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NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

You are summoned to attend the meeting of Nailsworth Town Council to be held at the Town Hall, Old Bristol Road, Nailsworth on Tuesday 20th February 2024 starting at **6.30pm**.

Mrs K Kearns
Town Clerk

15th February 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
- 3 Declarations of interest and applications for dispensations
- 4 Consideration of Planning Applications received as follows:

CONSULTATION

- a) S.23/2477/FUL. Rock Cottage, Rockness Hill, Nailsworth, Stroud. Application: Full. Erection of an outhouse store
- b) S.24/0120/FUL. Land At, Old Bristol Road, Nailsworth, Gloucestershire. Application: Full. Erection of 4 no. dwellings.

TREES IN A CONSERVATION AREA

- c) S.24/0186/TCA. 5 Old Bristol Road, Nailsworth, Stroud, Gloucestershire. Application: Trees in a Conservation Area. T1 Walnut - Reduction to previous cuts, (Approx 2.5m). T2 Horse Chestnut - Reduction to previous cuts, (Approx 1m)
- d) 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.

PREVIOUSLY TRACKED APPLICATIONS

- e) S.23/2435/HHOLD Tulip Cottage, Windsoredge Lane, Nailsworth, Stroud. Application: Householder. Alterations to existing extension roof and erection of an outbuilding. Application permitted. NTC comment: NTC request that the outbuilding's use to be ancillary to the existing dwelling.
 - f) S.24/0114/TCA. 1 Egypt, Stroud Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. 2 Willows - fell. Application permitted. NTC no obs
 - g) S.23/1972/FUL. Location: September House, Chestnut Hill, Nailsworth, Stroud. Type: Full Planning Application. Description: Demolition of existing dwelling and erection of new dwelling. Application permitted. NTC comment: support. NTC is in agreement as long as the Conservation Officer's concerns can be addressed. NTC ask that a biodiversity consideration includes Swift bricks in the new building.
- 5 To confirm minutes of the Council meeting held on Tuesday 6th February 2024
 - 6 To confirm the minutes of the Recreation and Amenities Committee meeting held on Tuesday 6th February 2024
 - 7 Accounts:
To agree payments in accordance with the budget as listed in the attached reports



NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

- 8 To ratify the emergency spend above the budget for repairs to the Mortimer Room roof
- 9 To consider movements of Reserves to fund emergency work to the Mortimer Room
- 10 To approve the appointment of the independent Internal Auditor
- 11 To amend NTC's Code of Conduct to include recommendations from the Personnel Committee
- 12 To consider a digital upgrade to include a new NTC website, email hosting and cloud storage.

Reports for information (no decisions required):

- 13 Financial summary:
 - a) Income and Expenditure report
 - b) Budget comparison report
 - c) Main bank account reconciliation report
 - d) Premier bank account reconciliation report
- 14 To review NTC's Risk Assessment
- 15 To review the Council's [Action Plan](#)
- 16 Reports:
 - a) Report from Town Mayor
 - b) Report from County Councillors
 - c) To receive an update on NTC office activities
 - d) To receive a report from NTC's NCAN representative
 - e) To receive a report on the Rural Services Network Seminar: Rural Net Zero
 - f) To receive a report from the Police on Nailsworth crime figures.

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
 Held at 6.30pm in the Town Hall, Old Bristol Road
on Tuesday 6th February 2024
DRAFT

Present:

Cllr Mike Kelly (Chair)
 Cllr Shelley Rider
 Cllr Jonathan Duckworth
 Cllr Steve Robinson
 Cllr Peter Bodkin
 Cllr Colleen Rothwell
 Cllr Ros Mulhall
 Cllr Paul Francis

Minutes:

Clerk

Apologies:

Cllr Natalie Bennett
 Cllr Patsy Freeman
 Cllr Angela Norman

Member of Public

Mr Stewart

Verbal Introductions

These were made.

2023/183**Declarations of Interest & Applications for Dispensations**

None

2023/184**Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.24/0032/FUL. Land Off Tinkley Lane, Nympsfield, GL10 3UH, (The Majority Of The Former Thistledown Farm And Part Of Woodchester Park). Application: FULL. Use of land and buildings for National Trust access-to-nature site (sui-generis), including cafe, camping, car park alterations, and internal access improvements into Woodchester Park.

It was noted that any improvement to Woodchester Park

NTC Comment – Resolve to support the planning application

- b) S.23/2392/FUL. Ruggers Green Barn, Tetbury Lane, Nailsworth, Stroud. Application: Full Timber glamping pod for use as holiday accommodation.

Mr Stewart provided a brief to council on the planning application and the policy change and how it impacts on the application. The application was discussed at length. It was noted that bringing tourists into the town only benefits the town.

NTC Comment – Resolve to support the planning application

- c) S.23/2318/LBC. Whitehall, Worley, Nailsworth, Stroud. Application: Listed Building Application. Installation of two replacement windows.

NTC Comment – No Observations

- d) S.24/0125/VAR. 1 Upper Hayes Road, Forest Green, Nailsworth, Stroud. Application: Variation of Condition. Variation of condition 2 (approved plans) from S.23/0182/HHOLD -alterations to the design of the two storey rear and front extensions

NTC Comment – No observations

- e) S.24/0177/LBC. Calder Cottage, Spring Hill, Nailsworth, Stroud. Application: Listed Building Application. Improvements to access, erection of a garage, landscaping and replacement outbuilding.

NTC Comment – Resolve to support the planning application

- f) S.24/0176/HHOLD. Calder Cottage, Spring Hill, Nailsworth, Stroud. Application: Householder. Improvements to access, erection of a garage, landscaping and replacement outbuilding. Resubmission of S.23/1336/HHOLD.

NTC Comment – Resolve to support the planning application

TREES IN A CONSERVATION AREA

- g) S. 24/0114/TCA. 1 Egypt, Stroud Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. 2 Willows - fell.

NTC Comment – No observations

- h) 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

NTC Comment – What is the reason for the 40%

PREVIOUSLY TRACKED APPLICATIONS

- i) S.23/2465/TCA Bramshaw, Theescombe, Amberley, Stroud. Application: Trees in a Conservation Area. Willow (T1) – fell. Application consent NTC: Noted.

NTC Comment – No Observations

- j) S.23/2361/TCA Mortimer Gardens, Fountain Street, Nailsworth, Gloucestershire. Application: Trees in a Conservation Area. T1- Birch - Fell to ground level. T2- Birch - Requires pruning to clear the lamp post. Application consent. NTC comment: This application was made by NTC.

NTC Comment - No Observations

- k) S.23/2028/HHOLD Weavers House, Horsley Road, Nailsworth, Stroud. Application: Householder. Erection of replacement gates. Application granted. NTC: resolved to request a pause in this application until the report from the conservation officers is reviewed.

NTC Comment - No Observations

- l) S.23/2439/TCA 8 Bridge Street, Nailsworth, Stroud, Gloucestershire. Application: Trees in a Conservation Area. Maple (T1): Pollard to approximately 1 metre above crown break. Application granted. NTC comment: Noted.

NTC Comment - No Observations

- m) S.23/2154/HHOLD The Coach House, Spring Hill, Nailsworth, Stroud. Application: Householder. Insertion of dormer window and re-roofing. Resubmission of S.22/2073/HHOLD. Application refused. NTC comment: No observations.

NTC Comment - No Observations

LICENSING

- n) Application Ref: 18/01/2024 24/00051/LAPRV Premises Licence – Variation. The Wine Barn, Unit 61, Nailsworth Mills Estate, Avening Road, Nailsworth, Gloucestershire, GL6 OBS. Proposed extension of hours for the sale of alcohol and extension of the opening hours. The variation is also to request removal of the following condition attached to the premises licence under Annex 2:

Wine tasting events can be held on the premises no more than 15 times a calendar year and will end no later than 22:00.

See link to SDC Website for details: [Pending Licensing Act 2003 applications | Stroud District Council](#)

NTC Comment – The application was reviewed and discussed. NTC are concerned that the requested alteration to the initial application is an excessive increase.

2023/185

**To confirm minutes of the Full Council meeting held on Tuesday 16th January 2024.
All agreed**

2023/186

**To confirm the minutes of the Environment Committee meeting held on Tuesday 16th January
All agreed**

2023/187

To consider the recommendations of the Environment Committee held on Tuesday 16th January 2024.

It was agreed that an invoice for £1,150 for emergency tree work be ratified.

All agreed

2023/188

Matters of Urgency

Councillor surgery session on Saturday 10 February

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

.....
Date



NAILSWORTH TOWN COUNCIL

Minutes of the Recreation and Amenities Committee

Held at 7.30pm in the Town Hall on Tuesday 6th February 2024

Present:

Clr Ros Mulhall (Chair)
Clr Jonathan Duckworth
Clr Mike Kelly
Clr Shelley Rider
Clr Steve Robinson
Clr Paul Francis

Minutes:

Deputy Clerk

Apologies:

None

To review the Recreation & Amenities Committee Action Plan

An update was provided and several projects discussed.

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

.....
Date

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16757		£291.19	1140/1	01/01/24	Acerola Telecom - Civic Centre and Archives phone and broadband Jan and Feb	240101
		£291.19			Acerola Telecom - Total	
16703	FPO24011 8AES	£82.50	4120	16/01/24	AES Maintenance - Mortimer christmas lights removal	74
		£82.50			AES Maintenance - Total	
16704		£4,080.00	2040/1	25/01/24	Ashwell Building Contractors - Mortimer room roof	962/01.24
16768		£3,840.00	2040/1	13/02/24	Ashwell Building Contractors - Mortimer room roof additional work	963/02.24
		£7,920.00			Ashwell Building Contractors - Total	
16705		£3,061.00	4140	05/02/24	Avendale Garden Maintenance Service - Annual grounds at Shortwood and Ragnall	240205
16754		£580.00	4140	19/01/24	Avendale Garden Maintenance Service - grass cutting Dec and Jan	240119
		£3,641.00			Avendale Garden Maintenance Service - Total	
16742		£728.20	2000	31/01/24	A-Z Cleaning - Office clean - Jan	9141
		£728.20			A-Z Cleaning - Total	
16706		£119.44	3030/1	06/12/23	Blue Diamond Garden Centre (Nailsworth) - Plants for town planters	104349
16707		£20.00	3030/1	11/12/23	Blue Diamond Garden Centre (Nailsworth) - Pea gravel	104357
		£139.44			Blue Diamond Garden Centre (Nailsworth) - Total	
16751	DD240209 BRIT	£27.44	3070	26/01/24	British Gas - KGV electricity	824092000
16752	DD240215 BGAS	£2,011.17	2100	01/02/24	British Gas - Mortimer room Gas	809699961
		£2,038.61			British Gas - Total	
16743		£53.51	1120	31/01/24	Brutons Hardware Ltd - various	789329
		£53.51			Brutons Hardware Ltd - Total	
16710		£108.00	1140/5	09/01/24	C R Signs - Display board repair	14120
		£108.00			C R Signs - Total	
16708	DD240225 CLARITY	£56.88	1140/3	29/01/24	Clarity Copiers Ltd - photocopying	73730
		£56.88			Clarity Copiers Ltd - Total	

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16709		£5.07	3010/2	29/01/24	Cliff Christie - expenses	EXP240129
		£5.07			Cliff Christie - Total	
16711		£493.64	3010/2	15/01/24	Denis Brown and Son - KGV Fence supplies	12808
		£493.64			Denis Brown and Son - Total	
16750		£1,138.50	1170	30/01/24	Down To Earth Gloucestershire CIC - maintaining town borders	0124A
		£1,138.50			Down To Earth Gloucestershire CIC - Total	
16764		£421.20	1180	13/02/24	FRFA - First aid at work training	SI 42598
		£421.20			FRFA - Total	
16744	DD240211 FUEL	£30.11	3050/3	31/01/24	Fuel Card Services Ltd - fuel for groundman's vehicle	9006778535
		£30.11			Fuel Card Services Ltd - Total	
16714		£292.34	1165/6	19/01/24	Gloucestershire County Council - cleaning CC&MR	1800739188
16715		£428.40	4021/9	23/01/24	Gloucestershire County Council - service charge relating to Nailsworth Library - quarter April to June	1800739425
16738		£138.66	1165/6	26/01/24	Gloucestershire County Council - MR OHA apt LOB with KK 17.07.2023	1800739546
		£859.40			Gloucestershire County Council - Total	
16760	DD240217 GRUN	£14.18	1260	31/01/24	Grundon Waste Management - waste collection CC	PSI-0998483
16759	DD240220 GRUN	£11.00	1260	31/01/24	Grundon Waste Management - waste management TH	PSI0998482
		£25.18			Grundon Waste Management - Total	
16749	DD240303I CO	£35.00	1140/5	05/02/24	Information Commissioner's Office - GDPR	
		£35.00			Information Commissioner's Office - Total	
16767		£20.58	1120	05/02/24	Katherine Kearns - zoom and batteries	EXP Feb 24
		£20.58			Katherine Kearns - Total	
16753		£760.00	1130/2	05/02/24	Land & Property Registration - professional charges	NAIL/04
		£760.00			Land & Property Registration - Total	
16716		£20.90	1155	11/01/24	Lloyds Bank - Bank account charges for	419723727

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice	
		£20.90	Lloyds Bank - Total				
16717		£812.00	1090	19/12/23	Minchinhampton Christmas Tress - Town Christmas trees	191202	
		£812.00	Minchinhampton Christmas Tress - Total				
16718		£2,200.00	4090	30/01/24	Nailsworth Festival - Grant for the festival	Grant	
		£2,200.00	Nailsworth Festival - Total				
16719		£220.00	1060	30/01/24	Nailsworth Mills Bowling Club - Grant	240130	
		£220.00	Nailsworth Mills Bowling Club - Total				
16745	DD240210 OCTOPUS	£87.41	2110	05/02/24	Octopus - Clock tower elec	Ⓛ-01B53B5D-0037	
16746	DD240214 CTOP	£523.95		08/01/24	Octopus - TH Gas and electricity	Ⓛ-5C5DCFF8-0032	
	1	£372.85	2020		gas		
	2	£151.10	2030		electricity		
16747	DD240221 OCTOPUS	£56.87	3070	05/02/24	Octopus - Changing rooms Elec	KI-94567F80-0036	
16755	DD240220 CTOPUS	£31.84	2060	06/02/24	Octopus - Mortimer room	KI-A3005C22-0037	
		£700.07	Octopus - Total				
16761		£335.60	3010/4	08/02/24	Online Playgrounds - spring for playground chicken and swing ring replacement	SIN056849	
		£335.60	Online Playgrounds - Total				
16720		£42.00	1165/3	25/01/24	PR Fletcher - window cleaning	17960	
16756		£195.00	2000	06/02/24	PR Fletcher - window cleaning	18001	
		£237.00	PR Fletcher - Total				
16721		£1,967.35	4120	19/01/24	S P Electrical - Taking down the christmas lights	27746	
		£1,967.35	S P Electrical - Total				
16765		£63.57	1120	13/02/24	Sara Haynes - Glasses for the Chamber	EXP Feb 24	
		£63.57	Sara Haynes - Total				
16739		£110.40	2040/2	28/01/24	Scott Total Security - TH Shutter service - annual	112480	
		£110.40	Scott Total Security - Total				
16762		£100.00	1090	08/02/24	SDC - Town meeting license	401776478	

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice	
		£100.00	SDC - Total				
16722		£85.32	1010	11/01/24	SGC Payroll - Payroll charges for Oct to Dec	3805465433	
16732		£70.13	2040/1	11/01/24	Spot On Supplies (Cleaning & Packaging) Ltd - supplies	12195890	
		£70.13	Spot On Supplies (Cleaning & Packaging) Ltd - Total				
16733		£57.33	3010/2	15/01/24	Stroud Farm Services - Mesh panels	117131399	
		£57.33	Stroud Farm Services - Total				
16734		£245.99	3010/2	30/01/24	Trade Gear Ltd - Line marker paint	218122LMP	
		£245.99	Trade Gear Ltd - Total				
16748		£82.99	1120	08/02/24	Trade UK Ltd - Measuring wheel	A16143937293	
16763		£262.98	2040/1	29/01/24	Trade UK Ltd - Ladders	1459083075	
16766		£29.99	3050/2	08/02/24	Trade UK Ltd - Forestry helmet for Richard	16326448753	
		£375.96	Trade UK Ltd - Total				
16735		£753.60	1120	25/01/24	Viking - 2 office chairs	3678064	
		£753.60	Viking - Total				
16741	DD240203 WATER	£26.52	2090	20/01/24	Water Plus - Mortimer Room	INV-04546816	
16769	DD240223 WATER	£48.49	2050	09/01/24	Water Plus - TH water	INV04743417	
16770	DD240225 WATER	£40.28	3080	11/02/24	Water Plus - Changing rooms	INV-04777406	
		£115.29	Water Plus - Total				
16737		£92.00	3030/1	09/01/24	Yard House Nursery - Plants	NailTC2023	
		£92.00	Yard House Nursery - Total				
		£16,490.52	Confidential transactions				
Total		£43,901.04					

Signature _____

Signature _____

Date _____



Nailsworth Town Council

Agenda Item 8

Meeting of Full Council

Meeting date Tuesday 20th February 2024

Subject To ratify the emergency spend above the budget for repairs to the Mortimer Room roof

Author Clerk

Status Action

Summary

Due to the extent of the damage uncovered during the initial repair work of the Mortimer Room toilet roof, the £5,000 allocated for the repair of the roof has been exceeded. The poor weather conditions meant that it was essential to make the roof weather tight and complete the work as soon as possible.

Detail

Due to the extent of the damage uncovered during the initial repairs of the Mortimer Room, it was agreed to increase the funds available to £5,000 from the initial quote of £3,100 (Minute 2023/175).

The damage uncovered was extensive and identified areas requiring additional work to the adjoining wall and roof coping stones. A discussion was held with the contractor and the implication of not carrying out the repairs. It was felt that any delay in the work being carried out may increase the likelihood of the Mortimer Room being unsafe and unusable in the short term and in the future.

Therefore, it was decided that the additional work needed to be carried out urgently to ensure the Mortimer Room remained safe for continued use.

Invoices for the repair of the toilet block roof and brickwork is as follows.

Initial repair costs for the Mortimer Room toilet roof £3,400 (ex VAT)

Invoice for the additional and emergency work £3,200 (ex VAT)

The net cost for the repairs is £6,600, which is £1,600 above the initial agreed funding of £5,000.

It was hoped at the time of the decision to allocate £5,000 would be sufficient to carry out the repairs. Unfortunately, this was not the case and the agreed budget has been exceeded.

Under Financial Regulations 4.5;

In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

The Mayor and Deputy Mayor have been informed of this increase in costs.

Council is asked to ratify the emergency spending of £1,600 above the agreed budget for this work.



Climate Emergency Impact

What are the Climate Emergency benefits or impacts?

Local Economy: Should the Mortimer Room be closed, several local hirers would lose the opportunity to trade.

Options

To ratify the increase in the final cost of repairs to the roof of the Mortimer Room (£6,600).

Recommendations

To ratify the increase in the final cost of repairs to the roof of the Mortimer Room (£6,600).

Costs

£6,600

Funding Source

2080 Mortimer Room repairs and maintenance

6040 Mortimer Room Repairs Reserve

ENDS.



Nailsworth Town Council

Agenda Item 9a

Meeting of Full Council

Meeting date Tuesday 20th February 2024

Subject To consider movements of Reserves to fund emergency work to the Mortimer Room

Author Clerk

Status Action

If you have any questions about this item and the information is not included in this report, please contact the Clerk or Deputy Clerk by 10am on the Monday before the meeting.

Summary

A suggested movement in Reserves for urgent repair work to the Mortimer Room roof.

Detail

The Clerk requests permission to make some movements in NTC's funds.

From the General Fund, to move £7,000 into 6040 Mortimer Room Repairs Reserve to pay for the recent repairs to the roof. The total cost of these urgent works was £6,600.

A report showing the status of Earmarked Reserves is attached.

Options

1. To approve the movement in Reserves:
£7,000 from the General Fund to 6040 Mortimer Room Repairs Reserve
 2. To not approve the movement in Reserves.
-

Recommendation

1. To approve the movement in Reserves:
£7,000 from the General Fund to 6040 Mortimer Room Repairs Reserve
-

Costs

As above.

Funding Source

As above.

ENDS.

Reserve Movements

Start of year 01/04/23

General Fund

	£109,531.14	Start of year value	
16/05/23	£10,000.00	: From 6520 Covid-19 Response, 2 year support for Community Development	
16/05/23	-£3,000.00	: To 6030 Town Hall repairs, Minute 2022/244 top up	
16/05/23	£8,000.00	: From 6240 Emergency tree work, Minute 2022/244 support of annual budget f	
16/05/23	£5,500.00	: From 6520 Covid-19 Response, Minute 2022/244 support from Annual Budge	
17/08/23	-£6,000.00	: To 6560 Highways improvements, Unbudgeted TRO costs for yellow lines acr	
16/10/23	£846.00	: From 6010 Play/tennis court, 10% towards Project Officer role Minute 2023/0	
16/10/23	£2,168.40	: From 6300 KGV buildings (Groundsmans store), 10% towards Project Officer	
16/10/23	£1,815.00	: From 6050 Hazelwood Bungalow refurb, 10% towards Project Officer role Min	
16/10/23	£380.00	: From 6000 Election Expenses, 10% towards Project Officer role Minute 2023/	
16/10/23	£5,320.90	: From 6140 Town centre/Mkt St improvements, 10% towards Project Officer r	
16/10/23	£320.40	: From 6240 Emergency tree work, 10% towards Project Officer role Minute 20	
16/10/23	£694.20	: From 6060 Miles Mar Field Equipment, 10% towards Project Officer role Minu	
16/10/23	£100.00	: From 6130 Replace Grndsman Vehicle, 10% towards Project Officer role Min	
16/10/23	£688.30	: From 6030 Town Hall repairs, 10% towards Project Officer role Minute 2023/0	
16/10/23	£449.80	: From 6020 Town Improvements, 10% towards Project Officer role Minute 202	
18/10/23	-£5,000.00	: To 6570 Registering NTC Land, Minute 2023/108	
26/10/23	-£300.00	: To 6530 Build Back Better FundPROJECT COMPLETE, completed project	
26/10/23	-£310.48	: To 6280 WWI & II plaques project, correction	
13/11/23	-£10,000.00	: To 6520 Covid-19 Response, 2 year support for Community Development wo	
15/11/23	£1,318.53	: From 6550 UKSPF Carters Way community garden, Contingency	
22/11/23	-£5,000.00	: To 6580 Town Hall retaining wall, Minute 2023/127 initial survey work	
22/11/23	£6,000.00	: From 6540 Welcome Back Fund,	
22/11/23	-£7,000.00	: To 6030 Town Hall repairs, Minute 2023/127 future repairs and electrical upgr	
22/11/23	-£3,000.00	: To 6240 Emergency tree work, Minute 2023/125 support tree work	
18/12/23	-£350.00	: To 6560 Highways improvements, Unbudgeted SIDS reset costs for 20mph	
	£142,729.65	Value as at 13/02/24	This value is calculated and not just a sum of reserve movements plus starting balance.

6030 Town Hall repairs

	£3,883.00	Start of year value	
16/05/23	£3,000.00	: From General Fund, Minute 2022/244 top up	
20/09/23	-£866.67	: Expenditure transaction 16475, Main Hall redecoration	

20/09/23	-£3,750.00	: Expenditure transaction 16474, Main Hall redecoration
20/09/23	-£825.00	: Expenditure transaction 16472, Main Hall redecoration
16/10/23	-£688.30	: To General Fund, 10% towards Project Officer role Minute 2023/050
22/11/23	£7,000.00	: From General Fund, Minute 2023/127 future repairs and electrical upgrade
	£7,753.03	Current value

6090 Arkell Community Centre

£0.00	Start of year value
£0.00	Current value

6150 Clocktower refurbishment

£500.00	Start of year value
£500.00	Current value

6010 Play/tennis court

	£8,460.00	Start of year value
17/05/23	-£494.00	: Expenditure transaction 16237, Shortwood green play area repairs
16/10/23	-£846.00	: To General Fund, 10% towards Project Officer role Minute 2023/050
	£7,120.00	Current value

6060 Miles Mar Field Equipment

	£6,942.00	Start of year value
16/10/23	-£694.20	: To General Fund, 10% towards Project Officer role Minute 2023/050
	£6,247.80	Current value

6220 Dunkirk Mill Museum

£0.00	Start of year value
£0.00	Current value

6130 Replace Grndsman Vehicle

	£1,000.00	Start of year value
16/10/23	-£100.00	: To General Fund, 10% towards Project Officer role Minute 2023/050
	£900.00	Current value

6020 Town Improvements

	£4,498.00	Start of year value
16/10/23	-£449.80	: To General Fund, 10% towards Project Officer role Minute 2023/050
	£4,048.20	Current value

6240 Emergency tree work

	£11,204.20	Start of year value
16/05/23	-£8,000.00	: To General Fund, Minute 2022/244 support of annual budget for one year
16/10/23	-£320.40	: To General Fund, 10% towards Project Officer role Minute 2023/050
22/11/23	£3,000.00	: From General Fund, Minute 2023/125 support tree work

	£5,883.80	Current value
6120 Shortwood Churchyard		
	£500.00	Start of year value
	£500.00	Current value
6140 Town centre/Mkt St improvements		
	£53,209.00	Start of year value
20/06/23	£15,000.00	: Income transaction 14406, SDC UKSPF grant for Market St Accessibility
16/10/23	-£5,320.90	: To General Fund, 10% towards Project Officer role Minute 2023/050
	£62,888.10	Current value
6170 20 mph town scheme		
	£0.00	Start of year value
	£0.00	Current value
6000 Election Expenses		
	£3,800.00	Start of year value
16/10/23	-£380.00	: To General Fund, 10% towards Project Officer role Minute 2023/050
	£3,420.00	Current value
6280 WWI & II plaques project		
	-£310.48	Start of year value
26/10/23	£310.48	: From General Fund, correction
	£0.00	Current value
6050 Hazelwood Bungalow refurb		
	£18,150.86	Start of year value
16/10/23	-£1,815.00	: To General Fund, 10% towards Project Officer role Minute 2023/050
20/12/23	-£16,335.86	: To 6300 KGV buildings (Groundsmans store), Minute 2023/154 KGV Building
	£0.00	Current value
6310 Civic Centre PROJECT COMPLETE		
	£0.00	Start of year value
	£0.00	Current value
6300 KGV buildings (Groundsmans store)		
	£21,684.91	Start of year value
16/10/23	-£2,168.40	: To General Fund, 10% towards Project Officer role Minute 2023/050
20/12/23	£16,335.86	: From 6050 Hazelwood Bungalow refurb, Minute 2023/154 KGV Building proje
	£35,852.37	Current value
6330 CONTINGENCY		
	£196.59	Start of year value
16/05/23	£3,000.00	: From 6510 Climate Emergency Reserve, Minute 2022/244 top up
	£3,196.59	Current value

6340 KGVExtension FieldRESERVE

£0.00 Start of year value

£0.00 Current value

6350 Staff recruitment RESERVE

£177.20 Start of year value

£177.20 Current value

6380War Memorial refurbRESERVE

£7,201.23 Start of year value

£7,201.23 Current value

6390 PCC SIDS grant RESERVE

£0.00 Start of year value

£0.00 Current value

6400PCC RebuildingTrst grantRE

£0.00 Start of year value

£0.00 Current value

6420 WWII plaquesDONOTUSE

£0.00 Start of year value

£0.00 Current value

6430 Tourism Promotion RESERVE

£1,859.00 Start of year value

£1,859.00 Current value

6450 Heritage Open Day

£60.00 Start of year value

£60.00 Current value

6460 Town Archives

£560.39 Start of year value

20/07/23 -£530.19 : Expenditure transaction 16372, Archive boxes

£30.20 Current value

6510 Climate Emergency Reserve

£7,659.11 Start of year value

16/05/23 -£3,000.00 : To 6330 CONTINGENCY, Minute 2022/244 top up

£4,659.11 Current value

6520 Covid-19 Response

£21,688.08 Start of year value

16/05/23 -£5,500.00 : To General Fund, Minute 2022/244 support from Annual Budget for Homestar

16/05/23 -£10,000.00 : To General Fund, 2 year support for Community Development Worker

13/11/23 £10,000.00 : From General Fund, 2 year support for Community Development worker

22/11/23 -£5,000.00 : Expenditure transaction 16598, Year one (Dec 2022-Dec2023) Comm Dev W

22/11/23 -£5,156.73 : Expenditure transaction 16574, Christmas lights
 £6,031.35 Current value

6500 CIL projects

£18,008.30 Start of year value
 27/04/23 £1,518.60 : Income transaction 14239, April CIL receipt
 21/06/23 -£10,080.00 : Expenditure transaction 16337, Christmas lights for street lamps and Mortimer
 25/08/23 -£8,000.00 : To 6550 UKSPF Carters Way community garden, Carters Way garden budget
 16/10/23 £651.63 : Income transaction 14591, October CIL receipt
 22/11/23 -£956.27 : Expenditure transaction 16574, Christmas lights for Mortimer Garden
 £1,142.26 Current value

6530 Build Back Better Fund PROJECT COMPLETE

-£300.00 Start of year value
 26/10/23 £300.00 : From General Fund, completed project
 £0.00 Current value

6540 Welcome Back Fund

£8,263.27 Start of year value
 22/11/23 -£6,000.00 : To General Fund,
 £2,263.27 Current value

6550 UKSPF Carters Way community garden

-£3,053.34 Start of year value
 13/04/23 -£142.38 : Expenditure transaction 16264, Carters Way: water connection admin fee
 21/04/23 -£36.00 : Expenditure transaction 16189, Carters Way: Arkell centre hire
 21/04/23 -£31.00 : Expenditure transaction 16190, Carters Way: Arkell centre hire
 21/04/23 -£460.00 : Expenditure transaction 16098, Tree removal and stump grinding
 17/05/23 -£92.00 : Expenditure transaction 16278, Carters Way: Down to Earth facilitating
 17/05/23 -£1,218.00 : Expenditure transaction 16230, Carters Way: legal fees from previous owner
 17/05/23 -£72.00 : Expenditure transaction 16226, Carters Way: Arkell centre hire
 20/06/23 £15,000.00 : Income transaction 14407, SDC UKSPF grant/Carters Way
 18/08/23 -£157.00 : Expenditure transaction 16447, Carters Way group insurance
 18/08/23 -£9,442.50 : Expenditure transaction 16413, Carters Way landscaping
 25/08/23 £8,000.00 : From 6500 CIL projects, Carters Way garden budget
 20/09/23 -£110.25 : Expenditure transaction 16469, Carters Way weed matting
 20/09/23 -£2,608.00 : Expenditure transaction 16458, Carters Way Fencing
 15/11/23 -£1,318.53 : To General Fund, Contingency

£4,259.00 Current value

6560 Highways improvements

£0.00 Start of year value

21/06/23 -£6,000.00 : Expenditure transaction 16268, TRO cost for extra yellow lines across town

17/08/23 £6,000.00 : From General Fund, Unbudgeted TRO costs for yellow lines across town

22/11/23 -£350.00 : Expenditure transaction 16583, Resetting SIDS

18/12/23 £350.00 : From General Fund, Unbudgeted SIDS reset costs for 20mph

£0.00 Current value

6570 Registering NTC Land

£0.00 Start of year value

18/10/23 £5,000.00 : From General Fund, Minute 2023/108

22/11/23 -£1,075.00 : Expenditure transaction 16591, research and preparation of documents

£3,925.00 Current value

6040 Mortimer Room repairs Reserve

£0.00 Start of year value

£0.00 Current value

6580 Town Hall retaining wall

£0.00 Start of year value

22/11/23 £5,000.00 : From General Fund, Minute 2023/127 initial survey work

£5,000.00 Current value

£174,917.51 Current Reserves total
excluding the General Fund

£317,647.16 Current Reserves total
including the General Fund



Nailsworth Town Council

Agenda Item 10

Meeting of Full Council

Meeting date Tuesday 20th February 2024

Subject To approve the appointment of the independent Internal Auditor

Author Clerk

Status Action

Summary

Each year an independent Internal Auditor is appointed to carry out checks of the council's finances and governance.

Detail

Every year as part of the Annual Audit, the council appoints an independent Internal Auditor to carry out an inspection of NTC's finances and the systems in place to ensure the correct processes are being followed.

NTC is required to appoint a qualified Internal Auditor with no connections to the council. The Internal Auditor, Ian Crowe, has no connections to NTC.

The Internal Auditor will focus on NTC's finances, carrying out random checks of income and expenditure transactions, interviewing the Responsible Financial Officer about the processes in place for managing the council's finances, and the people who carry out this work. The Internal Auditor will ask about the resilience of these processes; how easy it is to check who has carried out each task, who has the authority to carry out tasks and what oversight there is.

The Internal Auditor's work does not cover the council's governance and full list of policies.

The council is asked to consider the independence of the Internal Auditor and to agree the internal audit programme.

Options

1. To agree the appointment of the independent Internal Auditor and to agree the proposed scope of work
-

Recommendations

1. To agree the appointment of the independent Internal Auditor and to agree the proposed scope of work
-



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Costs

n/a

Funding Source

n/a

ENDS.



Nailsworth Town Council

Agenda Item 11

Meeting of Full Council

Meeting date Tuesday 20th February 2024

Subject To amend NTC's Code of Conduct to include recommendations from the Personnel Committee

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 Personnel Committee has made a recommendation to amend the Code of Conduct. This includes adding definitions of the Nolan Principles – the Seven Principles of Public Life and an expectation that cllrs undertake training and development.

Detail

Following the Personnel Committee meeting on 23rd November, the Committee proposed some amendments be made to NTC's governing documents. The two amendments are to define the Nolan Principles and to set out the expectation that cllrs take part in training and development.

A training and development plan is being drawn up and the new cllr induction pack is being reviewed prior to the local election in May 2024.

Here are the proposed two amendments to NTC's Code of Conduct.

1. Under III General Principles of Members' Conduct, the Seven Principles of Public Life (the Nolan Principles) are already listed. The proposed amendment will include definitions of the Nolan Principles as follows:
 - **Selflessness** - Councillors must act only in the public interest and must never improperly confer an advantage or disadvantage on any person.
 - **Honesty and Integrity** – Councillors must not place themselves in situations where their honesty and integrity may be questioned, must not behave improperly and must on all occasions avoid the appearance of such behaviour.
 - **Objectivity** – Councillors must make decisions impartially and on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.
 - **Accountability** – Councillors must be accountable to the public for their actions and the manner in which they carry out their responsibilities and must cooperate fully and honestly with any scrutiny appropriate to their particular office.
 - **Openness** – Councillors must be as open as possible about all the decisions and actions that they take.
 - **Leadership** – Councillors must promote and support these principles by example, and must act in a way that secures or preserves public confidence.
 - **Respect for others** – Councillors must promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.



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2. Under IV Rules of Conduct, the proposed amendment will include an expectation that councillors will participate in training for their role. The amendment reads;
 - *Members are expected to attend training as required, to carry out their duties as councillors.*
 - *Members are expected to participate in Nailsworth Town Council's induction process and continuous development to help them in their understanding of the different roles and responsibilities of councillors, officers and the council as a corporate body.*

The definitions and expectations are mirrored in employees' contracts and the Staff Handbook. Council is asked to consider the proposed amendments.

Options

1. To approve the amendment to the Code of Conduct to include definitions of the Seven Principles of Public Life
 2. To approve the amendment to the Code of Conduct to include an expectation that cllrs participate in training and development.
 3. To make no changes to the Code of Conduct.
-

Recommendation

1. To approve the amendment to the Code of Conduct to include definitions of the Seven Principles of Public Life
 2. To approve the amendment to the Code of Conduct to include an expectation that cllrs participate in training and development.
-

Costs

None

Funding Source

N/A

ENDS.



Nailsworth Town Council

Agenda Item 12

Meeting of Full Council

Meeting date Tuesday 20th February 2024

Subject To consider a digital upgrade to include a new NTC website, email hosting and cloud storage.

Author Clerk

Status Action

If you have any questions about this item and the information is not included in this report, please contact the Clerk or Deputy Clerk by 10am on the Monday before the meeting.

Summary

A recommendation that NTC upgrade to Microsoft Office 365. This integrated system will enhance collaboration, compliance and resilience while supporting digital transformation. Work has started on a new website for NTC, which will be accessibility checked and mobile compliant.

Detail

NTC currently uses a range of software options and providers for the council's administration. This report provides a business case for Nailsworth Town Council to procure email hosting, secure cloud storage and digital phones. It brings together the different software solutions into one package which is easier to support. Work on a new website is underway.

Website

The current website was set up for free by a councillor, which has saved the council money over the years. However, the councillor now has to withdraw this support, and office staff need to be able to easily update and administer the site themselves, making sure the website stays secure and up to date with regular software changes. The website must comply with legislation such as the Transparency Act and Disability Discrimination Act.

A not-for-profit company who work closely with parish and town councils to provide digital mapping, now also provides website services. As the cost of this is very reasonable and within existing budgets, the work to change the website has already begun. It is hoped this will be in place by the end of April 2024.

Email provision

The council's gov.uk emails are currently administered by NTC staff, with assistance from a councillor and a local IT support provider. While this reduces the cost, it does not provide the resilience a council of Nailsworth's size requires. A move to a specialist organisation is recommended to ensure consistent support and to keep the council running smoothly.

Cloud storage

During the pandemic, the council moved to using cloud storage (Dropbox) to enable remote working and document sharing. However, cloud storage (Sharepoint) is available via Office 365 which will also integrate with other council systems. NTC's Dropbox account can then be closed.



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Remote meetings

Like many other councils, NTC adopted Zoom for online meetings during the pandemic. Payment is made monthly but must come from a credit card with these expenses claimed back, leading to additional admin time. Now that in-person meetings have resumed, online meetings are used less often. Upgrading to Office 365 will give access to Teams for online meetings and shared calendars. It will slightly reduce admin time and keep the service in-house, not reliant on one staff member.

Overall, the council has used various solutions to enable remote working and online collaboration during the pandemic. The proposal is to integrate these functions into Office365 to provide a unified system with shared calendars, cloud storage and online meetings.

Timetable for change

With council elections in May 2024, councillor email addresses and group lists will need to be changed. It is recommended to implement the new email hosting and Office 365 simultaneously, if the chosen contractors can do so within this timescale.

Training on the new systems can be incorporated into the induction and refresher training for the new council in May 2024.

Conclusion

- In recent years the council has used various systems to enable remote working, online collaboration and support digital transformation.
- While these have been fit for purpose so far, an integrated system would improve productivity, increased cyber security, IT support, resilience and compliance.
- Upgrading to Office 365 will provide this integration along with upgrades to email hosting.
- A not-for-profit company have begun work on a new website for NTC.

Two contractors have been approached to quote for NTC's migration to Office 365.

1. Contractor one:

- has worked with NTC for many years and can provide a responsive, resilient service
- can provide Office 365 migration, Sharepoint, Teams, IT support for both staff and limited support for cllrs

a) One off fees for Office 365 set up

Microsoft 365 set up and migration of existing domains
6 NTC staff, TIC and Town Archive Business Standard users
1 NTC staff access via mobile Business Basic user
11 councillors Business Basic users
Access to teams, Sharepoint – yes

Total set up fees:

£2,002 ex VAT

b) Annual Fees for Office 365

Microsoft 365 Business Standard for 6 users (NTC staff; TIC and Town Archives)
Microsoft 365 Business Basic for 11 councillors and one mobile user
Antivirus protection and backup



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£1,626.54 ex VAT

IT support:

Cyber security and email administration
Ancillary support to cover laptops and the network (printer support is covered under the current printer/copier contract)
Antivirus and patch management

£1,485.60 ex VAT

Total Annual Fees:

£3,112.15 ex VAT

2. Contractor two:

- works with many town and parish councils and understands the sector's needs
- can provide Office 365 migration, Sharepoint, Teams, IT support

a) One off fees for Office 365 set up

Data architecture and scoping
Microsoft 365 device deployment
SharePoint and Teams configuration
Email migration
Data migration
Staff training, training portal, cyber security review and training
Councillor 365 training for maximum of 6 people

Total set up fees:

£2,573.75 ex VAT

b) Annual Fees for Office 365

Microsoft 365 Business Premium licences for 6 users (NTC staff, TIC /Archives)
Microsoft 365 Business Basic licences for 11 users (cclrs):
Datasafe Cloud (cloud to cloud back up of Microsoft Exchange):
End User Support
Councillor administration fee (password resets, mailbox archiving, guides for use)

Total Annual Fees:

£3,370.80 ex VAT

As both the set up fees and annual fees quoted by Contractor one are more reasonable, and in light of NTC's knowledge of the way this company works and responds, it is recommended to accept the quote from Contractor one.

It is recommended to go ahead with this work.

Options

1. To stay with the existing solutions, using a local provider (sole trader), staff knowledge but not with additional, responsive support from a cllr. This will involve extra staff time and training to provide a similar service.



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2. To use a contractor to change to Office 365, providing cloud storage via Sharepoint, online meetings via Teams; email hosting, migration and support; IT support.
 3. To outsource this to Contractor one.
-

Recommendation

1. To use a contractor to change to Office 365, providing cloud storage via Sharepoint, online meetings via Teams; email hosting, migration and support; IT support.
 2. To outsource this to Contractor one.
-

Costs

1. Current annual costs:

Domain hosting:	£240 p.a.
Email hosting:	£140 p.a.
Office 365 licences:	£619 p.a.
Dropbox cloud storage:	£95.88 p.a.
Zoom:	£187.08 p.a.

Current total: £1,282 p.a

2. Proposed annual costs: £3,112.15 p.a.

An annual increase of £1,830.15 p.a. in fees.

Funding Source

5330 Website budget heading
1140 Civic Centre Office Management budget heading
General Fund

ENDS.

Income and Expenditure Account

31/03/23 £		13/02/24 £
	INCOME	
25,312.23	Grants	32,274.03
14,000.00	Arkeil Centre Trust	14,001.00
36,841.07	Bookings - all	32,863.52
320,927.00	Precept	361,635.00
855.10	Interest on Investments	3,298.59
2,414.77	Other income	2,170.23
314.22	Rights of way/Wayleaves	214.22
400,664.39	TOTAL INCOME	446,456.59
	EXPENDITURE	
31,289.45	General Administration	27,845.77
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	10,305.74
173,352.41	Staff costs	164,001.72
7,513.93	Insurance	7,303.00
19,208.89	Repairs & maintenance - buildings	33,368.40
20,232.66	Utilities & Rates	15,612.60
47,561.96	Maintenance of Open Spaces	38,490.46
55,474.52	Special projects and miscellaneous	49,373.83
611.66	Hazelwood Bungalow	652.00
1,713.60	Town Information Centre	5,673.60
49,370.00	Support for town services	46,070.00
14,000.00	Arkeil Community Centre	14,001.00
5,533.84	Expenditure	15,983.77
441,668.66	TOTAL EXPENDITURE	434,181.89
127,374.76	Balance as at 01/04/23	109,531.14
400,664.39	Add Total Income	446,456.59
528,039.15		555,987.73
441,668.66	Deduct Total Expenditure	434,181.89
0.00	Stock Adjustment	0.00
23,160.65	Transfer to/ from reserves	20,923.81
109,531.14	Balance as at 13/02/24	142,729.65

Financial Budget Comparison

Comparison between 01/04/23 and 13/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Variance
INCOME						
Council						
100	Precept - Council	£361,635.00	£0.00	£361,635.00	£0.00	0.00%
105	Refunds,donations grants - Council	£0.00	£30,000.00	£32,274.03	£2,274.03	7.05%
110	ACC-Admin recharge	£14,000.00	£0.00	£14,001.00	£1.00	0.01%
120	Agency services	£100.00	£0.00	£0.00	£-100.00	100.00%
130	CIL income	£0.00	£2,170.23	£2,170.23	£0.00	0.00%
Total Council		£375,735.00	£32,170.23	£410,080.26	£2,175.03	0.53%
Property Management						
200	Town Hall precept	£0.00	£0.00	£0.00	£0.00	0.00%
205	Town Hall bookings	£8,000.00	£0.00	£11,697.00	£3,697.00	31.61%
210	Town Hall rent of offices	£15,900.00	£0.00	£13,249.90	£-2,650.10	-20.00%
215	Mortimer Room precept	£0.00	£0.00	£0.00	£0.00	0.00%
220	Mortimer Room bookings	£4,500.00	£0.00	£3,719.00	£-781.00	-21.00%
225	Council bookings (all land and facilities)	£500.00	£0.00	£465.00	£-35.00	-7.53%
230	Hazelwood Bungalow precept	£0.00	£0.00	£0.00	£0.00	0.00%
235	Memorial Clock - precept	£0.00	£0.00	£0.00	£0.00	0.00%
240	War memorial - precept	£0.00	£0.00	£0.00	£0.00	0.00%
245	Leases/Licences//Wayleaves	£1,000.00	£0.00	£214.22	£-785.78	-366.81%
Total Property Management		£29,900.00	£0.00	£29,345.12	£-554.88	-1.89%
Recreation & Amenities Committee						
300	Precept - recreation & amenities	£0.00	£0.00	£0.00	£0.00	0.00%
305	Hire KGV Field facilities	£5,000.00	£0.00	£3,382.62	£-1,617.38	-47.81%

Financial Budget Comparison

Comparison between 01/04/23 and 13/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance	Variance
310 Market Street Garden - hire and electricity	£468.00	£0.00	£0.00	-£468.00	100.00%
320 Mortimer Garden - hire/electricity charge	£980.00	£0.00	£350.00	-£630.00	-180.00%
Total Recreation & Amenities Committee	£6,448.00	£0.00	£3,732.62	-£2,715.38	-72.75%
Environment Committee					
400 Precept - Environment	£0.00	£0.00	£0.00	£0.00	0.00%
405 Grants, donations, refunds - Environment	£0.00	£0.00	£0.00	£0.00	0.00%
410 Town Information Centre	£0.00	£0.00	£0.00	£0.00	0.00%
Total Environment Committee	£0.00	£0.00	£0.00	£0.00	0.00%
Bank Interest					
500 interest on main account	£0.00	£0.00	£0.00	£0.00	0.00%
505 Investment interest Premier Account	£70.00	£0.00	£2,916.73	£2,846.73	97.60%
520 Interest from Income Bonds (paid to main account)	£100.00	£0.00	£381.86	£281.86	73.81%
Total Bank Interest	£170.00	£0.00	£3,298.59	£3,128.59	94.85%
Earmarked Reserves					
600 Precept - Earmarked Reserves	£0.00	£0.00	£0.00	£0.00	0.00%
Total Earmarked Reserves	£0.00	£0.00	£0.00	£0.00	0.00%
Total Income	£412,253.00	£32,170.23	£446,456.59	£2,033.36	0.46%

Financial Budget Comparison

Comparison between 01/04/23 and 13/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Variance
EXPENDITURE						
Council						
1000	Salaries - all	£196,800.00	£0.00	£164,001.72	£32,798.28	-20.00%
1010	Payroll charges	£340.00	£0.00	£296.87	£43.13	-14.53%
1040	Churchyard grants	£1,100.00	£0.00	£1,100.00	£0.00	0.00%
1050	Subscriptions	£2,000.00	£0.00	£100.00	£1,900.00	-1900.00%
1060	Grants from NTC	£4,000.00	£0.00	£4,000.00	£0.00	0.00%
1070	Town Crier's expenses	£500.00	£0.00	£500.00	£0.00	0.00%
1080	Town Archives	£600.00	£0.00	£530.19	£69.81	-13.17%
1090	Civic Fund	£3,000.00	£0.00	£1,836.73	£1,163.27	-63.33%
1100	Insurance	£7,000.00	£0.00	£7,303.00	-£303.00	4.15%
1120	Office equipment	£2,500.00	£0.00	£2,522.33	-£22.33	0.89%
1130	Licences,fees and allowances	£13,000.00	£1,075.00	£12,799.42	£1,275.58	-9.97%
1140	Office management	£3,000.00	£0.00	£6,569.21	-£3,569.21	54.33%
1160	Town Mayor's Allowance	£900.00	£0.00	£900.00	£0.00	0.00%
1165	Civic Centre	£12,400.00	£0.00	£3,073.99	£9,326.01	-303.38%
1170	Gardening contract for town centre	£6,000.00	£0.00	£4,444.08	£1,555.92	-35.01%
1180	Training for staff & councillors	£3,000.00	£0.00	£1,569.00	£1,431.00	-91.20%
1195	Support for Arkell Community Centre	£14,000.00	£0.00	£14,001.00	-£1.00	0.01%
1200	Neighbourhood Warden Scheme	£0.00	£0.00	£0.00	£0.00	100.00%
1210	Library extra hours	£3,400.00	£0.00	£0.00	£3,400.00	100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 13/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Variance
1230	Support for Citizens Advice Bureau	£0.00	£0.00	£0.00	£0.00	100.00%
1240	Support for Credit Union	£0.00	£0.00	£0.00	£0.00	100.00%
1250	Support for Childrens Centre	£0.00	£0.00	£5,500.00	-£5,500.00	100.00%
1260	Waste/Recycling Collection	£1,000.00	£0.00	£182.27	£817.73	-448.64%
5330	Web site and Hosting	£0.00	£0.00	£0.00	£0.00	100.00%
Total Council		£274,540.00	£1,075.00	£231,229.81	£44,385.19	-16.17%
Property Management						
2000	Town Hall cleaning Town Hall cleaning Town Hall cleaning	£8,500.00	£0.00	£7,278.40	£1,221.60	-16.78%
2010	Town Hall business rates	£3,500.00	£0.00	£0.00	£3,500.00	100.00%
2020	Town Hall gas	£3,000.00	£0.00	£2,494.66	£505.34	-20.26%
2030	Town Hall electricity	£3,100.00	£0.00	£437.48	£2,662.52	-608.60%
2040	Town Hall repairs & maintenance	£8,500.00	£5,441.67	£21,654.94	-£7,713.27	35.62%
2050	Town Hall - water rates	£500.00	£0.00	£586.88	-£86.88	14.80%
2060	Mortimer Room electricity	£508.00	£0.00	£403.01	£104.99	-26.05%
2070	Mortimer Room - business rates	£0.00	£0.00	£0.00	£0.00	100.00%
2080	Mortimer Room repairs & maintenance	£2,000.00	£0.00	£1,494.38	£505.62	-33.83%
2090	Mortimer Room - water rate	£500.00	£0.00	£262.08	£237.92	-90.78%
2100	Mortimer Room gas supply	£900.00	£0.00	£2,038.20	-£1,138.20	55.84%
2110	Memorial Clock - electricity	£450.00	£0.00	£447.75	£2.25	-0.50%
2120	Memorial Clock - repairs	£600.00	£0.00	£30.00	£570.00	-1900.00%

Financial Budget Comparison

Comparison between 01/04/23 and 13/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Variance
2140	Hazelwood Bungalow	£1,500.00	£0.00	£652.00	£848.00	-130.06%
2150	Cleaning materials	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
2160	Owed to Arkell	£0.00	£0.00	£0.00	£0.00	100.00%
Total Property Management		£34,558.00	£5,441.67	£37,779.78	£2,219.89	-6.42%
Recreation & Amenities Committee						
3000	Miles Marling Field maintenance	£2,100.00	£0.00	£2,530.00	£430.00	17.00%
3010	KGV Field maintenance	£8,000.00	£0.00	£11,710.09	£3,710.09	31.68%
3030	Town Gardening (incl Mortimer Gardens)	£2,700.00	£0.00	£2,243.07	£456.93	-20.37%
3035	Mortimer Garden electricity	£1,125.00	£0.00	£372.33	£752.67	-202.15%
3050	Grounds maintenance equipment	£2,600.00	£0.00	£2,402.32	£197.68	-8.23%
3060	KGV Field changing rooms - maintenance	£1,000.00	£0.00	£1,581.76	£581.76	36.78%
3070	KGV Field changing rooms - electricity	£1,132.00	£0.00	£733.35	£398.65	-54.36%
3080	KGV changing rooms - water rates	£900.00	£0.00	£345.91	£554.09	-160.18%
3090	KGV Field pavilionDO NOT USE - repairs & maintenance	£0.00	£0.00	£0.00	£0.00	100.00%
3100	Garage storeroom	£0.00	£0.00	£91.66	£91.66	100.00%
3110	Market Street garden maintenance	£400.00	£0.00	£0.00	£400.00	100.00%
3120	Market Street Garden - electricity	£210.00	£0.00	£30.28	£179.72	-593.53%
3130	Playrangers - support	£3,234.00	£0.00	£2,350.04	£883.96	-37.61%
3140	Youth provision	£46,070.00	£0.00	£46,070.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 13/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Variance
3150	Dunkirk Museum maintenance	£0.00	£0.00	£0.00	£0.00	100.00%
3160	Community Development Worker (2yrs)	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
Total Recreation & Amenities Committee		£74,471.00	£0.00	£70,460.81	£4,010.19	-5.38%
Environment Committee						
4000	Upkeep council land (not grasscutting)	£4,000.00	£494.00	£2,801.66	£1,692.34	-60.40%
4010	Norton Wood (not tree maintenance)	£0.00	£0.00	£0.00	£0.00	100.00%
4021	Town Information Centre	£1,800.00	£0.00	£5,673.60	-£3,873.60	68.27%
4030	TIC loan repayment - capital	£7,753.65	£0.00	£3,848.54	£3,905.11	-101.47%
4040	TIC loan repayment - interest	£2,552.09	£0.00	£6,457.20	-£3,905.11	60.48%
4050	Bunting Hill Nature Reserve (not tree maintenance)	£0.00	£0.00	£0.00	£0.00	100.00%
4060	Environmental enhancement projects	£500.00	£0.00	£844.24	-£344.24	40.78%
4070	Tree maintenance (all NTC land)	£8,000.00	£0.00	£3,670.00	£4,330.00	-117.98%
4090	Tourism promotion	£4,500.00	£0.00	£2,988.00	£1,512.00	-50.60%
4120	Christmas lights	£8,000.00	£0.00	£8,144.10	-£144.10	1.77%
4140	Upkeep of All Saints graveyard	£4,000.00	£0.00	£6,251.00	-£2,251.00	36.01%
Total Environment Committee		£41,105.74	£494.00	£40,678.34	£921.40	-2.24%
Bank Interest						
1155	Bank charges on main account	£300.00	£0.00	£222.02	£77.98	-35.12%
Total Bank Interest		£300.00	£0.00	£222.02	£77.98	-25.99%
Earmarked Reserves						

Financial Budget Comparison

Comparison between 01/04/23 and 13/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Variance
6000	Election expensesRESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6010	Play & tennis court equipmentRESERVE	£0.00	£0.00	£494.00	-£494.00	100.00%
6020	Town improvementsRESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6030	Town Hall repairs RESERVE	£3,000.00	£0.00	£5,441.67	-£2,441.67	44.87%
6040	Mortimer Room repairs RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6050	Hazelwood Bungalow RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6060	Miles Marling Field improvements RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6090	Arkell Community Centre RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6100	Energy efficiency improvements RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6120	Shortwood Churchyard RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6130	Replace groundsman's vehicle RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6140	Town centre/Mkt St improvements RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6150	Clock tower refurbishment RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6170	20mph town scheme RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6220	Dunkirk Mill MuseumRESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6240	Emergency tree work RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6280	WW1 & II plaques project RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 13/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Variance
6300	KGV buildings RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6310	Civic Centre RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6330	CONTINGENCY	£0.00	£0.00	£0.00	£0.00	100.00%
6340	KGV Extension Field RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6350	Staff Recruitment RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6380	War Memorial refurbishmentRESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6390	PCC SIDS grant RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6400	PCC Rebuilding Trust grantRESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6420	6420 WWII Renishaws grantDONOTUSE	£0.00	£0.00	£0.00	£0.00	100.00%
6430	6430 Tourism promotion RESERVE	£0.00	£0.00	£0.00	£0.00	100.00%
6450	6450 Heritage Open Day RESERVE	£0.00	£0.00	£270.83	-£270.83	100.00%
6460	6460 Town Archives	£0.00	£530.19	£0.00	£530.19	100.00%
6500	6500 CIL projects	£0.00	£10,080.00	£15,983.77	-£5,903.77	36.94%
6510	6510 Climate Emergency Reserve	£0.00	£0.00	£0.00	£0.00	100.00%
6520	6520 COVID-19 response	£0.00	£11,113.00	£10,156.73	£956.27	-9.42%
6530	6530 Build Back Better Fund	£0.00	£0.00	£100.00	-£100.00	100.00%
6540	6540 Welcome Back Fund	£0.00	£0.00	£0.00	£0.00	100.00%
6550	6550 UKSPF grants	£30,000.00	£13,909.13	£13,939.13	£29,970.00	-215.01%
6560	6560 Highway improvements	£0.00	£6,350.00	£6,350.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 13/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance	Variance
6570 6570 Registering NTC Land	£0.00	£0.00	£1,075.00	-£1,075.00	100.00%
6580 6580 Town Hall retaining wall	£0.00	£0.00	£0.00	£0.00	100.00%
Total Earmarked Reserves	£33,000.00	£41,982.32	£53,811.13	£21,171.19	-64.16%
Total Expenditure	£457,974.74	£48,992.99	£434,181.89	£93,211.64	-21.47%
Total Income	£412,253.00	£32,170.23	£446,456.59	£2,033.36	21956.59%
Total Expenditure	£457,974.74	£48,992.99	£434,181.89	£72,785.84	-596.52%
Total Net Balance	-£45,721.74		£12,274.70	-£70,752.48	

Bank Account Reconciled Statement

Main Account	2040157	30-98-29
Statement Number	205	Bank Statement No. 205
Statement Opening Balance	£18,973.82	Opening Date 01/01/24
Statement Closing Balance	£15,919.49	Closing Date 31/01/24
True/ Cashbook Closing Balance	£15,919.49	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/01/24	FPI240102STRIPES	Stripes Payments	0.00	66.09	19,039.91
02/01/24	SO240102EMMA	Emma-Accountants-Admin Centre	0.00	270.83	19,310.74
04/01/24	DD231220GRENKE	Grenke Leasing Ltd	89.00	0.00	19,221.74
04/01/24	DD240110OCTOPUS	Octopus	59.49	0.00	19,162.25
04/01/24	DD241001GRENKE	Grenke Leasing Ltd	194.90	0.00	18,967.35
05/01/24	BGC240105NATSA V	National Savings	0.00	42.69	19,010.04
05/01/24	DD231222HOST	Easyspace t/a HostingUK	167.16	0.00	18,842.88
05/01/24	PAY240105LLOYDS	Lloyds Bank	19.00	0.00	18,823.88
08/01/24	DD240107FUEL	Fuel Card Services Ltd	14.40	0.00	18,809.48
08/01/24	DD240115BGAS	British Gas	75.84	0.00	18,733.64
08/01/24	FPI240108NWI	Nailsworth WI	0.00	40.00	18,773.64
09/01/24	CHG240109LLOYDS	Lloyds Bank	2.62	0.00	18,771.02
09/01/24	FPI240102BARN	Barnabas Painters	0.00	20.00	18,791.02
09/01/24	FPI240102DAZ	Dazzle Workshops	0.00	48.00	18,839.02
09/01/24	FPI240102DOG	Dog Training	0.00	72.00	18,911.02
09/01/24	FPI240102FILM	Film Club	0.00	10.00	18,921.02
09/01/24	FPI240102FRI	Friday Market	0.00	100.00	19,021.02
09/01/24	FPI240102FUS	Julie Spivey - Fusion	0.00	36.00	19,057.02
09/01/24	FPI240102KEAR	Katherine Kearns	0.00	40.00	19,097.02
09/01/24	FPI240102MEN	Mens Talking Group	0.00	20.00	19,117.02
09/01/24	FPI240102NFM	Nailsworth Farmers Market	0.00	70.00	19,187.02
09/01/24	FPI240102PIL	Pilates Elizabeth Williams	0.00	72.00	19,259.02
09/01/24	FPI240102PRO	Probus Nailsworth Valley	0.00	40.00	19,299.02
09/01/24	FPI240102TAI	Tai Chi	0.00	36.00	19,335.02
09/01/24	FPI240102TELL	Tell Tales	0.00	20.00	19,355.02
10/01/24	DD240110EE	E E	80.60	0.00	19,274.42
11/01/24	DD240105WATER	Water Plus	56.12	0.00	19,218.30
11/01/24	DD240111BRIT	British Gas	26.82	0.00	19,191.48
12/01/24	DD240110OCTOPUS	Octopus	90.70	0.00	19,100.78

Bank Account Reconciled Statement

12/01/24	SO240112MIKE	Mike Jefferies-Accountants	0.00	1,054.16	20,154.94
16/01/24	DD240114CTOP	Octopus	435.23	0.00	19,719.71
16/01/24	DD240121OCTO	Octopus	54.70	0.00	19,665.01
16/01/24	DD240121OCTOPUS	Octopus	41.54	0.00	19,623.47
16/01/24	DD24012OCTOPUS	Octopus	29.83	0.00	19,593.64
17/01/24	TRANSF240117LLOYDS		0.00	6,000.00	25,593.64
18/01/24	FPO140118COLL	Colleen Rothwell	24.39	0.00	25,569.25
18/01/24	FPO240118ACER	Acerola Telecom	966.78	0.00	24,602.47
18/01/24	FPO240118AES	AES Maintenance	27.50	0.00	24,574.97
18/01/24	FPO240118A-Z	A-Z Cleaning	628.90	0.00	23,946.07
18/01/24	FPO240118BRU	Brutons Hardware Ltd	25.49	0.00	23,920.58
18/01/24	FPO240118BUR	Bureau Veritas	924.00	0.00	22,996.58
18/01/24	FPO240118CLI	Cliff Christie	5.98	0.00	22,990.60
18/01/24	FPO240118DOWN	Down To Earth Gloucestershire CIC	993.60	0.00	21,997.00
18/01/24	FPO240118GCC	Gloucestershire County Council	292.34	0.00	21,704.66
18/01/24	FPO240118JAMES	James & Owen	121.91	0.00	21,582.75
18/01/24	FPO240118KKEARNS	Katherine Kearns	15.59	0.00	21,567.16
18/01/24	FPO240118MID	Midland Forestry Ltd	1,380.00	0.00	20,187.16
18/01/24	FPO240118PAR	Parish Online	252.00	0.00	19,935.16
18/01/24	FPO240118SARA	Sara Haynes	75.18	0.00	19,859.98
18/01/24	FPO240118SLCC	SLCC	357.00	0.00	19,502.98
18/01/24	FPO240118SPELCE	S P Electrical	156.00	0.00	19,346.98
19/01/24	BGC240119HMRC	HMRC	0.00	5,951.63	25,298.61
19/01/24	DD240107FUEL	Fuel Card Services Ltd	31.73	0.00	25,266.88
19/01/24	DD240119SGC	SGC Payroll	3,386.23	0.00	21,880.65
19/01/24	DD240120SGC	SGC Payroll	9,713.59	0.00	12,167.06
22/01/24	DD240120SGC	SGC Payroll	3,534.64	0.00	8,632.42
22/01/24	TRABSF240122LLOYDS		0.00	7,000.00	15,632.42
23/01/24	DD240123WATER	Water Plus	48.49	0.00	15,583.93
24/01/24	DD240117GRUN	Grundon Waste Management	22.16	0.00	15,561.77
25/01/24	DD240125WATER	Water Plus	12.50	0.00	15,549.27
31/01/24	500371	Western Power	0.00	14.22	15,563.49
31/01/24	FPI240130FLOW	Nailsworth & District Flower Arrangement Society	0.00	48.00	15,611.49
31/01/24	FPI240130KATY	Katy Walton Theatre School	0.00	308.00	15,919.49

Bank Account Reconciled Statement

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	24433.95	21379.62

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Premier 4282

07154282

30-98-29

Statement Number	99	Bank Statement No.	99
Statement Opening Balance	£332,779.09	Opening Date	01/01/24
Statement Closing Balance	£320,129.93	Closing Date	31/01/24
True/ Cashbook Closing Balance	£320,129.93		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
11/01/24	INTEREST240111	Lloyds Bank	0.00	350.84	333,129.93
17/01/24	TRANSF240117LLO YDS		6,000.00	0.00	327,129.93
22/01/24	TRABSF240122LLO YDS		7,000.00	0.00	320,129.93

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	13000	350.84

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____



Nailsworth Town Council

Agenda Item 14

Meeting of Full Council

Meeting date Tuesday 20th February 2024

Subject To note NTC's Risk Assessment

Author 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.
- Reviews of maintenance budgets being carried out to ensure sufficient funds are allocated for maintenance and repairs. To allow for building age and condition.
- The Annual Audit was completed in October with minor matters brought to NTC's attention.
- Council has delegated decision making on utilities contracts to office staff.
- Council has made an amendment to Financial Regulations to clarify that expenditure on revenue items in the Annual Budget are delegated to the Clerk.
- Policies are amended and new policies brought to council as legislation changes (e.g. Biodiversity Policy)
- Continuous training and development of both cllrs and staff to ensure understanding of regulations
- Preparation for local elections in May: review of cllr induction pack and training
- 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.

Impact: 4

Probability: 4

Rate: **High**

2. Service provision/customer satisfaction

Potential Impact

- Complaints from hirers
- Loss of income
- Lack of service provision due to stretched resources at all levels



Nailsworth Town Council

- 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 the office staff.
- Warm Hubs are being advertised in the TIC and Civic Centre.
- Grit bins have been filled by GCC in preparation for colder weather

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.
- Staff are being proactive to manage workloads more effectively during busy periods
- Contractors are very busy and it can still be difficult to get materials
- Action Plans monitor progress
- 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
- Better communications between cllrs and office with regards to projects requiring WP involvement.

Impact: 3

Probability: 3

Rate: Medium

4. Loss of key people.

Potential Impact

- Staff/cllrs off sick
- 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.



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- 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.
- Staff will be under increased pressure until the new Deputy Clerk is fully trained to the correct level. Deputy Clerk starts CiLCA training 31 January 2024.
- During times of staff absence there may be a delay in project movement due to increased work loads on staff.
- Staff need to book remaining annual leave before 31st March 2024; three staff members have more leave to take due to sickness absences, and this will have an impact on workloads.

Impact: 3

Probability: 4

Rate: **High**

5. Dependency on Suppliers/Tendering process

Potential Impact

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

Management/Control of Risk. Action Required

- Some supplier costs have increased due to several factors
- Repair and maintenance work is being costed and carried out and is ongoing
- Staff are prioritising repair and maintenance work according to contractor availability as well as urgency
- Quotes are being sought for priority repair and maintenance work and are being brought to Committees.
- 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 maintenance staff illness
- Infection risks to the public and staff
- Emergency closure of buildings due to maintenance issues
- Loss of income

Management/Control of Risk. Action Required

- Processes for buildings/hirers are checked frequently and hire agreements updated
- 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 in progress. Some going into 2024.
- Some major repair and maintenance projects are being scoped with a view to creating a programme of future projects spread across several years.
- To ensure clarity priorities should set against projects.
- An amendment to Financial Regulations has improved response times to repair and maintenance work
- Six monthly building inspections introduced to identify any possible issues.



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

7. Employment issues

Potential Impact

- Health & Safety issues
- Loss of staff

Management/Control of Risk. Action Required

- Payroll outsourced to a larger council with more capacity to cover sickness
- The Personnel Committee work is progressing; a Staff Handbook is now in place.
- New contracts have been drawn up by Employment Lawyers, and are in place for the Deputy Clerk and for temporary staff
- Payroll and pensions information has been updated for the new financial year; year end reports have been submitted for pensions.
- A HR and Health & Safety support contract for three years (2022-2025) provides employment and legal advice
- Staff are under increased pressure as projects and events gain momentum.
- Consideration should be given to employee's workloads and the additional pressures this brings.
- The introduction of additional training course (online) for all staff to ensure all relevant H&S subjects are covered. Staff will require additional time to complete these courses.
- Deputy Clerk will start CiLCA training in January 2024.
- Personnel Committee have considered a staff and cllr training and development plan
- Personnel Committee have discussed changes to the new cllr induction pack and training required, to understand the council's role as an employer.
- Amendment proposed to Standing Orders with the expectation that cllrs will undergo training

Impact: 3
Probability: 4
Rate: **High**

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 being updated
- Play areas are regularly inspected
- Information for cllrs is circulated via Dropbox
- Legionella and other building safety checks are regularly carried out
- Staff are continuing to monitor and maintain buildings
- Cleaning and sanitisers are in place to reduce the risk of infection in NTC's buildings for staff and tenants
- Risk assessments are carried out for activities and events
- All members of staff check in with the team every morning



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- Any staff 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.
- Staff continue to carry out work for the health & safety audit.
- Staff workloads are higher as projects and events gain momentum. Specialist resources may be needed to progress some projects
- Compliance for H&S is taking place throughout June/July 2023
- Employee's workloads are increasing, this brings additional pressure. Relevant training for cllrs is being investigated.
- Personnel Committee have considered a staff and cllr training and development plan
- Personnel Committee have discussed changes to the new cllr induction pack and training required, to understand the council's role as an employer.

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.
- Issues with undeliverable emails is being investigated

Impact: 3

Probability: 3

Rate: **Medium**

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.
- H&S training is being carried out by staff. Ongoing
- New Policies (Predetermination and Biodiversity) are being brought to Council as needed
- NTC's Policies are reviewed annually; next review due in February 2024.
- 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.
- **New Stress Policy to be reviewed and agreed.**



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Impact: 3
Probability: 4
Rate: **High**

11. Insurance Risks/uninsured losses

Potential Impact

- Inadequate Cover
- Areas not covered
- Financial Loss

Management/Control of Risk. Action Required

- Income from room hire will be affected by increased costs
- 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 are working 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 have been updated with changes, and will soon confirm cover for the coming year.
- Compliance inspections for insurance is 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: 3
Rate: **Medium**

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
- Council may need to reprioritise activities and projects to deal with emergency measures and recovery
- Council has sufficient reserves in place to fund emergency measures and recovery projects.
- Grant applications are being made where possible
- The Internal Auditor is pleased with the new procedure for paperless finance and robust audit trails shown by NTC's finance system
- 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
- There is uncertainty due to rising costs nationally and how NTC's income will be affected due to the effects on small businesses and NTC's increase in hire charges.
- Another Internal Check and Internal Control visit by an appointed cllr needs to be arranged.
- The Annual Budget for 2024-2025 has been prepared, ready for the precept request to be submitted before Christmas.

Impact: 3



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Probability: 3

Rate: [Medium](#)

13. Banking/Cash and Petty Cash

Potential Impact

- Payments not made by hirers
- Covid-19 infection via cash
- 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
- No cash is handled by staff and nearly all banking is now online and income by bank transfer
- Expenses claims are used instead of petty cash
- Procedures and policies for volunteers handling payments need to be agreed and training put in place.
- One or two hirers still pay by cheque but the majority prefer online banking
- 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.
- Deputy Clerk will begin CiLCA training in January 2024.
- Deputy Clerk now has the required access to NTC's bank accounts.
- Cllr Internal Audit Check will be carried out on 14/12/2023; focus is on handling cash (volunteers and NTC staff) and ticket sales. **Delayed**

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 will reprioritise activities to account for loss of income
- Council isn't solely reliant on hirer income to operate
- Town Hall business tenants offer a regular source of income – tenancies are currently being renewed
- The Annual Budget for 2024-2025 reflects changes in income from hire charges.
- Grants are applied for where possible.

Impact: 2

Probability: 2

Rate: [Medium](#)

15. Public concern and fear

Potential Impact

- Increase in panic and confusion



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- 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 are being well attended; this increases awareness of council roles to residents.
- The TIC will have a recruitment drive in February/March, with a new induction, training, volunteer agreement and handbook.

Impact: 1

Probability: 2

Rate: **Low**

Ser No	Date added	Strategic Plan	Vision	Priority	Risk	Committee	Task detail	Comments	Budget	Estimated Cost	Minute Reference	Documents	Documents	Owner	Projected completion date	Status	Completed	Remarks
37	09-Oct-23		1,8	Medium	Medium	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.	General Fund	£5,000.00				Clerk	01-Oct-24	Not started		
38	09-Oct-23	N	8	Medium	Medium	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 Fen	none	£0.00				Cllr Colleen Rothwell		ongoing		
39	09-Oct-23	Y	8	Low	Low	Full Council	Local Council Award Scheme											
41	09-Oct-23			High	Medium	Full Council	Support for Town Services monitoring	09 Oct. First meeting held. Monitoring forms being drafted and discussed.	Annual Budget					STS working party				



Nailsworth Town Council

Agenda Item 16a

Meeting of Full Council

Meeting date Tuesday 20th February 2024

Subject To receive the Mayor's monthly report

Author Cllr Mike Kelly

Status Information

Summary

The Mayor's report for February.

Detail

29 Jan Met with the Clerk, Deputy Clerk, Cllrs Shelley Rider and Steve Robinson to discuss next moves in planning the future of the Arkell Centre.

06 Feb NTC and Rec and Am committee meetings.

08 Feb The planned visit to the KGV extension field with Stroud Landscape Project had to be cancelled due to bad weather, unfortunately.

09 Feb Together with the Clerk, Deputy Clerk and Cllr Rider, met Caroline Taylor, a fund-raising consultant, to walk around the Town Hall and Civic Centre, to discuss our ambitions for developments and potential funding streams.

10 Feb Attended the monthly councillors' surgery session in the library.

10 Feb For general info, attended the Dursley Rotary's Valentine's Ball at Swinhay House, with proceeds due to be donated to Guide Dogs; the aim is to raise £5k.

17 Feb Attended the opening of the Horsley Festival.

20 Feb NTC meeting.

Ends



Nailsworth Town Council

Agenda Item 16b

Meeting of Full Council

Meeting date Tuesday 20th February 2024

Subject To receive the County Councillors monthly report

Author County Councillor Steve Robinson

Status Information

Summary

The County Councillor's report for February.

Detail

Please accept my apologies as I am unable to attend the meeting.

If you require Highways, call 0800 514 514. If there is a problem you can identify the location by going on to 'Fix My Street'.

Highways in Nailsworth

I am pleased to say that another section of pavement in Nortonwood was completed last month. The cost of this work was £21,000, which is over two thirds of my entire budget, and was paid for from my Highways' Local Budget. Another draw on the budget was the removal of all the debris on the A46 opposite Station Road. The debris had been building up over many years and blocking the drains in Bridge Street. Along with Traffic Management, the work cost £2,000 from my Highways Local.

Homefield

I am still being told that resurfacing will be carried out before 31st March but I am pushing for a specific date.

Nympsfield Road

I am waiting to be informed of dates for the resurfacing in the next financial year.

Budget at GCC

It is proposed by the Cabinet, at the Budget meeting on 21st February, that Council Tax will increase by 2.9% plus 2% Adult Social Care Levy. This includes £2m taken from reserves.

Budget of the Police & Crime Commissioner



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It has been agreed by Gloucestershire Police & Crime Panel to allow the Commissioner to raise his precept by 4.4% which equals £13 charge on a Band D property. To balance this budget, £4m will be taken from reserves.

State of Reserves

Currently, GCC and the Police still have reserves, but as things stand, it will be much more difficult to balance the budget from 2025/26. If there are no substantial increases from Central Government, at this time, there will need to be cuts to services.

Update on Double Yellow Lines

Individual consultation has now finished. The TRO Team is now consulting with statutory bodies. Once this has been completed, it will go over to legals to be ratified and the general public will be notified in the press.

Ends.



Nailsworth Town Council

Agenda Item 16c

Meeting of Full Council

Meeting date Tuesday 20th February 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

The invites have gone out to Town groups for the Town Meeting on April 20th. A wet weather contingency is in place but hopefully it will not be required, and the sun will shine on the event. Each day more responses are coming in. The planning will continue over the next month and all logistics are falling into place.

The office is getting a lot of enquiries for new groups and a rise in the number of party bookings. The school holidays, when it is quieter, are being booked for workshops that will offer children additional opportunities in the longer holidays.

Biodiversity training

NTC hosted the first Biodiversity Awareness training, devised by NTC working with Stroud Valleys Project. The training, for staff, cllrs and interested volunteers, attracted delegates from Painswick, Wotton Under Edge and Upton St Leonards town and parish councils.

The training was in response to legislation requiring councils to consider biodiversity.

As a result of this training and the strengthening of legislation work has begun to examine how NTC maintains its land and whether it's possible to make positive changes for biodiversity.

Buildings and facilities: repair and maintenance

The Mortimer Room repairs to the roof and the toilet are now completed. The wall inside is still drying out and this will be a slow process.

Health and Safety Training

Staff have been working their way through the health and safety online training. In March, one member of staff will be completing a First Aid at Work certification; that will last for 3 years.

Green spaces work

Fencing repairs have been carried out on the extension field at the KGTV by the groundsman. The wooden fence in the Mortimer Gardens had been removed and replaced with fencing that will allow plants to grow along the fence.

The gate at Miles Marling has been repaired with a gravity closing mechanism.

Funding

SDC have announced a Market Town Vitality Fund for town and parish councils. Discussions have started between NTC and other market towns to see if there is a proposal which will pool all of our resources and help make the fund go further. Other possibilities are also being explored solely for NTC. The allocation of £150,000 will be decided by SDC in Autumn 2024.



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Website

Work will soon begin to migrate NTC's website to a new host. The change will bring a new look to the website and modernise some of the pages. This work was kickstarted by information from the recent SLCC Practitioners Conference. The website cost is within the existing budget line for NTC's website, and will be carried out by a not-for-profit company who already work closely with town and parish councils. The plan is for the new website to go live before 1st May 2024.

SLCC Practitioners Conference

The Clerk attended this national conference which was a chance to focus on specific topics, catch up with emerging legislation and themes, and exchange ideas with clerks from across the county. Cllrs have been sent a separate briefing on the content.

CiLCA training

The Deputy Clerk has begun CiLCA training. The Certificate in Local Council Administration sets the professional standard for clerks nationally, covering local government legislation, roles, responsibilities, finance and community engagement.

There is one year to complete the course with all units submitted for marking online and with mentoring sessions run by GAPTC.

ENDS.



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Agenda Item 16d

Meeting of Full Council

Meeting date Tuesday 20th February 2024

Subject To receive a report from NCAN's AGM

Author Cllrs Shelley Rider and Colleen Rothwell

Status Information

Summary

A report on Nailsworth Climate Action Town's AGM.

Detail

NCAN held their AGM on 30th January 2024.

1. The meeting was fairly informal, and the current co-chairs were re-elected.
2. The current Treasurer was re-elected [in his absence, he had offered to continue]. A Treasurer's report was accepted, and there is adequate finding for its running costs for one year – around £450.
3. The Secretary role was split into two functions : approximately a Minute Taker, and a Membership Coordinator. *
*Cllr Colleen Rothwell took on the role of Membership Coordinator and therefore can no longer be a representative of NTC.
4. The meeting highlighted NCAN's functions last year and discussed working groups: Repair Café; Nailsworth Walking Festival; heat pumps; Transport Festival.
5. There is a Comms Team with expertise in social media and publishing.
6. A calendar of events will be produced and spokespeople will be selected to champion various targets.
7. Events discussed included an e-bike project, which is a pilot project in conjunction with Transition Stroud.

Ends.



Nailsworth Town Council

Agenda Item 16e

Meeting of Full Council

Meeting date Tuesday 20th February 2024

Subject To receive a report on the Rural Services Network Seminar: Rural Net Zero

Author Cllr Colleen Rothwell

Status Information

Summary

The Rural Services Network gave a seminar titled Rural Net Zero. This is a summary of the seminar content.

Detail

The seminar, held remotely on Wednesday 31st January 2024, consisted of three presentations from differing organisations, about their attempt to achieve net zero in their own communities. There were over 100 participants.

1. Nick Hayden, Carbon Neutral Council Programme Manager, Cornwall Council :
Striving towards becoming a Carbon Neutral Cornwall.

An interesting look at how this unitary authority was knitting together all the demands made on its services to achieve a net zero goal by 20230, by using 'doughnut economics' to measure and feed demand throughout all their activities. Aiming to be the first net neutral region in the UK. Their motto = 3 Ds = DECENTRALISE, DIGITISE, DECARBONISE. They still endure the problems of transport : cost of bus fares v how to stop people getting into their cars. Many questions including how can the Council direct the Pension Fund Trustees away from investing in fossil fuels, and how to integrate all the parish and town councils in the programme.

2. Prof. Damian Maye and Dr Aimee Morse, Countryside and Community Research Institute (CCRI) :

Co-designing climate action in rural communities using the Climathon methodology.

A description of a somewhat academic, theoretical approach in collecting together a VERY wide community for a CLIMATHON to think locally about global issues. The need to be just and democratic, with a somewhat self selecting group. They did one in the Cotswolds, partnering with Cotswold District Council at the RAU. A day long in-person seminar – inc four farmers- to work in teams to produce solutions which were then judged by an 'expert' panel - > prizes.

3. Helen Ball, Senior Sustainability Manager, Broadacres Housing Association:
Decarbonising rural homes – moving on from pilot projects.

A relatively detailed but easy to follow report on how four homes [the pilot study] were retro



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fixed. They were unoccupied, traditional design, and draught proofed, heated with airsource heat pumps, and tidied up - average cost £ 70k. It was agreed that this was too expensive, BUT the costs could be reduced for larger numbers. They are now going to re-examine their housing stock construction, and whenever an opportunity arises for repairs, as much decarbonisation as is possible will be undertaken. The phrase ' cost effective' was used, but not knowing what timescale was being taken into account. There needs to be a thorough examination of the skill sets of the tradespeople involved, and the development of a partnership relationship with the tradespeople who agree with the principles of decarbonisation.

Ends.



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Agenda Item 16f

Meeting of Full Council

Meeting date Tuesday 20th February 2024

Subject To receive a report from the Police on Nailsworth crime figures

Author Clerk

Status Information

Summary

Crime reports for Nailsworth over the past year.

Detail

Your Nailsworth Neighbourhood Policing Team

- SGT Emma WILTSHIRE-HUNT
- PC Katie Finch
- PCSO Candice FRANCIS
- PCSO Charlotte KING

Quarter two: April 2023 – June 2023

Recorded Crime

Period: 01Apr2023 – 30Jun2023 Compared With 01Apr2022 – 30Jun2022

Nailsworth Town

HO Band	Crime 01Apr23 30Jun23	Crime 01Apr22 30Jun22	+/-	% Crime Diff
Violence	72	74	-2	-2.7%
Sexual Offences	4	8	-4	-50%
Robbery	0	1	-1	
Burglary	12	4	8	200%
Theft	21	9	12	133.3%
Fraud	1	0	1	
Criminal damage	13	7	6	85.71%
Drug Offences	4	2	2	100%
Other notifiable	4	4	0	
=	131	109	22	20.18%

- Other updates:
PC Kate FINCH will resign from her role on the neighbourhood team from 11/08/2023.
There are currently interviews taking place for a new Neighbourhood Police Constable.



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- We are aware that burglaries and thefts have increased from last year. A few of these are due to an uplift in shoplifting. We are liaising with shops and are aware of certain individuals and are proactive regarding those.
- There have been 4 thefts of bicycles and we try to promote free bike marking events to protect their bikes. There has also been an increase in motorcycles thefts which adds into this figure. Unfortunately with a lot of the bike thefts we are unable to identify a suspect.

Proactive work this quarter in the Nailsworth policing area (parishes of Nailsworth, Woodchester, Horsley & Nympsfield):

- PCSO Francis, PCSO King and PCSO Ellis attended Nailsworth Town Festival with the CEV bus
- PCSO Francis & PCSO Francis conducted a mediation to solve a local neighbourhood dispute in Nailsworth
- PCSO Francis & PCSO Ellis attended Nailsworth Primary School to talk about the Role of the Police to years 3,4,5 & 6
- PCSO King and PCSO Francis meeting with councillor and housing officer in Woodchester
- PCSO Francis & PCSO Ellis attended Nailsworth Playgroup to talk about road and car safety
- PCSO King & PCSO Francis took the SEV bus around Nailsworth, Woodchester and Horsley to discuss local concerns and provide crime prevention advice
- PCSO Francis & PCSO King attended lunch with friends at Woodchester Church
- PCSO King and PCSO Francis had a meeting at Woodchester Lakes with the National Trust area rangers
- PCSO Francis and PCSO Payne visited Nailsworth School fete
- PCSO Francis and PCSO King attended Nailsworth Transport Festival
- PCSO Francis & PCSO King were at Nailsworth library for their monthly police information point in April & June

Quarter four: October 2023 – December 2023

** apologies, no Quarter Three report has been sent.*

Recorded Crime

Period: 01Oct2023 – 31Dec2023 Compared With 01Oct2022 – 31Dec2022

Nailsworth Town

HO Band	Crime 01Oct23 31Dec23	Crime 01Oct22 31Dec22	+/-	% Crime Diff
Violence	37	73	-36	-49.32%
Sexual Offences	7	4	3	75%
Robbery	1	0	1	
Burglary	8	6	2	33.33%
Theft	14	17	-3	-17.65%
Fraud	1	0	1	
Criminal damage	4	9	-5	-55.56%
Drug Offences	1	0		
Other notifiable	4	3	1	33.33%
=	77	112	-35	-31.25%



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Proactive work this quarter in the Nailsworth policing area (parishes of Nailsworth, Woodchester, Horsley & Nympsfield):

- Oct 2023: Woodchester Park (National Trust) Collaborative Meeting, WOODCHESTER
- Oct 2023: Bike Marking at The Bike Jumble, NAILSWORTH
- Oct 2023: Autumn Fair @ Nympsfield School, NYMPFIELD
- Oct 2023: Met with Head teachers at NAILSWORTH & NYMPFIELD Primary School
- Oct 2023: Police Information Point at NAILSWORTH Library & WOODCHESTER Hall
- Oct 2023: Beechwood Close Park Meeting, NAILSWORTH
- Oct 2023: FGR Visit to discuss Parking Issues, NAILSWORTH
- Oct 2023: Lunch with Friends, WOODCHESTER Church
- Oct 2023: Meeting with NAILSWORTH Housing Officer

- Nov 2023: Police Information Point in NAILSWORTH & WOODCHESTER
- Nov 2023: Remembrance Day, NAILSWORTH
- Nov 2023: Beavers/Scouts, HORSLEY
- Nov 2023: Nailsworth Best Practice Day/Multi Agency, NAILSWORTH
- Nov 2023: Nailsworth Playgroup – Road Safety, NAILSWORTH
- Nov 2023: Multi Agency Meeting re: ASB, WOODCHESTER
- Nov 2023: Nailsworth Goodwill, NAILSWORTH
- Nov 2023: Meeting with Neighbourhood Warden, NAILSWORTH

- Dec 2023: Police Cadets involved in Burglary leaflet drop, NAILSWORTH
- Dec 2023: Woodchester Park meeting with the ranger, WOODCHESTER
- Dec 2023: Crime Prevention Talk, Hanover Gardens, NAILSWORTH

- Visited the ARKELL Centre, NAILSWORTH once a month
- Gathered statement for injunction for individual in WOODCHESTER
- Individual arrested for some of the burglaries in NAILSWORTH

Ends.