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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 18th March 2025 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
13th March 2025

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.25/0397/HHOLD. April Cottage, Worley, Nailsworth, Stroud. Application: Householder. Erection of single storey rear extension & new dormer window to front elevation.
TREES IN A CONSERVATION AREA
None received.
FOR INFORMATION: PREVIOUSLY TRACKED APPLICATIONS
 - b) S.25/0011/HHOLD. 31 Colliers Wood, Nailsworth, Stroud, Gloucestershire. Application: Householder. Erection of a porch. Application permitted. NTC: No observations
 - c) S.25/0276/TCA. 15 Goldwater Springs, Station Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Ash (T1) - pollard to 7m above ground level. Application permitted. NTC: no observation.
- 5 To confirm minutes of the Council meeting held on the 4th March 2015
- 6 To confirm the minutes of Environment Committee held on the 4th March 2025
- 7 To consider the recommendations of the Environment Committee held on the 4th March 2025

It was **recommended** to consult on the future of the TIC according to an amended timetable.

NB. An amended timescale for the consultation was not proposed by the Environment Committee.

It was **recommended** to task the Town Information Working Party with the following;

- To analyse community needs and usage patterns and feedback from the public to support any decisions on the future of the service.
- To continue discussions with TIC volunteers about which information can be provided via NTC's website and at other locations.
- To discuss proposed changes with the library.

It was **recommended** to accept the proposed approach to the Committee's projects in 2025-2026.



NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

- 8 To confirm the minutes of Personnel Committee held on the 6th March 2025
- 9 To consider the recommendations of the Personnel Committee held on the 6th March 2025

It was **recommended** that a sum of £3,239.82 is offered to the employee.

It was **recommended** that £3,000 is moved from the General Fund to Budget heading 6330 Contingency Reserve, to maintain a sum in that budget in case of emergencies.

- 10 Accounts
To agree payments in accordance with the budget as listed in the attached reports
- 11 To agree movements in Earmarked Reserves as part of the Year End process
- 12 To appoint a steering group member to the Nature in Nailsworth group
- 13 To consider a Devolution Working Party to steer the process of negotiating with the District and County Councils

Reports for information (no decisions required):

- 14 Financial summary:
 - a) Income and Expenditure report
 - b) Budget comparison report
 - c) Main bank account reconciliation report
 - d) Premier bank account reconciliation report
- 15 To review NTC's Risk Assessment
- 16 Reports received:
 - a. Report from Town Mayor
 - b. Report from District Councillors – none received
 - c. Report from County Councillor
 - d. To receive an update on NTC office activities
 - e. To receive reports from working parties: Town Hall Major Projects Working Party
 - f. To receive reports from council representatives on outside bodies: none received
- 17 Review NTC's [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 4th March 2025
DRAFT

Present:

Cllr Peter Bodkin (Chair)
 Cllr Shelley Rider
 Cllr Steve Robinson
 Cllr Colleen Rothwell
 Cllr Julian Dennis
 Cllr Luke Stewart
 Cllr Ros Mulhall
 Cllr Phil Sullivan
 Cllr Tyler White

Minutes:

Clerk

Apologies:

Cllr Louis Nicholas
 Cllr Paul Francis

2024/202**Public Participation**

No present

2024/203**Declarations of Interest & Applications for Dispensations**

Chair declared interest in planning application a.

2024/204**Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.25/0308/LBC. Park View, Windsoredge Lane, Nailsworth, Stroud. Application: Listed Building Application. Demolition of a non-original porch and erection of a replacement porch.

No observations

- b) S.25/0190/HHOLD. Southwood, Scar Hill, Minchinhampton, Stroud. Application: Householder Application. Erection of dormer extensions to house and garage.

It was noted that the property falls within Minchinhampton Parish Council but is on the border between both councils.

No observation**TREES IN A CONSERVATION AREA**

- c) S.25/0276/TCA. 15 Goldwater Springs, Station Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Ash (T1) - pollard to 7m above ground level.

No observation

FOR INFORMATION ONLY: PREVIOUSLY TRACKED APPLICATIONS

- d) S.24/2274/HHOLD. Fern Bank, Watledge Road, Nailsworth, Stroud. Application: Householder. Erection of two replacement conservatories. Application permitted. NTC:

No observations.

2024/205

To confirm minutes of the Full Council meeting on Tuesday 18th February 2025

Agreed

2024/206

To ratify a payment of £2660 plus VAT to Bailey Street Furniture for 2 benches at the Clocktower Garden.

The bench design was discussed, and it was noted that they are more comfortable than they look.

Payment ratified

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

.....
Date



NAILSWORTH TOWN COUNCIL
Minutes of the Environment Committee
Held at 6.45pm in the Town Hall on Tuesday 4th March 2025
DRAFT

Present

Clr Shelley Rider (Chair)
Clr Julian Dennis
Clr Luke Stewart
Clr Tyler White
Clr Peter Bodkin (ex officio as Mayor)

Minutes

Clerk

Apologies

Clr Louis Nicolas

Declarations of Interest & Applications for Dispensations

There were none.

To consider the future of the TIC

Clr Stewart provided a brief to the committee with regard to the meeting with TIC volunteers. Highlighting several points raised during the meeting including leaflets, volunteers time and the use of technology.

The use of QR codes, the internet and how these can be used to improve the TIC service was also discussed. Additional leaflet locations were also raised, this could include cafes, shops and other well visited outlets.

The timescale of the change was raised as it may be a longer process than estimated.

The content of the leaflet rack in the library foyer was raised, the information held could be misinterpreted as the TIC and stop visitors entering the library and visiting the TIC.

Clarity of the service provided by both the library and TIC should be clarified to ensure there is no crossover.

Alternative solutions were discussed regarding locations for information and volunteer tasks.

A question raised reference the deadline date of 20th May. It was felt the timescales of the process should be reviewed with a view to reducing the timeframe, the recommendation will be amended accordingly.

Recommendations

It was **recommended** to consult on the future of the TIC according to an amended timetable.

NB. A timescale for the consultation was not agreed.

It was **recommended** to task the Town Information Working Party with the following; - To analyse community needs and usage patterns and feedback from the public to support any decisions on the future of the service. - - To continue discussions with TIC volunteers about which information can be provided via NTC's website and at other locations. To discuss proposed changes with the library.



To receive a report on the Nature in Nailsworth volunteer group

Report was well received and NTC look forward to seeing how the relationship will develop in the future.

To receive notice of an application for additional signage for Three Storeys

NTC thank 3 Storey for the information regarding the signage.

To consider the proposed approach to the Committee’s projects in 2025-2026

Item 2 The chair attends meeting of the twinning committee and is content to report back to council as the member of the outside body.

Item 4 The ASB Working Party was discussed and attendee’s clearances with regards the enhanced DBS and safeguarding concerns. A discussion with members should be had to clarify the membership of the working party.

Volunteers for the working party:

 Cllr Robinson as NTC Police Representative

 Cllr Sullivan

 Cllr Rider

It was **recommended** to accept the proposal approach to the Committee’s projects in 2025-2026

Agreed

To review Environment Committee action plan

Noted

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

.....
Date



NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Personnel Committee
Held at 14:00 in the Town Hall, Old Bristol Road
on Thursday 6th March 2025

DRAFT

Present:

Cllr Julian Dennis (Chair)
Cllr Peter Bodkin
Cllr Steve Robinson
Cllr Phil Sullivan
Cllr Ros Mulhall

Minutes:

Clerk

Apologies:

Cllr Shelley Rider

Declarations of Interest and Dispensations

There were none.

To consider advice on a matter relating to an employee's pension

The matter was discussed and the Committee agreed with the legal advice offered by a pensions law specialist, and that this has been discussed with the employee. It was noted that the payment will be subject to tax.

It was **recommended** that a sum of £3,239.82 is offered to the employee.

All agreed

It was **recommended** that £3,000 is moved from the General Fund to Budget heading 6330 Contingency Reserve, to maintain a sum in that budget in case of emergencies.

All agreed

To decide a date for the next Personnel Committee meeting

It was agreed to hold the next meeting of the Personnel Committee at 10am, Thursday 27th March

.....
Chair of Personnel 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 |
|-------|-------------------|------------------|---------|--------------|---|-----------|
| 17423 | | £180.00 | 2040/2 | 14/02/25 | 1st Fire Solutions Ltd - replacement detector | 7338 |
| | | £180.00 | | | 1st Fire Solutions Ltd - Total | |
| 17443 | | £501.99 | | 04/03/25 | Acerola Telecom - Phones and broadband | 250304 |
| | 1 | £164.90 | 1140/1 | | December phone and BB charges.Feb line rentals | |
| | 2 | £163.47 | 1140/1 | | January phone and BB charges. March line rentals | |
| | 3 | £173.62 | 1140/1 | | Feb phone and BB charges, April line rental | |
| | | £501.99 | | | Acerola Telecom - Total | |
| 17475 | | £258.00 | 2040/1 | 12/03/25 | AES Maintenance - Hand dryer at Town hall | 98 |
| | | £258.00 | | | AES Maintenance - Total | |
| 17450 | | £36.00 | 1140/5 | 26/09/24 | Arkeell Community Centre - Room Hire | 1391 |
| | | £36.00 | | | Arkeell Community Centre - Total | |
| 17424 | | £290.00 | 4140 | 03/02/25 | Avendale Garden Maintenance Service - All Saints Church, Shortwood grass cutting June | 250213 |
| 17425 | | £3,153.00 | 4140 | 18/02/25 | Avendale Garden Maintenance Service - All Saints Church, Shortwood grass cutting June | 250218 |
| 17474 | | £290.00 | 4140 | 12/03/25 | Avendale Garden Maintenance Service - All Saints Church, Shortwood grass cutting June | 250312 |
| | | £3,733.00 | | | Avendale Garden Maintenance Service - Total | |
| 17434 | | £490.00 | 2000 | 28/02/25 | A-Z Cleaning - Office clean - Feb | 9220 |
| | | £490.00 | | | A-Z Cleaning - Total | |
| 17470 | | £49.99 | 3030/2 | 25/02/25 | Blue Diamond Garden Centre (Nailsworth) - rootgrow | 104635 |
| | | £49.99 | | | Blue Diamond Garden Centre (Nailsworth) - Total | |
| 17426 | DD2503123 BRIT | £14.64 | 3070 | 26/02/25 | British Gas - KGV electricity | 811614611 |
| 17456 | DD250318 BRIT | £158.18 | 2100 | 04/03/25 | British Gas - Mortimer room gas | 813226368 |
| 17469 | DD250318 BRIT | £34.93 | 2060 | 27/02/25 | British Gas - Mortimer Room electricity | 803641910 |
| | | £207.75 | | | British Gas - Total | |
| 17451 | | £25.08 | 1140/5 | 28/02/25 | Brutons Hardware Ltd - various | 870217 |
| | | £25.08 | | | Brutons Hardware Ltd - Total | |

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 |
|-------|-------------------|------------------|---------|--------------|---|--------------|
| 17457 | | £122.39 | | 10/03/25 | Cliff Christie - expenses | EXP250310 |
| | 1 | £26.10 | 1140/5 | | mileage | |
| | 2 | £96.29 | 1090 | | VE day celebration | |
| | | £122.39 | | | Cliff Christie - Total | |
| 17427 | | £1,512.00 | 1090 | 24/02/25 | Cotswold Markets Ltd - Town meeting market stalls | 332022025 |
| | | £1,512.00 | | | Cotswold Markets Ltd - Total | |
| 17428 | | £903.24 | 1170 | 28/02/25 | Down To Earth Gloucestershire CIC - maintaining town borders | 0225R |
| | | £903.24 | | | Down To Earth Gloucestershire CIC - Total | |
| 17468 | DD250310 EE | £75.90 | 1140/1 | 02/03/25 | E E - Groundsman and Deputy phone | VO2323203628 |
| | | £75.90 | | | E E - Total | |
| 17458 | | £96.00 | 6570 | 10/03/25 | Foxfield Solicitors - Professional charges in relation to swearing 8 statutory declarations | 7147 |
| | | £96.00 | | | Foxfield Solicitors - Total | |
| 17452 | DD250305 FUEL | £25.20 | 3050/3 | 28/02/25 | Fuel Card Services Ltd - Fuel | 9009169455 |
| | | £25.20 | | | Fuel Card Services Ltd - Total | |
| 17453 | | £455.40 | 3050/2 | 06/03/25 | GB Sport and Leisure - Prosafe gate repair kit | 17046 |
| | | £455.40 | | | GB Sport and Leisure - Total | |
| 17429 | | £316.93 | 1165/6 | 12/02/25 | Gloucestershire County Council - cleaning CC&MR | 1800806858 |
| | | £316.93 | | | Gloucestershire County Council - Total | |
| 17454 | DD250320 GRUN | £13.37 | 1260 | 28/02/25 | Grundon Waste Management - waste management CC | PSI 1239140 |
| 17455 | DD250320 GRUN | £10.68 | 1260 | 28/02/25 | Grundon Waste Management - waste management TH | PSI 1239141 |
| | | £24.05 | | | Grundon Waste Management - Total | |
| 17373 | | £47.00 | 1130/2 | 07/02/25 | Information Commissioner's Office - DATA Protection payment | ZA489231 |
| | | £47.00 | | | Information Commissioner's Office - Total | |
| 17430 | | £1,200.65 | 3050/3 | 18/02/25 | J & M Turner Ltd - Polaris repairs | 1040824 |
| | | £1,200.65 | | | J & M Turner Ltd - Total | |

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 |
|-------|---------------------|------------------|---------|--------------|---|------------------|
| 17459 | | £192.10 | 6590 | 10/03/25 | Katherine Kearns - Plants for textile trail | EXP |
| | | £192.10 | | | Katherine Kearns - Total | |
| 17431 | PAY250307 LLOYDS | £26.62 | 1155 | 10/01/25 | Lloyds Bank - Bank account charges for | 447323929 |
| 17460 | PAY250307 LLOYDS | £29.85 | 1155 | 10/03/25 | Lloyds Bank - Bank account charges for | 449777397 |
| 17472 | PAY250407 LLOYDS | £27.65 | 1155 | 10/03/25 | Lloyds Bank - Bank account charges | 452199800 |
| | | £84.12 | | | Lloyds Bank - Total | |
| 17432 | | £41.25 | 3050/2 | 27/02/25 | Nailsworth Garden Machinery - Wolf Saw | 67644 |
| | | £41.25 | | | Nailsworth Garden Machinery - Total | |
| 17433 | | £360.00 | 4000 | 18/02/25 | National Trust - Meadow seeding and cutting | 3180540 |
| | | £360.00 | | | National Trust - Total | |
| 17461 | DD250211 OCTOPUS | £1,099.62 | | 06/03/25 | Octopus - Electricity and gas | 1-5C5DCFF8-0043 |
| | 1 | £790.50 | 2020 | | Gas | |
| | 2 | £309.12 | 2030 | | Electricity | |
| 17446 | DD250308 OCTO | £17.24 | 3120 | 03/03/25 | Octopus - Junction Elec | KI-FF17F2FF-0031 |
| 17444 | DD250308 OCTOPUS | £58.10 | 2110 | 03/03/25 | Octopus - Clock tower elec | 1-01B53B5D-0050 |
| 17445 | DD250308 OCTOPUS | £39.68 | 3070 | 03/03/25 | Octopus - Changing rooms Elec | KI-94567F80-0049 |
| 17463 | DD250311 OCTO | £119.04 | 1165/1 | 06/03/25 | Octopus - Civic Centre electricity | 1E1CD2BOA 0048 |
| 17462 | DD250313 OCTO | £5.41 | 3035 | 06/03/25 | Octopus - Mortimer garden electricity. | KI 24066B24-0045 |
| | | £1,339.09 | | | Octopus - Total | |
| 17447 | | £100.00 | 1090 | 13/02/25 | SDC - License to close bus station | 401836292 |
| 17464 | | £4,970.99 | 2010 | 05/03/25 | SDC - Non domestic rates - offices 1,2,3, & 7 TH | 00326583 |
| 17465 | | £3,992.00 | 1165/2 | 05/03/25 | SDC - Non domestic rates - CC | 00326733 |
| | | £9,062.99 | | | SDC - Total | |
| 17448 | | £504.00 | 3030/2 | 07/02/25 | Soils (HS) Ltd - Mushroom compost for Mortimer garden | 142978 |

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 |
|--------------|-------------------|------------------|---------|--------------|---|-------------|
| | | £504.00 | | | Soils (HS) Ltd - Total | |
| 17449 | | £44.99 | 3050/2 | 17/02/25 | Trade UK Ltd - Boots | 2002482972 |
| | | £44.99 | | | Trade UK Ltd - Total | |
| 17471 | | £200.00 | 1160 | 12/03/25 | Twinning Association - Contribution to Leves gift | 250312 |
| | | £200.00 | | | Twinning Association - Total | |
| 17467 | DD250321 WATER | £52.00 | 2050 | 08/03/25 | Water Plus - TH water | INVO8550319 |
| 17473 | DD250323 WATER | £301.33 | 3080 | 11/03/25 | Water Plus - CR water | INV08583511 |
| | | £353.33 | | | Water Plus - Total | |
| 17466 | | £1,088.02 | 6590 | 06/03/25 | West Kington Nurseries Ltd - Mortimer garden planting | 1054104 |
| | | £1,088.02 | | | West Kington Nurseries Ltd - Total | |
| | | £17,422.07 | | | Confidential transactions | |
| Total | | £40,952.53 | | | | |

Signature _____

Signature _____

Date _____



Nailsworth Town Council

Agenda Item 11a

Meeting of Full Council

Meeting date Tuesday 18th March 2025

Subject To agree movements in Earmarked Reserves as part of the Year End process

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

A list of movements to Reserves for approval.

Detail

As part of regular review of NTC's Reserves the Clerk would like permission to make some movements in NTC's funds. The movements are from project budgets where the project has completed and funds can be reallocated.

The following movements are suggested for the Reserves.

- 6520 Covid-19 Response Reserve: this currently stands at £6,031.35. Move this into the General Fund.
- 6550 UKSPF (grant) Carters Way community garden Reserve: this currently stands at £1,402. Move this into the General Fund.
- 6060 Miles Marling Field Reserve stands at -£1,657.20. In December 2024 funds were allocated from this budget heading and from the Upkeep of Council Land budget heading to carry out path improvements. The simplest way of balancing this Reserve is to move £1,657.20 from the General Fund. This will bring the Miles Marling Field Reserve to £0 and the Reserve can be closed.
- 6130 Replace groundsman's vehicle Reserve stands at £2,000. It's suggested to move an additional £1,000 from the General Fund into this reserve.

| Reserve | Move to General Fund | Move from General Fund |
|---|----------------------|------------------------|
| 6520 Covid-19 Response Reserve | £6,031.35 | |
| 6550 UKSPF (grant) Carters Way community garden Reserve | £1,402 | |
| 6060 Miles Marling Field Reserve | | £1,657.20 |
| 6130 Replace groundsman's vehicle Reserve | | £1,000 |
| General Fund | +£7,433.35 | £2,657.20 |
| Total movements in General Fund | +£4,776.15 | |



Nailsworth Town Council

A report of all the Earmarked Reserves is attached.

NB. The General Fund is any money which isn't allocated to a specific budget or earmarked reserve. It is good practice for the General Fund to hold at least 3 months of running costs (c. £114,000).

Options

1. To approve the above movements in Reserves

Recommendation

1. To approve the above movements in Reserves

Costs

£2,657.20 from the General Fund

£7,433.35 to the General Fund as detailed

Funding Source

As detailed above

ENDS.

Reserve Status

| | 01/04/24 | 11/03/25 |
|---|------------|------------|
| 6030 Town Hall repairs | £7,753.03 | £7,753.03 |
| 6150 Clocktower refurbishment | £500.00 | £500.00 |
| 6010 Play/tennis court | £5,430.00 | £7,535.00 |
| 6060 Miles Mar Field Equipment | £6,247.80 | -£1,657.20 |
| 6220 Dunkirk Mill Museum | £0.00 | £0.00 |
| 6130 Replace Grndsman Vehicle | £900.00 | £2,000.00 |
| 6020 Town Improvements | £4,048.20 | £4,862.20 |
| 6240 Emergency tree work | £5,883.80 | £5,283.80 |
| 6120 Shortwood Churchyard | £500.00 | £500.00 |
| Market St/town centre improvem | | |
| 6140 Town centre/Mkt St improvements | £62,888.10 | £62,888.10 |
| 6170 20 mph town scheme | £0.00 | £0.00 |
| 6000 Election Expenses | £3,420.00 | £3,420.00 |
| 6280 WWI & II plaques project | £0.00 | £0.00 |
| double glazing | | |
| 6050 Hazelwood Bungalow refurb | £0.00 | £0.00 |
| Feasibility and options | | |
| 6310 Civic Centre | £0.00 | £0.00 |
| 6300 KGV buildings (Groundsmans store) | £35,852.37 | £38,940.87 |
| 6330 CONTINGENCY | £3,196.59 | £3,196.59 |
| 6340 KGVExtension FieldRESERVE | £0.00 | £0.00 |
| 6350 Staff recruitment RESERVE | £177.20 | £0.00 |
| 6380War Memorial refurbRESERVE | £7,201.23 | £0.00 |
| 6430 Tourism Promotion RESERVE | £3,359.00 | £3,419.00 |
| 6450 Heritage Open DayDONOTUSE | £60.00 | £0.00 |
| 6460 Town Archives | £30.20 | £30.20 |
| 6510 Climate Emergency Reserve | £4,659.11 | £2,609.88 |
| 6520 Covid-19 Response | £6,031.35 | £6,031.35 |
| unspent CIL funds | | |
| 6500 CIL projects | £1,142.26 | £6,330.80 |
| total due is £15,160 | | |
| 6530 Build Back Better FundPROJECT COMPLETE | £0.00 | £0.00 |
| Total due £13,373 | | |
| 6540 Welcome Back FundPROJECT COMPLETE | £2,263.27 | £0.00 |
| 6550 UKSPF Carters Way community garden | £4,229.00 | £1,402.00 |
| 6560 Highways improvements | £0.00 | £0.00 |
| 6570 Registering NTC Land | £1,682.00 | £442.00 |
| 6040 Mortimer Room repairs Reserve | £400.00 | £400.00 |
| 6580 Town Hall retaining wall | £5,000.00 | £17,031.00 |
| 6590 Textile Trail | £0.00 | £24,200.00 |

| | | |
|---------------------------------------|--------------------|--------------------|
| 6600 Nailsworth Christmas Hall | £0.00 | £80.00 |
| 6610 Green Gifts (trees, benches etc) | £0.00 | £1,162.00 |
| | <u>£172,854.51</u> | <u>£198,360.62</u> |
| | <u>£172,854.51</u> | <u>£198,360.62</u> |



Nailsworth Town Council

Agenda Item 12

Meeting of Full Council

Meeting date Tuesday 18th March 2025

Subject To appoint a steering group member to the Nature in Nailsworth group

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 Nature in Nailsworth group will be working in partnership with NTC to devise and implement a Biodiversity Action Plan. A steering group will guide this work.

Detail

The Nature in Nailsworth (NiN) group proposes a framework for partnership with Nailsworth Town Council to deliver the town's biodiversity action plan. The group comprises ecological experts and passionate community members who will work alongside Council to enhance local biodiversity initiatives with members focused on education and community engagement

A steering group is being formed with a temporary Chair and the group requests NTC representation on the steering group to ensure close partnership working.

NiN will attend the Town Meeting on 5th April to begin a biodiversity mapping exercise.

Gloucestershire Wildlife Trust's representative will stay involved while the group is established. A date for the first meeting of the steering group is being arranged to;

- review NTC's Biodiversity Policy
- identify quick-win projects (6-12 months)
- develop medium-term initiatives (12-36 months)
- plan biodiversity surveys of NTC-owned land

This partnership represents a valuable opportunity to leverage community expertise in delivering Council's biodiversity commitments.

Council is asked to appoint a member to this steering group.

Options

1. To appoint a cllr to the Nature in Nailsworth steering group
-



Nailsworth Town Council

Recommendation

1. To appoint a cllr to the Nature in Nailsworth steering group
-

Costs

None

Funding Source

N/A

ENDS.



Nailsworth Town Council

Agenda Item 13

Meeting of Full Council

Meeting date Tuesday 18th March 2025

Subject To consider a Devolution Working Party to steer the process of negotiating with the District and County Councils

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

A summary of what is currently known about county and district council devolution. Establishing a working party to navigate the process of district and county council devolution, and possible effects on NTC.

Introduction

The government [White Paper on Devolution in England](#) sets out an ambition to devolve greater powers out of Westminster, but comes with requirements for local government reorganisation away from two-tiers to universal unitary authorities, plus the establishment of new Strategic/Mayoral Authorities/Combined County Authorities.

The third tier of local government, Parish and Town Councils, which represent over 10,000 communities, get very few mentions in the White Paper, but will clearly be impacted by these changes. A key point is the statement that:

"We will also rewire the relationship between town and parish councils and principal Local Authorities, strengthening expectations on engagement and community voice".

In a letter to Local Authority leaders Jim McMahon OBE MP, Minister of State for Local Government and English Devolution, set out a requirement for unitary authorities to represent areas of 500,000 residents or more, which Gloucestershire meets with a population of 646,627.

Strategic/Mayoral/Combined County Authorities

The key question locally is which area would a new authority serve? The Minister's letter states a timetable leading to the election of any new Mayors in 2025, which means there will be little time for discussion.

At Gloucestershire County Council's meeting on 9/1/2025 their Cabinet approved a proposal which included three potential configurations for an eventual strategic authority:

1. To merge all current district councils within Gloucestershire to create one 'super unitary'
2. To split the county down the middle and create two authorities; Gloucester, Forest of Dean and Stroud being one and Cheltenham, Cotswolds and Tewkesbury to be another.



Nailsworth Town Council

3. To create a Greater Gloucester authority which includes the city and surrounding villages, with a second authority being created of all other parts of Gloucestershire.

There is also an option for Stroud District to join South Gloucestershire.

The map below includes the areas under consideration. The areas shaded dark orange are already unitary authorities.

<https://geoportal.statistics.gov.uk/documents/ons::local-authority-districts-counties-and-unitary-authorities-april-2023-map-in-the-uk/explore>

Gloucestershire

In Gloucestershire, the six second tier authorities will disappear, so based on previous devolution deals, many of their services will be transferred to a new Unitary Authority.

Gloucestershire County Council's Cabinet met on 9th January 2025 to approve a bid for Gloucestershire to become a Unitary Authority. The report proposed a timetable which would see plans for a new Unitary to be in place by either April 2027 or April 2028. This very short timeline is driven by the Minister's timetable.

Town and parish councils

Many areas of the country have already been through a process of becoming unitary councils, with very varied experiences. One of the immediate concerns is that instead of decision making coming closer to the community, it does in fact become further away. This is likely to make the representative role of parish and town councillors more important than ever.

GAPTC are creating a working group with representatives from across the county to support their member councils, and to share discussions.

Subsidiarity

Subsidiarity is the political principle that decisions should always be taken at the lowest possible level or closest to where they will have their effect, for example in a local area rather than for a whole country. Every nation operates at a different level of subsidiarity, but England is much more centralised than other comparative states, for example Switzerland or France.

The government's decision to decentralise from Westminster should in theory bring more local control over services and funding at the strategic level, for example transport networks, bus franchising, rail networks and stations, strategic planning for housing growth, and clean energy. However, there is the potential for control over middle level to shift upwards from district/city/borough to Unitary level.

Assets and Services

As the council nearest to the community, Nailsworth Town Council will need to explore and consult on which local assets would best be retained locally and which could be better managed at the new Unitary level. Work will need to be carried out to map assets and services to inform discussions.

Demand for the Town Council's public facing and community development services are likely to grow if there is no replacement for the local contact provided both at Ebley Mill and in person, for example through the Community Wardens.



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As one of the five market towns, Nailsworth has some facilities which benefit a wider community, beyond the parish boundary. Questions will need to be raised about how these will be financed and operated in future. Could they be managed locally, but funded centrally?

Nailsworth Town Council led the market town campaign against car park charges in the past, recognising the benefit of free parking for smaller towns and the delicate relationship between supporting the local economy through measures such as this, and the cost of maintaining significant assets. Will car parks be one of the assets which the new Unitary want to pass on? If so, how will NTC manage them so they don't become a liability?

In some areas which have previously become Unitary, town councils have found themselves faced with a take it or lose it situation, when unitary finances have been stretched. NTC will need to engage with residents on what services they wish to see continue.

NTC capacity

The Civic Centre offices and grounds maintenance areas are compact, and staff capacity is at its limit, with a review of the 'estates roles' (groundsman and caretaker) due to take place. NTC has a long-term wish to create a new, larger 'civic centre complex' to include the NTC offices, community room and GCC library. Devolution may be the catalyst to speed this project up, if only to provide space for what may be an expanded team. It is however, too early to say what services NTC might be asked to take on and what that capacity may need to be.

Community Engagement

Engagement with the community will be an essential aspect of the Council's planning process for devolution. There will inevitably be concerns about the impact on local services and the potential for increases in Council Tax bills. Some areas that have already been through this process have found that the best way to protect local services and assets is for them to be managed locally. Others have found benefits on cost savings in working collectively.

Contracts

Many of the services that could potentially be transferred to town and parish councils are currently contracted out. In Gloucestershire and West Oxfordshire one of the biggest is the Ubico contract, which in Stroud covers the collection of waste and recycling, street cleaning, grounds maintenance and building cleaning.

Ubico is a 'teckal' company wholly owned by 8 local authorities including Stroud District Council. A teckal company is a company that receives contracts from its controlling contracting authorities without needing to go through a competitive tender process, and which is subject to certain requirements and accountability to its public sector owners. It is reasonable to assume that household waste and recycling would become a Unitary service, but in other areas of the country services like street cleaning and grass cutting have transferred to local councils.

Housing

Stroud District is unique amongst the Gloucestershire councils in that it owns its own social housing stock. Housing in the other districts is managed by a range of housing associations. It will be interesting to see whether this changes as part of the devolution process.

Governance



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In some urban areas of England which did not previously have local councils, part of the reorganisation process has included setting up new parish or town councils, for example [Weymouth](#) in Dorset in 2018, [Northampton Town Council](#) in 2021 (the largest so far in England) and [Harrogate and Scarborough in Yorkshire](#) from 2025.

In response to the latest announcement some traditional Borough and City Councils, for example [Maidstone](#), many of which have populations over 100,000, are also considering recreating themselves as town councils, in order maintain local control and preserve traditional mayoralities.

This may be relevant to urban areas in Gloucester and Cheltenham, but not in Stroud district, which is already fully parished. There may, however, be a case for enlarging some councils through consolidation with their neighbours. Changes to parish boundaries would require a Community Governance review.

Staff

Many staff working for district and county councils potentially abolished by this process will be employed by the new Unitary Authority or enlarged parish or town councils, but many will undoubtedly be fearful for their jobs, particularly where roles are duplicated across the current district/city/borough councils.

Councillors and officers will need to be mindful of the sensitivities around people being at risk of redundancy. TUPE arrangements will be in place for any staff whose role is transferred to a new council. Town Council staff will also need to be consulted on any changes which affect their working arrangements. If services are transferred it may be necessary to either transfer in staff under TUPE or recruit to fill any new roles.

Pensions

Transferring staff are likely to already be in the Local Government Pension Scheme, but contribution rates may vary between councils. This will need to be clarified with any staff changes.

Legal powers

Transfer of any assets or services to parish and town councils will in some areas be dependent on the relevant powers and duties available. Parish and town councils have very few duties, but a wide range of powers, including the General Power of Competence (GPC) under sections 1 to 8 of the Localism Act 2011. The GPC allows councils "the power to do anything that individuals generally may do" as long as they don't break other laws. The GPC is time limited in that it depends on the number of properly elected councillors, which may change.

Nailsworth Town Council holds the GPC, but many smaller councils do not, either because they do not have qualified clerks or because not enough of their councillors were elected. These councils rely on Section 137 of the Local Government Act 1972, which enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. This may limit their capacity to take on additional services.

There are some local government powers, which are not extended to parish and town councils, including, for example, museums and highways. There are however arrangements available through which a council may arrange for any of its functions to be discharged by any other local authority for example the Local Government Act 1972 s101(1), (5) and (6) – general functions.

The following potential co-operative arrangements are available:



Nailsworth Town Council

- a. Joint arrangements, for example a joint committee through which the cooperating authorities are exercising a function jointly over the whole or parts of their area
- b. Consortia – also usually managed by joint committees – for example Ubico.
- c. Agency agreements – a higher-level authority empowers a lower-level authority to carry out a function on its behalf
- d. Loan of staff – the higher-level authority retains decision making powers, but borrows staff
- e. Joint teams – pooling of officers to work on specific projects
- f. Clustering - cooperative working across local councils to take on services.

Finance

All councils are funded by the precept, but local authorities also receive funding from central government and other local income. It is important to understand how this works in Gloucestershire and how it will change in the future, especially if the smaller population of Nailsworth is asked to take on services which require specialist knowledge and ways of working.

It is unclear whether any funding will devolve down to town and parish councils with the services, however given the current state of local authority finances, any funding is unlikely to be generous.

Next Steps

It is recommended that a Working Group is set up to work with officers to steer the process - draft Terms of Reference are below. The group should be made up of a group of councillors who will be available for regular meetings over coming weeks.

Given the rapid timescale, a proposed action plan is attached;

| Action | Due date | Officer |
|--|-----------|---------|
| Set up Working Group | 18/3/2025 | Council |
| GAPTC Sharing Event with other parishes on Devolution. | 24/3/2025 | Clerk |
| List District/County Council assets and services to be assessed | 1/4/2025 | Clerk |
| Draft a provisional list of criteria against which the Council should consider how to approach particular District assets or services. (Likely to be based around principle of subsidiarity; understanding of who uses/benefits; and feasibility.) | 7/4/2025 | WP |
| Develop further steps based on the Statement of Principles | 7/4/2025 | WP |

Statement of Principles

The first task for the Working Group will be to review and refine the draft statement of principles for devolution decision making.

Nailsworth Town Council will:

- Respect the impact of change on staff from all councils and service providers affected by devolution
- Consider the impact of changes on current Town Council staff and take account of any new staff capacity required
- Consult with relevant trade unions where staff are affected
- Assess devolution opportunities against the Council’s current and emerging strategic priorities
- Ensure that local people are represented on matters relating to local services



Nailsworth Town Council

- Consult the public on changes to service delivery or ownership of assets
- Work constructively with local authorities to support the devolution process
- Participate in discussions with other parish and town councils, and sector bodies (GAPTC, SLCC) about partnership opportunities
- Consider whether a Community Governance review will be required
- Only take on any new responsibilities after carrying out a full assessment of the costs and risks involved
- Be transparent about the cost implications of any decisions made
- Regularly report to the public on progress

Devolution Working Party – Terms of Reference

Objectives

- To review and refine the draft statement of principles for devolution decision making attached in **Appendix 5** and report back to Council.
- To advise the Council on all matters arising from Local Government Devolution, based on the reviewed principles in **Appendix 2**, including potential for:
 - transfers of assets
 - transfers of services
 - community governance reviews
- To consider potential resource impacts, including:
 - staff establishment
 - pensions including potential TUPE transfers
 - impact on wider budget
- To lead on community engagement and consultation
- To lead on consultation with neighbouring parishes, district and county councils, and any other relevant partners
- To promote open and transparent discussion with all interested parties.
- For the chair of the Working Party to be responsible for ensuring regular reports back to Council
- To ensure discussions and reports are shared with the Clerk for assurance of viability, governance, impact and legality.

Finance

The Group has no delegated authority over council expenditure but may make recommendations to Council on spending required to support the above objectives from appropriate budgets.

Membership and meetings

Membership of the Group will be: five councillors appointed by Council, and the Clerk.

The first duty of the Devolution Working Party will be to elect a chair whose role will be to oversee and chair meetings, defining the agenda and ensuring actions are followed up as necessary. The chair will also ensure that members' potential conflicts of interest are recognised and measures taken to address them, especially during meetings.



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The Working Party will review its membership from time to time and those wishing to cease their membership of the steering group will notify the chair in writing. Membership of the Working Party is appointed by resolution of Council.

Meetings of the group will be convened as required and can be held either remotely or in the Council Chamber, usually during normal working hours.

Notes will be kept of meetings and made available to Group members within 7 days of the meeting, then made available to the Town Council.

Options

1. To establish a Devolution Working Party and to assign membership of at least five councillors.
-

Recommendation

1. To establish a Devolution Working Party and to assign membership
-

Costs

None at this stage

Funding Source

n/a

ENDS.

Income and Expenditure Account

| 31/03/24 £ | | 11/03/25 £ |
|---------------|---------------------------------------|---------------|
| | INCOME | |
| 33,709.03 | Grants | 45,477.07 |
| 14,001.00 | Arkeil Centre Trust | 14,000.00 |
| 40,620.27 | Bookings - all | 42,719.75 |
| 361,635.00 | Precept | 435,876.00 |
| 4,050.27 | Interest on Investments | 3,871.36 |
| 2,170.23 | Other income | 7,688.54 |
| 214.22 | Rights of way/Wayleaves | 914.22 |
| 456,400.02 | TOTAL INCOME | 550,546.94 |
| | EXPENDITURE | |
| 30,540.75 | General Administration | 32,425.57 |
| 5,500.00 | S. 137 Payments | 5,520.00 |
| 10,305.74 | Loan interest/Capital repayments | 10,305.74 |
| 196,983.76 | Staff costs | 190,634.42 |
| 7,303.00 | Insurance | 7,830.34 |
| 42,800.74 | Repairs & maintenance - buildings | 30,530.69 |
| 21,658.79 | Utilities & Rates | 25,329.63 |
| 50,891.19 | Maintenance of Open Spaces | 57,604.97 |
| 55,356.83 | Special projects and miscellaneous | 33,280.58 |
| 652.00 | Hazelwood Bungalow | 0.00 |
| 1,713.60 | Town Information Centre | 1,713.60 |
| 50,030.00 | Support for town services | 50,030.00 |
| 14,001.00 | Arkeil Community Centre | 14,000.00 |
| 15,983.77 | Expenditure | 3,250.62 |
| | Capital reduction long term borrowing | 0.00 |
| 503,721.17 | TOTAL EXPENDITURE | 462,456.16 |
| 109,375.14 | Balance as at 01/04/24 | 85,040.80 |
| 456,400.02 | Add Total Income | 550,546.94 |
| 565,775.16 | | 635,587.74 |
| 503,721.17 | Deduct Total Expenditure | 462,456.16 |
| 0.00 | Stock Adjustment | 0.00 |
| 22,986.81 | Transfer to/ from reserves | -23,937.65 |
| 85,040.80 | Balance as at 11/03/25 | 149,193.93 |

Financial Budget Comparison

Comparison between 01/04/24 and 11/03/25 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 |
|---|---|------------------------|-------------|---------|-------------|-------------|
| INCOME | | | | | | |
| Council | | | | | | |
| 100 | Precept - Council | £361,635.00 | £435,876.00 | £0.00 | £435,876.00 | £435,876.00 |
| 105 | Refunds,donations grants - Council | £33,109.03 | £0.00 | £0.00 | £45,377.07 | £45,377.07 |
| 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 | £7,688.54 | £7,688.54 |
| Total Council | | £410,915.26 | £449,976.00 | £0.00 | £502,939.90 | £502,939.90 |
| Property Management | | | | | | |
| 205 | Town Hall bookings | £14,361.00 | £17,000.00 | £0.00 | £15,104.00 | £15,104.00 |
| 210 | Town Hall rent of offices | £15,899.88 | £15,900.00 | £0.00 | £14,845.72 | £14,845.72 |
| 220 | Mortimer Room bookings | £5,089.00 | £6,000.00 | £0.00 | £6,577.50 | £6,577.50 |
| 225 | Council bookings (all land and facilities) | £595.00 | £500.00 | £0.00 | £290.00 | £290.00 |
| 245 | Leases/Licences//Wayleaves | £214.22 | £1,000.00 | £0.00 | £914.22 | £914.22 |
| Total Property Management | | £36,159.10 | £40,400.00 | £0.00 | £37,731.44 | £37,731.44 |
| Recreation & Amenities Committee | | | | | | |
| 305 | Hire KGV Field facilities | £4,185.39 | £4,900.00 | £0.00 | £5,272.53 | £5,272.53 |
| 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 | £630.00 | £630.00 |
| Total Recreation & Amenities Committee | | £4,675.39 | £5,700.00 | £0.00 | £5,902.53 | £5,902.53 |
| Environment Committee | | | | | | |
| 405 | Grants, donations, refunds - Environment | £600.00 | £0.00 | £0.00 | £100.00 | £100.00 |

Financial Budget Comparison

Comparison between 01/04/24 and 11/03/25 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 |
|---|--------------------------------|--------------------|----------------|--------------------|--------------------|
| 410 Town Information Centre | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Environment Committee | £600.00 | £0.00 | £0.00 | £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 | £3,585.79 | £2,500.00 | £0.00 | £3,348.32 | £3,348.32 |
| 520 Interest from Income Bonds (paid to main account) | £464.48 | £450.00 | £0.00 | £523.04 | £523.04 |
| Total Bank Interest | £4,050.27 | £2,950.00 | £0.00 | £3,871.36 | £3,871.36 |
| Total Income | <u>£456,400.02</u> | <u>£499,026.00</u> | <u>£0.00</u> | <u>£550,545.23</u> | <u>£550,545.23</u> |

Financial Budget Comparison

Comparison between 01/04/24 and 11/03/25 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 |
|----------------------|-------------------------------------|------------------------|--------------------|--------------|--------------------|---------------------|
| EXPENDITURE | | | | | | |
| Council | | | | | | |
| 1000 | Salaries - all | £196,983.76 | £228,500.00 | £0.00 | £190,634.42 | -£190,634.42 |
| 1010 | Payroll charges | £300.55 | £360.00 | £0.00 | £284.40 | -£284.40 |
| 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 | £1,842.87 | -£1,842.87 |
| 1060 | Grants from NTC | £4,000.00 | £4,000.00 | £0.00 | £4,590.00 | -£4,590.00 |
| 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 | £3,939.13 | -£3,939.13 |
| 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 | £2,071.01 | -£2,071.01 |
| 1130 | Licences,fees and allowances | £10,974.72 | £12,500.00 | £0.00 | £16,002.56 | -£16,002.56 |
| 1140 | Office management | £7,862.57 | £4,800.00 | £0.00 | £5,901.50 | -£5,901.50 |
| 1160 | Town Mayor's Allowance | £900.00 | £900.00 | £0.00 | £30.00 | -£30.00 |
| 1165 | Civic Centre | £9,019.79 | £11,900.00 | £0.00 | £10,292.56 | -£10,292.56 |
| 1170 | Gardening contract for town centre | £5,645.83 | £6,500.00 | £0.00 | £5,857.70 | -£5,857.70 |
| 1180 | Training for staff & councillors | £2,112.37 | £3,000.00 | £0.00 | £1,110.00 | -£1,110.00 |
| 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 | £3,960.00 | -£3,960.00 |
| 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 | £793.98 | -£793.98 |
| 5330 | Web site and Hosting | £0.00 | £700.00 | £0.00 | £0.00 | £0.00 |
| Total Council | | £278,012.64 | £314,860.00 | £0.00 | £276,713.00 | -£276,713.00 |

Property Management

Financial Budget Comparison

Comparison between 01/04/24 and 11/03/25 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 |
|------|---|--------------------------------|-------------------|----------------|-------------------|--------------------|
| 2000 | Town Hall cleaning | £8,668.60 | £8,700.00 | £0.00 | £7,603.25 | -£7,603.25 |
| | Town Hall cleaning | | | | | |
| | Town Hall cleaning | | | | | |
| 2010 | Town Hall business rates | £3,976.79 | £4,000.00 | £0.00 | £4,970.99 | -£4,970.99 |
| 2020 | Town Hall gas | £2,494.66 | £3,600.00 | £0.00 | £2,958.88 | -£2,958.88 |
| 2030 | Town Hall electricity | £437.48 | £3,720.00 | £0.00 | £2,467.50 | -£2,467.50 |
| 2040 | Town Hall repairs & maintenance | £18,541.48 | £17,000.00 | £0.00 | £18,369.83 | -£18,369.83 |
| 2050 | Town Hall - water rates | £686.02 | £700.00 | £0.00 | £745.18 | -£745.18 |
| 2060 | Mortimer Room electricity | £429.68 | £610.00 | £0.00 | £984.91 | -£984.91 |
| 2080 | Mortimer Room repairs & maintenance | £1,494.38 | £3,000.00 | £0.00 | £799.55 | -£799.55 |
| 2090 | Mortimer Room - water rate | £310.37 | £500.00 | £0.00 | £322.33 | -£322.33 |
| 2100 | Mortimer Room gas supply | £2,142.96 | £960.00 | £0.00 | £1,459.50 | -£1,459.50 |
| 2110 | Memorial Clock - electricity | £492.97 | £550.00 | £0.00 | £520.84 | -£520.84 |
| 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 |
| | Total Property Management | £40,357.39 | £45,440.00 | £0.00 | £41,202.76 | -£41,202.76 |
| | Recreation & Amenities Committee | | | | | |
| 3000 | Miles Marling Field maintenance | £2,530.00 | £2,300.00 | £0.00 | £16,068.07 | -£16,068.07 |
| 3010 | KGV Field maintenance | £11,710.09 | £14,200.00 | £0.00 | £4,812.05 | -£4,812.05 |
| 3030 | Town Gardening (incl Mortimer Gardens) | £2,843.07 | £2,900.00 | £0.00 | £2,590.54 | -£2,590.54 |
| 3035 | Mortimer Garden electricity | £385.54 | £650.00 | £0.00 | £1,225.74 | -£1,225.74 |
| 3050 | Grounds maintenance equipment | £2,500.63 | £2,665.00 | £1,500.00 | £4,536.99 | -£3,036.99 |
| 3060 | KGV Field changing rooms - maintenance | £1,581.76 | £1,000.00 | £0.00 | £1,068.75 | -£1,068.75 |

Financial Budget Comparison

Comparison between 01/04/24 and 11/03/25 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 |
|---|--|--------------------------------|----------------|----------------|-------------------|----------------|
| 3070 | KGV Field changing rooms - electricity | £815.65 | £1,360.00 | £0.00 | £628.83 | -£628.83 |
| 3080 | KGV changing rooms - water rates | £421.81 | £500.00 | £0.00 | £442.13 | -£442.13 |
| 3100 | Garage storeroom | £91.66 | £100.00 | £0.00 | £0.00 | £0.00 |
| 3120 | Market Street Garden - electricity | £176.03 | £250.00 | £0.00 | £205.57 | -£205.57 |
| 3130 | Playrangers - support | £2,350.04 | £3,540.00 | £0.00 | £2,937.55 | -£2,937.55 |
| 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 |
| Total Recreation & Amenities Committee | | £71,476.28 | £75,535.00 | £1,500.00 | £80,586.22 | -£79,086.22 |
| Environment Committee | | | | | | |
| 4000 | Upkeep council land (Shortwood manorial waste) | £5,910.33 | £5,500.00 | £0.00 | £842.12 | -£842.12 |
| 4021 | Town Information Centre | £1,713.60 | £1,700.00 | £0.00 | £1,713.60 | -£1,713.60 |
| 4030 | TIC loan repayment - capital | £7,697.08 | £7,983.29 | £0.00 | £7,983.29 | -£7,983.29 |
| 4040 | TIC loan repayment - interest | £2,608.66 | £2,322.45 | £0.00 | £2,322.45 | -£2,322.45 |
| 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 | £0.00 | £0.00 |
| 4070 | Tree maintenance (all NTC land) | £11,643.00 | £8,000.00 | £0.00 | £5,499.50 | -£5,499.50 |
| 4090 | Tourism promotion/Town events | £2,988.00 | £5,000.00 | £0.00 | £183.28 | -£183.28 |
| 4120 | Christmas lights | £8,144.10 | £9,000.00 | £0.00 | £4,516.22 | -£4,516.22 |
| 4140 | Upkeep of All Saints graveyard | £3,480.00 | £4,000.00 | £0.00 | £6,633.00 | -£6,633.00 |
| Total Environment Committee | | £45,029.01 | £44,005.74 | £0.00 | £29,693.46 | -£29,693.46 |

Bank Interest

Financial Budget Comparison

Comparison between 01/04/24 and 11/03/25 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 | £271.57 | -£271.57 |
| Total Bank Interest | | £261.72 | £300.00 | £0.00 | £271.57 | -£271.57 |
| Earmarked Reserves | | | | | | |
| 6000 | Election expenses RESERVE | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 6010 | Play & tennis court equipment RESERVE | £2,684.00 | £0.00 | £0.00 | £1,895.00 | -£1,895.00 |
| 6020 | Town improvements RESERVE | £0.00 | £0.00 | £0.00 | £4,091.00 | -£4,091.00 |
| 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 | £150.00 | -£150.00 |
| 6150 | Clock tower refurbishment RESERVE | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 6170 | 20mph town scheme RESERVE DO NOT USE | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 6220 | Dunkirk Mill Museum RESERVE | £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 11/03/25 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 | £5,603.50 | -£5,603.50 |
| 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 | £93.65 | -£93.65 |
| 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 | £3,250.62 | -£3,250.62 |
| 6510 | 6510 Climate Emergency Reserve | £0.00 | £0.00 | £0.00 | £3,507.29 | -£3,507.29 |
| 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 | £389.75 | -£389.75 |
| 6550 | 6550 UKSPF grants | £13,939.13 | £31,500.00 | £0.00 | £2,827.00 | -£2,827.00 |
| 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 | £1,824.00 | -£1,824.00 |
| 6590 | 6590 Textile Trail | £0.00 | £0.00 | £0.00 | £2,567.34 | -£2,567.34 |
| Total Earmarked Reserves | | £68,584.13 | £55,750.00 | £0.00 | £33,989.15 | -£33,989.15 |
| Total Expenditure | | £503,721.17 | £535,890.74 | £1,500.00 | £462,456.16 | -£460,956.16 |

Financial Budget Comparison

Comparison between 01/04/24 and 11/03/25 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 |
|--------------------------|--------------------------------|--------------------|-------------------|-------------------|----------------|
| Total Income | £456,400.02 | £499,026.00 | £0.00 | £550,545.23 | £550,545.23 |
| Total Expenditure | £503,721.17 | £535,890.74 | £1,500.00 | £462,456.16 | -£460,956.16 |
| Total Net Balance | -£47,321.15 | -£36,864.74 | -£1,500.00 | £88,089.07 | |

Bank Account Reconciled Statement

| | | |
|--------------------------------|----------------|------------------------|
| Main Account | 2040157 | 30-98-29 |
| Statement Number | 218 | Bank Statement No. 218 |
| Statement Opening Balance | £58,764.34 | Opening Date 01/02/25 |
| Statement Closing Balance | £42,010.17 | Closing Date 28/02/25 |
| True/ Cashbook Closing Balance | £42,010.17 | |

| Date | Cheque/ Ref. | Supplier/ Customer | Debit (£) | Credit (£) | Balance (£) |
|----------|--------------------|--|-----------|------------|-------------|
| 03/02/25 | DD250213FUEL | Fuel Card Services Ltd | 26.68 | 0.00 | 58,737.66 |
| 03/02/25 | FPI250203STRIPES | Stripes Payments | 0.00 | 116.02 | 58,853.68 |
| 03/02/25 | SO250203EMMA | Emma Mills Accountants Admin Centre | 0.00 | 270.83 | 59,124.51 |
| 04/02/25 | DD250204OCTO | Octopus | 58.21 | 0.00 | 59,066.30 |
| 05/02/25 | BGC250205NAT | National Savings | 0.00 | 40.90 | 59,107.20 |
| 10/02/25 | DD250210EE | E E | 76.66 | 0.00 | 59,030.54 |
| 11/02/25 | DD250208OCTOPUS | Octopus | 43.74 | 0.00 | 58,986.80 |
| 11/02/25 | DD250213BRIT | British Gas | 14.64 | 0.00 | 58,972.16 |
| 11/02/25 | DD250214OCTOPUS | Octopus | 82.38 | 0.00 | 58,889.78 |
| 12/02/25 | SO250212MIKE | Mike Jefferies-Accountants | 0.00 | 1,054.16 | 59,943.94 |
| 13/02/25 | DD250208OCTO | Octopus | 20.43 | 0.00 | 59,923.51 |
| 14/02/25 | DD250211OCTO | Octopus | 196.64 | 0.00 | 59,726.87 |
| 14/02/25 | DD250211OCTOPUS | Octopus | 772.03 | 0.00 | 58,954.84 |
| 14/02/25 | DD250214BRIT | British Gas | 36.63 | 0.00 | 58,918.21 |
| 17/02/25 | BGC250217SDC | SDC | 0.00 | 1,000.00 | 59,918.21 |
| 17/02/25 | DD240917BGAS | British Gas | 119.57 | 0.00 | 59,798.64 |
| 17/02/25 | DD250216FUEL | Fuel Card Services Ltd | 25.20 | 0.00 | 59,773.44 |
| 19/02/25 | DD250217SGC | SGC Payroll | 3,645.64 | 0.00 | 56,127.80 |
| 19/02/25 | TRANSF250219LLOYDS | | 0.00 | 20,000.00 | 76,127.80 |
| 20/02/25 | DD250127GRUN | Grundon Waste Management | 14.30 | 0.00 | 76,113.50 |
| 20/02/25 | DD250220GRUN | Grundon Waste Management | 10.68 | 0.00 | 76,102.82 |
| 20/02/25 | DD250220SGC | SGC Payroll | 10,034.14 | 0.00 | 66,068.68 |
| 20/02/25 | FPO250220AES | AES Maintenance | 110.00 | 0.00 | 65,958.68 |
| 20/02/25 | FPO250220ANGUS | Keith Angus | 2,100.00 | 0.00 | 63,858.68 |
| 20/02/25 | FPO250220ARC | Arc Pension Law | 900.00 | 0.00 | 62,958.68 |
| 20/02/25 | FPO250220ASH | Ashwell Building Contractors | 343.20 | 0.00 | 62,615.48 |
| 20/02/25 | FPO250220AVEN | Avendale Garden Maintenance Service | 290.00 | 0.00 | 62,325.48 |
| 20/02/25 | FPO250220A-Z | A-Z Cleaning | 542.00 | 0.00 | 61,783.48 |

Bank Account Reconciled Statement

| | | | | | |
|----------|------------------|--|-----------|-------|-----------|
| 20/02/25 | FPO250220BAIL | Bailey Street Furniture Group | 3,192.00 | 0.00 | 58,591.48 |
| 20/02/25 | FPO250220BRIS | Bristol Blue Glass | 259.00 | 0.00 | 58,332.48 |
| 20/02/25 | FPO250220BRUT | Brutons Hardware Ltd | 113.55 | 0.00 | 58,218.93 |
| 20/02/25 | FPO250220CLIF | Cliff Christie | 65.49 | 0.00 | 58,153.44 |
| 20/02/25 | FPO250220DAN | Dando Surveying Ltd | 1,374.00 | 0.00 | 56,779.44 |
| 20/02/25 | FPO250220DAV | David Cridland Contracting | 2,822.40 | 0.00 | 53,957.04 |
| 20/02/25 | FPO250220DOWN | Down To Earth Gloucestershire CIC | 496.80 | 0.00 | 53,460.24 |
| 20/02/25 | FPO250220FLET | PR Fletcher | 287.00 | 0.00 | 53,173.24 |
| 20/02/25 | FPO250220GCC | Gloucestershire County Council | 316.93 | 0.00 | 52,856.31 |
| 20/02/25 | FPO250220GOLD | Goldstones Gardening Ltd | 16,686.00 | 0.00 | 36,170.31 |
| 20/02/25 | FPO250220GREEN | Greenfields Garden Services | 310.25 | 0.00 | 35,860.06 |
| 20/02/25 | FPO250220IRON | Ironcrafts (Stroud) LTD | 1,200.00 | 0.00 | 34,660.06 |
| 20/02/25 | FPO250220IST | 1st Fire Solutions Ltd | 2,370.00 | 0.00 | 32,290.06 |
| 20/02/25 | FPO250220J&O | James & Owen | 36.39 | 0.00 | 32,253.67 |
| 20/02/25 | FPO250220JWFLA G | JW Plant - The Flag Company | 24.32 | 0.00 | 32,229.35 |
| 20/02/25 | FPO250220LAKE | Lake Farm Enterprises LTD | 270.00 | 0.00 | 31,959.35 |
| 20/02/25 | FPO250220LAND | Land & Property Registration | 500.00 | 0.00 | 31,459.35 |
| 20/02/25 | FPO250220LCRED | L C RED LTD | 1,080.00 | 0.00 | 30,379.35 |
| 20/02/25 | FPO250220MID | Midland Forestry Ltd | 2,004.00 | 0.00 | 28,375.35 |
| 20/02/25 | FPO250220MUST | James Mustoe Building and Carpentry Services | 200.00 | 0.00 | 28,175.35 |
| 20/02/25 | FPO250220NSB | Nailsworth Silver Band | 210.00 | 0.00 | 27,965.35 |
| 20/02/25 | FPO250220RAG | Ragged and Old | 75.00 | 0.00 | 27,890.35 |
| 20/02/25 | FPO250220SGC | SGC Payroll | 85.32 | 0.00 | 27,805.03 |
| 20/02/25 | FPO250220SLCC | SLCC | 420.00 | 0.00 | 27,385.03 |
| 20/02/25 | FPO250220SOD | Old Sodbury Trees | 816.35 | 0.00 | 26,568.68 |
| 20/02/25 | FPO250220SPEL | S P Electrical | 2,062.80 | 0.00 | 24,505.88 |
| 20/02/25 | FPO250220SPOT | Spot On Supplies (Cleaning & Packaging) Ltd | 275.21 | 0.00 | 24,230.67 |
| 20/02/25 | FPO250220STC | Stroud Town Council | 24.39 | 0.00 | 24,206.28 |
| 20/02/25 | FPO250220SVP | Stroud Valley Projects | 250.00 | 0.00 | 23,956.28 |
| 20/02/25 | FPO250222SARA | Sara Haynes | 66.65 | 0.00 | 23,889.63 |
| 21/02/25 | DD250120SGC | SGC Payroll | 3,743.09 | 0.00 | 20,146.54 |
| 21/02/25 | DD250221WATER | Water Plus | 59.85 | 0.00 | 20,086.69 |
| 24/02/25 | CHEQUE500385 | Nailsworth & District Flower Arrangement Society | 0.00 | 30.00 | 20,116.69 |
| 24/02/25 | DD250223WATER | Water Plus | 41.75 | 0.00 | 20,074.94 |
| 24/02/25 | FPI250203COTS | Cotswold Craftsmen | 0.00 | 40.00 | 20,114.94 |

Bank Account Reconciled Statement

| | | | | | |
|----------|-----------------|--------------------------------|-------|-----------|-----------|
| 24/02/25 | FPI250204FLAM | Flemenco Dance | 0.00 | 80.00 | 20,194.94 |
| 24/02/25 | FPI250204FLEA | Flea market | 0.00 | 40.00 | 20,234.94 |
| 24/02/25 | FPI250204GWT | Gloucestershire Wildlife Trust | 0.00 | 40.00 | 20,274.94 |
| 24/02/25 | FPI250205DOG | Dog Training | 0.00 | 116.00 | 20,390.94 |
| 24/02/25 | FPI250205INS | Insight Gloucestershire | 0.00 | 20.00 | 20,410.94 |
| 24/02/25 | FPI250205NEWS | Nailsworth News | 0.00 | 48.00 | 20,458.94 |
| 24/02/25 | FPI250205PIL | Pilates Elizabeth Williams | 0.00 | 96.00 | 20,554.94 |
| 24/02/25 | FPI250214FRI | Friday Market | 0.00 | 100.00 | 20,654.94 |
| 24/02/25 | FPI250217PLAY | Play Circle Drop In | 0.00 | 440.00 | 21,094.94 |
| 24/02/25 | FPI250219NWI | Nailsworth WI | 0.00 | 40.00 | 21,134.94 |
| 24/02/25 | FPI250219PRO | Probus Nailsworth Valley | 0.00 | 80.00 | 21,214.94 |
| 24/02/25 | FPI250220CREAT | Creative Writing | 0.00 | 80.00 | 21,294.94 |
| 24/02/25 | FPI250224SUPA | SupaStrikers | 0.00 | 48.00 | 21,342.94 |
| 24/02/25 | TFR250206MEN | Mens Talking Group | 0.00 | 40.00 | 21,382.94 |
| 25/02/25 | DD250225WATER | Water Plus | 27.27 | 0.00 | 21,355.67 |
| 25/02/25 | FPI250204FILM | Film Club | 0.00 | 20.00 | 21,375.67 |
| 25/02/25 | FPI250224SUPA | SupaStrikers | 0.00 | 120.00 | 21,495.67 |
| 26/02/25 | DD250225CLARITY | Clarity Copiers Ltd | 79.50 | 0.00 | 21,416.17 |
| 26/02/25 | TFR250226LLOYDS | | 0.00 | 20,000.00 | 41,416.17 |
| 28/02/25 | FPI250224DAZZ | Dazzle Workshops | 0.00 | 24.00 | 41,440.17 |
| 28/02/25 | FPI250224MEN | Mens Talking Group | 0.00 | 40.00 | 41,480.17 |
| 28/02/25 | FPI250224SCOT | Scotty Chalmers Cycling | 0.00 | 48.00 | 41,528.17 |
| 28/02/25 | FPI250224YOGA | Yoga With Miranda | 0.00 | 30.00 | 41,558.17 |
| 28/02/25 | FPI250226BARN | Barnabas Painters | 0.00 | 60.00 | 41,618.17 |
| 28/02/25 | FPI250226PROB | Probus Nailsworth Valley | 0.00 | 80.00 | 41,698.17 |
| 28/02/25 | FPI250227FILM | Film Club | 0.00 | 10.00 | 41,708.17 |
| 28/02/25 | FPI250227FLAM | Flemenco Dance | 0.00 | 80.00 | 41,788.17 |
| 28/02/25 | FPI250228DOG | Dog Training | 0.00 | 72.00 | 41,860.17 |
| 28/02/25 | FPI250228NCF | Nailworth craft market | 0.00 | 60.00 | 41,920.17 |
| 28/02/25 | FPI250228RUSK | Ruskin Mill | 0.00 | 90.00 | 42,010.17 |

Uncleared and unrepresented effects

| | | |
|-----------------------------------|------|------|
| Total uncleared and unrepresented | 0.00 | 0.00 |
|-----------------------------------|------|------|

Bank Account Reconciled Statement

Total debits / credits 61308.08 44553.91

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

| | | | |
|--------------------------------|-----------------|--------------------|----------|
| Premier 4282 | 07154282 | 30-98-29 | |
| Statement Number | 112 | Bank Statement No. | 112 |
| Statement Opening Balance | £331,853.63 | Opening Date | 01/02/25 |
| Statement Closing Balance | £292,147.31 | Closing Date | 28/02/25 |
| True/ Cashbook Closing Balance | £292,147.31 | | |

| Date | Cheque/ Ref. | Supplier/ Customer | Debit (£) | Credit (£) | Balance (£) |
|----------|--------------------|--------------------|-----------|------------|-------------|
| 09/02/25 | INTEREST | Lloyds Bank | 0.00 | 293.68 | 332,147.31 |
| 19/02/25 | TRANSF250219LLOYDS | | 20,000.00 | 0.00 | 312,147.31 |
| 26/02/25 | TFR250226LLOYDS | | 20,000.00 | 0.00 | 292,147.31 |

Uncleared and unrepresented effects

| | | |
|-----------------------------------|-------|--------|
| Total uncleared and unrepresented | 0.00 | 0.00 |
| Total debits / credits | 40000 | 293.68 |

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____



Nailsworth Town Council

Agenda Item 15

Meeting of Full Council

Meeting date Tuesday 18th March 2025

Subject To note NTC's Risk Management Review

Author Clerk/Deputy Clerk

Status Information

Summary

NTC's Risk Management 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 are due to be reviewed, in accordance with NALC guidance before April. Changes will be highlighted in the policies.
- 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 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 successfully completed in September 2024.
- 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 review of the Strategic Priorities took place in October – six month's into the new council term.
- Annual NTC policy review scheduled for February to April

Impact: 3

Probability: 3

Rate: [Medium](#)



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.
- 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.
- Applications for tree works in the Conservation Area (Mortimer Gardens) have been approved and Winter tree maintenance work has been ordered.
- A new TIC working party will be set up to move forward NTC's service for visitors and residents.
- A public consultation regarding the TIC has been agreed and is currently being arranged.

Impact: 3

Probability: 3

Rate: **Medium**

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.
- 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 review of the Strategic Priorities took place in October – six month's into the new council term. This confirms the council's clear direction.
- Several projects are progressing at pace, this has led to an increase in workload in the office.
- In this last quarter of the council year, new projects have an impact on delivering those projects which have been identified as Strategic Priorities
-

Impact: 4



Nailsworth Town Council

Probability: 4

Rate: **High**

4. Loss of key people.

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 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 now CiLCA qualified.
- There are a reduced number of cllrs who can authorise payments. This may impact on payments at times. Cllrs are asked to respond as quickly as possible to requests to update bank mandates.
- Possibility of staff absence due to winter illnesses

Impact: 3

Probability: 4

Rate: **High**

5. Dependency on Suppliers/Tendering process

Potential Impact

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

Management/Control of Risk. Action Required

- 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.
- Staff are continually hastening contractors to ensure work is carried out promptly.
- 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



Nailsworth Town Council

- 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.
- 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.
- Increased informal building inspections by staff is helping to identify new tasks.
- Work being carried out reduce the risk of Legionella within NTC buildings.
- Due to time constraints attached to grants, there could be issues in meeting funders deadlines.

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.
- An amendment to Standing Orders states that there is an expectation that cllrs will undergo training.
- Cllr training available from GAPTC.
- Contracts and Job Descriptions are being reviewed by Worknest (annual task).
- NTC follows internal policies and consults the employment lawyer when dealing with staff matters.
- A Staffing Review for the 'estates' roles has been delayed.

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



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- 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.
- 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.
- Some working practices have been changed in response to concerns about staff health & safety, in particular lone working.
- Recent concerns will result in staff understanding of instructions and communications being confirmed. Relevant health & safety training will be repeated, and risk assessments rewritten or signed as read and understood.
- Possibility of staff absence due to winter illnesses.
- Health and Safety considerations are now agreed prior to tasks being carried out.

Impact: 4

Probability: 4

Rate: **High**

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.
- All staff are reminded to ensure files are saved to the cloud and not on laptops

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.



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- 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.
- Some working practices have been changed in response to concerns about staff health & safety, in particular lone working.
- Recent concerns will result in staff understanding of instructions and communications being confirmed. Relevant health & safety training will be repeated, and risk assessments rewritten or signed as read and understood.
- Discussions on council structure may affect transparency and governance; GAPTC's advice should be sought before implementation.

Impact: 4

Probability: 4

Rate: **High**

11. Insurance Risks/uninsured losses

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.
- All information relevant to the Town Hall wall has been passed to the insurers and further assistance requested.

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



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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 30th 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 1st April 2024.
- Grants of c.£60,000 have been awarded this financial year to support council projects

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
- 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.
- A new savings account is being set up as part of the planned change of banking supplier.

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.



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- The Annual Budget for 2024-2025 reflects changes in income from hire charges.
- Grants are applied for where possible.
- Grants of c.£60,000 have been awarded this financial year to support council projects

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, Stroud Times, 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 and walkabouts increase awareness of council roles to residents.
- Quarterly ASB meeting are held with all relevant stakeholders to discuss issues and what actions can be taken to prevent ASB.
- A new TIC working party will be set up to move forward NTC's service for visitors and residents.
- The office staff report ASB, graffiti and damage incidents to the police. Incidents are currently low.

Impact: 1

Probability: 2

Rate: Low



Nailsworth Town Council

Agenda Item 16a

Meeting of Full Council

Meeting date Tuesday 18th March 2025

Subject To receive a report from the Mayor

Author Cllr Peter Bodkin

Status Information

Summary

The Mayor's report for March.

Detail

Nailsworth and District Twinning Association

I attended the AGM at the Arkell Centre on Friday 7th March, followed by a showing of the French film "Associés Contre Le Crime" (Partners in Crime).

At the AGM, a revised constitution was passed by the members; a minor change to update how monies are handled and to acknowledge the fact that most transactions are now online.

The Chair and Hon Sec (Isobel Hie) presented a report of the year's activities. These included the visit from members of the Twinning Association in Leves in May 2024. A visit to the Woodchester Vineyard and a meal at the Long Table in Brimscombe were particularly well received by the visitors from Leves.

Keith and Sharon Mansell had attended the 80th Anniversary of the liberation of Leves in September. They were warmly received and represented Nailsworth at the commemorative events.

Remi Martial, the Mayor. Joel the Deputy Mayor and the Chair of the Leves Twinning Association (and others) had attended the Remembrance Sunday Service in November 2024 at St George's and laid wreaths at the memorial following the service.

The Twinning Association had forged new links with Nailsworth Primary School and particularly with the French Club and the French Lead at the school, Anna Moore. Most recently, members visited to take part in pancake day with a French twist. A message from the school following the event described the event as a "very special visit to the French Club which the children very much enjoyed." This year marks the 30th Anniversary of the signing of the Charter between Nailsworth and Leves in 1995. To mark the occasion, a framed collage of the Charter, a photograph of the two Mayors at the time signing and other memorabilia has been commissioned and will be presented as a gift from the Town Council of Nailsworth and the Twinning Association to the Town Council and Twinning Association of Leves during the Nailsworth visit to Leves in early May. NTC has contributed to the cost of this gift. I shall be representing the Town Council on the visit which, in addition to the Twinners, involves over 30 members of the Nailsworth Silver Band.

Accounts were presented and approved. Fundraising activities would be held again this year to help replenish financial resources.

The Committee was reappointed.



Nailsworth Town Council

Agenda Item 16c

Meeting of Full Council

Meeting date Tuesday 18th March 2025

Subject To receive the County Councillors monthly report

Author County Councillor Steve Robinson

Status Information

Summary

The County Councillor's report for February.

Detail

Devolution in Gloucestershire

I understand that the submission from the seven authorities in Gloucestershire, due to be presented to Central Government by 21st March, will include the three options.

The three options are:-

1 Unitary Authority, Gloucestershire divided into two Unitaries (east and west), and the Gloucester Donut.

Highways

I am pleased to say that the following major resurfacing will take place on the following dates:-

George Street – from 17th until 22nd April (not including weekends). Road closed between 7pm and 7am (night working)

Tinkley Lane – from 29th until; 22nd May. Road closed daytime, except weekends. This will include an extra £100k to include foundations and tarmac in the unofficial passing places.

The only reason these two projects are taking place in April is that I have agreed to put all my Local Highways contribution for 2025/26 towards these schemes.

Station Road Car Park

The owner of Station Road has recently been enforcing No Parking on the road. With this in mind, I have asked Public Rights of Way to include a sign stating that the car park is for users of the cycle track only, when the refurbishment takes place.

ENDS



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Agenda Item 16d

Meeting of Full Council

Meeting date Tuesday 18th March 2025

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:

Year End and Annual Governance and Accountability Return (AGAR)

March, April and May are particularly busy times of year with the annual audit, annual report and other statutory duties taking place.

Preparation for closing the accounts for Year End has begun and by the end of April the office team plans to have completed all the Year End reports, initiated the new financial year and arranged a date for the Internal Auditor's visit. The Clerk will complete the Annual Governance and Accountability Return (AGAR) in time for the Annual Meeting on Tuesday 13th May where it will need to be signed by the Mayor.

Supporting documents and information, including specific questions raised by the external Auditor will be submitted after the Annual Meeting.

Buildings and facilities: repair and maintenance

The Town Hall fire alarm system continues to cause concern. Some work has been carried out, but further investigations are required to locate the source of a problem. A contractor has been called and has carried out some additional investigations into Zone 4 (1st Floor and the roof space). It has been suggested that the new panel may be too sensitive for the older sensors. Further investigation is being carried out to ensure the system is operating correctly. The contractor has returned and carried out a further adjustment and there have been no more incidences, so all is now sorted. We are continuing to monitor.

The entrance gate to the play area in the KGV malfunctioned and required repairing. Thankfully, a repair kit was available, and the groundsman managed to complete the repair without any major disruption to users.

12 March 25 - The boiler at the Town Hall has stopped working, a contractor has been called to investigate the issue. We are awaiting information regarding the investigation.

Green Spaces

The work being carried out in the Mortimer Gardens continues; the majority of the planting has taken place. Some more perennials will be planted in March. The new flower bed contains dye plants which will eventually be highlighted in signage as part of the Textile Trail. The flower bed transformation has been very well received with plenty of positive comments from residents.

Flood alleviation work has been carried out at Shortwood. This work was designed to be a small Natural Flood Management scheme taking rainwater off the highway. Three 'grips' (wide, shallow channels) have been made to take rain onto a grassed area by All Saints churchyard. The work was checked during heavy rainfall and has been a complete success.



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Removal (coppicing) of a large Hazel on the same piece of ground has taken place, with the coppiced branches forming a 'dead hedge' as a useful haven for small mammals, birds and insects. This and the Natural Flood Management work has helped to protect the piece of land – part of the ancient Commons – from unlawful parking.

Work was completed at the end of February on the central path at Miles Marling Field. NTC have received several comments regarding how the new path has improved access to the amphitheatre area for residents. Investigation will continue into funding for the replacement of the remaining path.

Green Gifting

The new Green Gift procedure is being trialled, with three applications currently being processed. The procedure is working well so far and small changes will be made as needed, to make it an easier process for residents to follow.

ENDS.



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Agenda Item 16e

Meeting of Full Council

Meeting date Tuesday 18th March 2025

Subject To receive a report from the Town Hall Major Projects Working Party

Author Deputy 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

To receive a report for the Town Hall Projects Working Party on project progression

Detail

The working party met, and it was agreed to provide an update on all Town Hall projects and how they are progressing.

Retaining Wall

There was an initial survey carried out in the summer of 2024. The report recommended that two trial pits were dug at the rear of the building to investigate the makeup of the ground below the asphalt. Unfortunately, the trial pits did not produce the results we had hoped for. The ground under the asphalt was made up of rubble and gravelled clay.

It was therefore recommended that 4 additional trial pits should be dug by the retaining wall (2) and in the garden of Folly Cottage (2) to investigate the structure and thickness of the wall. The quotes for these trial pits are yet to be received. The contractor has been informed that the trial pits and remedial work at Folly Cottage is the council priority.

In addition, to the trial pits it was recommended that a Point Cloud survey be carried out of the retaining wall to ascertain the current positioning of the wall. This was carried out and the WP have reviewed the results.

Folly Cottage Privacy Fence

Investigations have been carried out into the ownership of the privacy fence in Folly Cottage garden. SDC Planning were approached and could not provide any information regarding the erection of the fence or ownership.

Window replacement

Several contractors have been approached and have submitted quotes for the replacement of the windows. These quotes range from £120K - £200k dependant on the material and design. Due to the Town Hall being in a Conservation Area, the design and material of the windows will need to be approved by SDC Planning. If possible, a meeting will be arranged with SDC Planning to discuss options prior to any planning being submitted. This will ensure NTC funds are not expended on numerous planning applications.



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Gas Boiler Replacement

Several repairs have been carried out in the few years to keep the boiler running. During the last routine maintenance, it was highlighted that the boiler is on it's last legs and should be replaced as soon as possible. Several option have been investigated.

1. Replacing the boiler approx. (£15K)
2. Replacing the boiler with an electric boiler. Due to the size of the building an electric boiler would use be approx. 3-4 times more expensive than gas.
3. Remove boiler and replace with electric heaters. Again a more expensive option, although it would remove the consumption of fossil fuels, solar panels would not provide enough power to run the heaters. Therefore, there would be consumption form the national grid at an expense.
4. Install air sources heat pumps. Cost approx. £39K plus running costs. Due to the size of the pumps, further investigation is under way to ascertain the quantity and location of the pumps on the building. Additionally, as the building is in a conservation area, planning would need to be approached prior to installation.
5. Install ground source heat pumps. There are two options, surface area and bore holes. This is still under investigation as the bore hole option has not been considered.

Solar Panels

A meeting was held with Gloucester Community Energy Co-Op (GCEC) several months ago. This meeting provided NTC with the option of leasing the Town Hall roof to GCEC for 25 years. GCEC would install the solar panels and NTC would buy the energy from GCEC. There would be an option to buy the panels during the lease or wait 25 years and NTC would own the panels. This option would see NTC make a saving of approx. 10%pa on energy costs.

Purchasing solar panels. NTC have approached three companies have been approached and have provided quotes for the installation of solar panels.

| | |
|--------------|--|
| Contractor 1 | 24 panels, 10kWh battery (£17k) minimum requirement |
| Contractor 2 | 36 panels, 10kWh battery (£18.7) This option allows for additional panel and selling power back to the grid. |
| Contractor 3 | 39 panels , 12kWh (£24k) |

Stage Lighting and sound

Due to the age, ownership and hirer access to the stage lighting, it was decided to investigate replacing the lights. This has been investigated and several options that have been provided by a local specialist.

Lighting Rig

50 RGBAL lights x 8 @ 339.25 = £2714 +VAT

Stage

PAR 60 4Q x 4 @ £295.12 = £1180.48

(For additional special lighting possibly ACT profile 50 RGBAL x 2 @ £459.94 =£919.88)

Distribution Box

Distribution box x 1 @ £926.75

Repair of stage rig £420

Control panel

Stage CL x 1 @ £1710

Or

ADJ Link requires iPad with control software x 1 £582.50

Option 1 - Cost of lights with Stage Cl control panel £6951.23



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Option 2 - Cost of lights with ADL link and iPad £5823.73 (cost of software unknown)

Option 3 – Option 1 plus Addition spec lighting £7871.11

Option 4 – Option 2 plus Addition spec lighting £6743.61 (preferred option) further investigation required with contractor.

Replacement sound system. The sound system in the main hall is currently fit for purpose but could be improved in the future to make the hall more attractive to hirers. One option would be to have a Bluetooth sound system with a PA system. These range from £520- £760. These systems have between 8 and 12 4" speakers with a base unit with USB, SD, Bluetooth and MP3 features.

Council Chamber

The current tables and chairs are dated and should be replaced with a modern conference type table and chair. Quotes for the replacement of the tables and chairs in the chamber range from £4000 - £6000.

The Mortimer Room also requires replacement tables and chairs; to save funds the council chamber could move to the Mortimer Room (once WiFi has been installed). This would allow for the current chamber to be rented out, this would increase Town Hall income.

The projector does not work to the required standard and should be replaced (£1000+ for a good system).

Kitchen Refurbishment

The kitchen is dated and not attractive to hirers. Initial investigations have been carried out in the replacement of the kitchen. These investigations have been carried out online, no local contractors have yet been approached.

Costs for units and appliances vary between £5000 and £6000. Installation costs can be up to £6000. Further investigation required.

Rear Area Flooring

The storage area at the rear of the stage, top landing, stairs and Lower landing flooring area is aged, the carpet worn. The lower landing does not have any flooring. A contractor has been approached and has provided a quote to carpet all 4 areas. The cost would be approx. £2000.

Archive Modernisation

This room although it meets its purpose it requires some modernisation and updating, a plan has been produced with a new layout. This will require new racking, decoration, office furniture and a different layout. No costing has been sought for this project.

Rear Door

The current door at the rear of the hall is not fit for purpose. The current door does not meet the requirements for building security and should be replaced with a security fire escape door. Estimated cost £400 - £1000 plus installation.

Additional Information

NTC have been in contact with [South West Net Zero Hub](#) (SWNZH), they provide free strategic and technical support to the public sector and communities to develop, finance and deliver net zero energy projects. They highlighted funding lines that could be utilised by NTC to assist with the decarbonisation of the Town Hall. They are the [Low Carbon Skills Fund](#) (LCSF) and [Public Sector Decarbonisation Scheme](#) (PSDS).

Both of these funding lines are due to be released for 25/26FY shortly. The grants run in conjunction, with the LCSF being phase 1 and PSDS being Phase 2. SWNZH have provided NTC with guidance on the specific information required for the completion of grant applications. This information is being gathered and retained.

If NTC were to be successful in receiving an LCSF grant, the grant would cover 100% of the costs of a decarbonisation feasibility study and an installation design for the town hall. The plan and design



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would provide NTC with information on all elements of the buildings (Heating, windows, walls and possibly solar), leading into phase 2 a PSDS grant application.

A consultant has been approached and requested to draw up a proposal for a decarbonisation feasibility study of the Town Hall. This will ensure NTC have all the relevant information required should the council agree to an LCSF grant application being submitted.

The PSDS grant covers approx. 40% of the overall costs of the project. Therefore, additional funding lines may need to be considered if NTC were successful.

The council are requested to approve an LCSF grant be applied for when released by the government.

Options

1. To agree further investigations of the items should be carried out and passed to council for approval.
 - Replacing the main hall lighting
 - Replacing the main hall sound system
 - Replacing the rear door with a security fire escape door
 - Relocating the council chamber to the Mortimer Room
 2. To agree an application for LCSF grant funding should be submitted when released by the government.
-

Recommendation

3. To **agree** further investigations of the items should be carried out and passed to council for approval.
 - Main hall lighting
 - Main hall sound system
 - Replacing the rear door
 - Relocating the council chamber to the Mortimer Room
 4. To **agree** an application for LCSF grant funding should be submitted when released by the government.
-

ENDS.

| Ser No | Date added | Strategic Plan | Vision | Priority | Location | Task detail | Comments | Budget | Estimated Cost | Minute Reference | Documents | Owner | Projected completion date | Status |
|--------|------------|----------------|---------|----------|--------------|--------------------------------------|--|---------------|----------------|------------------|----------------|-----------------------|---------------------------|-------------|
| 37 | 09-Oct-23 | Y | 1,7 | Med | Civic Centre | 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. 21 Oct 24 additional documentation to be scanned and forwarded to contractors. 12 Nov 24 Final copies of documents have been passed to the contractor. 11 Dec 24. Contractor visited the office and discussed the final details with the Clerk on 10th December 24. They will return on the week of 16th December for final meeting. | General Fund | £5,000.00 | 2023/108 | | Clerk | 01-Oct-24 | Not started |
| 38 | 09-Oct-23 | N | 7 | | Civic Centre | Internal audit checks by cllr | 09 Oct 23. Next appointment to be arranged (quarterly checks and reports). 02 Jan Inspection due for December was delayed 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. 07 Jan 25 Agenda item on the council meeting on the 14 Jan 25. | none | £0.00 | | Finance Policy | Cllr Colleen Rothwell | | ongoing |
| 39 | 09-Oct-23 | Y | 8 | Low | Civic Centre | Local Council Award Scheme | | | | | | | | |
| 41 | 09-Oct-23 | N | 2, 3, 6 | | Civic Centre | 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. 12 Nov 24 A meeting has been held with the Youth Club to discuss the content and the way forward. | Annual Budget | | | | STS working party | | |
| 62 | 12-Jun-24 | Y | 2 | Med | Civic Centre | Cllr Visibility | Cllrs should be more accessible to the residents of Nailsworth. Consideration should be given as to how this will be achieved. 12 Nov 24 Councillors attended the market at the end of October. There was lots of interaction with residents and market stall holders. Several points were raised and actioned. | | | | | | | |