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# NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

You are summoned to attend the meeting of Nailsworth Town Council to be held at the Town Hall, Old Bristol Road, Nailsworth on Tuesday 15<sup>th</sup> April 2025 starting at **6.30pm**.

Mrs K Kearns  
Town Clerk  
10<sup>th</sup> April 2025

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

- 1 Apologies
- 2 Verbal Introductions
- 3 Declarations of interest and applications for dispensations
- 4 Consideration of Planning Applications received as follows:

#### **CONSULTATION**

- a) S.25/0391/HHOLD. Cedar House, Star Hill, Forest Green, Nailsworth. Application: Household. Single storey front extension.
- b) S.25/0371/FUL. 23, 27, 30 & 35, Park Road, Nailsworth, Stroud. Application FULL. External wall, insulated render system. Roof replacement to numbers 23, 27 & 30
- c) S.25/0569/HHOLD. Highborough, Dark Lane, Nailsworth, Stroud. Application Householder. Erection of a replacement single storey rear extension

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

- d) S.25/0625/TCA. Site Of Property Formerly Known As September House Chestnut Hill Nailsworth Application: T1 Magnolia - reduce and reshape by 2 metres overall. T2 Maple - reduce crown by 2.5metres. T3 Lime - Re-pollard to previous knuckles. T4 small group of conifers - fell to ground. T5 Holly - fell to ground

#### **PREVIOUSLY TRACKED APPLICATIONS**

None

- 5 To confirm minutes of the Council meeting held on Tuesday 1<sup>st</sup> April 2025
- 6 To confirm minutes of the Town meeting held on Tuesday 1<sup>st</sup> April 2025
- 7 To confirm the minutes of the Recreation & Amenities Committee meeting held on Tuesday 1<sup>st</sup> April 2025
- 8 To consider the recommendations of the Recreation & Amenities Committee meeting held on Tuesday 1<sup>st</sup> April 2025;

To **recommend** research is carried out into the redecoration and recarpeting of the Town Hall in stages.

To **recommend** the Town Centre Regeneration Working Party meet and elect a Chair.

To **recommend** the Civic Centre Working Party meet and elect a Chair.

To **remove** Serial 31 (Shortwood Green Improvements) from the action plan.

To **agree** serial 67 of the action plan should fall within the Town Centre Regeneration Working Party and should be considered during the working parties next meeting.

To **change** the Strategic Plan priority of Serial 69 Town Archive refurbishment to Medium.



# NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

- 9 Accounts:  
To agree payments in accordance with the budget as listed in the attached reports
- 10 To consider the installation of broadband in the Mortimer Room at a cost of £1225
- 11 To consider grant applications from Nailsworth in Bloom (£750), from Dazzle Showgirls (£304) and from Hundred Heroines (£750).

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

- 12 Financial summary:
  - a) Income and Expenditure report
  - b) Budget comparison report
  - c) Main bank account reconciliation report
  - d) Premier bank account reconciliation report
- 13 To review NTC's Risk Assessment
- 14 To review the Council's [Action Plan](#)
- 15 Reports:
  - a) Report from Town Mayor
  - b) Report from District Councillors
  - c) To receive an update on NTC office activities

**NAILSWORTH TOWN COUNCIL**  
**Minutes of the Annual Meeting**  
 Held at 6.30pm in the Town Hall, Old Bristol Road  
**on Tuesday 1st April 2025**  
**DRAFT**

**Present:**

Clr Peter Bodkin (Chair)  
 Clr Steve Robinson  
 Clr Phil Sullivan  
 Clr Julian Dennis  
 Clr Tyler White  
 Clr Shelley Rider

**Minutes:**

Deputy Clerk

**Apologies:**

Clr Louis Nicholas  
 Clr Luke Stewart  
 Clr Paul Francis  
 Clr Colleen Rothwell  
 Clr Ros Mulhall

**2024/227****Public Participation**

There were no members of the public present.

**2024/228****Declarations of Interest & Applications for Dispensations**

None

**2024/229**

**To adjourn the Annual Meeting until Saturday 5th April at 10.30am where it will resume in the Town Square/bus station.**

The meeting was brought into session and adjourned until Saturday 5th April.

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

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

.....  
 Date

**NAILSWORTH TOWN COUNCIL**  
**Minutes of a meeting of the Town Council**  
Held at 6.30pm in the Town Hall, Old Bristol Road  
**on Tuesday 1st April 2025**  
**DRAFT**

**Present:**

Clr Peter Bodkin (Chair)  
 Clr Steve Robinson  
 Clr Phil Sullivan  
 Clr Julian Dennis  
 Clr Tyler White  
 Clr Shelley Rider

**Minutes:**

Deputy Clerk

**Apologies:**

Clr Louis Nicholas  
 Clr Luke Stewart  
 Clr Paul Francis  
 Clr Colleen Rothwell  
 Clr Ros Mulhall

**2024/230****Public Participation**

There were no members of the public present.

**2024/231****Declarations of Interest & Applications for Dispensations**

None

**2024/232****Consideration of Planning Applications received as follows:****CONSULTATION**

- a. S.25/0551/LAC. Telephone Box, Nympsfield Road, Nailsworth. Application Consultation. Removal of public payphone.

The telephone box has been subject to a removal request previously.

The box is in a poor state of repair and therefore purchase should not be considered.

**NTC comment:** No Observations

**Late addition****S.24/2056/FUL | Erection of a replacement dwelling (self-build) with linked garage**

**NTC comment:** No Observations

**TREES IN A CONSERVATION AREA**

None

**FOR INFORMATION ONLY: PREVIOUSLY TRACKED APPLICATIONS**

- b. S. 25/0024/HHOLD. Applecombe House, Horsley Road, Nailsworth, Stroud. Application: Householder. Erection of gabled dormer extension and lean-to canopy. Removal of existing porch. Application refused. NTC comment: No observations

- c. S. 25/0190/HHOLD. Southwood, Scar Hill, Minchinhampton, Stroud. Application: Householder Application. Erection of dormer extensions to house and garage. Application withdrawn. NTC: It was noted that the property falls within Minchinhampton Parish Council but is on the border between both councils. No observation

**2024/234**

**To confirm minutes of the Full Council meeting held on Tuesday 18th March 2025.**

All agreed

**2024/235**

**To nominate a delegate to GAPTC's EGM where changes are being proposed.**

To nominate someone to attend the meeting

It was **agreed** to vote electronically and to not attend the meeting.

To consider whether to vote for or against the name and status change of GAPTC

It was **agreed** to vote for the name and status change of GAPTC.

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

.....  
 Date



**NAILSWORTH TOWN COUNCIL**  
**Minutes of the Recreation and Amenities Committee**  
Held at 6.45pm in the Town Hall on Tuesday 1<sup>st</sup> April 2025  
**DRAFT**

**Present:**

CLr Peter Bodkin  
CLr Phil Sullivan  
CLr Steve Robinson

**Minutes:**

Deputy Clerk

**Apologies:**

CLr Ros Mulhall (Chair)  
CLr Paul Francis  
CLr Colleen Rothwell

**Public Participation**

No members of the public were present

**Declarations of Interest & Applications for Dispensations**

None

**To consider the redecoration of the Town Hall**

It was suggested that the offices currently occupied are the priority. The office spaces were discussed and consideration given to which areas may be impacted should there be additional work required prior to redecoration.

To **recommend** research is carried out into the redecoration and recarpeting of the Town Hall in stages.

All agreed

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

To **recommend** the Town Centre Regeneration Working Party meet and elect a Chair.

It was **agreed** that working party should meet and elect a chair. Members will be contacted to arrange a meeting.

To **recommend** the Civic Centre Working Party meet and elect a Chair.

It was **agreed** that working party should meet and elect a chair. Members will be contacted to arrange a meeting.

To **remove** Serial 31 (Shortwood Green Improvements) from the action plan.

**Agreed**

To **consider** Serial 67 and prior to the next meeting and consider options as to how best move this project forward.



It was **agreed** this should fall within the Civic Centre Working Party and should be considered during the working parties next meeting.

To **change** the Strategic Plan priority of Serial 69 Town Archive refurbishment to Medium.

**Agreed**

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

.....  
Date



# Nailsworth Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
17493		£516.25	2000	31/03/25	A-Z Cleaning - Office clean - Mar	9226
		<b>£516.25</b>			A-Z Cleaning - Total	
17478	DD250409 BRIT	£13.23	3070	26/03/25	British Gas - KGV electricity	814833243
17494	DD250415 BRIT	£29.28	2060	27/03/25	British Gas - Mortimer Room electricity	810078789
		<b>£42.51</b>			British Gas - Total	
17496	FPO25031 9BRUT	£27.36		31/03/25	Brutons Hardware Ltd - various	875466
1		£63.35	4000		various items inc bamboo poles for staking plants in MG	
2		-£20.00	4000		Credit note for returned bamboo poles	
3		-£15.99	1140/5		credit note 836461	
		<b>£27.36</b>			Brutons Hardware Ltd - Total	
17479		£144.00	1090	17/03/25	C R Signs - Town meeting banner	15227
		<b>£144.00</b>			C R Signs - Total	
17492		£85.45		31/03/25	Chalford Building Supplies - KGV kissing gate prep	SIN125365
1		£109.45	4000		KGV kissing gate prep	
2		-£24.00	4000		credit	
		<b>£85.45</b>			Chalford Building Supplies - Total	
17480		£1,200.60	1170	30/03/25	Down To Earth Gloucestershire CIC - maintaining town borders	0325R
		<b>£1,200.60</b>			Down To Earth Gloucestershire CIC - Total	
17481		£58.74	1130/2	21/03/25	Edge IT Systems - additional email account set up	38456
		<b>£58.74</b>			Edge IT Systems - Total	
17482		£191.62	2040/1	27/03/25	EESI Ltd - Boiler fault call out and repair	65545
		<b>£191.62</b>			EESI Ltd - Total	
17495	DD250407 FUEL	£24.04	3050/3	31/03/25	Fuel Card Services Ltd - Fuel	9009335589
		<b>£24.04</b>			Fuel Card Services Ltd - Total	
17483		£96.00	3050/2	20/03/25	GB Sport and Leisure - Zip wire seat	17157
		<b>£96.00</b>			GB Sport and Leisure - Total	

Signature

Signature

Date

# Nailsworth Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
17484		£28,222.55	6140	11/03/25	Gloucestershire County Council - Market Street designs works	1800811603
17485		£316.93	1165/6	12/03/25	Gloucestershire County Council - cleaning CC&MR	1800811626
		<b>£28,539.48</b>			Gloucestershire County Council - Total	
17497	DD250420 GRUN	£10.68	1260	31/03/25	Grundon Waste Management - waste management TH	PSI 1258565
17498	DD250420 GRUN	£13.37	1260	31/03/25	Grundon Waste Management - waste management CC	PSI 1258566
		<b>£24.05</b>			Grundon Waste Management - Total	
17499		£59.31	1120	31/03/25	James & Owen - Office supplies	20992-215
		<b>£59.31</b>			James & Owen - Total	
17489		£195.35	3050/2	25/03/25	Kingfisher Direct - Baffled water tank	0001527883
		<b>£195.35</b>			Kingfisher Direct - Total	
17486		£504.00	4070	27/03/25	Midland Forestry Ltd - KGV tree work	1918
17487		£816.00	4070	27/03/25	Midland Forestry Ltd - Miles Marling tree work	1922
17488		£1,200.00	4070	27/03/25	Midland Forestry Ltd - Norton Wood	1921
		<b>£2,520.00</b>			Midland Forestry Ltd - Total	
17490		£42.00	1165/6	18/03/25	PR Fletcher - Window cleaning at CC	18995
		<b>£42.00</b>			PR Fletcher - Total	
17491		£75.95	3050/2	20/03/25	Trade UK Ltd - water pump	2002987525
		<b>£75.95</b>			Trade UK Ltd - Total	
<b>Total</b>		<b>£33,842.71</b>				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Expenditure transactions - approval list

Cheque	Gross	Heading	Invoice date	Details	Cheque Total
	£396.00	6300	01/04/25	Gloucester Asbestos Ltd - Pavilion asbestos survey	
	£58.49	1140/5	01/04/25	Cliff Christie - expenses	
	£1,323.98	1130/2	01/04/25	GAPTC - Annual subscription	
	£26,000.00	3140	01/04/25	The Junction - Nailsworth Youth Club - Youth Work	
DD250423 BGAS	£41.95	2110	02/04/25	British Gas - Memorial Clock tower	£41.95
DD250410 EE	£80.37	1140/1	02/04/25	E E - Groundsman and Deputy phone	£80.37
DD250408 OCTO	£19.19	3120	03/04/25	Octopus - Junction Elec	£19.19
DD250211 OCTOPUS	£699.83		03/04/25	Octopus - Electricity and gas	£699.83
	£396.84	2020		Gas	
	£302.99	2030		Electricity	
DD250411 OCTO	£118.31	1165/1	07/04/25	Octopus - Civic Centre electricity	£118.31
DD250412 OCTOPUS	£39.22	3070	07/04/25	Octopus - Changing rooms Elec	£39.22
DD250421 WATER	£4.96	2050	08/04/25	Water Plus - TH water	£4.96
DD250507 PWLB	£4,079.87	4030	09/04/25	PWLB - Capital	£5,152.87
DD250507 PWLB	£1,073.00	4040	09/04/25	PWLB - Interest	£5,152.87
	£1,286.40	6610	10/04/25	David Ogilvie Engineering Ltd - Green gifted bench for MG	
	£4,025.09	6580	13/04/25	B&M Babbage &Co.Ltd - Trial pits at TH	
Sub Total	£39,246.66				
	£17,422.47			Confidential transactions	
<b>Total</b>	£56,669.13				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Nailsworth Town Council

## Agenda Item 10

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**Meeting** of Full Council

**Meeting date** Tuesday 15<sup>th</sup> April 2025

**Subject** To install broadband hardware and software in the Mortimer Room

**Author** Deputy Clerk

**Status** Action

---

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

---

### Summary

The lack of internet access in the Mortimer Room is a contributing factor when hirers decline to hire the room. The installation of broadband would make the room more attractive to hirers.

---

### Detail

Over the last several months it has been highlighted by hirers that the lack of internet access in the Mortimer Room is the main reason for the room not being hired. The installation of broadband would make the room more attractive to potential hirers.

Additionally, in line with the council's consideration to move the Council Chamber to the Mortimer Room in the future. The installation of broadband would allow for this project to move forward.

The broadband and telephone provider for the Civic Centre is currently being transferred to a new provider. The new provider can deliver faster broadband speeds for both download and upload, the change to cloud-based file sharing requires an increase in these speeds. The new provider is approx. £40 cheaper per month.

A quote has been received from the new provider for the installation of the broadband hardware and software into the Mortimer Room.

#### Quote for the initial set up.

To install the cable and sockets between the Civic Centre and the Mortimer Room	£650
Draytek 2865 firewall to manage surfing and unlawful use	£395
Draytek web content Filtering licence	£65 PA
Wi-Fi access point for Mortimer Room (including 3year Unifi U6 plus licence)	£115

Totalling £1225

The introduction of broadband into the Mortimer would subsequently come at an annual cost of £65 per year.

The council are requested to approve the installation of the hardware and software required to install broadband in the Mortimer Room.



# Nailsworth Town Council

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## Options

1. To approve the installation of broadband hardware and software in the Mortimer Room
  2. To not approve the installation of broadband into the Mortimer Room
- 

## Recommendation

1. To approve the installation of broadband hardware and software in the Mortimer Room
- 

## Costs

£1225

---

## Funding Source

6500 CIL

**ENDS.**



# Nailsworth Town Council

## Agenda Item 11

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**Meeting** of Full Council

**Meeting date** Tuesday 15<sup>th</sup> April 2025

**Subject** To consider grant applications from Nailsworth in Bloom (£750), from Dazzle Showgirls (£304) and from Hundred Heroines (£750).

**Author** Clerk

**Status** Action

---

### Summary

Grant applications from three Nailsworth groups for April 2025 as part of the regular quarterly grant process.

---

### Detail

This financial year NTC has allocated a budget of £4,000 for small grants to local community groups. In this first round of grant funding, Council is asked to consider three grant requests from Nailsworth in Bloom, Dazzle Showgirls and Hundred Heroines.

#### Grants awarded by NTC this year

##### Round one:

Nailsworth in Bloom	£750
Dazzle Showgirls	£304
Hundred Heroines	£750

Total:	£1,804
(Small grant budget remaining:	£2,196)
NTC small grant budget for 2025/26 is £4,000.	

The Council is asked to consider the applications.

---

### Climate Emergency Impact

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

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

---

### Options

1. To grant Nailsworth in Bloom £750
  2. To grant Dazzle Showgirls £304
  3. To grant Hundred Heroines £750
  4. To grant different amounts
  5. To not grant any funds
- 

### Costs



# Nailsworth Town Council

Up to £1,804

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## Funding Source

Budget heading 1060 Grants from NTC (currently £4,000)

**ENDS.**



# Nailsworth Town Council Grant Policy and Application Form

Please answer all the questions and return the form to the Council.  
Continue on a separate sheet if necessary.

## Details of applicant and contact information

Title **xxxxx** First Name **xxxxx** Last Name **xxxxx**  
Organisation Name **Nailsworth in Bloom**  
Aims / Purpose **To promote the use horticulture in the town to make it a better place to live and work**  
Your position in group **xxxxx**

## Contact Address

House/Building name **xxxxx**  
Street name **xxxxx**  
Town **Nailsworth**  
Postcode  
Telephone **xxxxx**  
Email **xxxxx**

---

## The project

What is the project name? **Summer Planting for Beautification of the Town**  
Project start date **May 2025**  
Project end date **Ongoing**

Project aims

## To continue to provide planting in the town's throughs

How many people will contribute to the project?

**Approximately 15**

Will the project involve children and/or vulnerable adults **No**

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

Have you applied for an NTC grant before? If so, give details and when? **Yes 2024**

---

## The money

How much are you asking for **£ 750**

What will this money be spent on? E.g. £20 printing, £50 room hire...

<b>Plants</b>	<b>£650</b>
<b>Silvergro</b>	<b>£100</b>
What is the overall project cost? £	<b>£1000</b>
How much money have you raised so far?	<b>0</b>
How will you raise the remainder?	<b>Fund raising at markets</b>

How many volunteer hours will the project use? **100**





# Nailsworth Town Council Grant Policy and Application Form

## Your Organisation

Type of Organisation e.g. registered charity, CIC, community group, club, business

## Please provide the names and contact details of two referees

1.     xxxxx

2.     xxxxx

---

## Constitution and Governance

Please provide a copy of your governing document. E.g. constitution, articles of association, group, club or association rules

If it does not, please briefly explain how new members can join and any fees or restrictions on membership.

**New members can join the gardening team by turning up on Wednesday and Fridays mornings at Bloom HQ. Alternatively, the team can be contacted from details in Nailsworth News**

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## Equal opportunities

If your organisation has an Equal Opportunities Policy, please attach a copy. **No**

If not, please confirm that it does not discriminate illegally on grounds of gender, sexuality, race, disability or otherwise. **We do not discriminate on any grounds any one is able to join the team**

---

## Bank details

Account name	<b>Nailsworth in Bloom</b>
Bank account number	<b>xxxxx</b>
Sort code	<b>xxxxx</b>
Treasurer's contact details (if different from the applicant)	
Email:	<b>xxxxx</b>
Name:	<b>xxxxx</b>
Phone number:	<b>xxxxx</b>

---

I am applying for an NTC Grant for the project detailed above. I have read the NTC Grants Policy and believe that this project meets the requirements.

Name of person completing form: **xxxxx**

Date: **xxxxx**

---



# Nailsworth Town Council Grant Policy and Application Form

## Policy, Context and Guidelines

Nailsworth Town Council (NTC) sets aside money each year for small grants to local people and organisations to support projects that improve or enhance the town. The budget for 2024/25 is £4,000. Further support for local initiatives comes from the Council's Town Services and Marketing budgets.

These Grants are made under the Local Government Act 1972 and should **directly benefit all or part of the Parish of Nailsworth.**

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## Purpose

The grants programme aims to encourage a diverse range of activities and events. These include but are not limited to:

- quality of life improvements
- recreation, sports and well being
- the arts
- local environment
- neighbourhood communities
- Nailsworth's history

We encourage:

- activities that build the capacity of community groups to support themselves.
- applications where the organisation has obtained match funding from elsewhere or by its own fund-raising
- applications for new activities - and discourage recurrent applications

We will not make grants:

- for completed projects.
- when there is a duty for a government body to fund the activity
- for political activity
- unless all the information required on the application form has been provided.

## Process

Anyone can apply. Grants will be made to organisations not individuals. "Organisation" will be generously interpreted e.g. it would include a small (3 or more people) ad hoc committee.

**Grants are decided quarterly.** The grant scheme and the deadline for applications are widely advertised annually including on town noticeboards; the Council website; at the Town Meeting; and in Nailsworth News. The Council wants to give applicants plenty of time to formulate their bids, and to give itself time to assess them carefully, so that the best and fairest use is made of the funding. The deadline for applications is as follows:

Grant application deadline: <b>1 January</b>	Decision: <b>End of January Council meeting</b>
Grant application deadline: <b>1 April</b>	Decision: <b>End of April Council meeting</b>
Grant application deadline: <b>1 July</b>	Decision: <b>End of July Council meeting</b>
Grant application deadline: <b>1 October</b>	Decision: <b>End of October Council meeting</b>



## Nailsworth Town Council Grant Policy and Application Form

Applications must:

- be made on the application form
- provide the additional information required, for example accounts and equal opportunities policies
- meet the criteria above
- show a clear financial need for the project
- include a group's bank details for immediate payment

### Conditions

Grant recipients must report back on the success of the project and how the grant has been spent by completing a **Grant Monitoring Form** within 6 weeks of completion of the project.

Grants are funded by and should benefit the people of the town, so they should know how they are spent. Recipients must:

- provide information for NTC, so it can place an item in Nailsworth News / the Council website / other media on completion of the project
- have a display at the annual town meeting
- give full credit to Town Council in their project and in any media coverage.

Applicants are responsible for ensuring that the project complies with all relevant legislation. Money granted must only be used for the agreed purpose and organisations should submit receipts for any costs with their monitoring form. Any unused money must be returned to Council. Money must be used for the project within one year of the grant being paid.

---



# Nailsworth Town Council Grant Policy and Application Form

Please answer all the questions and return the form to the Council.  
Continue on a separate sheet if necessary.

## Details of applicant and contact information

Title: xxxxx                      First Name: xxxxx                      Last Name: xxxxx  
Organisation Name              Dazzle Showgirls  
Aims / Purpose                      To create and perform a dance show for empowering women and raising money for a local charity  
Your position in group              Production Team

## Contact Address

Name                                      Director of Dazzle Workshops  
House/Building name  
Town  
Postcode  
Telephone  
Email

---

## The project

What is the project name?              Dazzle Showgirls  
Project start date                      Already in progress. Planning started mid-2024.  
Project end date                              Performance dates: 9<sup>th</sup>/10<sup>th</sup> May 2025

### Project aims

We have invited women of all ages, sizes, abilities and backgrounds to create a dance troupe who will raising money for Stroud Women's Refuge and Night Angels.

<https://www.stroudwomensrefuge.org/>  
<https://www.safespacescheme.org/about-night-angels/>

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

The show itself will provide an evening's entertainment and tickets will be available to the general public.

All profits from this year's show will be split between two local charities Stroud Women's Refuge and Night Angels. Our show in 2024 raised £2075 for Stroud Women's Refuge. This vital local charity helps and supports women escaping domestic violence and Dazzle showgirls are delighted to be supporting them again this year alongside Night angels, this charities "Angels" patrol the town centre keeping vulnerable women safe and supporting local emergency services. Providing services such as first aid, AED, period products, phone chargers, anti-spiking products, alarms, water, sweets, clothing, blankets. As well as being able to transport vulnerable people to safety if needed.

How many people will benefit? 200 tickets will be available for the public to watch and enjoy the show across the two evenings. It is difficult to define exactly how many people will benefit from such a large donation from the show profits but we can assume it would be in the 100's using examples known such as £15 can provide essentials for a woman living in a refuge, £10 could pay a taxi fare to a safe refuge for a woman needing to flee a complex situation, £5 can offer a child emotional support to begin rebuilding their life.

How many people will contribute to the project? 32 people all giving their time for free  
Will the project involve children and/or vulnerable adults Yes/No?              No



# Nailsworth Town Council Grant Policy and Application Form

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

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

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## The money

How much are you asking for: £304

What will this money be spent on? £204 to cover 50% of the £408 hire fee for Nailsworth Town Hall for performance week. Plus, £100 to purchase 6 wooden chairs for this and future Dazzle performances.

What is the overall project cost? £circa 4,000

How much money have you raised so far? The project raised £2075 in 2024.

How will you raise the remainder? Ticket sales, Bar sales, Donation buckets

How many volunteer hours will the project use? 4000+ hours

## Your Organisation

Type of Organisation e.g. registered charity, CIC, community group, club, business

Dazzle Showgirls are a community group of volunteers. Dazzle Showgirls are completely separate from the business named Dazzle workshops. Dazzle Workshop will be the holding account for donations and grants. And the responsible person for paying to the Charities.

## Please provide the names and contact details of two referees

1. Provided

2. Provided

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## Constitution and Governance

Please provide a copy of your governing document. E.g. constitution, articles of association, group, club or association rules

If it does not, please briefly explain how new members can join and any fees or restrictions on membership.

- New members are invited to join the troupe as and where there are opportunities for it to grow with the understanding that no position is paid and all funds raised are for charity.

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## Equal opportunities

If your organisation has an Equal Opportunities Policy, please attach a copy.

If not, please confirm that it does not discriminate illegally on grounds of gender, sexuality, race, disability or otherwise.

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



## Nailsworth Town Council Grant Policy and Application Form

### Bank details

**Please note, NTC want you to make the most of this opportunity and give your grant quickly once a decision has been made. NTC will reject your application if you don't include your organisation's bank details on your application. NTC regrets the council cannot make grant payments to individuals.**

Account name           xxxxx  
Bank account number   xxxxx  
Sort code               xxxxx

Treasurer's contact details (if different from the applicant)

Email: xxxxx  
Name: xxxxx  
Phone number: xxxxx

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I am applying for an NTC Grant for the project detailed above. I have read the NTC Grants Policy and believe that this project meets the requirements.

Name of person completing form: xxxxx

Date: 24/02/2025



# Nailsworth Town Council Grant Policy and Application Form

Please answer all the questions and return the form to the Council.  
Continue on a separate sheet if necessary.

## Details of applicant and contact information

Title   xxxxx   First Name       xxxxx   Last Name       xxxxx

Organisation Name       **Hundred Heroines**  
Aims / Purpose           **Promoting women in photography**  
Your position in group   **Chair**

## Contact Address

House/Building name   Unit 19 Nailsworth Mills  
Street name             **Avening Road**  
Town                     **Nailsworth**  
Postcode                GL6 0BS  
Telephone                xxxxxx  
Email                     xxxxxx

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## The project

What is the project name?       **Exhibiting Outdoors**  
Project start date               **June 2025**  
Project end date                 **31 August 2025**

Project aims

**A key part of our strategy is to work closely with the town to ensure there are no barriers to seeing and appreciating world class art. This project will acquire some suitable, robust frameworks on which to hang artwork outdoors.**

**The frameworks will be designed to be installed into Mortimer Garden for temporary outdoor exhibitions of artwork. Working with the Town Council we will ensure they are designed to withstand being in a public realm space and accommodate plants growing around them.**

**For our first outdoor exhibition the artworks were displayed on simple wooden posts which were practical, but not visually appealing when they were not in use. We aim to continue our project to bring art outdoors by building on our experiences of the first outdoor exhibition, and providing more weather-resilient, visually interesting and adaptable frameworks.**

How will the project benefit the town and provide benefit to local people?

**We held 2 small outdoor exhibitions in Mortimer Garden and Miles Marling Field in November 2024 and 24,000 people engaged with the work. A selection of images is attached.**

**The exhibition was extremely popular and opened up Mortimer Garden as a new outdoor exhibition space. We would like to continue this.**

**The project will benefit local people as they will have the chance to enjoy the artwork and to get involved with the programming and events around the exhibition. It will benefit the town as it will encourage visitors and offer something different for the whole town.**

**The frameworks can then be used by others for events, exhibitions and added seasonal decorations such as Christmas. Changing displays will keep people interested and returning to the town.**

**Hundred Heroines has a worldwide following and we aim to draw people to the town through our innovative exhibitions. The outdoor artwork frameworks will be another attraction.**

How many people will benefit?

**c. 25,000 per month**

How many people will contribute to the project?

**4 artists and 6 HH volunteers**

Will the project involve children and/or vulnerable adults **No**

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

Have you applied for an NTC grant before? If so, give details and when?

**No this is the first time.**

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### **The money**

How much are you asking for **£ 750**

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

**£5000**

How much money have you raised so far?

**£4000**

How will you raise the remainder?

**Donations and in-kind support**

How many volunteer hours will the project use? **C. 72**

### **Examples of Installation Images from Mortimer Gardens and Miles Marling Field – November 2024**





## Your Organisation

Type of Organisation e.g. registered charity, CIC, community group, club, business

### Please provide the names and contact details of two referees

1. **Provided**

2. **Provided**

---

### Constitution and Governance

Please provide a copy of your governing document. E.g. constitution, articles of association, group, club or association rules

#### Copy held

If it does not, please briefly explain how new members can join and any fees or restrictions on membership.

---

### Equal opportunities

If your organisation has an Equal Opportunities Policy, please attach a copy.

#### Copy held

If not, please confirm that it does not discriminate illegally on grounds of gender, sexuality, race, disability or otherwise.

---

### Bank details

**Please note, NTC want you to make the most of this opportunity and give your grant quickly once a decision has been made. NTC will reject your application if you don't include your organisation's bank details on your application. NTC regrets the council cannot make grant payments to individuals.**

Account name           xxxxx

Bank account number   xxxxx

Sort code               xxxxx

Treasurer's contact details (if different from the applicant)

Email: xxxxx

Name: xxxxx

Phone number: xxxxx

---

I am applying for an NTC Grant for the project detailed above. I have read the NTC Grants Policy and believe that this project meets the requirements.

Name of person completing form: xxxxx

Date: xxxxx

# Income and Expenditure Account

Unaudited

31/03/24 £		31/03/25 £
	<b>INCOME</b>	
33,709.03	Grants	45,517.07
14,001.00	Arkell Centre Trust	14,000.00
40,464.27	Bookings - all	47,164.53
361,635.00	Precept	435,876.00
4,050.27	Interest on Investments	4,108.60
2,170.23	Other income	7,688.54
214.22	Rights of way/Wayleaves	914.22
<hr/>		<hr/>
456,244.02	<b>TOTAL INCOME</b>	555,268.96
	<b>EXPENDITURE</b>	
30,540.75	General Administration	32,695.34
5,500.00	S. 137 Payments	5,520.00
10,305.74	Loan interest/Capital repayments	10,305.74
196,983.76	Staff costs	208,056.49
7,303.00	Insurance	7,830.34
42,800.74	Repairs & maintenance - buildings	31,254.48
21,658.79	Utilities & Rates	26,229.80
50,891.19	Maintenance of Open Spaces	61,510.14
55,356.83	Special projects and miscellaneous	61,679.42
652.00	Hazelwood Bungalow	0.00
1,713.60	Town Information Centre	1,713.60
50,030.00	Support for town services	50,030.00
14,001.00	Arkell Community Centre	14,000.00
15,983.77	Expenditure	3,250.62
	Capital reduction of long term borrowing	0.00
<hr/>		<hr/>
503,721.17	<b>TOTAL EXPENDITURE</b>	514,075.97
<hr/>		<hr/>
109,531.14	Balance as at 01/04/24	85,040.80
<hr/>		<hr/>
456,244.02	Add Total Income	555,268.96
<hr/>		<hr/>
565,775.16		640,309.76
<hr/>		<hr/>
503,721.17	Deduct Total Expenditure	514,075.97
<hr/>		<hr/>
0.00	Stock Adjustment	0.00
	Transfer to/ from reserves	-22,979.34
22,986.81		103,254.45
<hr/>		<hr/>
85,040.80	Balance as at 31/03/25	103,254.45
<hr/>		<hr/>

Signed

Chair

Clerk / Responsible Financial Officer

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

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

		Previous Year's Net	2024/25	Revised	Actual Net	Balance
<b>INCOME</b>						
<b>Council</b>						
100	Precept - Council	£361,635.00	£435,876.00	£0.00	£435,876.00	£435,876.00
105	Refunds,donations grants - Council	£33,109.03	£0.00	£0.00	£45,417.07	£45,417.07
110	ACC-Admin recharge	£14,001.00	£14,000.00	£0.00	£14,000.00	£14,000.00
120	Agency services	£0.00	£100.00	£0.00	£0.00	£0.00
130	CIL income	£2,170.23	£0.00	£0.00	£7,688.54	£7,688.54
<b>Total Council</b>		£410,915.26	£449,976.00	£0.00	£502,979.90	£502,979.90
<b>Property Management</b>						
205	Town Hall bookings	£14,361.00	£17,000.00	£0.00	£17,527.00	£17,527.00
210	Town Hall rent of offices	£15,899.88	£15,900.00	£0.00	£15,931.50	£15,931.50
220	Mortimer Room bookings	£5,089.00	£6,000.00	£0.00	£7,227.50	£7,227.50
225	Council bookings (all land and facilities)	£595.00	£500.00	£0.00	£310.00	£310.00
245	Leases/Licences//Wayleaves	£214.22	£1,000.00	£0.00	£914.22	£914.22
<b>Total Property Management</b>		£36,159.10	£40,400.00	£0.00	£41,910.22	£41,910.22
<b>Recreation &amp; Amenities Committee</b>						
305	Hire KGV Field facilities	£4,185.39	£4,900.00	£0.00	£5,468.53	£5,468.53
310	Market Street Garden - hire and electricity	£0.00	£200.00	£0.00	£0.00	£0.00
320	Mortimer Garden - hire/electricity charge	£490.00	£600.00	£0.00	£700.00	£700.00
<b>Total Recreation &amp; Amenities Committee</b>		£4,675.39	£5,700.00	£0.00	£6,168.53	£6,168.53
<b>Environment Committee</b>						
405	Grants, donations, refunds - Environment	£600.00	£0.00	£0.00	£100.00	£100.00

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

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

	<b>Previous Year's Net</b>	<b>2024/25</b>	<b>Revised</b>	<b>Actual Net</b>	<b>Balance</b>
410 Town Information Centre	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Environment Committee</b>	£600.00	£0.00	£0.00	£100.00	£100.00
<b>Bank Interest</b>					
500 interest on main account	£0.00	£0.00	£0.00	£0.00	£0.00
505 Investment interest Premier Account	£3,585.79	£2,500.00	£0.00	£3,585.56	£3,585.56
520 Interest from Income Bonds (paid to main account)	£464.48	£450.00	£0.00	£523.04	£523.04
<b>Total Bank Interest</b>	£4,050.27	£2,950.00	£0.00	£4,108.60	£4,108.60
<b>Total Income</b>	<u>£456,400.02</u>	<u>£499,026.00</u>	<u>£0.00</u>	<u>£555,267.25</u>	<u>£555,267.25</u>

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

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

		Previous Year's Net	2024/25	Revised	Actual Net	Balance
<b>EXPENDITURE</b>						
<b>Council</b>						
1000	Salaries - all	£196,983.76	£228,500.00	£0.00	£208,056.49	-£208,056.49
1010	Payroll charges	£300.55	£360.00	£0.00	£284.40	-£284.40
1040	Churchyard grants	£1,100.00	£1,100.00	£0.00	£1,100.00	-£1,100.00
1050	Subscriptions	£550.00	£2,100.00	£0.00	£1,842.87	-£1,842.87
1060	Grants from NTC	£4,000.00	£4,000.00	£0.00	£4,590.00	-£4,590.00
1070	Town Crier's expenses	£500.00	£500.00	£0.00	£500.00	-£500.00
1080	Town Archives	£530.19	£600.00	£0.00	£472.53	-£472.53
1090	Civic Fund	£3,305.23	£3,500.00	£0.00	£3,962.84	-£3,962.84
1100	Insurance	£7,303.00	£7,500.00	£0.00	£7,830.34	-£7,830.34
1120	Office equipment	£3,243.40	£3,000.00	£0.00	£2,120.44	-£2,120.44
1130	Licences,fees and allowances	£10,974.72	£12,500.00	£0.00	£15,971.51	-£15,971.51
1140	Office management	£7,862.57	£4,800.00	£0.00	£5,811.62	-£5,811.62
1160	Town Mayor's Allowance	£900.00	£900.00	£0.00	£230.00	-£230.00
1165	Civic Centre	£9,019.79	£11,900.00	£0.00	£10,598.67	-£10,598.67
1170	Gardening contract for town centre	£5,645.83	£6,500.00	£0.00	£6,858.20	-£6,858.20
1180	Training for staff & councillors	£2,112.37	£3,000.00	£0.00	£1,199.88	-£1,199.88
1195	Support for Arkell Community Centre	£14,001.00	£14,000.00	£0.00	£14,000.00	-£14,000.00
1210	Library extra hours	£3,960.00	£3,700.00	£0.00	£3,960.00	-£3,960.00
1250	Support for Childrens Centre	£5,500.00	£5,500.00	£0.00	£5,500.00	-£5,500.00
1260	Waste/Recycling Collection	£220.23	£200.00	£0.00	£814.02	-£814.02
5330	Web site and Hosting	£0.00	£700.00	£0.00	£0.00	£0.00
<b>Total Council</b>		<b>£278,012.64</b>	<b>£314,860.00</b>	<b>£0.00</b>	<b>£295,703.81</b>	<b>-£295,703.81</b>
<b>Property Management</b>						

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

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

		<b>Previous Year's Net</b>	<b>2024/25</b>	<b>Revised</b>	<b>Actual Net</b>	<b>Balance</b>
2000	Town Hall cleaning	£8,668.60	£8,700.00	£0.00	£8,119.50	-£8,119.50
	Town Hall cleaning					
	Town Hall cleaning					
2010	Town Hall business rates	£3,976.79	£4,000.00	£0.00	£4,970.99	-£4,970.99
2020	Town Hall gas	£2,494.66	£3,600.00	£0.00	£2,958.88	-£2,958.88
2030	Town Hall electricity	£437.48	£3,720.00	£0.00	£2,467.50	-£2,467.50
2040	Town Hall repairs & maintenance	£18,541.48	£17,000.00	£0.00	£18,787.51	-£18,787.51
2050	Town Hall - water rates	£686.02	£700.00	£0.00	£745.18	-£745.18
2060	Mortimer Room electricity	£429.68	£610.00	£0.00	£1,012.80	-£1,012.80
2080	Mortimer Room repairs & maintenance	£1,494.38	£3,000.00	£0.00	£799.55	-£799.55
2090	Mortimer Room - water rate	£310.37	£500.00	£0.00	£344.39	-£344.39
2100	Mortimer Room gas supply	£2,142.96	£960.00	£0.00	£1,459.50	-£1,459.50
2110	Memorial Clock - electricity	£492.97	£550.00	£0.00	£520.84	-£520.84
2120	Memorial Clock - repairs	£30.00	£600.00	£0.00	£0.00	£0.00
2140	Hazelwood Bungalow	£652.00	£1,500.00	£0.00	£0.00	£0.00
	<b>Total Property Management</b>	<b>£40,357.39</b>	<b>£45,440.00</b>	<b>£0.00</b>	<b>£42,186.64</b>	<b>-£42,186.64</b>
	<b>Recreation &amp; Amenities Committee</b>					
3000	Miles Marling Field maintenance	£2,530.00	£2,300.00	£0.00	£2,163.07	-£2,163.07
3010	KGV Field maintenance	£11,710.09	£14,200.00	£0.00	£5,191.55	-£5,191.55
3030	Town Gardening (incl Mortimer Gardens)	£2,843.07	£2,900.00	£0.00	£2,632.20	-£2,632.20
3035	Mortimer Garden electricity	£385.54	£650.00	£0.00	£1,225.74	-£1,225.74
3050	Grounds maintenance equipment	£2,500.63	£2,665.00	£1,500.00	£4,508.93	-£3,008.93
3060	KGV Field changing rooms - maintenance	£1,581.76	£1,000.00	£0.00	£1,068.75	-£1,068.75

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

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

		<b>Previous Year's Net</b>	<b>2024/25</b>	<b>Revised</b>	<b>Actual Net</b>	<b>Balance</b>
3070	KGV Field changing rooms - electricity	£815.65	£1,360.00	£0.00	£641.43	-£641.43
3080	KGV changing rooms - water rates	£421.81	£500.00	£0.00	£743.46	-£743.46
3100	Garage storeroomDONOTUSE	£91.66	£100.00	£0.00	£0.00	£0.00
3120	Market Street Garden - electricity	£176.03	£250.00	£0.00	£205.57	-£205.57
3130	Playrangers - support	£2,350.04	£3,540.00	£0.00	£2,937.55	-£2,937.55
3140	Youth provision	£46,070.00	£46,070.00	£0.00	£46,070.00	-£46,070.00
3150	Dunkirk Museum maintenance	£0.00	£0.00	£0.00	£0.00	£0.00
3160	Community Development Worker (2yrs)DONOTUSE	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Recreation &amp; Amenities Committee</b>		£71,476.28	£75,535.00	£1,500.00	£67,388.25	-£65,888.25
<b>Environment Committee</b>						
4000	Upkeep council land (Shortwood manorial waste)	£5,910.33	£5,500.00	£0.00	£963.69	-£963.69
4021	Town Information Centre	£1,713.60	£1,700.00	£0.00	£1,713.60	-£1,713.60
4030	TIC loan repayment - capital	£7,697.08	£7,983.29	£0.00	£7,983.29	-£7,983.29
4040	TIC loan repayment - interest	£2,608.66	£2,322.45	£0.00	£2,322.45	-£2,322.45
4050	Bunting Hill Nature Reserve (not tree maintenance)	£0.00	£500.00	£0.00	£0.00	£0.00
4060	Environmental enhancement projects	£844.24	£0.00	£0.00	£0.00	£0.00
4070	Tree maintenance (all NTC land)	£11,643.00	£8,000.00	£0.00	£7,599.50	-£7,599.50
4090	Tourism promotion/Town events	£2,988.00	£5,000.00	£0.00	£279.57	-£279.57
4120	Christmas lights	£8,144.10	£9,000.00	£0.00	£4,516.22	-£4,516.22
4140	Upkeep of All Saints graveyard	£3,480.00	£4,000.00	£0.00	£6,923.00	-£6,923.00
<b>Total Environment Committee</b>		£45,029.01	£44,005.74	£0.00	£32,301.32	-£32,301.32

## Bank Interest

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

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

		Previous Year's Net	2024/25	Revised	Actual Net	Balance
1155	Bank charges on main account	£261.72	£300.00	£0.00	£299.25	-£299.25
<b>Total Bank Interest</b>		£261.72	£300.00	£0.00	£299.25	-£299.25
<b>Earmarked Reserves</b>						
6000	Election expensesRESERVE	£0.00	£0.00	£0.00	£0.00	£0.00
6010	Play & tennis court equipmentRESERVE	£2,684.00	£0.00	£0.00	£1,895.00	-£1,895.00
6020	Town improvementsRESERVE	£0.00	£0.00	£0.00	£2,946.00	-£2,946.00
6030	Town Hall repairs RESERVE	£5,441.67	£3,150.00	£0.00	£0.00	£0.00
6040	Mortimer Room repairs RESERVE	£6,600.00	£0.00	£0.00	£0.00	£0.00
6050	Hazelwood Bungalow RESERVE	£0.00	£0.00	£0.00	£0.00	£0.00
6060	Miles Marling Field RESERVECOMPLETED	£0.00	£0.00	£0.00	£13,905.00	-£13,905.00
6100	Energy efficiency improvements RESERVE	£0.00	£0.00	£0.00	£0.00	£0.00
6120	Shortwood Churchyard RESERVE	£0.00	£0.00	£0.00	£0.00	£0.00
6130	Replace groundsman's vehicle RESERVE	£0.00	£1,100.00	£0.00	£0.00	£0.00
6140	Town centre/Mkt St improvements RESERVE	£0.00	£0.00	£0.00	£28,372.55	-£28,372.55
6150	Clock tower refurbishment RESERVE	£0.00	£0.00	£0.00	£0.00	£0.00
6170	20mph town scheme RESERVEDO NOT USE	£0.00	£0.00	£0.00	£0.00	£0.00
6220	Dunkirk Mill MuseumRESERVE	£0.00	£0.00	£0.00	£0.00	£0.00
6240	Emergency tree work RESERVE	£0.00	£0.00	£0.00	£600.00	-£600.00
6280	WW1 & II plaques project RESERVECOMPLETED	£0.00	£0.00	£0.00	£0.00	£0.00



# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

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

		<b>Previous Year's Net</b>	<b>2024/25</b>	<b>Revised</b>	<b>Actual Net</b>	<b>Balance</b>
6300	KGV buildings RESERVE	£0.00	£5,000.00	£0.00	£5,603.50	-£5,603.50
6310	Civic Centre RESERVE	£0.00	£0.00	£0.00	£0.00	£0.00
6330	CONTINGENCY	£0.00	£0.00	£0.00	£0.00	£0.00
6340	KGV Extension Field RESERVE	£0.00	£0.00	£0.00	£0.00	£0.00
6350	Staff Recruitment RESERVE	£0.00	£0.00	£0.00	£0.00	£0.00
6380	War Memorial refurbishmentRESERVE	£0.00	£0.00	£0.00	£7,190.00	-£7,190.00
6430	6430 Tourism promotion RESERVE	£0.00	£0.00	£0.00	£93.65	-£93.65
6450	6450 Heritage Open Day RESERVE	£270.83	£0.00	£0.00	£0.00	£0.00
6460	6460 Town Archives	£0.00	£0.00	£0.00	£0.00	£0.00
6500	6500 CIL projects	£15,983.77	£0.00	£0.00	£3,250.62	-£3,250.62
6510	6510 Climate Emergency Reserve	£0.00	£0.00	£0.00	£3,507.29	-£3,507.29
6520	6520 COVID-19 response	£10,156.73	£0.00	£0.00	£0.00	£0.00
6530	6530 Build Back Better FundCOMPLETED	£100.00	£0.00	£0.00	£0.00	£0.00
6540	6540 Welcome Back FundCOMPLETED	£0.00	£0.00	£0.00	£389.75	-£389.75
6550	6550 UKSPF grantsCOMPLETED	£13,939.13	£31,500.00	£0.00	£2,827.00	-£2,827.00
6560	6560 Highway improvements	£6,350.00	£0.00	£0.00	£0.00	£0.00
6570	6570 Registering NTC Land	£4,058.00	£0.00	£0.00	£80.00	-£80.00
6580	6580 Town Hall retaining wall	£3,000.00	£15,000.00	£0.00	£2,969.00	-£2,969.00
6590	6590 Textile Trail	£0.00	£0.00	£0.00	£2,567.34	-£2,567.34
6600	6600 Nailsworth Christmas Hall	£0.00	£0.00	£0.00	£0.00	£0.00
6610	6610 Green Gift	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Earmarked Reserves</b>		<b>£68,584.13</b>	<b>£55,750.00</b>	<b>£0.00</b>	<b>£76,196.70</b>	<b>-£76,196.70</b>

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

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

	<b>Previous Year's Net</b>	<b>2024/25</b>	<b>Revised</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Total Expenditure</b>	£503,721.17	£535,890.74	£1,500.00	£514,075.97	-£512,575.97
Total Income	£456,400.02	£499,026.00	£0.00	£555,267.25	£555,267.25
Total Expenditure	£503,721.17	£535,890.74	£1,500.00	£514,075.97	-£512,575.97
<b>Total Net Balance</b>	<b>-£47,321.15</b>	<b>-£36,864.74</b>	<b>-£1,500.00</b>	<b>£41,191.28</b>	

# Bank Account Reconciled Statement

<b>Main Account</b>	<b>2040157</b>	<b>30-98-29</b>
Statement Number	219	Bank Statement No. 219
Statement Opening Balance	£42,010.17	Opening Date 01/03/25
Statement Closing Balance	£14,941.02	Closing Date 31/03/25
True/ Cashbook Closing Balance	£14,941.02	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/03/25	DD250303ICO	Information Commissioner's Office	47.00	0.00	41,963.17
03/03/25	FPI250303STRIPES	Stripes Payments	0.00	172.40	42,135.57
03/03/25	SO250303EMMA	Emma Mills Accountants Admin Centre	0.00	270.83	42,406.40
05/03/25	BGC250305NAT	National Savings	0.00	36.95	42,443.35
06/03/25	BGC250306SDC	SDC	0.00	6,000.00	48,443.35
07/03/25	FPI250307PAULA	Paula Meredith	0.00	1,162.00	49,605.35
07/03/25	PAY250307LLOYD S	Lloyds Bank	26.65	0.00	49,578.70
10/03/25	BGC250310SDC	SDC	0.00	18,700.00	68,278.70
10/03/25	DD250305FUEL	Fuel Card Services Ltd	25.20	0.00	68,253.50
10/03/25	DD250310EE	E E	75.90	0.00	68,177.60
10/03/25	DEP500386NDFC	Nailsworth & District Flower Arrangement Society	0.00	48.00	68,225.60
10/03/25	FPI250303FLEA	Flea market	0.00	40.00	68,265.60
10/03/25	FPI250303MINU18	MINCHINHAMPTON U18	0.00	49.00	68,314.60
10/03/25	FPI252306KATY	Katy Walton Theatre School	0.00	1,694.00	70,008.60
10/03/25	FPI252306LIB	Liberal Democrats	0.00	40.00	70,048.60
10/03/25	FPI252307NDS	Nailsworth Dramatic Society	0.00	154.00	70,202.60
10/03/25	TRANSF250310LLOYD S		19,000.00	0.00	51,202.60
11/03/25	DD250308OCTO	Octopus	17.24	0.00	51,185.36
11/03/25	DD250308OCTOPUS	Octopus	97.78	0.00	51,087.58
11/03/25	FPI250311ALLEN	Allen Accountants	0.00	1,085.78	52,173.36
11/03/25	FPI250311GCC	Gloucestershire County Council	0.00	20.00	52,193.36
12/03/25	DD2503123BRIT	British Gas	14.64	0.00	52,178.72
13/03/25	PAYIN500388	M J Harvey	0.00	40.00	52,218.72
14/03/25	DD250211OCTOPUS	Octopus	1,099.62	0.00	51,119.10
14/03/25	DD250311OCTO	Octopus	119.04	0.00	51,000.06
18/03/25	DD250318BRIT	British Gas	193.11	0.00	50,806.95
19/03/25	DD250319SGC	SGC Payroll	3,645.64	0.00	47,161.31
19/03/25	FPO2503191ST	1st Fire Solutions Ltd	180.00	0.00	46,981.31

# Bank Account Reconciled Statement

19/03/25	FPO250319ACC	Arkell Community Centre	36.00	0.00	46,945.31
19/03/25	FPO250319ACER	Acerola Telecom	501.99	0.00	46,443.32
19/03/25	FPO250319AES	AES Maintenance	258.00	0.00	46,185.32
19/03/25	FPO250319AVEN	Avendale Garden Maintenance Service	3,733.00	0.00	42,452.32
19/03/25	FPO250319A-Z	A-Z Cleaning	490.00	0.00	41,962.32
19/03/25	FPO250319BLUE	Blue Diamond Garden Centre (Nailsworth)	49.99	0.00	41,912.33
19/03/25	FPO250319BRUT	Brutons Hardware Ltd	25.08	0.00	41,887.25
19/03/25	FPO250319CLIF	Cliff Christie	122.39	0.00	41,764.86
19/03/25	FPO250319COTS	Cotswold Markets Ltd	1,512.00	0.00	40,252.86
19/03/25	FPO250319DOWN	Down To Earth Gloucestershire CIC	903.24	0.00	39,349.62
19/03/25	FPO250319FOX	Foxfield Solicitors	96.00	0.00	39,253.62
19/03/25	FPO250319GBLEI	GB Sport and Leisure	455.40	0.00	38,798.22
19/03/25	FPO250319GCC	Gloucestershire County Council	316.93	0.00	38,481.29
19/03/25	FPO250319J&M	J & M Turner Ltd	1,200.65	0.00	37,280.64
19/03/25	FPO250319KKEAR NS	Katherine Kearns NS	192.10	0.00	37,088.54
19/03/25	FPO250319NATTR UST	National Trust UST	360.00	0.00	36,728.54
19/03/25	FPO250319NGM	Nailsworth Garden Machinery	41.25	0.00	36,687.29
19/03/25	FPO250319SDC	SDC	9,062.99	0.00	27,624.30
19/03/25	FPO250319TRADE	Trade UK Ltd	49.99	0.00	27,574.31
19/03/25	FPO250319TWIN	Twinning Association	200.00	0.00	27,374.31
19/03/25	FPO250319WEST	West Kington Nurseries Ltd	1,088.02	0.00	26,286.29
19/03/25	FPO250325SOILS	Soils (HS) Ltd	504.00	0.00	25,782.29
20/03/25	DD250320GRUN	Grundon Waste Management	24.05	0.00	25,758.24
20/03/25	DD250320SGC	SGC Payroll	10,033.74	0.00	15,724.50
21/03/25	DD250320SGC	SGC Payroll	3,742.69	0.00	11,981.81
24/03/25	DD250321WATER	Water Plus	52.00	0.00	11,929.81
24/03/25	DD250324FUEL	Fuel Card Services Ltd	24.40	0.00	11,905.41
24/03/25	FPI250310JEN	Jennifer Monroe	0.00	24.00	11,929.41
24/03/25	FPI250310PIL	Pilates Elizabeth Williams	0.00	72.00	12,001.41
24/03/25	FPI250311NDS	Nailsworth Dramatic Society	0.00	384.00	12,385.41
24/03/25	FPI250312LAB	Labour Party Stroud	0.00	30.00	12,415.41
24/03/25	FPI250312TAI	Tai Chi	0.00	48.00	12,463.41
24/03/25	FPI250317NEWS	Nailsworth News	0.00	48.00	12,511.41
25/03/25	DD250323WATER	Water Plus	301.33	0.00	12,210.08
26/03/25	DD250326WATER	Water Plus	22.06	0.00	12,188.02

# Bank Account Reconciled Statement

31/03/25	FPI250326BARN	Barnabas Painters	0.00	140.00	12,328.02
31/03/25	FPI250326CRAFT	Nailworth craft market	0.00	60.00	12,388.02
31/03/25	FPI250326CREAT	Creative Writing	0.00	80.00	12,468.02
31/03/25	FPI250326FARM	Nailworth Farmers Market	0.00	70.00	12,538.02
31/03/25	FPI250326SUPA	SupaStrikers	0.00	48.00	12,586.02
31/03/25	FPI250326TAI	Tai Chi	0.00	60.00	12,646.02
31/03/25	FPI250326YOGA	Yoga With Miranda	0.00	40.00	12,686.02
31/03/25	FPI250327FLAM	Flemenco Dance	0.00	60.00	12,746.02
31/03/25	FPI250327NEWS	Nailworth News	0.00	48.00	12,794.02
31/03/25	FPI250327TWIN	Twinning Association	0.00	10.00	12,804.02
31/03/25	FPI250328DAZZ	Dazzle Workshops	0.00	84.00	12,888.02
31/03/25	FPI250328FRI	Friday Market	0.00	100.00	12,988.02
31/03/25	FPI250328GWT	Megan Adamou	0.00	50.00	13,038.02
31/03/25	FPI250331DOG	Dog Training	0.00	48.00	13,086.02
31/03/25	FPI250331FLEA	Flea market	0.00	40.00	13,126.02
31/03/25	FPI250331KATY	Katy Walton Theatre School	0.00	656.00	13,782.02
31/03/25	FPI250331MINU18	MINCHINHAMPTON U18	0.00	147.00	13,929.02
31/03/25	FPI250331MROCK	MINCH ROCKETS U15	0.00	49.00	13,978.02
31/03/25	FPI250331NDS	Nailworth Dramatic Society	0.00	843.00	14,821.02
31/03/25	FPI250331PROB	Probus Nailworth Valley	0.00	80.00	14,901.02
31/03/25	FPI250331STT	Stroudwater Textile Trust	0.00	40.00	14,941.02

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	59941.11	32871.96

Reconciled by Sara Haynes

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

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

# Bank Account Reconciled Statement

<b>Premier 4282</b>	<b>07154282</b>	<b>30-98-29</b>
Statement Number	113	Bank Statement No. 113
Statement Opening Balance	£292,147.31	Opening Date 01/03/25
Statement Closing Balance	£311,384.55	Closing Date 31/03/25
True/ Cashbook Closing Balance	£311,384.55	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
10/03/25	INTEREST	Lloyds Bank	0.00	237.24	292,384.55
10/03/25	TRANSF250310LLO YDS		0.00	19,000.00	311,384.55

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	0	19237.24

Reconciled by Sara Haynes

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

\_\_\_\_\_  
Chair

Date \_\_\_\_\_



# Nailsworth Town Council

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## Agenda Item 13

**Meeting** of Full Council

**Meeting date** Tuesday 15<sup>th</sup> April 2025

**Subject** To note NTC's Risk Management Review

**Author** Clerk/Deputy Clerk

**Status** Information

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### Summary

NTC's Risk Management activities.

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### Detail

Identified Area and Risk

#### Governance and Management

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

#### Potential Impact

- Breach of regulations
- Unlawful spending

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

- NTC's Policies are due to be reviewed, in accordance with NALC guidance before April. Changes will be highlighted in the policies.
- Policies are amended and new policies brought to council as legislation changes (e.g. Biodiversity Policy).
- Council has delegated decision making on utilities contracts to office staff.
- Financial Regulations clarify that expenditure on revenue items in the Annual Budget are delegated to the Clerk.
- Continuous training and development of both cllrs and staff to ensure understanding of regulations.
- Cllrs have been advised not to work outside of NTC's Health & Safety Policy.
- Information booklet for volunteers working on the highway.
- Cllrs are advised not to act as individuals and without a remit from the council.
- Briefings are planned throughout the year to keep cllrs up to date on current best practice.
- Councillors are requested to review all Policies and the information pack provided to ensure any impact on council activities is kept to a minimum.
- The Annual Audit (AGAR) was successfully completed in September 2024.
- NALC has made significant changes to the Financial Regulations template for town and parish councils. This will be brought to the Personnel Committee in due course.
- A review of the Strategic Priorities took place in October – six month's into the new council term.
- Annual NTC policy review scheduled for February to April

Impact: 3

Probability: 3

Rate: [Medium](#)



# Nailsworth Town Council

## 2. Service provision/customer satisfaction

### Potential Impact

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

### Management/Control of Risk. Action Required

- The Civic Centre office is open to the public.
- The Civic Centre office may need to close to the public at times due to staff absence. Opening times are advertised on the door and appointments can be made outside of these times.
- To ensure there is no confusion with regards to hire charges for NTC facilities, council has agreed the management and control of hire charges is the responsibility of the office staff. Any queries are to be directed to office staff.
- The Town Meeting provides a chance for residents to meet and speak to cllrs and staff, as well as community groups.
- Councillors are visiting town events, groups and businesses on market Saturdays, to listen to residents' concerns.
- Applications for tree works in the Conservation Area (Mortimer Gardens) have been approved and Winter tree maintenance work has been ordered.
- A new TIC working party will be set up to move forward NTC's service for visitors and residents.
- A public consultation regarding the TIC has been agreed and is currently being arranged.

Impact: 3

Probability: 3

Rate: [Medium](#)

## 3. Project or service development

### Potential Impact

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

### Management/Control of Risk. Action Required

- Committee and project work is ongoing; progress is reported on Action Plans at each meeting.
- Specialist resources are needed to progress some projects.
- Prompt responses needed from cllrs when working party meetings are being arranged, to ensure informed project direction.
- Councillors are requested to review all Policies and the information pack provided to ensure any impact on committees and working groups is minimal.
- A review of the Strategic Priorities took place in October – six month's into the new council term. This confirms the council's clear direction.
- Several projects are progressing at pace, this has led to an increase in workload in the office.
- In this last quarter of the council year, new projects have an impact on delivering those projects which have been identified as Strategic Priorities
- 

Impact: 4





## Nailsworth Town Council

Probability: 4

Rate: **High**

### 4. Loss of key people.

#### Potential Impact

- Staff/cllrs off sick
- Change of cllrs due to the election
- Loss of credibility with the public
- Extra pressure on remaining staff
- Impact on service delivery

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

- Staff can work flexibly. Contingencies for home working include existing remote access to Edge software, use of Sharepoint.
- Staff stay in contact daily, sharing training and information on new systems.
- Staff workloads increase as projects and events gain momentum. Specialist resources are needed to progress some projects.
- A Staff Handbook is in place.
- Deputy Clerk is now CiLCA qualified.
- There are a reduced number of cllrs who can authorise payments. This may impact on payments at times. Cllrs are asked to respond as quickly as possible to requests to update bank mandates.
- Possibility of staff absence due to winter illnesses

Impact: 3

Probability: 4

Rate: **High**

### 5. Dependency on Suppliers/Tendering process

#### Potential Impact

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

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

- Repair and maintenance work is costed and carried out and is ongoing.
- Staff are prioritising repair and maintenance work according to contractor availability as well as urgency.
- Staff are continually hastening contractors to ensure work is carried out promptly.
- Action plan is assisting in the management of contractors with regards to delivery of projects.
- New Financial Regulations may change tender limits.

Impact: 3

Probability: 3

Rate: **Medium**

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

#### Potential Impact

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

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



## Nailsworth Town Council

- Staff continue to monitor and maintain buildings.
- Staff are prioritising repair and maintenance work according to contractor availability as well as urgency.
- Timetabling of work agreed is updated regularly and new maintenance tasks added.
- Some major repair and maintenance projects are being scoped with a view to creating a programme of future projects spread across several years.
- An amendment to Financial Regulations has improved response times to repair and maintenance work.
- Six monthly building inspections introduced to identify any possible issues.
- Major work to the back of the Town Hall is being planned and costed with involvement of NTC's insurers. The work will consider the impact on hirers and tenants.
- Increased informal building inspections by staff is helping to identify new tasks.
- Work being carried out reduce the risk of Legionella within NTC buildings.
- Due to time constraints attached to grants, there could be issues in meeting funders deadlines.

Impact: 3

Probability: 3

Rate: **Medium**

### 7. Employment issues

#### Potential Impact

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

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

- Payroll outsourced to a larger council to ensure timely payment.
- A Staff Handbook is in place.
- Payroll and pensions information has been updated for the new financial year.
- A HR and Health & Safety support contract for three years (2022-2025) provides employment and legal advice.
- Staff have access to counselling services.
- Consideration should be given to employee workloads and the additional pressure this brings.
- Online training courses for all staff to ensure all relevant H&S subjects are covered.
- Personnel Committee have agreed a staff and cllr training and development plan.
- An amendment to Standing Orders states that there is an expectation that cllrs will undergo training.
- Cllr training available from GAPTC.
- Contracts and Job Descriptions are being reviewed by Worknest (annual task).
- NTC follows internal policies and consults the employment lawyer when dealing with staff matters.
- A Staffing Review for the 'estates' roles has been delayed.

Impact: 3

Probability: 3

Rate: **Medium**

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

#### Potential Impact

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



## Nailsworth Town Council

- Legal action

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

- Staff are aware of covid-19 risks and take measures to keep themselves and others safe. Risk assessments are updated regularly.
- Play areas are regularly inspected.
- Information for cllrs is circulated via Sharepoint.
- Legionella and other building safety checks are regularly carried out.
- Staff monitor and maintain buildings.
- Risk assessments are carried out for activities and events.
- All members of staff check in with the team every morning.
- Any staff who are lone working are checked on periodically during the working day.
- Staff are flexible in where they work, according to the needs of the service and their safety.
- A HR and Health & Safety support contract for three years (2022-2025) has been agreed.
- Issues raised during the Health and Safety audit have been addressed by staff.
- Some working practices have been changed in response to concerns about staff health & safety, in particular lone working.
- Recent concerns will result in staff understanding of instructions and communications being confirmed. Relevant health & safety training will be repeated, and risk assessments rewritten or signed as read and understood.
- Possibility of staff absence due to winter illnesses.
- Health and Safety considerations are now agreed prior to tasks being carried out.

Impact: 4

Probability: 4

Rate: **High**

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

#### **Potential Impact**

- Computer system failure or loss of data

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

- Our accounts package is online and is backed up and can be used remotely. Remote servers are in place to back up the system, to ensure business continuity.
- All office files are now cloud based, reducing the risk of data loss if a desktop PC fails
- Firewalls and laptop security are regularly updated.
- Council emails and documents are accessed via SharePoint and IT is administered by a safe outside organisation, taking pressure off staff.
- All staff are reminded to ensure files are saved to the cloud and not on laptops

Impact: 3

Probability: 2

Rate: **Low**

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

#### **Potential Impact**

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

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

- Advice is sought from others (SDC Democratic Services, GAPTC, SLCC, NALC) on the interpretation of legislation and government guidance.



## Nailsworth Town Council

- GAPTC deliver online and in person training
- Minutes are regularly uploaded onto NTC's website
- H&S audit work is kept up to date
- Health and Safety training is available through WorkNest for staff. Consideration of specific training for cllrs is being investigated.
- New Policies are brought to Council as needed; NTC's Policies are reviewed annually. Next review due in February 2025.
- Cllrs have been advised not to work outside of NTC's Health & Safety Policy.
- Information booklet to be created for volunteers working on the highway.
- Cllrs are advised not to act as individuals and without a remit from the council.
- NALC have updated Financial Regulations and these will be brought to Council for agreement.
- Some working practices have been changed in response to concerns about staff health & safety, in particular lone working.
- Recent concerns will result in staff understanding of instructions and communications being confirmed. Relevant health & safety training will be repeated, and risk assessments rewritten or signed as read and understood.
- Discussions on council structure may affect transparency and governance; GAPTC's advice should be sought before implementation.

Impact: 4

Probability: 4

Rate: **High**

### 11. Insurance Risks/uninsured losses

#### Potential Impact

- Inadequate Cover
- Areas not covered
- Financial Loss

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

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

Impact: 3

Probability: 2

Rate: **Low**

### 12. Budgetary control and financial reporting/ adequacy of precept

#### Potential Impact

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



## Nailsworth Town Council

### Management/Control of Risk. Action Required

- Systems are in place for paperless finance including payment approval and audit
- In the event of an emergency, Council will reprioritise activities and projects
- Council has earmarked reserves in place for specific projects.
- Grant applications are made where possible.
- The External Audit was completed as required by 30<sup>th</sup> September 2024.
- The financial implications of new projects are looked at before a decision is made by council and the council's report template asks for details of costs and budget sources.
- An Internal Check and Internal Control visit by an appointed cllr needs to be arranged.
- The whole of the precept has been received for this financial year.
- Council's General Fund (free reserves) was lower than recommended at 1<sup>st</sup> April 2024.
- Grants of c.£60,000 have been awarded this financial year to support council projects

Impact: 3

Probability: 2

Rate: **Low**

### 13. Banking/Cash and Petty Cash

#### Potential Impact

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

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

- The office does not accept cash payments and the petty cash account has been closed
- Most hirers have accepted bank transfer as a method of payment. Occasional long-standing hirers don't yet pay online
- The Lawn Tennis Association's (LTA) booking app for the tennis courts takes away the need for cash payment
- Expenses claims are used instead of petty cash
- Procedures are in place for TIC volunteers to sell tickets on behalf of local groups. All activities are monitored and recorded.
- Civic Centre and the TIC are both used as a ticket office for local events as appropriate.
- Party bookings are now being paid for in advance following non-payments.
- Due to the change in cllrs, there will be a reduced number of bank payment authorisers. This could impact on payments.
- Councillors are reminded to ensure any banking paperwork/authorisation links requested are completed quickly.
- NTC will be changing banking supplier. This will be a planned process so that NTC's many customers are kept informed.
- A new savings account is being set up as part of the planned change of banking supplier.

Impact: 2

Probability: 2

Rate: **Medium**

### 14. Dependency on income sources/lettings

#### Potential Impact

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

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

- Council isn't solely reliant on hirer income to operate
- Town Hall business tenants offer a regular source of income; tenancies will be reviewed in 2025.



## Nailsworth Town Council

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

Impact: 2

Probability: 2

Rate: Low

### 15. Public concern and fear

#### Potential Impact

- Increase in panic and confusion
- Mistrust of the council

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

- There are regular updates on NTC's website
- Civic Centre window display is changed regularly and used to communicate positive messages. The Civic Centre noticeboard is used to communicate important information to those with limited access to the internet – i.e. Bus routes, SDC/GCC contact details
- Articles are sent to Nailsworth News, Stroud Times, SNJ and other media
- Regular contact with NTC volunteers such as TIC and Archives helps to reassure people that NTC can be trusted
- Staff recognise the importance of small, positive actions.
- Staff reassure callers to the office.
- NTC are involved in various initiatives to boost local confidence and celebrate the town.
- Annual Town Meeting is an opportunity for the public to meet cllrs and ask questions
- All NTC agendas, papers and minutes are available on the website.
- Councillor surgeries and walkabouts increase awareness of council roles to residents.
- Quarterly ASB meeting are held with all relevant stakeholders to discuss issues and what actions can be taken to prevent ASB.
- A new TIC working party will be set up to move forward NTC's service for visitors and residents.
- The office staff report ASB, graffiti and damage incidents to the police. Incidents are currently low.

Impact: 1

Probability: 2

Rate: Low

Ser No	Date added	Strategic Plan	Vision	Priority	Committee	Location	Task detail	Comments	Budget	Estimated Cost	Minute Reference	Documents	Owner	Projected completion date	Status
37	09-Oct-23	Y	1,7	Med	Full Council	Civic Centre	Register all NTC land	Final documents for registration are prepared and ready for submission to Land Reg Office with the appropriate fee.	General Fund	£5,000.00	2023/108		Clerk	01-Oct-24	ongoing
38	09-Oct-23	N	7		Full Council	Civic Centre	Internal audit checks by cllr	11 Mar 24. Check carried out and report passed to council. 07 Jan 25 Agenda item on the council meeting on the 14 Jan 25. Cllr Julian Dennis appointed as Internal Checker. Quarterly check dates to be set up. <b>09 April 25 Cllr Dennis volunteered to carry out the duties of the Internal Audit Checker.</b>	none	£0.00		Finance Policy	Cllr Julian Dennis	31st March 2025	ongoing
39	09-Oct-23	Y	8	Low	Full Council	Civic Centre	Local Council Award Scheme								
41	09-Oct-23	N	2, 3, 6		Full Council	Civic Centre	Support for Town Services monitoring	09 Oct 23. First meeting held. Monitoring forms being drafted and discussed. 03 Jul 24 Reports have been received, awaiting feedback before passing on. 12 Nov 24 A meeting has been held with the Youth Club to discuss the content and the way forward.	Annual Budget				STS working party		ongoing
62	12-Jun-24	Y	2	Med	Full Council	Civic Centre	Cllr Visibility	Cllrs should be more accessible to the residents of Nailsworth. Consideration should be given as to how this will be achieved. 12 Nov 24 Councillors attended the market at the end of October. There was lots of interaction with residents and market stall holders. Several points were raised and actioned. <b>09 April 25 Cllrs continue to increase their visibility around town, this includes attending monthly markets and drop in sessions</b>							



# Nailsworth Town Council

## Agenda Item 15a

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**Meeting** of Full Council

**Meeting date** Tuesday 15<sup>th</sup> April 2025

**Subject** To receive a report from the Mayor

**Author** Cllr Peter Bodkin

**Status** Information

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### Summary

The Mayor's report for April.

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### Detail

I met with John Pettit and Sarah Martin from the Chamber of Trade at their request. They indicated that following the consultation on the future of the Chamber of Trade, negotiations had opened with Love Nailsworth about a possible merger of the two organisations. These are ongoing. They also enquired as to whether NTC wished to take over responsibility for the market. Sarah Martin is stepping down from organizing the market. Some details of the potential income/expenditure were amongst other matters discussed. Further research as to the breadth of possibilities to ensure that the market continues to flourish is needed before NTC can make an informed decision. This research is in hand.

I have also met with Ian Crawley and Colin Smith from the Community Land Trust who are keen to resurrect their proposal of January 2024 and provide assistance to NTC in the feasibility study regarding a new Civic Centre. The CLT is primarily interested in providing community housing in the form of flats above any new Civic Centre space but may be able to help with expertise for the project as a whole and have access to sources of finance for the community housing. The Civic Centre Working Party needs to meet to discuss the CLT's proposal which is outlined in a paper due to be considered by the CLT Board on Monday 7th April before it comes to NTC.

The audit of NTC and community facilities in the town to determine what might be required in a new Civic Centre has risen up the agenda in NTC's strategic plan. A budget has also been assigned to this work. The Working Party needs to consider how to action this.





# Nailsworth Town Council

## Agenda Item 15b

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**Meeting** of Full Council

**Meeting date** Tuesday 15<sup>th</sup> April 2025

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

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

**Status** Information

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### Summary

The District Councillor's report for April.

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### Detail

District Council meetings during March are noted below (with link to meeting agenda and documents in the committee title).

#### [Development Control Committee - 4th March](#)

- Aston Down, Cowcombe Lane, Chalford, Gloucestershire, S.20/0716/FUL

A hybrid planning application for extension to the existing business park for a mixture of commercial and employment use.

Refused in line with the officer's recommendation, since it would be a major development within the Cotswold National Landscape and exceptional circumstances had not been demonstrated.

[Video recording](#)

#### [Environment Committee - 6th March](#)

Bulky Waste Concessionary Scheme

As part of the council's waste management offer, all residents can request a bulky waste collection, which must be booked in advance at a cost of £25 for the first three items and £5 per additional item. In 2023/24, the Council's environmental services partner Ubico, serviced 4,400 bulky collections.

The Committee agreed to a trial a new collection of bulky waste to reduce the amount of flytipping on SDC housing estates / neighbourhoods. The trial will start in one or two locations. A simple booking system, separate to the general bulky waste booking system, will be set up for these trial areas.

Officers will consider the approach of other councils, which offer concessionary collection rates for residents in receipt of Housing Benefit or Council Tax support. In Stroud District there are 9.7% of households in receipt of Council Tax Support and 4.4% in receipt of Housing Benefit.

The trial will last four months, with findings and recommendations presented in September.

Additional member / officer reports were noted on:

- Strategic Planning Advisory Board
- Stroud Town Council Regeneration Working Group
- Performance Monitoring Quarter 3
- Climate Leadership Gloucestershire
- Biodiversity Net Gain Information Sheet
- Joint Berkeley/Oldbury Site Stakeholder Group
- Stroud Valleys Canal Company
- Natural Flood Management
- Lower Severn Internal Drainage Board
- Cotswold National Landscape

[Video recording](#)



# Nailsworth Town Council

## [Community Services and Licensing Committee – 13<sup>th</sup> March](#)

### Community Wellbeing Grant 2025 Review

Committee agreed changes to the Community Wellbeing Grant process to improve delivery against Council Plan targets and alignment with the Voluntary and Community Sector (VCSE) principles of good partnership working. There are three main changes:

- Targeting the grant to Community Hubs, other VCSE partners who deliver specialist wellbeing work in the district and to Cultural Hubs to focus on tackling Health Inequalities.
- A one or two year term for new grant agreements.
- Other funding options to be signposted including Small Grants of less than £1,000, Stroud Funding (crowd funding platform) or funding related to other Council or partner workstreams.

### Leisure Service Performance Update

SDC took over management of the Stroud leisure centre at Stratford Park last year (now Active Lifestyles Stroud) which now joins the existing and recently rebranded Actively Lifestyles Dursley centre in the SDC Leisure Service. Work is underway to prepare for the Lido opening in May and to completely refresh the fitness gyms at both centres. A new Leisure Customer Experience Manager will be recruited to take the lead on developing community partners and engagement.

### Community Officer Update

There are some changes to the Community Officer role (previously known as Neighbourhood Wardens) to reflect local needs and take in a broader range of work. The six Community Officers for Stroud District will now focus on four areas:

- Prevention: Focus on area-based working, attending community events, youth engagement, building community partnerships, community safety (ASB prevention and support), community based projects and sharing information.
- Reactive: Addressing ASB through evidence gathering on fly tipping, organising team and community clean-up days and engagement with property owners, Town and Parish Councils and community groups, adapting to the community needs based on data and local intelligence, conducting joint patrols with other agencies, and safeguarding.
- One Council: Acting as council champions, disseminating messages through community involvement, and relaying concerns to relevant council officers. Collaborating closely with all council services on joint ventures such as community safety awareness campaigns, planning notices. Supporting the new Careline model, signposting residents in need of help, promoting the service through regular clinics in Community Hubs, supporting elections in various roles and being part of the emergency support team.
- Competency Model: Developing a competency model and training plan for existing and new officers, focusing on areas such as community building, ASB prevention, and safeguarding to ensure continuity and professionalism.

### Cultural Strategy Update

A new Community Cultural Panel has been set up to oversee the delivery of key recommendations in the council's new Cultural Strategy and the Action Plan programme.

A Cultural Symposium is scheduled for 11 April 2025. Its aim is to create new ways of thinking and conversations about the cultural future of the Stroud district:

<https://www.sva.org.uk/events/cultureshock>

### Police and Crime Panel

Approved the Police and Crime Commissioner's proposed precept, which is included within Council Tax. Noted that there will be staff cuts, including PCSOs, given the pressure on the service in the next year.

Other member/Officer Reports were noted as follows:

- Museum in the Park (Cowle Trust)
- Citizens Advice work in Stroud district
- Kingshill House, Dursley



## Nailsworth Town Council

- Salix Project Update on installation of air source heat pumps at the leisure centres and museum.

[Video recording](#)

### [Extraordinary Full Council - 20th March](#)

An extra council meeting was called to agree the proposed joint response and 'interim plan' from all the Gloucestershire councils to Government about Local Government Reorganisation. Members unanimously agreed the [draft letter](#), which has now been sent to the Government Minister.

The council agreed to Note the work under way in Gloucestershire to develop proposals for Local Government Reorganisation. Three options are currently being considered:

- A unitary council for the whole county, population 659k
- Two unitary councils: in the west, the districts of Gloucester, Forest of Dean, and Stroud (population 349k) and in the east, the districts of Cheltenham, Cotswolds, and Tewkesbury (population 310k).
- A city-based unitary council based around a 'Greater Gloucester' area along with one or two unitaries for the rest of the county area

The Government initially stated that new unitary councils should have a minimum population of 500k. However, more recent statements have indicated that lower population figures of 300k+ may be acceptable. The next deadline is for submission of final proposals by 28 November 2025.

The Council also agreed to assess final proposals for Local Government Reorganisation on whether they demonstrate accordance with the following principles (in addition to the criteria set out by Government):

- Support for the development of inclusive economic prosperity, which meets the needs of all, particularly the most vulnerable members of society.
- An equitable and financially viable council structure which does not exacerbate wealth or service need imbalances.
- Ability to maintain the delivery of key services at a local level to our residents and businesses with a focus on long term effectiveness rather than short term efficiency. Savings to be achieved by economies of scale not service reductions.
- Strengthening of participative democracy including adequate elected representation.
- Alignment with other public service providers and structures which support our parish and town councils and the voluntary and community sector.
- A structure which facilitates continued joint and ambitious working for our local environment, nature recovery and climate action.
- A structure which builds on local identity incorporating best practice from the current councils and ensuring valued local assets are retained for community use.
- A structure which facilitates the delivery of the SDC Council Plan priorities: environment, climate and nature; communities and wellbeing, local economy, housing and working for our communities.

Background papers on the single unitary option, and two unitary option can be found in the papers presented to other councils [here](#). SDC has made a commitment to wider community and stakeholder engagement for the next phase of the work ([press release](#)).

[Video recording](#)

### [Housing Committee - 25th March](#)

Numerous papers were presented and agreed by the Committee:

- Counter Fraud and Enforcement Unit Update Report
- Budget Monitoring Report 2024/25 Quarter 3
- Adoption of the Council's Housing and Homelessness Strategy
- Adoption of a Private Sector Housing Renewal Policy 2025-30
- Private Sector Housing Enforcement Policy – this includes a revised and updated procedure for issuing civil penalties.
- Review of Council Empty Homes Policy – minor changes approved.



## Nailsworth Town Council

### New Homes & Regeneration Programme

Four family homes for Temporary Accommodation will be delivered with Government' funding using Modern Methods of Construction, which involves some offsite construction with the most likely site Orchard Road in Ebley. There are 97 new council homes for delivery in the approved programme.

Progress with the three Swedish Timber sites is advancing with full design teams appointed. Mount Pleasant, Wotton-under-Edge is the most advanced of the three sites. Surveys and investigations are still underway at The Knoll in Uley and The Avenue in Stinchcombe. Discussions have continued with those tenants and private owners affected by these proposals, who are happy to engage.

Other Member / Officer Reports were noted as follows:

- Performance Monitoring
- Tenant Representatives
- Service Standards
- Variation of Tenancy Conditions Rights and Responsibilities
- Resident Engagement Officer Report Q1

[Video recording](#)

### Other news

The Pre-Election Period is now underway (25 March – 1 May) ahead of elections to Gloucestershire County Council on 1 May.

### Stroud Funding - next wave of community projects

The first round of Stroud District Council's community crowdfunding scheme has been a success with all seventeen groups achieving their funding goals. Applications of interest are now invited for round two.

Groups have until 7 May to prepare their projects before starting crowdfunding in mid- May. Those not ready to start in May can join the next round in June, which will commence in September.

### Join the Great British Spring Clean: make a pledge and borrow litter picking equipment

People in the Stroud district are invited to participate in the Great British Spring Clean from 21 March to 6 April. You can pledge to pick up a bag of litter, borrow litter-picking equipment from the council or join a community litter pick organised by Stroud District Council's Litter Champion, Cllr Gill Thomas. Make a pledge as an individual, group or school by visiting the page on the Keep Britain Tidy website:

[Pledge to Pick | Keep Britain Tidy](#)

You'll receive free digital resources including draft social media posts and advice on how to keep safe during your litter pick. Don't forget to tag Stroud District Council on Facebook and Instagram and we'll share your photos! Stroud District Council will supply Keep Britain Tidy litter picking bags, lend litter-picking equipment to anyone who needs it and will collect bags of rubbish gathered by volunteers during the Keep Britain Tidy campaign. To borrow litter picking equipment or arrange a collection please email [community.services@stroud.gov.uk](mailto:community.services@stroud.gov.uk) or call 01453 766321.

### Redevelopment proposals for Cheapside, Stroud

Stroud District Council's vision for new Stroud town centre homes is starting to take shape. This would create new energy-efficient homes on brownfield land with development on two sites near Stroud railway station and much-needed improvements to the railway station.

This will be a partnership project with Network Rail and others to create new homes, better access to the station, the canal and the town centre, and to improve the public spaces in and around the station, creating a better experience for people arriving in the town. [Press release](#) and project page: [www.stroud.gov.uk/environment/projects/cheapside-redevelopment/](http://www.stroud.gov.uk/environment/projects/cheapside-redevelopment/)

Historic anti-slavery arch conserved for future generations



## Nailsworth Town Council

Britain's oldest anti-slavery memorial, built in 1834 to commemorate the abolition of slavery in the British Empire, has been repaired and restored. Some £42,000-worth stone repairs and cleaning to the Grade II\* Listed monument were carried out by a specialist contractor for Stroud District Council which owns the arch. The arch, originally constructed at the entrance of anti-slavery campaigner Henry Wyatt's Farmhill Park estate (now the Paganhill estate), holds significant historical value.

### £5.2million to improve council housing energy efficiency

The least energy efficient council homes in the Stroud district are set to receive significant improvements. SDC has been awarded £5.2million to deliver warmer, healthier and energy efficient homes. This will help to tackle fuel poverty and improve tenants' health and wellbeing and help fight climate change. Stroud District Council was the lead partner in a consortium of Gloucestershire social housing providers which was awarded £15.7 million to provide warmer, more energy efficient homes, reduce carbon emissions and tackle fuel poverty.

### Tenant safety recognised with Stroud District Council award nomination

Stroud District Council has been nominated for a key industry award thanks to its work to protect the safety of its tenants. The council has been nominated for Safety & Compliance Training & Development Award at the upcoming Association of Safety and Compliance Professionals (ASCP) Awards. Over the past two years more than 40 training courses have been completed, resulting in officers becoming qualified in essential housing issues such as fire doors, asbestos, legionella, damp and mould and playground inspections.

### Paw Prints RSPCA awards

Stroud District Council's work with animals has been recognised with four prestigious RSPCA Paw Prints awards. The council's Animal Welfare service retained its platinum Stray Dog Services and silver Animal Licensing awards. The service ensures that all stray dogs are safely collected and cared for until they are reunited with their owners, maintaining high standards in animal welfare through robust enforcement and compliance in licensable activities. SDC's Housing Service upgraded last year's bronze award to gold, recognising its pet-friendly housing policies and support for responsible pet ownership among tenants. And the Community Services team celebrated a bronze award for integrating animal welfare into emergency and contingency planning.

### Museum in the Park's 10,000-year-old elk bones spark new research

The identification of 10,000-year-old elk bones in the collection of the [Museum in the Park](https://museuminthepark.org.uk/), Stroud, is opening new avenues for research into the prehistoric landscape of the Cotswolds. These bones, part of the museum's collection for nearly a century, have been confirmed to date back to around 8700 BC, thanks to a research project by prehistoric archaeologist Pete J.B. Moore, funded by the Bristol & Gloucestershire Archaeological Society. The bones, which include a jawbone and a metacarpus from a mature elk, were discovered in 1854 at Dunkirk Mills, near Nailsworth, Gloucestershire. They were found in peat deposits, which once formed marshy wetlands adjacent to the Nailsworth Stream. Entrance to the museum, and membership is free of charge: <https://museuminthepark.org.uk/>

**ENDS**



# Nailsworth Town Council

## Agenda Item 15c

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**Meeting** of Full Council

**Meeting date** Tuesday 15<sup>th</sup> April 2025

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

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

**Status** Information

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### Summary

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

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### Detail:

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

The bench at the rear of the Civic Centre on the path has been removed as it was unsafe. A replacement has been purchased by the Rotary Club and will be installed when it arrives. Work has been carried out to repair the fault in the Town Hall fire system.

#### **Green Spaces**

A new memorial bench has been installed in on the vacant space in the Mortimer Gardens. Excessive cutting back along the fence line in the KGV has been carried out ensure the grass cutting contractors have access to the fence line. Extensive kissing gate repairs have been carried out in the KGV and at Miles Marling Field. Two gates have been replaced and one repaired. One of the gates replaced at the KGV was funded through the Build Back Better Fund. Flags were erected around town prior to the Town Meeting. These will remain in place until late summer.

#### **Facilities Report**

We have a few new regular hirers at the Town hall, martial art and self protection classes and Tai Chi and some workshops. Following the Town meeting the office has started collating information on the TIC consultation gathered at the event. A display of the town meeting will shortly be displayed in the TIC. As Easter is upon us there are bunny trails, children's activities and free tennis Fridays, all the information is around town and in the office window.

**ENDS.**