive. Includes due and unpaid transactions.

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

		<b>Previous Year's Net</b>	<b>2024/25</b>	<b>Revised</b>	<b>Actual Net</b>	<b>Balance</b>
3070	KGV Field changing rooms - electricity	£815.65	£1,360.00	£0.00	£339.24	-£339.24
3080	KGV changing rooms - water rates	£421.81	£500.00	£0.00	£428.68	-£428.68
3100	Garage storeroom	£91.66	£100.00	£0.00	£0.00	£0.00
3120	Market Street Garden -	£176.03	£250.00	£0.00	£47.51	-£47.51
3130	Playrangers - support	£2,350.04	£3,540.00	£0.00	£0.00	£0.00
3140	Youth provision	£46,070.00	£46,070.00	£0.00	£46,070.00	-£46,070.00
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
<b>Total Recreation &amp; Amenities Committee</b>		<b>£71,476.28</b>	<b>£75,535.00</b>	<b>£1,500.00</b>	<b>£58,859.53</b>	<b>-£57,359.53</b>
<b>Environment Committee</b>						
4000	Upkeep council land (Shortwood manorial waste)	£5,910.33	£5,500.00	£0.00	£31.08	-£31.08
4021	Town Information Centre	£1,713.60	£1,700.00	£0.00	£856.80	-£856.80
4030	TIC loan repayment - capital	£7,697.08	£7,983.29	£0.00	£3,962.52	-£3,962.52
4040	TIC loan repayment - interest	£2,608.66	£2,322.45	£0.00	£1,190.35	-£1,190.35
4050	Bunting Hill Nature Reserve (not tree maintenance)	£0.00	£500.00	£0.00	£0.00	£0.00
4060	Environmental enhancement projects	£844.24	£0.00	£0.00	£389.75	-£389.75
4070	Tree maintenance (all NTC land)	£11,643.00	£8,000.00	£0.00	£1,984.50	-£1,984.50
4090	Tourism promotion/Town events	£2,988.00	£5,000.00	£0.00	£0.00	£0.00
4120	Christmas lights	£8,144.10	£9,000.00	£0.00	£493.09	-£493.09
4140	Upkeep of All Saints graveyard	£3,480.00	£4,000.00	£0.00	£2,030.00	-£2,030.00
<b>Total Environment Committee</b>		<b>£45,029.01</b>	<b>£44,005.74</b>	<b>£0.00</b>	<b>£10,938.09</b>	<b>-£10,938.09</b>
<b>Bank Interest</b>						

# Financial Budget Comparison

Comparison between 01/04/24 and 09/10/24 inclusive. Includes due and unpaid transactions.

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

		Previous Year's Net	2024/25	Revised	Actual Net	Balance
1155	Bank charges on main account	£261.72	£300.00	£0.00	£119.10	-£119.10
<b>Total Bank Interest</b>		£261.72	£300.00	£0.00	£119.10	-£119.10
<b>Earmarked Reserves</b>						
6000	Election expensesRESERVE	£0.00	£0.00	£0.00	£0.00	£0.00
6010	Play & tennis court equipmentRESERVE	£2,684.00	£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	£5,441.67	£3,150.00	£0.00	£0.00	£0.00
6040	Mortimer Room repairs RESERVE	£6,600.00	£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
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	£1,100.00	£0.00	£0.00	£0.00
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	£0.00	£600.00	-£600.00
6280	WW1 & II plaques project RESERVE	£0.00	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/24 and 09/10/24 inclusive. Includes due and unpaid transactions.

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

	Previous Year's Net	2024/25	Revised	Actual Net	Balance
6300 KGV buildings RESERVE	£0.00	£5,000.00	£0.00	£359.00	-£359.00
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	£7,190.00	-£7,190.00
6430 6430 Tourism promotion RESERVE	£0.00	£0.00	£0.00	£0.00	£0.00
6450 6450 Heritage Open Day RESERVE	£270.83	£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	£15,983.77	£0.00	£0.00	£2,500.00	-£2,500.00
6510 6510 Climate Emergency Reserve	£0.00	£0.00	£0.00	£0.00	£0.00
6520 6520 COVID-19 response	£10,156.73	£0.00	£0.00	£0.00	£0.00
6530 6530 Build Back Better Fund	£100.00	£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	£13,939.13	£31,500.00	£0.00	£1,807.00	-£1,807.00
6560 6560 Highway improvements	£6,350.00	£0.00	£0.00	£0.00	£0.00
6570 6570 Registering NTC Land	£4,058.00	£0.00	£0.00	£0.00	£0.00
6580 6580 Town Hall retaining wall	£3,000.00	£15,000.00	£0.00	£1,344.00	-£1,344.00
<b>Total Earmarked Reserves</b>	<b>£68,584.13</b>	<b>£55,750.00</b>	<b>£0.00</b>	<b>£13,800.00</b>	<b>-£13,800.00</b>
<b>Total Expenditure</b>	<b>£503,721.17</b>	<b>£535,890.74</b>	<b>£1,500.00</b>	<b>£267,510.61</b>	<b>-£266,010.61</b>
Total Income	£456,400.02	£497,926.00	£0.00	£486,967.05	£486,967.05
Total Expenditure	£503,721.17	£535,890.74	£1,500.00	£267,510.61	-£266,010.61
<b>Total Net Balance</b>	<b>-£47,321.15</b>	<b>-£37,964.74</b>	<b>-£1,500.00</b>	<b>£219,456.44</b>	

# Bank Account Reconciled Statement

<b>Main Account</b>	<b>2040157</b>	<b>30-98-29</b>
Statement Number	213	Bank Statement No. 213
Statement Opening Balance	£28,609.62	Opening Date 01/09/24
Statement Closing Balance	£240,971.58	Closing Date 30/09/24
True/ Cashbook Closing Balance	£240,971.58	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/09/24	FPI240902STRIPES	Stripes Payments	0.00	640.19	29,249.81
02/09/24	FPI240909U15	Minchinhampton Rangers Youth FC	0.00	34.00	29,283.81
02/09/24	SO240901EMMA	Emma-Accountants-Admin Centre	0.00	270.83	29,554.64
04/09/24	DD240820Grenke	Grenke Leasing Ltd	168.00	0.00	29,386.64
05/09/24	BGC240905NAT	National Savings	0.00	46.73	29,433.37
10/09/24	DD240910EE	E E	75.90	0.00	29,357.47
10/09/24	DD240911BRIT	British Gas	19.53	0.00	29,337.94
10/09/24	DD240912OCTOPUS	Octopus	34.21	0.00	29,303.73
10/09/24	DD240921OCTOPUS	Octopus	36.91	0.00	29,266.82
12/09/24	SO240912MIKE	Mike Jefferies-Accountants	0.00	1,054.16	30,320.98
13/09/24	FPI240902FLEA	Flea market	0.00	40.00	30,360.98
13/09/24	FPI240909FRI	Friday Market	0.00	125.00	30,485.98
13/09/24	FPI240909GWT	Megan Adamou	0.00	40.00	30,525.98
13/09/24	FPI240909NDS	Nailsworth Dramatic Society	0.00	20.00	30,545.98
13/09/24	FPI240909NEWS	Nailsworth News	0.00	48.00	30,593.98
13/09/24	FPI240909PROB	Probus Nailsworth Valley	0.00	80.00	30,673.98
13/09/24	FPI240909WBV	We Buy Vintage	0.00	96.00	30,769.98
16/09/24	500379FLOW	Nailsworth & District Flower Arrangement Society	0.00	48.00	30,817.98
16/09/24	DD240915FUEL	Fuel Card Services Ltd	25.55	0.00	30,792.43
17/09/24	DD2408917CTOPUS	Octopus	23.54	0.00	30,768.89
18/09/24	DD240820Grenke	Grenke Leasing Ltd	48.28	0.00	30,720.61
18/09/24	FPO240918ACER	Acerola Telecom	163.45	0.00	30,557.16
18/09/24	FPO240918ASH	Ashwell Building Contractors	468.00	0.00	30,089.16
18/09/24	FPO240918AVEN	Avendale Garden Maintenance Service	290.00	0.00	29,799.16
18/09/24	FPO240918AZ	A-Z Cleaning	770.00	0.00	29,029.16
18/09/24	FPO240918BRUT	Brutons Hardware Ltd	70.62	0.00	28,958.54
18/09/24	FPO240918CLIFF	Cliff Christie	19.87	0.00	28,938.67
18/09/24	FPO240918DOWN	Down To Earth Gloucestershire CIC	561.11	0.00	28,377.56



# Bank Account Reconciled Statement

18/09/24	FPO240918GCC	Gloucestershire County Council	264.11	0.00	28,113.45
18/09/24	FPO240918KING	Kingfisher Direct	191.95	0.00	27,921.50
18/09/24	FPO240918MORE	Morelock Signs	389.75	0.00	27,531.75
18/09/24	FPO240918PHS	Phs Group	257.71	0.00	27,274.04
18/09/24	FPO240918SDC	SDC	214.50	0.00	27,059.54
18/09/24	FPO240918TWH	T W Hawkins & Sons SGMS	372.00	0.00	26,687.54
18/09/24	FPO240918YARD	The Yard House/Knightsbridge Nursery	192.00	0.00	26,495.54
18/09/24	FPO240918YOUTH	The Junction - Nailsworth Youth Club	23,035.00	0.00	3,460.54
18/09/24	TRANSF240918LLOYDS		0.00	35,000.00	38,460.54
19/09/24	DD240919SGC	SGC Payroll	3,423.55	0.00	35,036.99
20/09/24	DD240917GRUN	Grundon Waste Management	12.66	0.00	35,024.33
20/09/24	DD240920GRUN	Grundon Waste Management	10.12	0.00	35,014.21
20/09/24	DD240920SGC	SGC Payroll	12,870.47	0.00	22,143.74
23/09/24	DD240923WATER	Water Plus	59.85	0.00	22,083.89
23/09/24	DD240924WATER	Water Plus	41.75	0.00	22,042.14
23/09/24	FPI240923NCAT	Nailsworth Climate Action Network	0.00	458.06	22,500.20
25/09/24	DD240926WATER	Water Plus	27.27	0.00	22,472.93
26/09/24	BGC240926SDC	SDC	0.00	217,938.00	240,410.93
30/09/24	DD240929FUEL	Fuel Card Services Ltd	32.35	0.00	240,378.58
30/09/24	FPI240923MATT	Matt & Anne Dally	0.00	100.00	240,478.58
30/09/24	FPI240926BARN	Barnabas Painters	0.00	40.00	240,518.58
30/09/24	FPI240926MEN	Mens Talking Group	0.00	40.00	240,558.58
30/09/24	FPI240926PROB	Probus Nailsworth Valley	0.00	40.00	240,598.58
30/09/24	FPI240926YOGA	Yoga With Miranda	0.00	40.00	240,638.58
30/09/24	FPI240927NFM	Nailsworth Farmers Market	0.00	70.00	240,708.58
30/09/24	FPI240930DOG	Dog Training	0.00	108.00	240,816.58
30/09/24	FPI240930FRI	Friday Market	0.00	95.00	240,911.58
30/09/24	FPI240930TAI	Tai Chi	0.00	60.00	240,971.58

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
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# Bank Account Reconciled Statement

Total debits / credits      44170.01      256531.97

Reconciled by Sara Haynes

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

# Bank Account Reconciled Statement

<b>Premier 4282</b>	<b>07154282</b>	<b>30-98-29</b>
Statement Number	107	Bank Statement No. 107
Statement Opening Balance	£280,395.35	Opening Date 01/09/24
Statement Closing Balance	£245,640.89	Closing Date 30/09/24
True/ Cashbook Closing Balance	£245,640.89	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
09/09/24	INTEREST	Lloyds Bank	0.00	245.54	280,640.89
18/09/24	TRANSF240918LLO YDS		35,000.00	0.00	245,640.89

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	35000	245.54

Reconciled by Sara Haynes

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_



# Nailsworth Town Council

## Agenda Item 10

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**Meeting** of Full Council

**Meeting date** Tuesday 15<sup>th</sup> October 2024

**Subject** To note NTC's Risk Assessment

**Author** Clerk/Deputy Clerk

**Status** Information

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### Summary

The risk assessment for NTC activities.

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### 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.
- 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 Annual Audit (AGAR) was completed.
- 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.

Impact: 4

Probability: 3

Rate: **High**

##### 2. Service provision/customer satisfaction

#### Potential Impact



## Nailsworth Town Council

- 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 provides a chance for residents to meet and speak to cllrs and staff, as well as community groups.
- Councillors are visiting town events, groups and businesses on market Saturdays, to listen to residents' concerns.
- Heavy rainfall causing damage to Mortimer Room and Civic Centre may mean changes to opening times are needed at short notice.
- Applications have been submitted for tree works in the Mortimer Gardens. The work is to remove a tree that could cause a health and safety concern in the future.

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 high 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
- 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.

Impact: 3

Probability: 3

Rate: Medium

### 4. Loss of key people.

#### Potential Impact



## Nailsworth Town Council

- 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 Sharepoint
- Staff stay in contact daily, sharing training and information on new systems.
- Staff workloads increase as projects and events gain momentum. Specialist resources are 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 is a reduced number of bank payment authorisers. This may impact on payments.

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**

- 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.
- **New Financial Regulations may change tender limits.**

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.
- Some major repair and maintenance projects are being scoped with a view to creating a programme of future projects spread across several years.



## Nailsworth Town Council

- 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.
- Heavy rainfall has damaged the Mortimer Room and Civic Centre roofs. Investigation and repairs are being carried out.

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.
- 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.
- **Contracts and Job Descriptions are about to be reviewed by Worknest.**
- **A Staffing Review has been agreed for the 'estates' roles.**

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 themselves and others safe. Risk assessments are updated regularly.
- Play areas are regularly inspected
- Information for cllrs is circulated via Sharepoint.
- Legionella and other building safety checks are regularly carried out
- Staff monitor and maintain buildings



## Nailsworth Town Council

- Risk assessments are carried out for activities and events
- 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 have been 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 accessed via SharePoint and IT is administered by a safe outside organisation, taking pressure off staff.

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 deliver online and in person training
- Minutes are regularly uploaded onto NTC's website
- H&S audit work is kept up to date
- Health and Safety training is 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 surveys 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 will reprioritise activities and projects
- Council has earmarked reserves in place for specific projects.
- Grant applications are made where possible.
- The External Audit was completed as required by 30<sup>th</sup> September 2024.
- 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 whole of the precept has been received for this financial year..
- Council's General Fund (free reserves) was lower than recommended at 1<sup>st</sup> April 2024.

Impact: 3

Probability: 2

Rate: Low

## 13. Banking/Cash and Petty Cash

### Potential Impact

- Payments not made by hirers



## Nailsworth Town Council

- 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
- 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
- Procedures are 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/authorisation links requested are completed quickly.
- 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**

- Council isn't solely reliant on hirer income to operate
- Town Hall business tenants offer a regular source of income; tenancies will 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.



## Nailsworth Town Council

- 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 and walkabouts increase awareness of council roles to residents.
- The TIC is due to have a recruitment drive with a new induction, training, volunteer agreement and handbook.
- The office staff report ASB, graffiti and damage incidents to the police. Incidents are currently low.
- Quarterly ASB meeting are held with all relevant stakeholders to discuss issues and what actions can be taken to prevent ASB.

Impact: 1

Probability: 2

Rate: Low



# Nailsworth Town Council

## Agenda Item 11a

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**Meeting** of Full Council

**Meeting date** Tuesday 15<sup>th</sup> October 2024

**Subject** To receive the District Councillors monthly report

**Author** District Councillors Kate Kay, Maggie Dutton and Steve Robinson.

**Status** Information

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### Summary

The County Councillor's report for October.

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### Detail

Stroud District Council approved the following reports:

#### Housing Committee - 17th Sept

Policies adopted: including: Gas & Electrical Safety, Aids and Adaptation & Private Sector Housing Renewal;

Budgets monitored (Housing Revenue Account and General Fund budgets)

Consultation: Depooling rents and service charges. SDC consultation. The change should improve transparency, fairness, choice and hopefully lead to an improved service. All tenants invited to respond.

Grant funding for new homes Agreed to accept a further £1.2m grant (from central Govt.) towards the purchase of four new council homes for Afghan families (families to be allocated by the Home Office) and four new temporary housing units (pods to be constructed on a disused garage site) for people experiencing homelessness in the district.

Future of Council Housing. Committee agreed to sign this report (led by Southwark Council) and to write to the three MPs in the District to emphasise the committee's support for this vision for social housing.

Creation of a Housing Oversight Board, as required by legislation, to scrutinise and improve service delivery, and appointment of a member to be responsible for complaints related to the housing service.

New Homes Programme: 96 new council homes to be delivered over the coming years. The next phase of construction will cover Glebelands, Cam (23 homes), Cambridge Avenue, Dursley (13 homes) and Glos St/Bradley St, Wotton (8 homes).

#### Environment Committee - 19th Sept

New Antisocial Behaviour (ASB) Policy

This which supports prevention and community involvement, early identification, supportive intervention, and enforcement. Approved by Environment Committee, and then subsequently by the Community Services & Licensing Committee.



## **Nailsworth Town Council**

SDC will focus on partnership work - with SOLACE , Counter Fraud and Enforcement Unit & One Legal. Community Wardens work closely with Neighbourhood Police teams, other councils and service partners.

The new ASB policy recognises that the alleged victim should be at the centre of the case, and treated with respect and dignity, regardless of whether the ASB is considered low, medium or high level. More enforcement training for selected officers will be provided. Noted the CCTV stock around the district is old and needs an upgrade. Next steps include a new Case Management System and better information sharing with partners.

Budget Monitoring: Revenue underspend of £116k (against budget of £7.4m) and capital overspend of £9k (for a budget of £9.3m). Largest item of spend is the Multi Service contract with Ubico which includes waste and recycling collection.

Other reports:

Strategic Planning Advisory Board

Local Plan - Update on the progress of the draft local plan are published on the SDC website – local plan examination library, including progress with design work to improve J14 and J12 of the M5. A final consultation on the technical evidence closed on 23rd September. An update report on the local plan was shared.

Planning policy - Changes to National Planning Policy Framework (NPPF) – SDC as Local Planning Authority would need to deliver an extra 3,200 homes by 2040 (increase of 36%) according to the Government's new housing targets. SDC has responded to Government's consultation and raised concern about scale of targets and importance of focusing on affordable homes. The revised NPPF is expected by the end of the year. Development Management decision-making will be subject to the new NPPF from the publication date. SDC will need to commence a brand new Local Plan to meet the higher housing targets, as soon as the Plan under Inspection is adopted.

Stroud Town Regeneration Committee. Merrywalks transport hub improvements planned for next year, to include secure bike lockers.

Climate Leadership Gloucestershire. Draft of the Gloucestershire Local Nature Recovery Strategy will go out for consultation in November.

Stroud Valleys Project Board. Many projects right across the district which deliver big social and environmental benefits.

Cotswold National Landscape. Annual review just published, which covers two important projects: Glorious Cotswold Grasslands, and Farming in Protected Landscapes.

Gloucestershire Resource & Waste Partnership. Stroud District continues to have the best waste minimisation and recycling rates in the county. Committee agreed to write to GCC to request information about possible costs for the incinerator that may be passed onto Districts due to incinerators being brought within the Emissions Trading scheme.



## **Nailsworth Town Council**

Electric Vehicle charging points in car parks rollout. SDC to install 26 charging bays in seven car parks. Mobilisation meeting with the contractor (Connected Kerb) took place in Sept. Officers keen to schedule works and commence installation as soon as possible.

Simpler recycling - lots of changes afoot in the coming years, including collection of recyclable plastic film, extended producer responsibility, deposit return scheme for drinks containers.

Air Quality – update on SDC responsibilities – an Air Quality Strategy is in progress.

### **Audit & Standards Committee - 24th Sept**

Counter Fraud and Enforcement Unit Update

Council is required to proactively tackle fraudulent activity. The core group consists of attendees from Gloucestershire Constabulary Economic Crime Team, Trading Standards, Victim Support, NHS and colleagues from Gloucester City and County Councils. Standalone web site in progress for signposting.

Reports:

Statement of Accounts audit for 2022/23 – approved.

Treasury Management Quarter 1 report approved.

Customer service standards (Corporate Care) Performance noted.

Corporate Risk Register report.

Internal Audit Plan – accepted.

Cyber attack risk - SDC IT Team have been assisting Tewkesbury Borough Council following their recent cyber incident and learning lessons.

### **Community Services & Licensing Committee - 26th Sept**

Cultural Strategy - Approved draft strategy and allocation of £250k to support the Action Plan. Arts and culture in Stroud district is thriving but needs targeted support. Final recommendations to be adopted and launched formally later in the year.

Gambling Act – review of SDC's Statement of Principles in relation to issuing and enforcing licences, permits and notifications for betting shops, adult gaming centres, family entertainment centres, pubs and social clubs with gaming machines and small lottery registrations. No significant changes made to the SDC approach. Committee agreed to write to local MP to voice concerns about impact of online gambling.

Taxi & Private Hire licencing: New policy approved for age criteria on first licensing of a vehicle. This will change to 7 years or less (currently 5 years or less) in response to feedback from the trade. The current exemptions for electric vehicles, low emission vehicles and wheelchair accessible vehicles to continue.

Gloucestershire Health Overview Scrutiny Committee – briefing note on cancer treatment improvements, urology improvement plan, dental treatment, and concerns about South West Ambulance Service response times.



## **Nailsworth Town Council**

Gloucestershire Police and Crime Panel briefing note on key issues including lack of OPCC budget due to £7m blackhole. PCSOs not being replaced is a concern. The main topic was Constabulary's £7m. budget black hole. The precept will be going up and cuts to service are inevitable.

Leisure Centres – Work underway for Stratford Park Leisure Centre to be brought back in house in November. New Air Source Heat Pumps for leisure centres (and also museum) with final commissioning expected in October.

Abandoned vehicles – SDC has a duty to investigate and remove.

### **Gloucestershire City Region Board - 5th Sept**

A devolution deal may be available for Gloucestershire – new Government is yet to confirm the options. Agreed to note the GCC Economic Strategy, and work underway on a new Local Growth Plan, in line with Government requirements.

### **Funding opportunity**

SDC crowdfunding site is open for applications for the next month and open for community groups to submit their proposals.

**ENDS**



# Nailsworth Town Council

## Agenda Item 11b

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**Meeting** of Full Council

**Meeting date** Tuesday 15<sup>th</sup> October 2024

**Subject** To receive an update on NTC office activities.

**Author** Clerk/Deputy Clerk/Office staff

**Status** Information

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### Summary

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

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### Detail:

#### Facilities

##### **Nailsworth Primary School fireworks**

NTC staff will soon be helping the organizers of the Primary School fireworks event to coordinate ticket sales. Traditionally tickets for this event have been sold from the TIC, however with many gaps in the TIC volunteer rota the Civic Centre office will this year also be selling as a ticket office for this event when the TIC is closed. The Civic Centre window will feature a firework window display for promotion leading up to this event.

##### **Hundred Heroines exhibition**

Nailsworth's new photography museum has asked to use the Mortimer Garden and Miles marling Field for an outdoor exhibition of photographs from three international women artists. The organisation has met with office staff to discuss practical issues of how they will be displayed, how long for, and how to handle any damage to them.

##### **Buildings and facilities: repair and maintenance**

During recent very heavy rain, a leak has appeared in the Civic Centre roof. A contractor has been approached with regards carrying out an investigation to find the source of the leak.

Offensive graffiti on the Skate ramps at KGV has been removed and the situation being monitored.

Verti draining has taken place at KGV by an external contractor to improve drainage and reduce the risks of waterlogging on the football pitch.

Legionella testing is booked to take place on 22<sup>nd</sup> October at KGV Changing rooms and Nailsworth Town Hall.

Electrical and plumbing emergency works were instructed at the Town Hall and KGV changing rooms following some minor issues.

##### **Green Spaces**

Extensive works are being carried out in the Mortimer Gardens in conjunction with the town gardeners. This work is clearing an area by the stream to allow for other plants to be introduced.

Depending on the weather, spot spraying is being carried out while plants are still growing.





## Nailsworth Town Council

Both 'spring chickens' at Shortwood Green have had replacement springs following recent play inspections where signs of corrosion were noted.

### General

#### Remembrance and Christmas preparations

Discussion have been held with the RBL reference Remembrance on the 10<sup>th</sup> and 11<sup>th</sup> November. A risk assessment has been provided by the RBL and plans are in place for the road closures. For a period of time over the Remembrance the Mortimer Garden trees will be illuminated red.

Traders have been contacted with regards to the Christmas tree requirements.

#### Christmas lights

Christmas lights will be erected week beginning November 24<sup>th</sup>. There will be a Nailsworth Goodwill window display in the Civic Centre to showcase the event due to take place on Friday 29<sup>th</sup> November after which this the window space will be changed for a Christmas window. Staff are working with both contractors and traders to prepare for Christmas events.

The Clocktower Christmas tree has been ordered; plans for installation and decoration discussed with a local trader; requirements for Nailsworth Goodwill have been discussed with local traders and organisers and their questions answered.

#### Grant success and advice

NTC has had some success in applying for grants in the past month.

- £10,000 has been awarded by Bolt via FGR towards two projects. £4,000 will go towards revamping skate ramps at KGV Field, in consultation with the skaters. £6,000 will go towards improvements to the route between the town centre and Dunkirk Mill Museum (the Textile Trail).
- £20,000 has been awarded by the Rural Shared Prosperity Fund (RuralSPF) towards the KGV grounds maintenance store.
- £18,700 has been awarded by the SDC Vitality Fund towards the Textile Trail. This will provide new interpretation panels, resting points, signage, textile plant-themed planting at Mortimer Garden and will boost the profile of Dunkirk Mill Museum.
- £1,000 has been pledged from the Build Back Better Fund by County Cllr Steve Robinson towards the Textile Trail.

Local businesses are also being given help and advice in submitting applications to the Rural England Prosperity Fund (REPF).

**ENDS.**

Ser No	Date added	Vision	Priority	Committee	Task detail	Comments	Budget	Estimated Cost	Minute Reference	Owner	Projected completion date
37	09-Oct-23	1,7	Med	Full Council	Register all NTC land	09 Oct 23 NTC Deed packets have been assessed and an estimate received for this work. Council decision and budget allocation needed. 15 Nov 23 Assessment of the deeds is nearly complete some questions to be asked and further investigation to be carried out 15/16 Nov 23 . 27 Nov 23. Approx 60% of the work has been completed. Contractor has meeting scheduled with clerk 28 Nov to review progress. 14 Feb 24 All land can be registered in 8 registrations. Clerk gathering information required. 23 Apr 24 Clerk hastening contractor for completion date. 03 July 24 Contractors visited for hopefully the last time. awaiting confirmation of task completion.	General Fund	£5,000.00	2023/108	Clerk	01-Oct-24
38	09-Oct-23	7		Full Council	Internal audit checks by cllr	09 Oct 23. Next appointment to be arranged (quarterly checks and reports). 02 Jan 24 Inspection due for December was daleyed until January, date not yet set. 14 Feb 24 audit scheduled for 20th Feb. 11 Mar 24. Check carried out and report passed to council.	none	£0.00		Cllr Colleen Rothwell	
39	09-Oct-23	8	Low	Full Council	Local Council Award Scheme						
41	09-Oct-23			Full Council	Support for Town Services monitoring	09 Oct 23. First meeting held. Monitoring forms being drafted and discussed. 03 Jul 24 Reports have been received, awaiting feedback before passing on.	Annual Budget			STS working party	
62	12-Jun-24	2	Med	Full Council	Cllr Visibility	Cllrs should be more accessable to the residents of Nailsworth. Consideration should be given as to how this will be achieved.					