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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 ANNUAL MEETING of Nailsworth Town Council to be held at the Town Hall, Old Bristol Road, Nailsworth on Tuesday 14th May 2024 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
9th May 2024

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

- 1 Election of Town Mayor**
- 2 Election of Deputy Mayor**
- 3 Apologies
- 4 Verbal introductions & safety briefing
- 5 Note of Public Participation
- 6 Declarations of interest and applications for dispensations
- 7 To appoint members to Committees
- 8 To appoint members to working parties
- 9 To appoint members to act as NTC's representatives on external bodies and be responsible for reporting back on matters concerning NTC
- 10 To approve the schedule of meeting dates for the year 2024-2025
- 11 To approve the Council's annual insurance for 2024-2025
- 12 To approve all regular payments, direct debits and annual contracts for the year 2024-2025 in accordance with Financial Regulation 4.1
- 13 To approve the Internal Auditor's report and note the matters for attention.
- 14 To adopt the Annual Governance and Accountability Return 2023/24 (AGAR):
 - a) To adopt the Annual Governance Statement for Year Ended 31 March 2024
 - b) To adopt the Accounting Statement (section 2) for the Year Ended 31 March 2024
- 15 To agree the dates for the Notice of Public Rights (inspection of unaudited Annual Governance and Accountability Return) as Monday 3rd June to Friday 12th July 2024.
- 16 To agree the Council meets the conditions set out to exercise the General Power of Competence (GPC) following an election.
- 17 To appoint a councillor to undertake a quarterly review of internal controls as required by Financial Regulations
- 18 Consideration of Planning Applications received as follows:
CONSULTATION –
 - a) S.24/0679/HHOLD. The Nook, Watledge Road, Nailsworth, Stroud. Application: Householder. Erection of a single storey rear extension
 - b) S.24/0726/LBC. Flat 3, Spring Hill House, Spring Hill, Nailsworth. Application: Listed Building Application. Installation of a replacement door with a fire door

TREES IN A CONSERVATION AREA



NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

- c) S.24/0719/TCA Upper House, Spring Hill, Nailsworth, Stroud. Application: Trees in a Conservation Area Description: Silver birch (T1) - fell. Silver birch (T2) - remove the limb overhanging next door. Atlas cedar (T3) - raise the crown to 2.5m above ground level. Yew (T4) - directional prune.
- d) S.24/0716/TPO. The Steppes Residential Care Home, Cossack Square, Nailsworth, Stroud. Application: Tree Preservation Order. Yew tree - Trim hard all over to tidy and contain.
- e) S.24/0796/TCA Overden, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Large Mature beech tree - Fell.

PREVIOUSLY TRACKED APPLICATIONS

- f) S.24/0495/TCA. Grove Lodge, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Pear Trees x 2 - removal. Application consent. NTC: No Observations
- g) S.23/2477/FUL. Rock Cottage, Rockness Hill, Nailsworth, Stroud. Application: Full. Erection of an outhouse store. Application refused. NTC: no observations.
- h) S.24/0296/FUL. Beechcroft, Harley Wood, Nailsworth, Stroud. Application: Full Installation of decking, storage area and steps to the rear of the property. Dropped kerb to the existing driveway. Application permitted. NTC : Object. NTC has concerns that this will overlook neighbouring properties to an unacceptable level.
- i) S.24/0460/HHOLD. The Chippings, Jubilee Road, Forest Green, Nailsworth. Application: Householder. Installation of terraced parking. (Retrospective) Application permitted. NTC:No Observations

LICENSING

- j) 24/00377/LAPRNW Premises license. Oldstone Restaurant, Old Market, Nailsworth, Stroud, Gloucestershire, GL6 0DU. To sell alcohol on premises only daily between 12:00 - 21:00.
- 19 To confirm minutes of the Full Council and Annual Town Meeting on Tuesday 16th April and Saturday 20th April 2024
 - 20 To note the authorisation of a grant payment to Town Twinning Association by a cllr who is also a member of the group.
 - 21 To consider a deadline and process for co-option to two cllr vacancies following an uncontested election
 - 22 To approve grants for maintenance of burial grounds for 2024-2025
 - 23 Confidential item
 - 24 To confirm salaries for 2024-2025 in accordance with the annual budget
 - 25 To review NTC's Risk Assessment
 - 26 Reports:
 - a) To receive an update on NTC office activities



Nailsworth Town Council

Agenda Item 7

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To consider the Appointment of Committees

Author Clerk

Status Action

Summary

Appointment of Committees and election or confirmation of Committee Chairs at the start of the new civic year.

Detail

At the start of a new council year, cllrs are invited to consider their membership of the council's committees.

Cllrs are now invited to consider their confirming or changing their membership of the three committees. Below is the current membership and responsibilities of each committee;

Recreation and Amenities Committee – members

Cllr Ros Mulhall (Chair)

Cllr Shelley Rider

Cllr Steve Robinson

Cllr Paul Francis

vacancy

Mayor; ex officio

Areas of Responsibility

Buildings

- Town Hall
- Mortimer Room
- Hazelwood Bungalow (the Groundsman's accommodation)
- Clocktower
- War Memorial
- King George V (KGV) changing rooms
- King George V (KGV) pavilion
- King George V (KGV) Groundsman's store (proposed)
- Buildings risk assessments

Recreational spaces

- Miles Marling Field (MMF) including grass cutting
- KGV football pitch, car park, tennis courts and play areas
- Shortwood Green including play area
- Town Centre Gardening
- Mortimer Gardens
- Market Street Garden
- Town planters

Other

- Youth service
- Support for Gloucestershire Play Rangers



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- Dunkirk Mill Museum

Environment Committee – members

vacancy

vacancy

vacancy

vacancy

vacancy

Mayor; ex officio

Areas of Responsibility

- Town signage
- Litter bins and benches
- Commemorative policy
- Upkeep of various parcels of NTC land including Shortwood manorial waste
- Common land
- Footpaths (monitoring)
- Norton Wood
- Carters Way community allotments
- Tree planting
- Highway improvements and street lighting (working with GCC)
- Christmas lights
- Environmental enhancement projects
- Town Archive
- Town Information Centre
- Upkeep of closed churchyard (All Saints, Shortwood)
- Bunting Hill nature reserve
- 20mph scheme for the town
- Snow warden and winter maintenance (working with GCC)

Personnel Committee – members

Cllr Shelley Rider

Cllr Ros Mulhall

vacancy

vacancy

vacancy

Mayor; ex officio

(a) Purpose

The purpose of the Personnel Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council.

(b) Membership

The Personnel Committee shall comprise of up to five (5) Councillors. The Committee quorum is three (3) and the Committee shall meet as required.

(c) Functions

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional



Nailsworth Town Council

advisers, for

- HR strategy
- development and review of HR, Health & Safety and other policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- staff recruitment, selection and staff retention
- reviewing staff conditions of service and general terms of employment, working hours, salary grading and pay
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- oversight of sickness absence management by the Clerk
- reviewing the Clerk's appraisal
- training and development of cllrs and staff
- any other matters delegated to the Committee or deemed relevant to these terms of reference.

Options

1. To confirm cllrs to the three committees
2. To make changes to committee membership

Recommendation

1. To confirm cllrs to the three committees

Costs

None

Funding Source

N/A

ENDS.



Nailsworth Town Council

Agenda Item 8

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To consider the Appointment of Members to Working Parties

Author Clerk

Status Action

Summary

Appointment of working parties and appointing of a Chairs. Suggested members of the public to continue as part of certain working parties, even though they are no longer cllrs, for continuity.

Detail

At the start of a new council year, cllrs are invited to consider their membership of the council's working parties.

Cllrs are now invited to consider their confirming or changing their membership of the three working parties. Below is the current membership and responsibilities of each working party;

KGV Buildings Working Party

Established February 2023 (Minute 2022/198)

Terms of Reference:

- *To consider the current and future uses of the two buildings (changing rooms and pavilion)*
- *To investigate removal of the derelict pavilion, replacement storeroom and alterations/replacement of the changing room*
- *To feedback the working party's progress regularly, and to bring an action plan to the Recreation & Amenities Committee for consideration.*

Cllr Ros Mulhall
Cllr Steve Robinson
Deputy Clerk/Clerk
Jonathan Duckworth*

Town Centre Regeneration Working Party

Established 2014 and Terms of Reference updated September 2023 (Minute 2023/086)

Terms of Reference:

- *To encompass the commercial heart of the town (i.e. Bridge Street, George Street, Fountain Street, Market Street, Cossack Square, Old Market, lower Spring Hill and adjacent areas)*
- *To work initially on design considerations for improvements to Market Street as the first phase of development;*
- *To engage an outside person to carry out the consultation and to set aside funds for this within the project budget*
- *To establish costs for a phased implementation of the work*

Cllr (Chair)
Cllr Steve Robinson
Cllr Peter Bodkin
Mike Kelly*



Nailsworth Town Council

Carters Way Working Party

Established September 2023 (Minute 2023/084)

Terms of Reference:

- *To ensure the community group's policies and procedures are in line with those of the Council*
- *To identify specific terms to be included in the lease in accordance with best practice and Council policies and procedures*
- *To establish a lease with the group, and for the Clerk to instruct the Council's lawyers to act in this matter*

Cllr Peter Bodkin (Chair)

Cllr Ros Mulhall

Support for Town Services Working Party

Established September 2023 (Minute 2023/088)

Terms of Reference:

- *To establish a timetable of service monitoring with quarterly deadlines (for Nailsworth Youth Club grant and other large grants)*
- *To devise monitoring reports to be completed by beneficiaries/service deliverers, according to the type of service which is supported*
- *To assess quarterly monitoring reports submitted by beneficiaries/service deliverers*
- *To provide quarterly reports to Council on their findings*

Cllr Peter Bodkin

Civic Centre Working Party

Established May 2015

Terms of Reference (Minute 2020/143):

- *to examine a redevelopment of the Civic Centre area, which includes NTC land at the Mortimer Room and Civic Centre, and GCC's land, to provide a better civic centre and an improvement to Old Market*
- *to engage with the public and gauge the public's enthusiasm for such a redevelopment*
- *to take recommendations to Council based on these findings*

Cllr (Chair)

Cllr Steve Robinson

Clerk

Asset Transfer Working Party

Established October 2023

Terms of Reference:

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



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Cllr Steve Robinson
Cllr Peter Bodkin
Clerk/Deputy Clerk

Town Hall Major Projects Working Party

Established December 2023

Terms of Reference:

- *To establish the extent of work needed to repair the retaining wall*
- *To research and advise the council on how to finance the work*
- *To delegate the power to spend the Town Hall retaining wall Reserve to carry out surveys, technical and design work*
- *To research and recommend a specialist Structural Engineer/Project manager if needed to oversee this work*

Cllr Steve Robinson

Children & Young People Working Party

Established August 2021

Terms of Reference:

- *To work in partnership with organisations and individuals to support children and young people in Nailsworth*
- *To ensure that children and young people are considered, respected and involved in developing plans and delivery actions for the town*

Membership currently not known.

Tourism Working Party

Established December 2022 (Minute 2022/133)

Tourism Development working party consisting of Councillors (to put forward NTC's perspective), members of the public, and traders.

Terms of Reference:

- *To initially establish a working group consisting of members who represent a cross section of the town.*
- *To coordinate the advisory group with the tourism specialist*
- *To ensure the longevity of the tourism brief work by establishing ways to use the created content in future.*
- *To develop a more cohesive and strategic approach to support the visitor economy*

Cllr Shelley Rider
Derek Pitt
Terry Rogers
Maggie Rogers

* *Indicates possible resident member*

It is suggested that two residents who have recently stepped down as cllrs remain on the working parties, for continuity.

Options



Nailsworth Town Council

1. To confirm cllrs to the working parties
 2. To make changes to committee membership
-

Recommendation

1. To confirm cllrs to the working parties
-

Costs

None

Funding Source

N/A

ENDS.



Nailsworth Town Council

Agenda Item 9

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To consider the appointment of representatives on outside bodies on matters concerning NTC

Author Clerk

Status Action

Summary

Appointment of Representatives on Outside Bodies at the start of the new civic year.

Detail

Every year Council's representatives on outside bodies are confirmed and the list updated. New representatives and new groups can be added at any time through the year according to need.

Usually one NTC representative is appointed to town groups and they act as a point of contact, attending meetings, meeting group members and reporting back on the group activities to Council. A cllr who acts as a representative on another body is expected to reflect the views and position of the council to that body. Representatives are to send reports to the office in time for them to be circulated for Council meetings, and to bring items to Council's attention.

Other cllrs can attend meetings of or work with any town group but they must communicate with the named NTC representative to prevent duplication and mixed messages. A cllr representative shouldn't hold an office in that group (e.g. Secretary, Treasurer) and shouldn't take part in votes in the group.

Current Representatives on Outside Bodies

Nailsworth Youth Club: vacancy

National Trust Minchinhampton & Rodborough Commons Advisory Cttee: vacancy

Nailsworth & District Twinning Association: vacancy

Nailsworth Health Partnership: vacancy

Dementia Friendly Town Group: vacancy

Nailsworth Youth & Community Enterprise (NYCE): vacancy

Gloucestershire Rural Community Council (GRCC): vacancy

Gloucestershire Market Towns Forum (GMTF): vacancy

Nailsworth Chamber of Trade: vacancy

Police liaison: Cllr Steve Robinson

Fair Trade Group: Cllr vacancy

Gloucestershire Association of Parish and Town Councils (GAPTC): vacancy

Nailsworth Climate Action Network: Cllrs Shelley Rider

Council for Protection of Rural England (CPRE): vacancy

Patient Participation Group: vacancy

Nailsworth in Bloom: vacancy

Nailsworth Community Land Trust: vacancy



Nailsworth Town Council

Options

1. To appoint cllrs to be Representatives on Outside Bodies
 2. To make changes to the list of Outside Bodies
-

Recommendation

1. To appoint cllrs to be Representatives on Outside Bodies
 2. To make changes to the list of Outside Bodies
-

Costs

None

Funding Source

N/A

ENDS.



Nailsworth Town Council

Agenda Item 10

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To agree a schedule of meetings for 2024-2025

Author Clerk

Status Action

Summary

The schedule of meetings for civic year 2023 – 2024 needs to be agreed at this, the Annual Meeting.

Detail

A schedule of meetings for the civic year is attached to this report.

It is suggested that, as in previous years, in January:

- 1) There is just one Council meeting at the end of the month
- 2) The Full Council meeting is followed by the Environment Committee meeting on the same evening.

This is to take into account the Christmas and New Year break and allow the office and councillors time to collate information for these meetings and to get up to speed after the break.

This gives councillors more time to concentrate on working party activities.

As usual, there will be just one Council meeting in August on Tuesday 1st August Full Council (Planning) and Recreation & Amenities committee to allow for a Summer recess.

Schedule of meetings 2024/25

All Council Meetings start at 6.30 pm

All Committee Meetings start at 7.00 pm approximately

Council chamber is open from 6:00pm for councillors to discuss matters not on the agenda.

May 2024

Tuesday 21st May

6.30pm Full Council (for payments and finance reports)

June 2024

Monday 3rd June

1pm – 3pm Strategic Planning session; a chance to set and check NTC's plans for the next 4 years.

Tuesday 4th June

6.30pm Council (Planning)

7pm Recreation and Amenities

Tuesday 18th June

6.30pm Full Council Meeting

July 2024

Tuesday 2nd July

6.30pm Council (Planning)

7pm Environment



Nailsworth Town Council

Wednesday 10th July
6:30pm Arkell Centre Trust meeting

Tuesday 16th July
6.30pm Full Council Meeting

August 2024

Tuesday 6th August
6.30pm Council (Planning)
7pm Recreation and Amenities

No Full Council meeting in August 2024

September 2024

Tuesday 3rd September
6.30pm Council (Planning)
7pm Environment

Tuesday 17th September
6.30pm Full Council

October 2024

Tuesday 1st October
6.30pm Council (Planning)
7pm Recreation and Amenities

Wednesday 9th October
6:30pm Arkell Centre Trust meeting and AGM

Tuesday 15th October
6.30pm Full Council

November 2024

Tuesday 5th November
6.30pm Council (Planning)
7pm Environment

Tuesday 19th November
6.30pm Full Council

Tuesday 26th November
6.30pm Annual Budget meeting

December 2024

Tuesday 3rd December
6.30pm Council (Planning)
7pm Recreation and Amenities

Tuesday 17th December
6.30pm Full Council

January 2025

Tuesday 14th January
6.30pm Full Council
7pm Environment

No council meeting at the beginning of the month.



Nailsworth Town Council

Wednesday 15th January
6:30pm Arkell Centre Trust meeting

February 2025

Tuesday 4th February
6.30pm Council (Planning)
7pm Recreation and Amenities

Tuesday 18th February
6.30pm Full Council

March 2025

Tuesday 4th March
6.30pm Council (Planning)
7pm Environment

Tuesday 18th March
6.30pm Full Council

April 2025

Tuesday 1st April
6.30pm Council (Planning)
7pm Recreation and Amenities

Tuesday 15th April
6.30pm Full Council

Wednesday 16th April
6:30pm Arkell Centre Trust meeting

Date to be confirmed:
10:30am – 12:30pm Annual Town Meeting

May 2025

Tuesday 6th May
6.30pm Council (Planning)
7pm Environment

Tuesday 13th May
6.30pm Full Council (Annual Meeting)

Tuesday 20th May
6.30pm Full Council

Options

To agree the proposed schedule of meetings.

Recommendation

To agree the proposed schedule of meetings.



Nailsworth Town Council

Agenda Item 11

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To approve the Council's annual insurance for 2024 - 2025

Author Clerk

Status Action

Summary

The annual insurance cover was reviewed in 2023 and NTC entered into a three year contract.

Detail

In 2023 the Clerk reviewed the insurance cover with NTC's insurers and discussed the policy's details. At NTC's Annual Meeting on Tuesday 16th May 2023 it was resolved to enter into a three-year fixed term contract.

The value of the contract is £7,303 per year. This is the second year of the contract.

NTC's insurance for the past few years was as follows:

2023-24 £7,303.00

2022-23 £7,004.91

2021-22 £6,730.80

Council is asked to confirm the three year contract.

Climate Emergency Impact

N/A

Options

1. To confirm the annual insurance cover for 2024-2025 for a three year term, at a cost of £7,303.00
-

Recommendation

1. To confirm the annual insurance cover for 2024-2025 for a three year term, at a cost of £7,303.00
-

Costs

£7,303.00

Funding Sources

Insurance budget heading 1100

ENDS.



Nailsworth Town Council

Agenda Item 12

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To approve all regular payments, direct debits and annual contracts for the year 2024-2025 in accordance with Financial Regulation 4.1

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

To receive details of regular payments. To approve all regular payments, direct debits and annual contracts for the year 2024-2025 in accordance with Financial Regulation 4.1

Detail

Monthly

Waterplus - Town Hall, Mortimer room and changing rooms.

British gas - changing rooms and Mortimer room electricity

Octopus - Town hall, Mortimer room gas, Civic Centre electricity, Mortimer garden and Market Street garden electricity, The junction, Clock tower.

EE – deputy work phone and ground person work phone

Grundon waste management - Town Hall and Civic Centre

Shell Fuelcard - Polaris fuel.

South Gloucestershire Council – salaries, Pension and HMRC

Quarterly

Grenke leasing – photocopier equipment hire.

Clarity – copier supplies and copying.

Twice annually

Public Works Loan Board (PWLB) – Loan for the purchase of Civic Centre

Annually

Npower – Christmas unmetered supply

Information Commissioner Office - GDPR

SDC – Council Tax

Ideal lifts – maintenance contract for Town Hall lift

Scott Security- maintenance contract for Town Hall shutter

Zurich Insurance – Council insurance

Communicate Better – technology services

Miscellaneous

Lloyds – bank charges taken by PAY payment



Nailsworth Town Council

Options

1. To approve all regular payments, direct debits and annual contracts for the year 2024-2025 in accordance with Financial Regulation 4.1
 2. Not To approve all regular payments, direct debits and annual contracts.
-

Recommendation

To approve all regular payments, direct debits and annual contracts for the year 2024-2025 in accordance with Financial Regulation 4.1

ENDS.



Nailsworth Town Council

Agenda Item 13

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To agree the Internal Auditor's report and note the matters for attention.

Author Clerk

Status Action

Summary

The Internal Auditor report is now complete. There are two items which need attention.

Detail

The council's internal audit is now complete and the Internal Auditor's report has been submitted. The report follows this document.

The Internal Auditor noted two matters for attention.

1. The Mayor's Allowance is currently paid in one sum to the Mayor every year.

Best practice is that the allowance should be treated in one of two ways;

- a) To be a budget for reasonable expenses related specifically to the Mayor's role. This might be a gift to a notable volunteer; specific clothing or goods to carry out their duty. The Mayor can then submit receipts for expenses related to his role from this budget.
- b) For the allowance to be issued to the Mayor via payroll services and to incur income tax.

2. A payment was authorised for a grant to the Town Twinning Association by a cllr who is a member of that group.

The cllr correctly withdrew from the discussions of the grant award, however payment authorisation should have been carried out by a cllr unconnected to the group. For transparency, this process has been noted under Item 20 of the agenda.

Council is asked to consider the above two points and to agree the treatment of the Mayor's Allowance.

Options

1. To agree the Internal Auditor's report
 2. To agree the treatment of the Mayor's Allowance; a) or b)
 3. To not agree the report
-

Recommendation

1. To agree the Internal Auditor's report
 2. To agree the treatment of the Mayor's Allowance; a) or b)
-

Costs n/a

Funding Source



Nailsworth Town Council

n/a

ENDS.

NAILSWORTH PARISH COUNCIL

INTERNAL AUDITOR'S REPORT FOR THE YEAR ENDED 31.03.2024

I have reviewed the records and preparation of the year end accounts together with the completion of the external auditor's reports and I am happy that all the statutory requirements have been complied with and the accounts represent a true and accurate view of the Council's financial activities during the year.

In the course of the audit I came across two instances which require attention. One is poor practice and leaves the Council open to criticism the other has serious financial implications for the Council.

The first instance is of a councillor authorising the payment of award money to the Town Twinning Association, an organisation of which he is a member and will benefit from the grant. Although the councillor withdrew from discussions and voting on the award in the council meeting, this could be perceived by the public as a conflict of interest.

In the second instance I found that the Council pays the Mayor an annual allowance amounting to £900.00 which on the face of it seems to be quite reasonable. However, the problem arises because the Mayor does not have to account for how he has spent the money. The Inland Revenue would not find this acceptable practice and would insist that the Mayor pays income tax on the £900.00 and then claims the expenses through his Tax Return. The danger to the Council of the present system is that the Inland Revenue would assert that the £900.00 was a net payment and that the Council would have to pay the income tax on the grossed-up amount. Furthermore they would, as they are legally entitled to do, say the Council owed the amount for the previous six years plus a penalty which is usually equal to the back tax. I would suggest that the allowance of £900.00 is made available to the Mayor but not paid to him. He can then draw on that fund on the production of receipts.

Ian Crowe FFA.

19th May 2024



Nailsworth Town Council

Agenda Item 14

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To adopt the Annual Governance and Accountability Return 2023/24 (AGAR)

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 adoption and signing of the Annual Governance and Accountability Return for 2023/24. This is a legal requirement.

Detail

Every year, councils must complete the Annual Governance and Accountability Return (AGAR) which gives details of finances and governance for the previous year. This includes a review by an Internal Auditor and their report (see item 13).

The AGAR must be signed by the Mayor (Chair) and Clerk (Responsible Financial Officer) and submitted to the External Auditor who then examines them.

This is a legal requirement with statutory deadlines.

There are two parts to the AGAR:

- a) Section 1 – Annual Governance Statement
 - b) Section 2 – Annual Accounting Statements
-

Options

1. To adopt and for the Mayor to sign the Annual Governance and Accountability Return 2023/24 (AGAR).
-

Recommendation

1. To adopt and for the Mayor to sign the Annual Governance and Accountability Return 2023/24 (AGAR).
-

Costs

n/a



Nailsworth Town Council

Funding Source

n/a

ENDS.

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Nailsworth Town Council

www.nailsworthtowncouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25/04/2024

DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

Ian Crowe

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

25/04/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Nailsworth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		Yes* means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

14/05/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.nailsworthtowncouncil.gov.uk

AVAILABLE WEBSITE/EMAIL ADDRESS

Section 2 – Accounting Statements 2023/24 for


Nailsworth Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	346,376	305,372	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	320,927	361,635	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	79,737	94,609	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	172,618	196,983	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	10,306	10,306	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	258,744	296,431	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	305,372	257,895	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	304,624	268,039	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	444,342	469,711	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	88,730	80,976	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

26/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

14/05/2024

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved



Nailsworth Town Council

Agenda Item 15

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To agree the dates for Public Rights (inspection of unaudited Annual Governance and Accountability Return) as Monday 3rd June to Friday 12th July 2024.

Author Clerk

Status Action

Summary

Agree the dates for the public to view NTC's unaudited Annual Governance and Accountability Return.

Detail

Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR is published on the website with this notice. As it has yet to be reviewed by the appointed auditor, this is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates. All books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to the Clerk from **Monday 3rd June 2024** and ending on **Friday 12th July 2024**.

Options

To agree the dates for Public Rights (inspection of unaudited Annual Governance and Accountability Return) as Monday 3rd June to Friday 12th July 2024.

Recommendation

To agree the dates for Public Rights (inspection of unaudited Annual Governance and Accountability Return) as Monday 3rd June to Friday 12th July 2024.

Costs n/a

Funding Source

n/a

ENDS.



Nailsworth Town Council

Agenda Item 16

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To agree the Council meets the conditions set out to exercise the General Power of Competence following an election.

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 reassertion of the General Power of Competence in an election year. This is a legal requirement.

Detail

In June 2019, NTC qualified to adopt the General Power of Competence (Minute 2019/040) due to both of the qualifying criteria being met;

1. At least two thirds of councillors were elected
2. The Clerk is CiLCA qualified

The Council reasserted the General Power of Competence (GPC) after the election in May 2021; a council is obliged to reassert GPC after every election.

What is the General Power of Competence?

Every action by a parish or town council must be supported by a law or 'power' to act. Under the Localism Act 2011 sections 1 – 8 qualifying councils have the power to do anything that an individual can lawfully do or is not specifically prohibited to do.

For example a council could use the General Power of Competence;

- To run a Community Shop or Post Office. Care should be taken that activities don't undermine other local businesses and that it complies with regulations and laws.
- To assist in providing a service. The appropriate local authorities still have a statutory duty to provide services (for example education) but this can be in addition.
- Lend or invest money. A council should take care not to damage its reputation and should still comply with financial regulations and procedures.

A council can't use the power to raise taxes. It cannot use the power to carry out services where it does not have the appropriate knowledge or resources (for example children's services).

The resolution to adopt the General Power of Competence must be taken again during an election year or if the qualified clerk leaves.



Nailsworth Town Council

Nailsworth Town Council has just had an uncontested election with 8 councillors nominated out of 11 seats. The Council is now asked to reassert the GPC.

Options

1. To agree that in accordance with the Parish Councils (General Power of Competence) Prescribed Conditions Order 2012, Nailsworth Town Council meets the conditions set out to exercise the General Power of Competence.
-

Recommendation

1. To agree that in accordance with the Parish Councils (General Power of Competence) Prescribed Conditions Order 2012, Nailsworth Town Council meets the conditions set out to exercise the General Power of Competence.
-

Costs

n/a

Funding Source

n/a

ENDS.



Nailsworth Town Council

Agenda Item 17

Meeting of Full Council Annual Meeting

Meeting date Tuesday 14th May 2024

Subject To appoint a councillor to undertake a quarterly review of internal controls as required by Financial Regulations

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

Each year a cllr is appointed as an internal checker and is asked to examine different procedures and policies throughout the year. The most recent internal checker visit was made on Tuesday 20th February 2024.

Detail

In line with NTC's Financial Regulations, a cllr is appointed as an internal checker for the Council's procedures and policies throughout the year. It's recommended that these checks are carried out quarterly, and they can be on any reasonable subject requested by the cllr.

The last internal check was carried out on Tuesday 20th February and the following procedures were looked at;

1. How ticket sales for other organisations (such as Nailsworth Festival) are handled.
2. How complaints are handled.

The cllr who is appointed to carry out internal checks cannot authorise payments while they are in this role.

Council is asked to nominate a cllr to carry out the checks.

Options

1. To appoint a cllr as internal checker
 2. To not appoint anyone
-

Recommendation

3. To appoint a cllr as internal checker
-

Costs

None

Funding Sources

N/A

ENDS.

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
 Held at 6.30pm in the Town Hall, Old Bristol Road
on Tuesday 16th April 2024
DRAFT

Present:

Clr Mike Kelly (Chair)
 Clr Peter Bodkin
 Clr Patsy Freeman
 Clr Angela Norman
 Clr Steve Robinson
 Clr Jonathan Duckworth*
 Clr Shelley Rider

Minutes:

Clerk

Apologies:

Clr Colleen Rothwell
 Clr Paul Francis
 Clr Ros Mulhall
 Clr Natalie Bennett

Verbal Introductions

These were made.

2023/241**Public Participation**

There were no members of the public present.

2023/242**Declarations of Interest & Applications for Dispensations**

Clr Steve Robinson declared an interest in the grant application from the Town Twinning Association, being a member of this group.

2023/243**Consideration of Planning Applications received as follows:****CONSULTATION**

None.

PREVIOUSLY TRACKED APPLICATIONS

- a) S. 24/0141/TPO. TPO 547, The Old Vicarage, 2 Vicarage Gardens, Nailsworth. Application: Tree Preservation Order. T1 - Horse Chestnut - Reduce canopy by 40% - 9 metres from height and 5 metres from side laterals. Application permitted. NTC: What is the reason for the 40%.
- b) S.24/0295/TCA. The Old George, Tabrams Pitch, Nailsworth, Gloucestershire. Application: Trees in a Conservation Area. T1 Crack willow: Crown reduce by 4m. T2 Crack willow: Crown reduce by 4m. T3 Crack willow: Crown reduce by 4m. Application permitted. NTC comment: noted.
- c) S.24/0238/TCA. Coopers Mill, Dunkirk Mills, Inchbrook, Gloucestershire. Application: Trees in a Conservation Area. Description: T1 - Ash. Remove. T9 - Ash. Remove. T10 - Ash. - Remove. T11 - Ash. Remove. T12 - Ash. Remove. T13 - Crack Willow. Reduce to 12m. T17 - Black Poplar. Remove. T18 - Sycamore. Remove entirely the compromised western stem with bark loss (facing the parking area) to 1.5m above the trifurcation. T19 - Sycamore. Pollard western stem showing signs of a phytopthera or Kretzmaria. T20 - Ash. Remove. T21 - Ash. Remove. Application permitted. NTC: noted

2023/244**To confirm minutes of the Full Council meeting held on Tuesday 2nd April 2024.**

These were noted.

All agreed

**Cllr Jonathan Duckworth arrived at this point.*

2023/245

To confirm the minutes of the Recreation & Amenities Committee meeting held on Tuesday 2nd April 2024

These were noted.

All agreed

2023/246

Accounts:

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

Cllrs Jonathan Duckworth and Angela Norman agreed to authorise the payments.

All agreed

2023/247

To consider moving NTC's banking to a different provider

Clerk explained that this will need to be a managed move and won't be immediate. In consideration of the time which has been spent putting right problems with NTC's banking provider, there was support for this change.

It was **resolved** to move NTC's banking to Unity Trust Bank.

All agreed.

2023/248

To consider closing NTC's National Savings Account and moving the funds to the current account

A sum of approximately £14,000 remains in a National Savings account in NTC's name; this money is the remains of the Mortimer Bequest which was used to create the Mortimer Garden.

It was **resolved** to close NTC's National Savings account and move all the funds to NTC's current account.

All agreed

It was **resolved** to divide the funds equally between earmarked Reserves for the Civic Centre project and Town Archives room refurbishment.

All agreed

2023/249

To consider a response to a question from a resident on the council's comments on Miry Barn planning application

Council was reminded of the previous objections to the application in 2022. It was noted that the 'equestrian' aspect of the planning application had been removed since its first submission and therefore the application was only for the building itself and the effect on the access track.

There was a discussion about the comments from residents on the Planning Portal and that many had concerns about the effect on the public right of way. It was noted that Newland Homes' Pike Lane development does not change the settlement boundary.

The Clerk confirmed it's acceptable to submit additional comments.

After further discussion about each of NTC's points submitted on the previous application, the following additional comments were agreed.

In consideration of the depth of feeling of residents, NTC submit these further comments;

1. *The application is outside the settlement boundary.*
2. *The applicant states the building is a heritage asset, however it has not been identified as having heritage interest by SDC. Is the building an exception to CP15?*
3. *Whilst acknowledging the applicant has made changes to the development for pedestrians, there are concerns about the dual use of the access track/PROW and the danger this poses to pedestrians.*
4. *The application fails to acknowledge the danger of additional weight from more frequent vehicles on the access track. What quality of track will need to be put in place to accommodate this? How will the new development accommodate turning/reversing vehicles?*
5. *There is no Tree Survey or evidence of the health of the trees, to back up the removal of the trees.*

All agreed

The Clerk was tasked with responding to the resident's question on NTC's previous comments on the Miry Barn planning application.

2023/250

To consider a grant application for £900 from the Town Twinning Association

Council is asked to consider the grant application and financial statement from the Town Twinning Association.

There was considerable discussion about the grant application and the financial statement of the Association and the following points were raised;

- the Association have funds of around £4,000 in their account and that £2,000 was granted by NTC in 2019 (not used due to covid-19). Have these funds been used since?
- concerns about the wider benefit to the town and access to non-member residents
- would like to have seen more evidence of fundraising. If NTC is giving money to an organisation with £4,000 in the bank then what's the organisation doing with these funds, and what fundraising are they doing?
- would like to see more evidence of involvement of the community; the Association is visiting the Primary School
- £900 is nearly a quarter of NTC's annual grant budget
- NTC signed an official Town Twinning Charter with Leves and it's worth the new council looking at the contents of this and the expectations.
- Cultural exchanges are important; NTC has a Friendship Agreement with Perry, USA.
- There was support for the 'benefits in kind' suggested (providing free room hire of the Mortimer Room on arrival: cost £40. Remembrance Day wreath from NTC: cost £20. A gift to Leves of a Bristol Blue Glass bird: cost £39)
- Need to demonstrate that Nailsworth is welcoming.

In conclusion;

It was **agreed** to grant the benefits in kind as listed (Mortimer Room hire, Remembrance Day wreath from NTC, Bristol Blue Bird) to the value of £100.

All agreed.

It was **agreed** to grant £300 plus the benefits in kind to the value of £100.

Six agreed, one abstained.

Motion carried.

2023/251

Financial summary:

- a) **Income and Expenditure report**
- b) **Budget comparison report**

c) Main bank account reconciliation report
d) Premier bank account reconciliation report

These reports were noted.

2023/252

To review NTC's Risk Assessment

It was highlighted that with a new council coming into place in May, there are some higher risks. There is a high risk that NTC's Communications and Social Media Policies may be breached. It was noted that one of NTC's strengths is the lack of political bias. Political statements are not acceptable. The new council will be reminded that all decisions are the decisions of the council, and that all communications come from the office, on behalf of the council.

It's hoped that the welcome and induction session on Tuesday 7th May will be a chance for the new council to get to know each other as a group.

2023/253

To review the Council's [Action Plan](#)

Noted.

2023/254

Report from Town Mayor

The last report from the present Mayor was noted. Mayor Mike Kelly gave thanks to all staff and to cllrs for their support during his time in office.

2023/255

Report from Deputy Mayor

Noted.

2023/256

Report from District Councillors

Noted.

2023/257

Report from County Councillors

The County Cllr reported that with the amount of rainfall this Winter, there are many problems with gullies and flooding which have been brought to the attention of GCC Highways. All GCC's flooding funds have been allocated for the next year and there are no further funds for repair work.

Nympsfield Road from Youth Club to stadium will be resurfaced in Q2 of this year.

2023/258

To receive an update on NTC office activities

On top of the usual busy time of year, council is reminded of the arrangements for this year's Town Meeting on Saturday.

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

.....
 Date

NAILSWORTH TOWN COUNCIL
Minutes of the Annual Town Meeting of the Town Council
 Held at 6.30pm in the Town Hall, Old Bristol Road
on Tuesday 16th April 2024
DRAFT

Present:

Clr Mike Kelly (Chair)
 Clr Peter Bodkin
 Clr Patsy Freeman
 Clr Angela Norman
 Clr Steve Robinson
 Clr Jonathan Duckworth*
 Clr Shelley Rider

Minutes:

Clerk

Apologies:

Clr Colleen Rothwell
 Clr Paul Francis
 Clr Ros Mulhall
 Clr Natalie Bennett

Verbal Introductions

These were made.

2023/238**Public Participation**

There were no members of the public present.

2023/239**Declarations of Interest & Applications for Dispensations**

There were none

2023/240**To adjourn the Annual Meeting until Saturday 20th April at 10.30am where it will resume in the Town Square/bus station**

The meeting was adjourned and reopened on Saturday 20th April.

**Clr Jonathan Duckworth was present for the second part of this meeting.*

The meeting was reopened and there were no questions from the electorate.

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

.....
 Date



Nailsworth Town Council

Agenda Item 20

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To note the authorisation of a grant payment to Town Twinning Association by a cllr who is also a member of the 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

Action to rectify a matter which was brought to attention during the Internal Audit.

Detail

The Internal Auditor raised an issue for attention in his annual report.

A payment was authorised for a grant to the Town Twinning Association by a cllr who is a member of that group. It was noted that the cllr correctly withdrew from the discussions of the grant award, however the cllr was one of the two authorisers for the payment to the group. Both authorisations should have been carried out by a cllr unconnected to the group.

For transparency, Council is asked to note this discrepancy and that the grant was properly considered and decided by cllrs who are not members of the group.

Options

To note the authorisation of a grant payment to Town Twinning Association by a cllr who is also a member of the group.

Recommendation

To note the authorisation of a grant payment to Town Twinning Association by a cllr who is also a member of the group.

Costs



Nailsworth Town Council

£300

Funding Source

Budget heading 1060 Grants from NTC

ENDS.



Nailsworth Town Council

Agenda Item 21

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To consider a deadline and process for co-option to three cllr vacancies following an uncontested election

Author Clerk

Status Action

Summary

A summary of the legal position and actions to fill casual vacancies after an election.

Detail

Following and uncontested election in early May, the Council has three casual vacancies to fill.

Council is asked to agree a timetable for advertising the vacancies and considering applications. There is no legal deadline to do this, however legislation does state that casual vacancies must be publicly advertised.

The three vacancies can be advertised in June's Nailsworth News and on notice boards, with a suggested deadline of 1st July. Co-option can then be considered at the meeting on Tuesday 16th July. If all three vacancies aren't filled in July, they can be readvertised.

Council is asked to agree a timetable.

Action

1. To agree a closing date for applications as 01 July 2023 and for consideration of the applications by the end of July
 2. To agree a different closing date for applications.
-

Recommendation

1. To agree a closing date for applications as 01 July 2023 and for consideration of the applications by the end of July
-

ENDS



Nailsworth Town Council

Agenda Item 22

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To approve grants for maintenance of burial grounds for 2024-2025

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

Annual approval of discretionary grants to the three non-Church of England burial grounds in Nailsworth.

Detail

Every year NTC pays discretionary grants towards the upkeep of historic burial grounds. These are;

- Christchurch burial ground, Shortwood £450
- Forest Green cemetery, Forest Green £450
- Quaker Burial ground, Shortwood £200 (there are few or no headstone or large memorials at this burial ground and so maintenance is less).

NTC also maintains the closed churchyards at Shortwood by law, at an annual cost of around £3,500. For transparency, NTC notes these annual payments for the three burial grounds in the minutes.

The council is asked to approve these three annual payments for 2024-25.

Options

To approve grants for maintenance of burial grounds for 2024-25:

Christchurch burial ground, Shortwood £450

Forest Green cemetery, Forest Green £450

Quaker Burial ground, Shortwood £200

Recommendation

To approve grants for maintenance of burial grounds for 2024-2025:

Christchurch burial ground, Shortwood £450

Forest Green cemetery, Forest Green £450

Quaker Burial ground, Shortwood £200



Nailsworth Town Council

Costs

£1,100 per year

Funding Source

Budget heading 1040 Churchyard grants

ENDS.



Nailsworth Town Council

Agenda Item 25

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To note NTC's Risk Assessment

Author Clerk/Deputy Clerk

Status Information

Summary

The risk assessment for NTC activities.

Detail

Identified Area and Risk

Governance and Management

1. Activities outside objectives/budget

Potential Impact

- Breach of regulations
- Unlawful spending

Management/Control of Risk. Action Required.

- NTC's Policies have been reviewed and some new policies introduced in accordance with NALC guidance.
- Policies are amended and new policies brought to council as legislation changes (e.g. Biodiversity Policy)
- Council has delegated decision making on utilities contracts to office staff.
- Financial Regulations clarify that expenditure on revenue items in the Annual Budget are delegated to the Clerk.
- Continuous training and development of both cllrs and staff to ensure understanding of regulations
- Cllrs have been advised not to work outside of NTC's Health & Safety Policy
- Information booklet to be created for volunteers working on the highway
- Cllrs are advised not to act as individuals and without a remit from the council.
- The new council has had an introduction evening with a presentation on the Cllr Information pack. The Cllr Information Pack is available to all cllrs – new and existing.
- The Annual Audit documents have been completed and are ready for signing at the Annual Meeting
- The Internal Audit has been carried out
- 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.
-

Impact: 4

Probability: 3

Rate: **High**

2. Service provision/customer satisfaction



Nailsworth Town Council

Potential Impact

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

Management/Control of Risk. Action Required

- The Civic Centre office is open to the public.
- The Civic Centre office may need to close to the public at times due to staff absence. Opening times are advertised on the door and appointments can be made outside of these times.
- TIC volunteers have regular meetings, are being involved in recruitment, displays at the Annual Town meeting and discussions about the future direction for the TIC.
- To ensure there is no confusion with regards to hire charges for NTC facilities, council has agreed the management and control of hire charges is the responsibility of the office staff. Any queries are to be directed to office staff.
- The Town Meeting was a chance for residents to meet and speak to cllrs and staff, as well as community groups.

Impact: 3

Probability: 1

Rate: Low

3. Project or service development

Potential Impact

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

Management/Control of Risk. Action Required

- Committee and project work is ongoing; progress is reported on Action Plans at each meeting.
- Staff workloads are higher as projects and events gain momentum and reach completion. Specialist resources are needed to progress some projects.
- Prompt responses needed from cllrs when working party meetings are being arranged, to ensure informed project direction
- Staff workload will ease slightly as the Annual Audit documents are sent and the new council is in place.
- There may be an impact on the work of committees and working group due to changes in council members.
- Councillors are requested to review all Policies and the information pack provided to ensure any impact on committees and working groups is minimal.

Impact: 3

Probability: 3

Rate: Medium

4. Loss of key people.

Potential Impact

- Staff/cllrs off sick
- Change of cllrs due to the election



Nailsworth Town Council

- Loss of credibility with the public
- Extra pressure on remaining staff
- Impact on service delivery

Management/Control of Risk. Action Required.

- Staff can work flexibly. Contingencies for home working include existing remote access to Edge software, use of webmail and Dropbox
- Staff stay in contact daily, sharing training and information on new systems.
- Staff workloads have increased as projects and events gain momentum. Specialist resources will be needed to progress some projects
- A Staff Handbook is in place.
- Deputy Clerk is progressing with CiLCA training.
- Due to the change in cllrs, there will be a reduced number of bank payment authorisers. This may impact on payments.

Impact: 3

Probability: 3

Rate: [Medium](#)

5. Dependency on Suppliers/Tendering process

Potential Impact

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

Management/Control of Risk. Action Required

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

Impact: 3

Probability: 3

Rate: [Medium](#)

6. Maintenance of buildings/properties and use of resources

Potential Impact

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

Management/Control of Risk. Action Required

- Staff continue to monitor and maintain buildings
- Staff are prioritising repair and maintenance work according to contractor availability as well as urgency
- Timetabling of work agreed is updated regularly and new maintenance tasks added.
- 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.



Nailsworth Town Council

- Major work to the back of the Town Hall is being planned and costed with involvement of NTC's insurers. The work will consider the impact on hirers and tenants.

Impact: 3

Probability: 3

Rate: Medium

7. Employment issues

Potential Impact

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

Management/Control of Risk. Action Required

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

Impact: 3

Probability: 3

Rate: Medium

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

Potential Impact

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

Management/Control of Risk. Action Required

- Staff are aware of covid-19 risks and take measures to keep safe. Risk assessments are updated regularly.
- Play areas are regularly inspected
- Information for cllrs is circulated via Dropbox
- Legionella and other building safety checks are regularly carried out
- Staff monitor and maintain buildings
- Risk assessments are carried out for activities and events
- All members of staff check in with the team every morning
- Any staff who are lone working are checked on periodically during the working day
- Staff are flexible in where they work, according to the needs of the service and their safety
- A HR and Health & Safety support contract for three years (2022-2025) has been agreed.
- Issues raised during the Health and Safety audit are being addressed by staff.



Nailsworth Town Council

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

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

Potential Impact

- Computer system failure or loss of data

Management/Control of Risk. Action Required

- Our accounts package 'Edge Finance Systems' is online and is backed up and can be used remotely. Edge have remote servers to take over should their business become affected by illness and unable to operate
- All office files are now cloud based, reducing the risk of data loss if a desktop PC fails
- Firewalls and laptop security are regularly updated.
- Council emails and documents are being transferred to Sharepoint and will be administered by a safe outside organisation, taking pressure off staff.

Impact: 3
Probability: 2
Rate: **Low**

10. Procedural and Compliance Risk (law and regulation)

Potential Impact

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

Management/Control of Risk. Action Required

- Advice is sought from others (SDC Democratic Services, GAPTC, SLCC, NALC) on the interpretation of legislation and government guidance.
- GAPTC are delivering online training
- Minutes are regularly uploaded onto NTC's website
- H&S audit work is ongoing
- Health and Safety training is now available through WorkNest for staff. Consideration of specific training for cllrs is being investigated.
- New Policies are brought to Council as needed; NTC's Policies are reviewed annually. Next review due in February 2025.
- Cllrs have been advised not to work outside of NTC's Health & Safety Policy.
- Information booklet to be created for volunteers working on the highway.
- Cllrs are advised not to act as individuals and without a remit from the council.
- NALC have updated Financial Regulations and these will be brought to Council for agreement.

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

11. Insurance Risks/uninsured losses

Potential Impact

- Inadequate Cover
- Areas not covered
- Financial Loss



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Management/Control of Risk. Action Required

- NTC's insurance cover is regularly reviewed
- Buildings are regularly checked and maintained
- A Facilities Review was carried out in 2022 and the updated charges and conditions are now in place.
- Specialist insurance is arranged as needed e.g. Festival of Words art exhibition insurance
- Staff work with outside organisations to make sure risk, insurance and safety is understood when running community/public events
- NTC insurers are being consulted on costs for work to the Town Hall retaining wall.
- NTC's insurers are updated with changes to the council's assets.
- Compliance inspections for insurance are carried out as needed.
- An insurance claim has been raised for the Town Hall retaining wall and an assessor has arranged to visit. An assessor has visited the site and the results of the survey will determine the insurers response.

Impact: 3

Probability: 2

Rate: Low

12. Budgetary control and financial reporting/ adequacy of precept

Potential Impact

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

Management/Control of Risk. Action Required

- Systems are in place for paperless finance including payment approval and audit
- In the event of an emergency, Council may need to reprioritise activities and projects
- Council has sufficient reserves in place.
- Grant applications are made where possible.
- The Internal Auditor has carried out an inspection and report.
- The financial implications of new projects are looked at before a decision is made by council and the council's report template asks for details of costs and budget sources.
- An Internal Check and Internal Control visit by an appointed cllr needs to be arranged.
- The first half of the precept has been received.

Impact: 3

Probability: 2

Rate: Low

13. Banking/Cash and Petty Cash

Potential Impact

- Payments not made by hirers
- Increase in administration, dealing with cash

Management/Control of Risk. Action Required

- The office does not accept cash payments and the petty cash account has been closed
- Most hirers have accepted bank transfer as a method of payment. Occasional long-standing hirers don't yet pay online
- The Lawn Tennis Association's (LTA) booking app for the tennis courts takes away the need for cash payment
- Expenses claims are used instead of petty cash
- New procedures are now in place for TIC volunteers to sell tickets on behalf of local groups. All activities are monitored and recorded.
- Civic Centre and the TIC are both used as a ticket office for local events as appropriate.



Nailsworth Town Council

- Party bookings are now being paid for in advance following non-payments.
- Due to the change in cllrs, there will be a reduced number of bank payment authorisers. This could impact on payments.
- Councillors are reminded to ensure any banking paperwork requested is submitted on time.

Impact: 2

Probability: 2

Rate: Medium

14. Dependency on income sources/lettings

Potential Impact

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

Management/Control of Risk. Action Required

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

Impact: 2

Probability: 2

Rate: Low

15. Public concern and fear

Potential Impact

- Increase in panic and confusion
- Mistrust of the council

Management/Control of Risk. Action Required

- There are regular updates on NTC's website
- Civic Centre window display is changed regularly and used to communicate positive messages. The Civic Centre noticeboard is used to communicate important information to those with limited access to the internet – i.e. Bus routes, SDC/GCC contact details
- Articles are sent to Nailsworth News, SNJ and other media
- Regular contact with NTC volunteers such as TIC and Archives helps to reassure people that NTC can be trusted
- Staff recognise the importance of small, positive actions.
- Staff reassure callers to the office.
- NTC are involved in various initiatives to boost local confidence and celebrate the town.
- Annual Town Meeting is an opportunity for the public to meet cllrs and ask questions
- All NTC agendas, papers and minutes are available on the website.
- Councillor surgeries increase awareness of council roles to residents.
- The TIC will have a recruitment drive with a new induction, training, volunteer agreement and handbook.
- It has been noted across the district that there has been an increase in antisocial behaviour and graffiti. The office are reporting these to the police.

Impact: 1

Probability: 2

Rate: Low



Nailsworth Town Council

Agenda Item 26

Meeting of Full Council

Meeting date Tuesday 14th May 2024

Subject To receive an update on NTC office activities.

Author Clerk/Deputy Clerk/Office staff

Status Information

Summary

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

Detail:

Facilities

Room hire remains very busy. Staff are working on amendments to the annual hire agreements which will be renewed in June/July.

Buildings and facilities: repair and maintenance

An annual boiler inspection has been carried out on the Mortimer room. The annual lift inspections of the Town Hall and Arkell Centre will be carried out on the 15th May. Awaiting confirmation of the start date for the survey works at the town hall.

The Arkell Centre has had two new fire door mechanisms fitted to ensure the facility meets fire regulations.

Green spaces work

Work has been carried out at Shortwood to clear the blockage of the stream at Farm end. Several quotes were received with regards to inspection and clearing the drain. Due to the high cost, it was agreed with the groundsman that opening up the stream by removing the soil and paving slabs that covered would remove the blockage would be the easiest and more attractive solution. The work was carried out at the end of April. This will ensure there are no more blockages and flooding of the highway at Farm end. The groundsman will inspect the site every 2 weeks to monitor the build-up of limescale and clear if necessary. The change in the look of the site should hopefully encourage wildlife and improve the biodiversity of the area.

The new grass cutting contract has started, with several areas of the KGV being left to grow by the football pitch, to allow for greater biodiversity of these areas.

The annual Royal Society for the Prevention of Accidents (RoSPA) play equipment inspection reports have been received. Areas issues highlighted on the report have been reviewed and rectified or plans are in place for the work to be carried out to ensure all play equipment is safe for use.

Nailsworth Festival

The office staff continue to sell for the festival, they are selling well with some events almost sold out. The Civic centre window will be decorated for the festival on the 13th May.

NTC Tool review

A review of all tools required by the groundsman is being carried out. This will ensure the NTC asset register is up to date. Current tool use will be reviewed to ensure all NTC tasks carried out by staff is completed with the use of NTC registered tools.



Nailsworth Town Council

Information pack

To ensure all councillors have the correct and most up to date information at the start of the new council term. Both the Clerk and Deputy Clerk reviewed the information pack and prepared the PowerPoint for the information evening on the 7th May.

D-Day 80

Final planning is underway for the 6th June D-Day 80, the flags and lanterns have arrived. A meeting will be held with the RBL later in the month to review the plan and try to drum up more support from around the town.

Nailsworth Wildlife Group

Gloucestershire Wildlife Trust, NCAN and Stroud Valleys Project will be joining NTC in the Mortimer Room for a drop in event to start a new Nailsworth Wildlife Group. The Clerk is helping to prepare for this meeting and will be there on the night. This work will feed into NTC's Biodiversity Action Plan.

The New Council

The team have been working to put everything in place for the new council, a mix of previous and new cllrs. New email addresses have been set up and training/information put in place. There will be Strategic Planning sessions in June to help the council map out its priorities for the next 4 years.

Year End and Annual Audit

Once the AGAR is signed, the Clerk will submit all the information required as part of the Annual Audit. This has been completed a month earlier than previously. The External Auditor will contact the Clerk at any time between submission and September to ask questions and receive additional information. The external Audit is generally completed by 30th September.

ENDS.