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# NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

You are summoned to attend the meeting of Nailsworth Town Council to be held at the Town Hall, Old Bristol Road, Nailsworth on Tuesday 17<sup>th</sup> September 2024 starting at **6.30pm**.

Mrs K Kearns  
Town Clerk  
12<sup>th</sup> September 2024

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

- 1 Apologies
- 2 Verbal introductions & safety briefing
- 3 Note of Public Participation
- 4 Declarations of interest and applications for dispensations
- 5 Consideration of Planning Applications received as follows:

## CONSULTATION

None

## TREES IN A CONSERVATION AREA

- a) S.24/1559/TPO. 14 Whitecroft, Forest Green, Nailsworth, Stroud. Application: Tree Preservation Order. Crowning of Turkey Oak

## PREVIOUSLY TRACKED APPLICATIONS

- b) S.24/1169/PBC. Beechwood Farm Windorsedge Lane Nailsworth. Application: PBC. Use of land for temporary recreational campsite. Application: decided. (decision not available on planning portal, removed from public view) NTC: Objects. The application contains inaccurate and misleading information; the site map doesn't show an existing permanent wooden structure and track. The proposed site access is via a locked gate owned by a third party. There are several safety hazards: the site is rough grassland on a steep gradient; it includes contaminated land; access for emergency vehicles is difficult and dependent on specific appliances being available; access for waste removal is difficult. Access on the narrow lanes leading to the proposed campsite for 50 pitches is not suitable for multiple campervans and motorhomes. No consideration has been given to Special Areas of Conservation. The site is not suited for this level of tourism.
- 6 To confirm minutes of the Full Council meeting on Tuesday 3<sup>rd</sup> September 2024
  - 7 To confirm minutes of the Environment Committee on Tuesday 3<sup>rd</sup> September 2024

It was **recommended** that the two Clocktower Garden benches are replaced at the same time at a cost of c. £2,800, with crowdfunding for one bench and additional funding from budget heading 6020 Town Improvements Reserve.

It was **recommended** that the request for a dedicated bench at the Clocktower Garden is approved.



# NAILSWORTH TOWN COUNCIL

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Clerk to Council: Katherine Kearns

It was **recommended** that a budget of £1,000 be earmarked for Nailsworth to participate in the VE Day 80 Celebrations on the 8<sup>th</sup> May 2025.

- 8 To confirm minutes of the Recreation & Amenities Committee meeting held on Tuesday 6<sup>th</sup> August 2024.

It was **recommended** to introduce a new concessionary Set Building Rate (£55 a day) and Performance Rate (£276) for all hirers of the Town Hall.

It was **recommended** to introduce a Rehearsal Rate charged at the current room rate (£48 per session).

It was **recommended** to introduce these rates immediately and then review them in January 2025.

- 9 To confirm minutes of the Personnel Committee held on Thursday 6<sup>th</sup> September 2024.

It was **recommended** that a staffing review of the 'estate' roles be commissioned.

- 10 Accounts

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

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

- 11 Financial summary:

- a) Income and Expenditure report
- b) Budget comparison report
- c) Main bank account reconciliation report
- d) Premier bank account reconciliation report

- 12 To review NTC's Risk Assessment

- 13 Reports:

- a) Report from Town Mayor
- b) Report from the Deputy Mayor
- c) Report from District and County Councillors
- d) To receive an update on NTC office activities

- 14 Review NTC [Action Plan](#)

**NAILSWORTH TOWN COUNCIL**  
**Minutes of a meeting of the Town Council**  
 Held at 6.30pm in the Town Hall, Old Bristol Road  
**on Tuesday 3<sup>rd</sup> September 2024**

**Present:**

Cllr Peter Bodkin (Chair)  
 Cllr Ros Mulhall  
 Cllr Julian Dennis  
 Cllr Paul Francis  
 Cllr Shelley Rider  
 Cllr Steve Robinson  
 Cllr Tyler White  
 Cllr Louis Nicholas  
 Cllr Phil Sullivan

**Minutes:**

Clerk

**Apologies:**

Cllr Luke Stewart  
 Cllr Colleen Rothwell

**Verbal Introductions**

These were made. No need for this....

**2024/070****Public Participation**

There were no members of the public present.

**2024/071****Declarations of Interest & Applications for Dispensations**

Cllr  
 Dunkirk Mill Museum visit (1.30pm, 10<sup>th</sup> October)  
 Yes: Peter Bodkin (meet at the Museum)  
 Louis Nicolas  
 Julian Dennis (tbc)  
 Ros Mulhall  
 Don't know: Tyler White, Luke Stewart, Colleen Rothwell

No:

Phil Sullivan  
 Paul Francis  
 Steve Robinson  
 Shelley Rider  
 Don't know: Tyler White, Luke Stewart, Colleen Rothwell

Concord Coffee 10.30am Wednesday 18<sup>th</sup> September:

Yes: Peter Bodkin  
 Julian Dennis

No:

Phil Sullivan  
 Paul Francis  
 Steve Robinson  
 Louis Nicolas  
 Ros Mulhall

**2024/072****Consideration of Planning Applications received as follows:  
CONSULTATION**

- a) S.24/1423/CPE. Land To the East of Rock Cottage, Rockness Hill, Nailsworth. Application: Certificate Existing Lawful Use/Dev. Certificate of lawfulness of existing use of the site as residential garden for a period in excess of 10 years.  
**NTC comment:** No observations.

**TREES IN A CONSERVATION AREA**

- b) S.24/1511/TPO. Beaudesert Park School, Box, Stroud, Gloucestershire. Application: Tree Preservation Order. Description: (1) T238. Fell to near ground level. (2) T239. Remove major deadwood. (3) T240. Fell to near ground level. 4) G1. Fell to leave as approximate 3.0m stumps for habitat creation.  
**NTC comment:** Noted.

**NOTIFIED – Discharge of condition**

- c) S.24/1437/DISCON. Discharge of condition 3 (enhancement of biodiversity) from S.22/2733/FUL

**APPEALS - Notification of result**

- d) Appeal Ref: APP/C1625/D/24/3342690. The Coach House, Spring Hill, Nailsworth. Appeal allowed in accordance with terms of the application REF S.23/2154/HHOLD.

**PREVIOUSLY TRACKED APPLICATIONS**

Noted.

**2024/073****To confirm minutes of the Full Council Meeting held on Tuesday 6<sup>th</sup> August 2024.**

There was a discussion about the minutes and some amendments were made

KK: addition of planning application and address to Declarations of Interest.

PB: tidy up Trees in Conservation Area.

Previously tracked applications: g. NTC objected.

Noted that previously tracked applications to not in future appear on minutes for reasons of duplication.

These were noted.

**All agreed**

**2024/074****To consider the recommendations of the Recreation & Amenities Committee from 6<sup>th</sup> August 2024;**

Confirmed the minutes of the Rec & Am will be agreed at the next mtg (Tuesday 18<sup>th</sup> September).

It was **agreed** to review the stage lighting in the town hall, with a view to future replacement.

**All agreed**

**2024/075****Accounts****To ratify payments for August in accordance with the budget as listed in the attached report**

The payments for August were ratified.

It was noted that three payments appear to Grenke, and these relate to the lease for the photocopier. All of these payments are direct debits (approved by council at the meeting in May). Two payments are due on 17<sup>th</sup> September and one of the payments isn't due until October, and this payment won't appear on the list for October. This doesn't affect the budget outcome.

**All agreed.**

It was noted that Cllr Julian Dennis has still not been allowed full access by Lloyds bank; KK to check Cllr Colleen Rothwell can authorise payments in September.

**2024/076**

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

The External Auditor's report, with no 'except for' matters was noted.

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

.....  
Date



**NAILSWORTH TOWN COUNCIL**  
**Minutes of the Environment Committee**  
Held at 7pm in the Town Hall on Tuesday 3<sup>rd</sup> September 2024

**Present:**

Clr Shelley Rider (Chair)  
Clr Julian Dennis  
Clr Louis Nicolas  
Clr Peter Bodkin (ex officio as Mayor)

**Minutes:**

Clerk

**Apologies:**

Clr Luke Stewart

**Not present:**

Clr Tyler White

**Declarations of Interest & Applications for Dispensations**

There were none.

**To consider two replacement benches for the Clocktower Garden**

There was a discussion about the evident need to replace the two benches, the style of the benches and their possible decoration by residents.

The need for street furniture to meet certain standard was touched upon alongside the potential for a local company to be used to make a bench.

The Committee were happy with the style of bench chosen.

The Committee agreed that a cllr together with the Clerk will work with the residents to come up with designs and a method of decorating the benches which is suitable.

Clr Louis Nicolas undertook to work with the Clerk to approve the designs for the bench decoration.

It was **recommended** that the two Clocktower Garden benches are replaced at the same time.

All agreed.

It was **recommended** that the request for a dedicated bench is approved with additional decoration by the residents

All agreed.

**To consider participation in the VE Day 80<sup>th</sup> Anniversary Celebration on the 8<sup>th</sup> May 2025**

The scale of the proposed event was discussed and the appropriate audience for a VE Day 80<sup>th</sup> celebration. The Committee agreed that the educational aspect of the event was most important and that mixing generations – school pupils and older generation – is most likely to achieve the best result.

There were some ideas mentioned, such as using the Mortimer Room and Library; approaching Nailsworth Primary School to encourage them to focus project work on the day; connecting with the Town Archives, Cotswold Costumes and Nailsworth History Society.

Clr Phil Sullivan offered to help plan the event alongside the Deputy Clerk.



It was **recommended** to allocate a budget of £1,000 for Nailsworth to participate in the VE Day 80 Celebrations on the 8<sup>th</sup> May 2025 .

All agreed.

It was noted that funds can be taken from this year's budget and placed in an earmarked reserve for use next financial year.

**To receive a report on a proposed 'textile trail' to improve access to Dunkirk Mill Museum from the town centre**

There was a discussion about how the Trail can tie in the new Town Maps so that there is a cohesive style.

Cllr Louis Nicolas undertook to work with the Clerk on this project.

**To report on Summer events to promote biodiversity**

The report was noted and details of the next Nailsworth Wildlife Group will be circulated.

**To inform the committee of the tree works identified by the annual tree survey**

It was noted that tree B218 in the report isn't on NTC land, however if the landowner can be identified, they will be informed that work needs to be carried out to make it safe.

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

The action plan was reviewed.

There was a discussion about how the outcomes of projects can be understood and whether they can be evaluated afterwards.

It was recognised that some projects need more action e.g. TIC development, Emergency Planning and website.

Having been put in place in June/July 2024, it's time for the Strategic Plan to be reviewed and for any changes to be considered.

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

.....  
Date





**NAILSWORTH TOWN COUNCIL**  
**Minutes of the Recreation and Amenities Committee**  
Held at 7.00pm in the Town Hall on Tuesday 6<sup>th</sup> August 2024

**Present:**

Cllr Ros Mulhall (Chair)  
Cllr Steve Robinson  
Cllr Paul Francis  
Cllr Colleen Rothwell  
Cllr Peter Bodkin (ex officio as Mayor)

**Minutes:**

Deputy Clerk

**Apologies:**

Cllr Phil Sullivan

**Also present**

Cllr Julian Dennis (observing)

**To consider a review of the special rates for use of the Town Hall for performances.**

To **recommend** the new Set Building Rate (£55 a day) and Performance Rate (£276) for the Town Hall.

To **recommend** the introduction of a Rehearsal Rate charged at the current room rate.

To **introduce** the new rates immediately.

To encourage hirers to seek grant funding for activities which fall within NTC's grant funding criteria.

To **review** the new Performance, Set Building and Rehearsal rates in January 2025. There was a discussion about the current rates during which the following points were raised;

- Concession rates for NDS have been in place for over 20 years
- There were concerns about how hire charge changes will affect ticket costs
- NDS are struggling to find new members
- NDS has never made a grant application to NTC due to the simplicity of historic concession rates

It was suggested a meeting should be held with NTC and NDS on the points raised, prior to a decision being made on the recommendations above. Meeting date to be decided.

**To consider a review of the Town Hall stage lighting.**

To **recommend** a review is carried out for the replacement stage lighting in the town hall.

**All agreed**

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

**Noted.**



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

.....  
Date

**NAILSWORTH TOWN COUNCIL**  
**Minutes of a meeting of the Town Council**  
 Held at 6.30pm in the Town Hall, Old Bristol Road  
**on Thursday 5<sup>th</sup> September 2024**

**Present:**

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

**Minutes:**

Clerk

**Apologies:**

There were none.

**To consider a staffing review of the estate roles**

The need for a staffing review – being a review of job roles – was discussed and it was agreed that it's good practice to undertake regular reviews. The implications of recommendations were considered, including NTC's finances.

The previous method of staffing reviews was outlined.

It was agreed that using an independent person to carry out the review is the best course of action.

Terms of reference for a review to be clear and the process structured with clear guidance depending on the recommendations.

Cllr Julian Dennis undertook to work with the Clerk to draft terms of reference.

It was **recommended** that a staffing review of the 'estate' roles be commissioned.

**To consider a review of HR policies and procedures**

There was a discussion about the current HR policies and procedures, and the value of checking that there are clear working practices for HR processes.

It was noted that the Clerk and Deputy Clerk flag up changes in legislation as they are made aware of them, and then alter NTC's policies as appropriate.

.....  
 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
17102		£163.45	1140/1	01/08/24	Acerola Telecom - Phones and braodband	240801
		<b>£163.45</b>			Acerola Telecom - Total	
17107		£468.00	2040/1	29/08/24	Ashwell Building Contractors - Town Hall maintenance	988/08.24
		<b>£468.00</b>			Ashwell Building Contractors - Total	
17103		£290.00	4140	24/08/24	Avendale Garden Maintenance Service - All Saints Church, Shortwood grass cutting June	240824
		<b>£290.00</b>			Avendale Garden Maintenance Service - Total	
17108		£770.00	2000	30/08/24	A-Z Cleaning - Office clean - Aug	9184
		<b>£770.00</b>			A-Z Cleaning - Total	
17105	DD240911 BRIT	£19.53	3070	27/08/24	British Gas - KGV electricity	816206057
17104	DD240917 BGAS	£454.46	2100	21/08/24	British Gas - Mortimer room gas	723405489
		<b>£473.99</b>			British Gas - Total	
17112		£70.62	1140/5	31/08/24	Brutons Hardware Ltd - various	831429
		<b>£70.62</b>			Brutons Hardware Ltd - Total	
17083		£19.87	1140/5	13/08/24	Cliff Christie - expenses	EXP240813
		<b>£19.87</b>			Cliff Christie - Total	
17106		£561.11	1170	30/08/24	Down To Earth Gloucestershire CIC - maintaining town borders	0824R
		<b>£561.11</b>			Down To Earth Gloucestershire CIC - Total	
17126	DD240910 EE	£75.90	1140/1	02/09/24	E E - Groundsman and Deputy phone	VO2263072286
		<b>£75.90</b>			E E - Total	
17130	DD240915 FUEL	£25.55	3050/3	08/09/24	Fuel Card Services Ltd - Fuel	9008131716
		<b>£25.55</b>			Fuel Card Services Ltd - Total	
17109		£264.11	1165/6	28/08/24	Gloucestershire County Council - cleaning CC&MR	1800777198
		<b>£264.11</b>			Gloucestershire County Council - Total	
17073	DD240820 Grenke	£168.00	1120	17/09/24	Grenke Leasing Ltd - Documentation fee	0000346804/2024

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
17074	DD240820 Grenke	£48.28	1120	17/09/24	Grenke Leasing Ltd - Insurance	0000346803/2024
17029	DD241001 GRENKE	£189.58	1120	01/10/24	Grenke Leasing Ltd - Photocopier leasing	113023433
		<b>£405.86</b>			Grenke Leasing Ltd - Total	
17113	DD240917 GRUN	£12.66	1260	31/08/24	Grundon Waste Management - waste collection CC	PSI-1124598
17114	DD240920 GRUN	£10.12	1260	31/08/24	Grundon Waste Management - waste management TH	PSI 1124599
		<b>£22.78</b>			Grundon Waste Management - Total	
17110		£191.95	3010/2	29/08/24	Kingfisher Direct - 90l round galvanised steel liner 431.8	00015110518
		<b>£191.95</b>			Kingfisher Direct - Total	
17111		£389.75	4060	04/09/24	Morelock Signs - Parking signs	10897
		<b>£389.75</b>			Morelock Signs - Total	
17092	DD240827 OCTOPUS	£115.94	2020	20/08/24	Octopus - Gas	ⓁI-5C5DCFF8-0036
17093	DD240827 OCTOPUS	£207.14	2030	20/08/24	Octopus - Electricity	ⓁI-5C5DCFF8-0036
17115	DD240912 OCTOPUS	£34.21	2110	02/09/24	Octopus - Clock tower elec	ⓁI-01B53B5D-0044
17116	DD240921 OCTOPUS	£36.91	3070	03/09/24	Octopus - Changing rooms Elec	KI-94567F80-0043
17118	DD240927 OCTOPUS	£99.27	2030	03/09/24	Octopus - Electricity	ⓁI-5C5DCFF8-0037
17117	DD240928 OCTOPUS	£10.12	2020	03/09/24	Octopus - Gas	ⓁI-5C5DCFF8-0037
		<b>£503.59</b>			Octopus - Total	
17119		£175.27	2040/1	05/09/24	Phs Group - Annual waste collection	70845519
17120		£42.34	2080	05/09/24	Phs Group - Annual waste collection	70845520
17127		£8.58	2040/1	29/08/24	Phs Group - Annual waste collection	70825588
17129		£8.59	2080	29/08/24	Phs Group - Annual waste collection	70825589
17131		£22.93	2080	05/09/24	Phs Group - Annual waste collection	70059312
		<b>£257.71</b>			Phs Group - 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
17122		£372.00	3010/2	05/09/24	T W Hawkins & Sons SGMS - Football putting up goals and initial line marking	013544
		<b>£372.00</b>			T W Hawkins & Sons SGMS - Total	
17121		£23,035.00	3140	04/09/24	The Junction - Nailsworth Youth Club - Youth Work	240904
		<b>£23,035.00</b>			The Junction - Nailsworth Youth Club - Total	
17125		£192.00	3030/1	13/06/24	The Yard House/Knightsbridge Nursery - Bedding plants	NTC - 2024
		<b>£192.00</b>			The Yard House/Knightsbridge Nursery - Total	
17123	DD240923 WATER	£59.85	2050	08/09/24	Water Plus - TH water	INVO68002003
17124	DD240924 WATER	£41.75	3080	10/09/24	Water Plus - CR water	INV06833487
		<b>£101.60</b>			Water Plus - Total	
		£16,675.88			Confidential transactions	
<b>Total</b>		<b>£45,330.72</b>				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Income and Expenditure Account

31/03/24 £		10/09/24 £
	<b>INCOME</b>	
33,709.03	Grants	6,342.03
14,001.00	Arkeil Centre Trust	14,000.00
40,620.27	Bookings - all	19,573.38
361,635.00	Precept	217,938.00
4,050.27	Interest on Investments	1,769.96
2,170.23	Other income	5,737.00
214.22	Rights of way/Wayleaves	100.00
456,400.02	<b>TOTAL INCOME</b>	265,460.37
	<b>EXPENDITURE</b>	
30,540.75	General Administration	22,340.69
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	5,152.87
196,983.76	Staff costs	83,587.57
7,303.00	Insurance	7,830.34
42,800.74	Repairs & maintenance - buildings	12,328.97
21,658.79	Utilities & Rates	9,211.33
50,891.19	Maintenance of Open Spaces	25,097.80
55,356.83	Special projects and miscellaneous	4,442.84
652.00	Hazelwood Bungalow	0.00
1,713.60	Town Information Centre	856.80
50,030.00	Support for town services	23,035.00
14,001.00	Arkeil Community Centre	14,000.00
15,983.77	Expenditure	0.00
	Capital reduction long term borrowing	0.00
503,721.17	<b>TOTAL EXPENDITURE</b>	213,384.21
109,531.14	Balance as at 01/04/24	85,196.80
456,400.02	Add Total Income	265,460.37
565,931.16		350,657.17
503,721.17	Deduct Total Expenditure	213,384.21
0.00	Stock Adjustment	0.00
22,986.81	Transfer to/ from reserves	-24,536.25
85,196.80	Balance as at 10/09/24	112,736.71

# Financial Budget Comparison

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

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

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
<b>INCOME</b>						
<b>Council</b>						
100	Precept - Council	£434,776.00	£0.00	£217,938.00	£-216,838.00	-49.87%
105	Refunds,donations grants - Council	£0.00	£0.00	£6,242.03	£6,242.03	100.00%
110	ACC-Admin recharge	£14,000.00	£0.00	£14,000.00	£0.00	0.00%
120	Agency services	£100.00	£0.00	£0.00	£-100.00	-100.00%
130	CIL income	£0.00	£5,737.00	£5,737.00	£0.00	0.00%
<b>Total Council</b>		<b>£448,876.00</b>	<b>£5,737.00</b>	<b>£243,917.03</b>	<b>£-210,695.97</b>	<b>-46.94%</b>
<b>Property Management</b>						
205	Town Hall bookings	£17,000.00	£0.00	£6,468.00	£-10,532.00	-61.95%
210	Town Hall rent of offices	£15,900.00	£0.00	£6,895.78	£-9,004.22	-56.63%
220	Mortimer Room bookings	£6,000.00	£0.00	£2,943.50	£-3,056.50	-50.94%
225	Council bookings (all land and facilities)	£500.00	£0.00	£100.00	£-400.00	-80.00%
245	Leases/Licences//Wayleaves	£1,000.00	£0.00	£100.00	£-900.00	-90.00%
<b>Total Property Management</b>		<b>£40,400.00</b>	<b>£0.00</b>	<b>£16,507.28</b>	<b>£-23,892.72</b>	<b>-59.14%</b>
<b>Recreation &amp; Amenities Committee</b>						
305	Hire KGV Field facilities	£4,700.00	£0.00	£2,676.10	£-2,023.90	-43.06%
310	Market Street Garden - hire and electricity	£200.00	£0.00	£0.00	£-200.00	-100.00%
320	Mortimer Garden - hire/electricity charge	£600.00	£0.00	£490.00	£-110.00	-18.33%
<b>Total Recreation &amp; Amenities Committee</b>		<b>£5,500.00</b>	<b>£0.00</b>	<b>£3,166.10</b>	<b>£-2,333.90</b>	<b>-42.43%</b>
<b>Environment Committee</b>						



# Financial Budget Comparison

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

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

		<b>2024/25</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
405	Grants, donations, refunds - Environment	£0.00	£0.00	£100.00	£100.00	100.00%
410	Town Information Centre	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Environment Committee</b>		£0.00	£0.00	£100.00	£100.00	100.00%
<b>Bank Interest</b>						
500	interest on main account	£0.00	£0.00	£0.00	£0.00	0.00%
505	Investment interest Premier Account	£2,500.00	£0.00	£1,596.36	-£903.64	-36.15%
520	Interest from Income Bonds (paid to main account)	£450.00	£0.00	£173.60	-£276.40	-61.42%
<b>Total Bank Interest</b>		£2,950.00	£0.00	£1,769.96	-£1,180.04	-40.00%
<b>Total Income</b>		£497,726.00	£5,737.00	£265,460.37	-£238,002.63	-47.82%

# Financial Budget Comparison

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

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

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
<b>EXPENDITURE</b>						
<b>Council</b>						
1000	Salaries - all	£228,500.00	£0.00	£83,587.57	£144,912.43	-63.42%
1010	Payroll charges	£360.00	£0.00	£142.20	£217.80	-60.50%
1040	Churchyard grants	£1,100.00	£0.00	£1,100.00	£0.00	0.00%
1050	Subscriptions	£2,100.00	£0.00	£1,632.87	£467.13	-22.24%
1060	Grants from NTC	£4,000.00	£0.00	£1,890.00	£2,110.00	-52.75%
1070	Town Crier's expenses	£500.00	£0.00	£500.00	£0.00	0.00%
1080	Town Archives	£600.00	£0.00	£472.53	£127.47	-21.25%
1090	Civic Fund	£3,500.00	£0.00	£1,120.49	£2,379.51	-67.99%
1100	Insurance	£7,500.00	£0.00	£7,830.34	£-330.34	4.40%
1120	Office equipment	£3,000.00	£0.00	£871.03	£2,128.97	-70.97%
1130	Licences,fees and allowances	£12,500.00	£0.00	£13,912.56	£-1,412.56	11.30%
1140	Office management	£4,800.00	£0.00	£3,498.91	£1,301.09	-27.11%
1160	Town Mayor's Allowance	£900.00	£0.00	£0.00	£900.00	-100.00%
1165	Civic Centre	£11,900.00	£0.00	£2,441.27	£9,458.73	-79.49%
1170	Gardening contract for town centre	£6,500.00	£0.00	£2,392.84	£4,107.16	-63.19%
1180	Training for staff & councillors	£3,000.00	£0.00	£90.00	£2,910.00	-97.00%
1195	Support for Arkell Community Centre	£14,000.00	£0.00	£14,000.00	£0.00	0.00%
1210	Library extra hours	£3,700.00	£0.00	£0.00	£3,700.00	-100.00%
1250	Support for Childrens Centre	£5,500.00	£0.00	£5,500.00	£0.00	0.00%

# Financial Budget Comparison

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

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

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
1260	Waste/Recycling Collection	£200.00	£0.00	£604.94	-£404.94	202.47%
5330	Web site and Hosting	£700.00	£0.00	£0.00	£700.00	-100.00%
<b>Total Council</b>		£314,860.00	£0.00	£141,587.55	£173,272.45	-55.03%
<b>Property Management</b>						
2000	Town Hall cleaning	£8,700.00	£0.00	£3,850.00	£4,850.00	-55.75%
	Town Hall cleaning					
	Town Hall cleaning					
2010	Town Hall business rates	£4,000.00	£0.00	£0.00	£4,000.00	-100.00%
2020	Town Hall gas	£3,600.00	£0.00	£1,245.91	£2,354.09	-65.39%
2030	Town Hall electricity	£3,720.00	£0.00	£963.63	£2,756.37	-74.10%
2040	Town Hall repairs & maintenance	£17,000.00	£0.00	£9,239.70	£7,760.30	-45.65%
2050	Town Hall - water rates	£700.00	£0.00	£341.42	£358.58	-51.23%
2060	Mortimer Room electricity	£610.00	£0.00	£84.20	£525.80	-86.20%
2070	Mortimer Room - business rates	£0.00	£0.00	£0.00	£0.00	0.00%
2080	Mortimer Room repairs & maintenance	£3,000.00	£0.00	£163.00	£2,837.00	-94.57%
2090	Mortimer Room - water rate	£500.00	£0.00	£0.00	£500.00	-100.00%
2100	Mortimer Room gas supply	£960.00	£0.00	£1,197.83	-£237.83	24.77%
2110	Memorial Clock - electricity	£550.00	£0.00	£167.66	£382.34	-69.52%
2120	Memorial Clock - repairs	£600.00	£0.00	£0.00	£600.00	-100.00%
2140	Hazelwood Bungalow	£1,500.00	£0.00	£0.00	£1,500.00	-100.00%
2150	Cleaning materialsDO NOT USE	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Property Management</b>		£45,440.00	£0.00	£17,253.35	£28,186.65	-62.03%
<b>Recreation &amp; Amenities Committee</b>						

# Financial Budget Comparison

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

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

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
3000	Miles Marling Field maintenance	£2,300.00	£0.00	£2,163.07	£136.93	-5.95%
3010	KGV Field maintenance	£14,200.00	£0.00	£3,404.76	£10,795.24	-76.02%
3030	Town Gardening (incl Mortimer Gardens)	£2,900.00	£0.00	£125.37	£2,774.63	-95.68%
3035	Mortimer Garden electricity	£650.00	£0.00	£95.78	£554.22	-85.26%
3050	Grounds maintenance equipment	£2,665.00	£0.00	£1,476.43	£1,188.57	-44.60%
3060	KGV Field changing rooms - maintenance	£1,000.00	£0.00	£485.00	£515.00	-51.50%
3070	KGV Field changing rooms - electricity	£1,360.00	£0.00	£252.79	£1,107.21	-81.41%
3080	KGV changing rooms - water rates	£500.00	£0.00	£359.66	£140.34	-28.07%
3100	Garage storeroom	£100.00	£0.00	£0.00	£100.00	-100.00%
3110	Market Street garden maintenanceDO NOT USE	£0.00	£0.00	£0.00	£0.00	0.00%
3120	Market Street Garden - electricity	£250.00	£0.00	£47.51	£202.49	-81.00%
3130	Playrangers - support	£3,540.00	£0.00	£0.00	£3,540.00	-100.00%
3140	Youth provision	£46,070.00	£0.00	£23,035.00	£23,035.00	-50.00%
3150	Dunkirk Museum maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
3160	Community Development Worker (2yrs)	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Recreation &amp; Amenities Committee</b>		<b>£75,535.00</b>	<b>£0.00</b>	<b>£31,445.37</b>	<b>£44,089.63</b>	<b>-58.37%</b>
<b>Environment Committee</b>						
4000	Upkeep council land (Shortwood manorial waste)	£5,500.00	£0.00	£31.08	£5,468.92	-99.43%

# Financial Budget Comparison

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

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

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
4010	Norton Wood (not tree maintenance)	£0.00	£0.00	£0.00	£0.00	0.00%
4021	Town Information Centre	£1,700.00	£0.00	£856.80	£843.20	-49.60%
4030	TIC loan repayment - capital	£7,983.29	£0.00	£3,962.52	£4,020.77	-50.36%
4040	TIC loan repayment - interest	£2,322.45	£0.00	£1,190.35	£1,132.10	-48.75%
4050	Bunting Hill Nature Reserve (not tree maintenance)	£500.00	£0.00	£0.00	£500.00	-100.00%
4060	Environmental enhancement projects	£0.00	£0.00	£389.75	-£389.75	100.00%
4070	Tree maintenance (all NTC land)	£8,000.00	£0.00	£1,984.50	£6,015.50	-75.19%
4090	Tourism promotion	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
4120	Christmas lights	£9,000.00	£0.00	£493.09	£8,506.91	-94.52%
4140	Upkeep of All Saints graveyard	£4,000.00	£0.00	£1,740.00	£2,260.00	-56.50%
<b>Total Environment Committee</b>		£44,005.74	£0.00	£10,648.09	£33,357.65	-75.80%
<b>Bank Interest</b>						
1155	Bank charges on main account	£300.00	£0.00	£100.10	£199.90	-66.63%
<b>Total Bank Interest</b>		£300.00	£0.00	£100.10	£199.90	-66.63%
<b>Earmarked Reserves</b>						
6000	Election expensesRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6010	Play & tennis court equipmentRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6020	Town improvementsRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6030	Town Hall repairs RESERVE	£3,150.00	£0.00	£0.00	£3,150.00	-100.00%
6040	Mortimer Room repairs RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%

# Financial Budget Comparison

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

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

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
6050	Hazelwood Bungalow RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6060	Miles Marling Field improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6100	Energy efficiency improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6120	Shortwood Churchyard RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6130	Replace groundsman's vehicle RESERVE	£1,100.00	£0.00	£0.00	£1,100.00	-100.00%
6140	Town centre/Mkt St improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6150	Clock tower refurbishment RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6170	20mph town scheme RESERVEDO NOT USE	£0.00	£0.00	£0.00	£0.00	0.00%
6220	Dunkirk Mill MuseumRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6240	Emergency tree work RESERVE	£0.00	£600.00	£600.00	£0.00	0.00%
6280	WW1 & II plaques project RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6300	KGV buildings RESERVE	£5,000.00	£0.00	£359.00	£4,641.00	-92.82%
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	£9,690.00	-£9,690.00	100.00%

# Financial Budget Comparison

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

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

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
6430	6430 Tourism promotion RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6450	6450 Heritage Open Day RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6460	6460 Town Archives	£0.00	£0.00	£0.00	£0.00	0.00%
6500	6500 CIL projects	£0.00	£0.00	£0.00	£0.00	0.00%
6510	6510 Climate Emergency Reserve	£0.00	£0.00	£0.00	£0.00	0.00%
6520	6520 COVID-19 response	£0.00	£0.00	£0.00	£0.00	0.00%
6530	6530 Build Back Better Fund	£0.00	£0.00	£0.00	£0.00	0.00%
6540	6540 Welcome Back Fund	£0.00	£0.00	£0.00	£0.00	0.00%
6550	6550 UKSPF grants	£31,500.00	£1,700.75	£1,700.75	£31,500.00	-100.00%
6560	6560 Highway improvements	£0.00	£0.00	£0.00	£0.00	0.00%
6570	6570 Registering NTC Land	£0.00	£0.00	£0.00	£0.00	0.00%
6580	6580 Town Hall retaining wall	£15,000.00	£0.00	£0.00	£15,000.00	-100.00%
<b>Total Earmarked Reserves</b>		£55,750.00	£2,300.75	£12,349.75	£45,701.00	-81.97%
<b>Total Expenditure</b>		£535,890.74	£2,300.75	£213,384.21	£326,508.03	-60.93%
Total Income		£497,726.00	£5,737.00	£265,460.37	£-238,002.63	47.82%
Total Expenditure		£535,890.74	£2,300.75	£213,384.21	£324,807.28	-60.61%
<b>Total Net Balance</b>		<b>-£38,164.74</b>		<b>£52,076.16</b>	<b>-£562,809.91</b>	

# Bank Account Reconciled Statement

<b>Main Account</b>	<b>2040157</b>	<b>30-98-29</b>
Statement Number	212	Bank Statement No. 212
Statement Opening Balance	£41,600.13	Opening Date 01/08/24
Statement Closing Balance	£28,609.62	Closing Date 31/08/24
True/ Cashbook Closing Balance	£28,609.62	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/08/24	FPI240801STRIPES	Stripes Payments	0.00	751.71	42,351.84
01/08/24	SO240801EMMA	Emma-Accountants-Admin Centre	0.00	270.83	42,622.67
05/08/24	BGC240805NAT	National Savings	0.00	46.73	42,669.40
07/08/24	BGC240807HMRC	HMRC	0.00	6,920.42	49,589.82
08/08/24	PAY240805LLOYD S	Lloyds Bank	20.70	0.00	49,569.12
09/08/24	DD2408112BRIT	British Gas	18.90	0.00	49,550.22
09/08/24	PAY240805LLOYD S	Lloyds Bank	19.85	0.00	49,530.37
12/08/24	DD240810EE	E E	75.90	0.00	49,454.47
12/08/24	DD240814FUEL	Fuel Card Services Ltd	36.47	0.00	49,418.00
12/08/24	SO240812MIKE	Mike Jefferies-Accountants	0.00	1,054.16	50,472.16
13/08/24	DD240812OCTOPU S	Octopus	33.57	0.00	50,438.59
13/08/24	DD240821OCTOPU S	Octopus	31.23	0.00	50,407.36
13/08/24	FPI240801DOG	Dog Training	0.00	164.00	50,571.36
13/08/24	FPI240801FARM	Nailsworth Farmers Market	0.00	70.00	50,641.36
13/08/24	FPI240801FRI	Friday Market	0.00	100.00	50,741.36
13/08/24	FPI240801FVQ	Five Valleys Quillters	0.00	40.00	50,781.36
13/08/24	FPI240801NDS	Nailsworth Dramatic Society	0.00	20.00	50,801.36
13/08/24	FPI240801NTFC	Nailsworth Football Club	0.00	70.00	50,871.36
13/08/24	FPI240801NWI	Nailsworth WI	0.00	40.00	50,911.36
13/08/24	FPI240813FLEA	Flea market	0.00	40.00	50,951.36
13/08/24	FPI240813PIL	Pilates Elizabeth Williams	0.00	96.00	51,047.36
15/08/24	DD240808CTOPUS	Octopus	32.49	0.00	51,014.87
15/08/24	DD240814OCTO	Octopus	6.93	0.00	51,007.94
16/08/24	DEP500378FLOW	Nailsworth & District Flower Arrangement Society	0.00	78.00	51,085.94
19/08/24	DD240819SGC	SGC Payroll	3,423.55	0.00	47,662.39
20/08/24	DD240817GRUN	Grundon Waste Management	14.18	0.00	47,648.21
20/08/24	DD240820GRUN	Grundon Waste Management	641.00	0.00	47,007.21
20/08/24	DD240820SGC	SGC Payroll	10,106.32	0.00	36,900.89



# Bank Account Reconciled Statement

20/08/24	TRANSF240820LLO YDS		0.00	27,000.00	63,900.89
22/08/24		SGC Payroll	85.32	0.00	63,815.57
22/08/24	DD240820SGC	SGC Payroll	3,146.61	0.00	60,668.96
22/08/24	DD240823WATER	Water Plus	59.85	0.00	60,609.11
22/08/24	FPO2408221ST	1st Fire Solutions Ltd	385.38	0.00	60,223.73
22/08/24	FPO240822AES	AES Maintenance	128.00	0.00	60,095.73
22/08/24	FPO240822AQUA	Aquasafe Environmental	690.00	0.00	59,405.73
22/08/24	FPO240822AVEN	Avendale Garden Maintenance Service	290.00	0.00	59,115.73
22/08/24	FPO240822A-Z	A-Z Cleaning	805.00	0.00	58,310.73
22/08/24	FPO240822BRUT	Brutons Hardware Ltd	171.70	0.00	58,139.03
22/08/24	FPO240822CHIN	Chinnick Theatre Services	420.00	0.00	57,719.03
22/08/24	FPO240822CON	Concord Coffee Group	400.00	0.00	57,319.03
22/08/24	FPO240822DENIS	Denis Brown and Son	211.86	0.00	57,107.17
22/08/24	FPO240822DOWN	Down To Earth Gloucestershire CIC	517.50	0.00	56,589.67
22/08/24	FPO240822EDGE	Edge IT Systems	6,010.66	0.00	50,579.01
22/08/24	FPO240822ELEK	Eleksafe	243.00	0.00	50,336.01
22/08/24	FPO240822FLET	PR Fletcher	287.00	0.00	50,049.01
22/08/24	FPO240822FLOOR	Flooring Solutions and Maintenance Ltd	6,990.00	0.00	43,059.01
22/08/24	FPO240822GCC	Gloucestershire County Council	1,013.12	0.00	42,045.89
22/08/24	FPO240822GOPC	Great Oldbury Parish Council	50.00	0.00	41,995.89
22/08/24	FPO240822HAW	Hawkins Mason	2,500.00	0.00	39,495.89
22/08/24	FPO240822HAWK	Hawkins Mason	7,190.00	0.00	32,305.89
22/08/24	FPO240822JAM	James & Owen	129.04	0.00	32,176.85
22/08/24	FPO240822LOVE	Love Nailsworth	1,000.00	0.00	31,176.85
22/08/24	FPO240822NGM	Nailsworth Garden Machinery	25.00	0.00	31,151.85
22/08/24	FPO240822NIB	Nailsworth In Bloom	150.00	0.00	31,001.85
22/08/24	FPO240822PKF	PKF Littlejohn LLP	1,638.00	0.00	29,363.85
22/08/24	FPO240822RBL	Royal British Legion	27.50	0.00	29,336.35
22/08/24	FPO240822ROMAN	Roman Glass	256.98	0.00	29,079.37
22/08/24	FPO240822RYDER	G Ryder & Co Ltd	567.04	0.00	28,512.33
22/08/24	FPO240822TRADE	Trade UK Ltd	20.27	0.00	28,492.06
22/08/24	FPO240822TREE	Tree Maintenance Ltd	2,381.40	0.00	26,110.66
22/08/24	FPO240824KAT	Katherine Kearns	31.18	0.00	26,079.48
27/08/24	DD2407824WATER	Water Plus	41.75	0.00	26,037.73
27/08/24	DD240825CLARITY	Clarity Copiers Ltd	106.48	0.00	25,931.25

# Bank Account Reconciled Statement

27/08/24	DD240828FUEL	Fuel Card Services Ltd	43.66	0.00	25,887.59
28/08/24	DD240826WATER	Water Plus	27.27	0.00	25,860.32
29/08/24	BGC240829BRIT	British Gas	0.00	2,213.30	28,073.62
30/08/24	FPI240830MENS	Mens Talking Group	0.00	40.00	28,113.62
30/08/24	FPI240830MOLD	David Molden	0.00	20.00	28,133.62
30/08/24	FPI240830NFM	Nailsworth Farmers Market	0.00	70.00	28,203.62
30/08/24	FPI240830NTFC	Nailsworth Football Club	0.00	280.00	28,483.62
30/08/24	FPI240830RUSK	Ruskin Mill	0.00	80.00	28,563.62
30/08/24	FPI240830TAI	Tai Chi	0.00	46.00	28,609.62

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	52501.66	39511.15

Reconciled by Sara Haynes

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

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

# Bank Account Reconciled Statement

<b>Premier 4282</b>	<b>07154282</b>	<b>30-98-29</b>
Statement Number	106	Bank Statement No. 106
Statement Opening Balance	£307,077.34	Opening Date 01/08/24
Statement Closing Balance	£280,395.35	Closing Date 31/08/24
True/ Cashbook Closing Balance	£280,395.35	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
09/08/24	INTEREST	Lloyds Bank	0.00	318.01	307,395.35
20/08/24	TRANSF240820LLO YDS		27,000.00	0.00	280,395.35

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	27000	318.01

Reconciled by Sara Haynes

Signed \_\_\_\_\_

Clerk / Responsible Financial Officer

\_\_\_\_\_

Chair

Date \_\_\_\_\_

\_\_\_\_\_



# Nailsworth Town Council

## Agenda Item 12

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**Meeting** of Full Council

**Meeting date** Tuesday 17<sup>th</sup> September 2024

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

**Author** Clerk/Deputy Clerk

**Status** Information

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### Summary

The risk assessment for NTC activities.

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### Detail

Identified Area and Risk

#### Governance and Management

##### 1. Activities outside objectives/budget

#### Potential Impact

- Breach of regulations
- Unlawful spending

#### Management/Control of Risk. Action Required.

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

Impact: 4

Probability: 3

Rate: **High**



# Nailsworth Town Council

## 2. Service provision/customer satisfaction

### Potential Impact

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

### Management/Control of Risk. Action Required

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

Impact: 3  
Probability: 1  
Rate: Low

## 3. Project or service development

### Potential Impact

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

### Management/Control of Risk. Action Required

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

Impact: 3  
Probability: 3  
Rate: Medium



# Nailsworth Town Council

## 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 webmail and Dropbox
- Staff stay in contact daily, sharing training and information on new systems.
- Staff workloads have increased as projects and events gain momentum. Specialist resources will be needed to progress some projects
- A Staff Handbook is in place.
- Deputy Clerk is progressing with CiLCA training.
- Due to the change in cllrs, there will be a reduced number of bank payment authorisers. This may impact on payments.
- There are 3 cllr vacancies, putting extra pressure on the 8 existing cllrs.

Impact: 3

Probability: 3

Rate: **Medium**

## 5. Dependency on Suppliers/Tendering process

### Potential Impact

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

### Management/Control of Risk. Action Required

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

Impact: 3

Probability: 3

Rate: **Medium**

## 6. Maintenance of buildings/properties and use of resources

### Potential Impact

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

### Management/Control of Risk. Action Required

- Staff continue to monitor and maintain buildings



## Nailsworth Town Council

- 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.
- **Damage caused by excessive rainfall has resulted in the Mortimer Room being closed for repair. This will impact on hirers.**

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.



## Nailsworth Town Council

- 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.

Impact: 3

Probability: 2

Rate: **Medium**

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

#### Potential Impact

- Computer system failure or loss of data

#### Management/Control of Risk. Action Required

- Our accounts package is online and is backed up and can be used remotely. Remote servers are in place to back up the system, to ensure business continuity.
- All office files are now cloud based, reducing the risk of data loss if a desktop PC fails
- Firewalls and laptop security are regularly updated.
- Council emails and documents are being transferred to SharePoint and will be administered by a safe outside organisation, taking pressure off staff. This process is now reaching completion.

Impact: 3

Probability: 2

Rate: **Low**

### 10. Procedural and Compliance Risk (law and regulation)

#### Potential Impact

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

#### Management/Control of Risk. Action Required

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

Impact: 3





# Nailsworth Town Council

Probability: 3

Rate: **Medium**

## 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 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**



## Nailsworth Town Council

### 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.
- Party bookings are now being paid for in advance following non-payments.
- Due to the change in cllrs, there will be a reduced number of bank payment authorisers. This could impact on payments.
- Councillors are reminded to ensure any banking paperwork requested is submitted on time.
- NTC will be changing banking supplier. This will be a planned process so that NTC's many customers are kept informed.

Impact: 2

Probability: 2

Rate: **Medium**

### 14. Dependency on income sources/lettings

#### Potential Impact

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

#### Management/Control of Risk. Action Required

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

Impact: 2

Probability: 2

Rate: **Low**

### 15. Public concern and fear

#### Potential Impact

- Increase in panic and confusion
- Mistrust of the council

#### Management/Control of Risk. Action Required

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



## Nailsworth Town Council

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

Impact: 1

Probability: 2

Rate: **Low**



# Nailsworth Town Council

## Agenda Item 13a

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**Meeting** of Full Council

**Meeting date** Tuesday 17<sup>th</sup> September 2024

**Subject** To receive the Mayor's monthly report

**Author** Cllr Peter Bodkin

**Status** Information

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### Summary

The Mayor's report for September 2024.

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### Detail

August was a relatively quiet month but since my last report, I have continued to meet with members of the local community to listen and learn more about the town, its activities and potential resources.

- Attended the Youth Club AGM and a further meeting with members of the Youth Club's Management Committee and Youth Worker, Tracy Young to provide constructive feedback on the quarterly monitoring reports which have been submitted in accordance with the Youth Club's Service Level Agreement with NTC.
  - Meeting with the new owners of the Acorn School.
  - Meeting with Ian Crawley from the Community Land Trust.
  - Meeting with Chair and Treasurer of the Nailsworth Dramatic Society over proposed changes to concession rates and improvements to stage lighting.
  - Meeting with a firm of local architects to hear about their practice and the range of recent projects which they have been involved with.
  - Visited the Community Café and the Food Bank run by Cathy Iddles in the Arkell Centre on a Thursday afternoon in August to observe the support given to children and their families during the school holidays.
- 

### Ends



# Nailsworth Town Council

## Agenda Item 13b

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**Meeting** of Full Council

**Meeting date** Tuesday 17<sup>th</sup> September 2024

**Subject** To receive the Deputy Mayor's monthly report

**Author** Cllr Ros Mulhall

**Status** Information

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### Summary

The Deputy Mayor's report for September 2024.

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### Detail

12th July - Organised a gathering at The Village Inn to crown our new Poet Laureate , Pip Heywood, with a laurel wreath . Mark Corcoran ,previous Poet Laureate, and Pip read a selection of their poems to an enthusiastic audience . Thanks to the Village Inn for the use of their comfortable side room.

26 th July . Attended meeting with local architect firm to share ideas about the future of Nailsworth Town Centre

20th Aug - Meeting with representatives of Nailsworth Dramatic Society to discuss their historical hiring concessions , and the need for updating the theatre lighting.

29 th Aug , Meeting with trustees of Acorn School to discuss ways of intergrating the school into the community, including sharing their resources with the home schooling community.

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### Ends



# Nailsworth Town Council

## Agenda Item 13c

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**Meeting** of Full Council

**Meeting date** Tuesday 17th September 2024

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

**Author** County Councillors

**Status** Information

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### Summary

The County Councillor's report for July.

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### Detail

#### Leadership at GCC

After 14 years as Leader of the Council, Mark Hawthorne is standing down on 11<sup>th</sup> September. A new Conservative will be elected as Leader. Stephen Davis, who is County Councillor for the Severn Ward and currently Cabinet Member of Childrens' Services is almost certainly to be elected as Council Leader until May 2025. When elections for GCC take place, there will be 3 more seats added, making a total of 56 councillors and some seats will change their boundaries Nailsworth Division won't see any changes and will still include the Parishes of Amberley, Horsley, Kings Stanley, Selsley and Woodchester.

#### Bus Services

A new bill will soon be passed in the House of Commons giving Local County and Unitary Authorities more power as to how their bus services are run, which will be very welcome.

#### Highways Locally

I am pleased to say that Nympsfield Road was successfully resurfaced without too much inconvenience to residents. It took almost three weeks to get the signs removed after sending three emails and copying in the Head of Highways.

A Legal Order has been made, by Highways, to a resident to remove his fence which has been partially blocking the path down from The Roller for several years.

The current ongoing problem, with a drain/pipe 'blowing' at the junction of Bridge Stret and Station Road, needs to be addressed as it has now happened three times during heavy rain. There is also a problem with debris being washed Tetbury Lane and blocking the drainage system, as happened on Friday 6<sup>th</sup> September.

Work to resurface a path at Badgers Way, Nortonwood has still to take place, funded by my Highways Local. A handrail on the steps from Churchill Close to Dark Lane will also be fitted.

Schemes for 2025/26 – I have asked that George Street be uplifted for total resurfacing if I find £20,000 from my £30,000 annual Highways Local.

New pipework and drains, just past the entrance to the Garden Centre on Avening Road, needs to be replaced as it is totally inadequate to take the water away and has flooded for many years.



## **Nailsworth Town Council**

### **School Windows**

I am pleased to say that the old original school windows have been replaced at the Primary School. This should make a huge difference to their heating costs. Also, it is one of the four schools in Gloucestershire to receive funding to fit solar panels to its roof.

### **Police**

With my hat on as Chair of the Gloucestershire Police & Crime Panel which scrutinises the funding of the Constabulary by the OPCC, I was alarmed to hear that the police have to make savings of £7m during 2025/26. Savings are already being made and all recruitment and replacement of PCSOs have been put on hold. In Nailsworth, this means that the replacement of our excellent PCSO Charlotte King will not happen. With us currently not having a dedicated police officer since PC Joseph Hedger was shared across other areas, I personally do not think that Nailsworth is in a good place with police cover. The Town Council may like to ask the new Neighbourhood Policing Inspector for the area, Inspector James Hutchins to attend the next Full Council.

Ends.



# Nailsworth Town Council

## Agenda Item 13d

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**Meeting** of Full Council

**Meeting date** Tuesday 17<sup>th</sup> September 2024

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

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

**Status** Information

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### Summary

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

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### Detail:

#### Facilities

Free family tennis Fridays certainly increased the number of people using the tennis courts throughout the summer holidays. On Fridays between 5 and 16 bookings were made. This provision is embraced by the town.

The football season has started with the pitch getting regular use. The three teams who use the pitch have been playing preseason friendlies prior to the league matches starting. The changing rooms had the tanks chlorinated and cleaned as a legionella compliance.

The boule piste has been booked by local rotary groups this summer. It is lovely to have the matches and practices at KGV and brings people in from out of town.

We have three teams using the football pitch this season. The friendly matches started in August with weekly games as preseason warmups.

The floor and the stage in the Town Hall refurbishment has been received well by the hirers.

We have now had all the hire agreement paperwork from regular hirers in.

#### Contracts

The annual boiler service at the Town Hall was carried out on August 16<sup>th</sup>. We have acquired a quote and this work is being carried out September 12<sup>th</sup>. The boiler will then be functional for the colder weather.

#### NTC leases

Work has started to renew the leases on the Town Hall offices. One lease is due to end on 31<sup>st</sup> January 2025 and the second, 31<sup>st</sup> March 2025.

#### Tree planting days

Following the council's approval of a five year tree planting plan, costs are being sought for this year's trees with confirmation of their locations and species. Stroud Valley Project have been asked to provide two community tree planting days; NCAN has been contacted to ask if they'd like to contribute to this project; Gloucestershire Wildlife Trust's Nailsworth Wildlife Group project are being asked if they'd like to be involved.

In January 2020 NTC ran a small but well received 'wassail' for the community. Early plans are being made to hold a wassail in January 2025 to celebrate the tree planting.

#### Buildings and facilities: repair and maintenance

Some small repairs have been carried out across venues, tap washers and flushing system on toilets. The roof drains at the town hall have had the vegetation removed which had been growing for a while. During the work it was highlighted that the vegetation had damaged some of the brick work and cement. This is being assessed and a quote requested.





## **Nailsworth Town Council**

The office has been meeting with companies to discuss the fire panel at the Town Hall and it being upgraded and moved into the foyer, following an inspection. This will come to council once all the quotes have been received.

Due to the heavy rain on the 5<sup>th</sup> and 6<sup>th</sup> September there was a major leak in the roof of the Mortimer Room. The guttering overflowed due to the drains not being clear. This caused water ingress into the Mortimer room, this caused damage to the room and the electrics to trip. GCC contacted their contractor who attended site and assessed the damage. Further discussion will be held with GCC reference any repairs be required. The Mortimer room was closed from the 6<sup>th</sup> – 13<sup>th</sup> September to allow for the area to dry and be made safe. All hirers were informed and relocated to other venues if possible.

During a routine service of the town hall boiler the contractor isolated the gas supply as the safety system on the boiler was broken. As this is a safety issue the work has been carried out to repair the boiler.

To help prevent accidental damage to the wall at the car park at the town hall reflective stickers have been attached to the metal posts on the corners.

### **Green Spaces**

The patio area at the rear of the Mortimer room has been jet washed and cleared.

The path around the extension field at the KGV has been cleared of nettles to allow better access for the public.

### **Road signs**

New free parking road signs have sourced and install around town. These are on the Nailsworth signs as you enter town and also on the signs as you approach the mini roundabout by the clock tower.

### **General**

The re-surfacing of Nympsfield Road has increased the number of phone calls and in person visits from many residents.

As summer is coming to an end, the flags around town have been taken down and are being cleaned.

**ENDS.**

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