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NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

You are summoned to attend the meeting of Nailsworth Town Council to be held at the Town Hall, Old Bristol Road, Nailsworth on Tuesday 19th September 2023 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
13th September 2023

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

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

CONSULTATION –

- a) S.23/1724/FUL. Former Oldstone Restaurant, Old Market, Nailsworth, Stroud. Application: Full. Installation of a flue for a wood-burning pizza oven (retrospective). Resubmission of S.23/1108/FUL
- b)

TREES IN A CONSERVATION AREA

None

PREVIOUSLY TRACKED APPLICATIONS

- c) S.23/1336/HHOLD Calder Cottage, Spring Hill, Nailsworth, Stroud. Application: Householder. Refurbishment, improvement access, new garage, landscaping and replacement of outbuilding. (Resubmission of S.22/2306/HHOLD). Application permitted. NTC: support.
- 5 To confirm minutes of the Council meeting held on Tuesday 5th September 2023
 - 6 To confirm the minutes of the Environment Committee meeting held on Tuesday 5th September 2023
 - 7 To consider Environment Committee (5th September meeting) recommendations:

It was **recommended** To agree the terms of use for FGCA volunteers prior to the lease agreement completion.

It was **recommended** that FGCA are to be contacted and requested to provide the relevant information required to submit an amendment to the Open Spaces Policy.

It was **recommended** to agree the extra survey works be carried out on tree SH261 up to a budget of £1,000.

It was **recommended** to purchase 14 motifs from contractor 1.

- 8 Matters of Urgency: *important items that have arisen since the meeting summons (agenda) and cannot wait to be addressed with a written report at a future meeting, due to inflexible deadline.*
- 9 Accounts To agree payments in accordance with the budget as listed in the attached reports



NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

- 10 To consider amendments to Financial Regulations to bring NTC in line with councils of similar size
- 11 To form a Carters Way Working Party to agree terms for establishing a self-managed allotment/community garden site
- 12 To consider an amendment to NTC's Open Spaces Policy
- 13 To consider recommendations from the Town Centre Improvements working party to commission feasibility and design work for Market Street
- 14 To agree delegated authority to change utilities contracts for NTC's buildings and land
- 15 To form a Support for Town Services working party for NTC grants, partnerships and SLAs over £5,000
- 16 Confidential item (no paper required for this item)
- 17 To approve the Service Level Agreement for youth provision

Reports for information (no decisions required):

- 18 To note that procedures regarding facility hire are part of the duties delegated to officers
- 19 Financial summary:
 - a) Income and Expenditure report
 - b) Budget comparison report
 - c) Main bank account reconciliation report
 - d) Premier bank account reconciliation report
- 20 To review NTC's Risk Assessment
- 21 Reports:
 - a) Report from Town Mayor
 - b) To receive an update on NTC office activities
 - c) To receive a report from NTC's representative on the Community Development Work steering group

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
 Held at 6.30pm in the Town Hall on Tuesday 5th September 2023
DRAFT

Present:

CLlr Mike Kelly (Chair)
 CLlr Shelley Rider
 CLlr Patsy Freeman
 CLlr Steve Robinson
 CLlr Angela Norman
 CLlr Natalie Bennett
 CLlr Peter Bodkin
 CLlr Ros Mulhall
 CLlr Jonathan Duckworth

Minutes:

Deputy Clerk

Apologies:

CLlr Colleen Rothwell
 CLlr Paul Francis

Public Present

None

Verbal Introductions and safety briefing

Those present identified themselves.

Prior to the meeting commencing a minute silence was held to remember ex-councillor and Deputy Mayor Bill Affleck

2023/069**Declarations of Interest & Applications for Dispensations**

None

2023/070**Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.23/1523/HHOLD 2 Brewery Gardens, Brewery Lane, Nailsworth, Stroud. Type: Householder. Erection of boundary fence. Resubmission of S.23/0996/HHOLD.
 b) S.23/1522/HHOLD 1 Brewery Gardens, Brewery Lane, Nailsworth, Stroud. Application: Householder. Erection of a boundary fence. Resubmission of S.23/0997/HHOLD.

NTC resolve to object to this application. The boundary fence is in a sensitive conservation area in the town completely out of scale, too large for its context and being 1.8 meters high, is too high and impedes historic and iconic views over the town centre. NTC are content with the 1.5mtr agreed in the previous application.

TREES IN A CONSERVATION AREA

- c) S.23/1588/TPO 14 Orchard Mead, Nailsworth, Stroud, Gloucestershire. Application: Tree Preservation Order. Oak (T1) - crown lift the two lower limbs; Chestnut (T2) - fell to near ground; Chestnut (T3) - re pollard back to previous points.

No Observation

d) S.23/1692/TCA Flat A, 28 Fountain Street, Nailsworth, Stroud. Application: Trees in a Conservation Area. T1.Maple - 30 % crown reduction and removal of epicormic growth.

No Observation

PREVIOUSLY TRACKED APPLICATIONS

e) S.23/0996/HHOLD. 2 Brewery Gardens, Brewery Lane, Nailsworth, Stroud. Application: Householder. Erection of boundary fence (retrospective) Application permitted. NTC: The Council objects to this application. The boundary fence is in a sensitive conservation area in the town, is completely out of scale and too large for its context and, being about 2.4m high, is far too high and impedes historic and iconic views over the town centre from a public footpath. An application for a new fence should have been made before its installation. The council resolved to object to this planning application.

f) S.23/0996/HHOLD. 1 Brewery Gardens, Brewery Lane, Nailsworth, Stroud. Application: Householder. Erection of boundary fence (retrospective). Application permitted NTC: The application was discussed, and it was stated that the boundary fence is in a conservation area. A resident has objected to the fence which is above 7-8 feet high approx. and impedes the view. The residents have objected to the application, the fence is too high and is out of character and out of scale. It is felt that this is a significant loss on an important footpath. The fence has been up for over a year, planning permission was not initially applied for, and planning permission has been sought retrospectively. Loss of outlook to an important town scape. Prior to the fence there was a scaffolding pole fence at approx. 3-4 feet high. The council resolved to object to this planning application.

g) S.23/1132/HHOLD. School House, Hayes Road, Forest Green, Nailsworth. Application: Householder. Erection of rear single-storey extension. Application permitted. NTC: No observations

h) S.23/1152/TEL Communication station and premises, Ringfield Farm, Tetbury Lane, Nailsworth. Prior approval works to existing lattice mast and cabinets along with ancillary development. Application approved.

i) S.23/1108/FUL Oldstone Restaurant, Old Market, Nailsworth, Stroud. Application Full. Installation of a flue for a woodburning oven. (retrospective) Application: refused. NTC: support this application.

Owner in discussion with SDC Planning to resolve the issue.

j) S.23/1137/HHOLD. Oldways, Fewster Road, Nailsworth, Stroud. Application: Householder Construction of single storey detached outbuilding. Application approved. NTC: Condition to be imposed it must be ancillary to the main building and not used as accommodation. No Observations with condition

NTC condition not imposed

k) S.23/1211/FUL. Land At Ringfield Farm, Bath Road, Nailsworth, Gloucestershire. Application: Full. Erection of single storey dwelling with associated works. (Resubmission of S.22/1322/FUL). Application refused. NTC: support

l) S.23/1337/LBC Calder Cottage, Spring Hill, Nailsworth, Stroud. Application: listed building. Refurbishment and alterations (Resubmission of S.22/2307/LBC) Application permitted NTC: support

m) S.23/1336/HHOLD Calder Cottage, Spring Hill, Nailsworth, Stroud. Application: Householder. Refurbishment, improvement access, new garage, landscaping and replacement of outbuilding. (Resubmission of S.22/2306/HHOLD). Application permitted. NTC: resolved to support.

n) S.23/1297/HHOLD. Willow Cottage, Tetbury Lane, Nailsworth, Stroud. Application: Householder. Erection of detached two storey three bay garage and detached single storey two bay car port. Application permitted. NTC: no observations.

All Noted

2323/071

To confirm minutes of the Full Council meeting held on Tuesday 1st August 2023

All agreed

2023/072

To confirm minutes of the Recreation & Amenities Committee meeting held on Tuesday 1st August 2023

All agreed

2023/073

Matters of Urgency: *important items that have arisen since the meeting summons (agenda)*

TIC meeting on 13th September town hall at 1300, councillors requested to go along and support the meeting

HOD councillors requested to support throughout the day at the Mortimer Room in the afternoon

Beechwood Play area, residents close by have complained reference anti-social behaviour. Redrow have been contacted with regards to the play area and the state of repair prior to NTC taking ownership. Councillors have been informed that if they are contacted, they are to inform residents that the play area is not the responsibility of NTC.

Recommended to carry out a survey of NTC buildings for RAAC. The Civic Centre have contacted the library. KGV may require a survey to investigate RAAC.

The replacement bench at Chestnut Road has been raised by elderly residents of Hanover Gardens. The bench and land is privately owned. A new stone bench is to be designed by David Austin and incorporated into the stone wall close the bottom of Chestnut Hill at its junction with Orchard Mead. The landowner who lives in the adjacent property will meet costs and councillors were very grateful for the generous offer.

2023/074

Accounts

To agree to ratify payments for August in accordance with the budget as listed in the attached report

Approved

2023/68

To ratify the decision taken on health and safety grounds to carry out urgent electrical repairs in the Town Hall at a cost of £7,250.

Approved

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

.....
Date



NAILSWORTH TOWN COUNCIL
Minutes of the Environment Committee
Held at 7pm in the Town Hall on Tuesday 5th September 2023
DRAFT

Present:

Clr Angela Norman (Chair)
Clr Natalie Bennett
Clr Patsy Freeman
Clr Shelley Rider
Clr Mike Kelly

Minutes:

Deputy Clerk

Apologies:

Clr Colleen Rothwell

Declarations of Interest & Applications for Dispensations

There were none.

To consider the replacement of Christmas streetlights.

Option 2 recommended, a 3-year Hire agreement at a cost of up to £4,000 per year.

GCC lighting may need to be contacted reference serviceability of the streetlights.

The committee **recommended** to accept Option 1 purchase of new lights for a cost of £7,519.26 +VAT.

To inform the committee of the winter tree works identified by the annual tree survey and to approve additional survey works on one tree identified in the survey.

It was recommended to agree the works be carried out on SH261 up to a budget of £1,000.

Agreed

To inform the committee and agree terms of use for Forest Green Community Allotments (FGCA) by volunteers prior to the lease agreement being approved.

A discussion was held reference the conditions of the temporary agreement.

It was agreed there would need to be an NTC Working Party set up to consider and raise a lease agreement for legal approval and submission.

The committee **recommended** to agree the temporary agreement with FGCA.

Agreed

To request Forest Green Community Allotments (FGCA) Committee submit amendment to the Open Spaces Policy for the use of alternative weed killer.

It was agreed to inform FGCA that they are required to research an appropriate and alternative weed killer and submit an amendment to policy.



Option 1 was agreed that FGCA are to be contacted and requested to provide the relevant information required to submit an amendment to the Open Spaces Policy.

To review Environment Committee action plan

The Deputy Clerk took the committee through an alternative Action Plan for all of NTC committees. This spreadsheet will allow for greater visibility of ongoing projects in line with the NTC Strategic Plan.

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

.....
Date

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16471		£648.00		30/08/23	Aquasafe Environmental - chlorination of tanks at TH and CR	230806
	1	£108.00	2040/1		chlorination of tank	
	2	£540.00	3060		chlorination of tant	
		£648.00			Aquasafe Environmental - Total	
16472		£990.00	2040/1	31/08/23	Ashwell Building Contractors - plastering at TH	933
16473		£96.00	2040/1	31/08/23	Ashwell Building Contractors - stair hand rail repair	934
16474		£4,500.00	2040/1	31/08/23	Ashwell Building Contractors - redecoration of main hall	935
16475		£1,040.00	2040/1	31/08/23	Ashwell Building Contractors - removal of damaged panels in main hall	936
		£6,626.00			Ashwell Building Contractors - Total	
16454		£290.00	4140	18/08/23	Avendale Garden Maintenance Service - grass cutting Aug	230818
		£290.00			Avendale Garden Maintenance Service - Total	
16476		£728.20	2000	31/08/23	A-Z Cleaning - Office clean - Aug	9105
		£728.20			A-Z Cleaning - Total	
16470	DD230911 BRIT	£47.02	3070	29/08/23	British Gas - KGV electricity	873622130
16484	DD230915 BGAS	£26.06	2100	01/09/23	British Gas - Mortimer room Gas	817646768
		£73.08			British Gas - Total	
16489		£95.41	1120	31/08/23	Brutons Hardware Ltd - various	755941
		£95.41			Brutons Hardware Ltd - Total	
16455		£11.89	1140/5	20/08/23	Cliff Christie - phone cover for work phone	EXP230820
		£11.89			Cliff Christie - Total	
16477		£474.00	2080	05/09/23	Cotswold Connections - compliance work following EICH inspection	1530
16478		£792.00	3060	05/09/23	Cotswold Connections - compliance work following EICH inspection	1531
16494		£8,700.00	2040/1	08/09/23	Cotswold Connections - compliance work following EICH inspection	1535
		£9,966.00			Cotswold Connections - Total	
16485	DD230905 EE	£95.56	1140/1	02/09/23	E E - Groundsman and Deputy phone	VO2142715197

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£95.56	E E - Total			
16457		£292.34	1165/6	15/08/23	Gloucestershire County Council - cleaning CC&MR	1800712100
		£292.34	Gloucestershire County Council - Total			
16458		£3,129.60	6550/2	17/08/23	Greenfields Garden Services - Carters Way fencing	INV-2340
		£3,129.60	Greenfields Garden Services - Total			
16492	DD230920 GRUN	£10.70	1260	31/08/23	Grundon Waste Management - waste collection TH	PSI-0906004
16493	DD230920 GRUN	£11.30	1260	31/08/23	Grundon Waste Management - waste collection CC	PSI-0906005
		£22.00	Grundon Waste Management - Total			
16490		£325.00	6450	31/08/23	James & Owen - HOD leaflet printing	19546
		£325.00	James & Owen - Total			
16480		£21.99	1120	04/09/23	Katherine Kearns - zoom and postage	EXP
		£21.99	Katherine Kearns - Total			
16223		£750.00	1060	19/04/23	Market Street Markets - Nailsworth Noel	04
		£750.00	Market Street Markets - Total			
16392	DD230721 OCTO	£52.67	3035	10/07/23	Octopus - Mortimer garden electricity	KI24066B24-0025
16481	DD230910 OCTOPUS	£19.02	2110	04/09/23	Octopus - Clock tower elec	<I-01B53B5D-0032
16486	DD230912 OCTOPUS	£30.83	2060	06/09/23	Octopus - Mortimer room	KI-A3005C22-0032
16487	DD230915 OCT	£184.30	1165/1	07/09/23	Octopus - Civic centre electricity	I-E1CD2B0A-0039
16491	DD230921 OCTO	£52.28	3035	07/09/23	Octopus - Mortimer garden electricity	KI24066B24-0027
16482	DD230921 OCTOPUS	£27.72	3070	04/09/23	Octopus - Changing rooms Elec	KI-94567F80-0031
		£366.82	Octopus - Total			
16488		£263.00	3010/4	13/07/23	Online Playgrounds - spring for playground chicken	SIN053399
		£263.00	Online Playgrounds - Total			
16469		£110.25	6550/2	29/08/23	Patsy Freeman - Weed matting for Community garden	EXP

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£110.25	Patsy Freeman - Total			
16497		£22.93	2080	05/09/23	Phs Group - Hygiene services	70059312
16498		£175.27	2040/1	05/09/23	Phs Group - Hygiene services	70059312
		£198.20	Phs Group - Total			
16418		£99.54	1010	12/07/23	SGC Payroll - Payroll charges for Apr - June 2023	3805320060
16479		£516.00	3010/1	30/08/23	T W Hawkins & Sons SGMS - Football pitch preparation for new season	012785
		£516.00	T W Hawkins & Sons SGMS - Total			
16483		£23,035.00	3140	03/09/23	The Junction - Nailsworth Youth Club - Youth Work	230903
		£23,035.00	The Junction - Nailsworth Youth Club - Total			
16459		£1,638.00	4070	17/08/23	Tree Maintenance Ltd - tree survey	41570
		£1,638.00	Tree Maintenance Ltd - Total			
16460	DD230901 WATER	£48.49	2050	18/08/23	Water Plus - TH water	INV03078229
16461	DD230901 WATER	£40.28	3080	18/08/23	Water Plus - Changing rooms	INV-03081019
16496	DD230922 WATER	£23.25	2090	08/09/23	Water Plus - Mortimer Room	INV-03279812
		£112.02	Water Plus - Total			
		£15,457.69	Confidential transactions			
Total		£64,871.59				

Signature _____

Signature _____

Date _____



Nailsworth Town Council

Agenda Item 10

Meeting of Full Council

Meeting date Tuesday 19th September 2023

Subject To consider amendments to Financial Regulations to bring NTC in line with councils of similar size

Author Clerk/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

Amendments to Financial Regulations to modernise the budgetary control. For budgetary control to be within budgeted funds, and for emergencies (within the contingency budget). This is to bring NTC in line with councils of similar size and in recognition of higher costs, additional responsibilities on town and parish councils since the Localism Act 2011 and the Council's General Power of Competence (GPC).

Detail

NTC's Financial Regulations follow the NALC model which provides a template for use by parishes of all sizes, whether they are 100 people or over 30,000 people. The Regulations allow for the limits on budgetary control to be decided by each parish in recognition of the great differences in responsibilities, size and services provided. NTC last changed the budgetary control limits in 2016.

The authority limits are laid out in the following section of NTC's Financial Regulations:

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;*
- a duly delegated committee of the council for items between £500 and £5000 previously agreed by council and itemised in a budget line. NB. NTC does not delegate spending authority to any committee*
- the RFO for any items below £500.*

The emergency spend limit for NTC is currently £3,000.

Comparison with similar parishes

A comparison has been made between NTC's Financial Regulations and other councils of similar size, responsibilities and services; Dursley TC, Stroud TC and Tetbury TC.

1. Dursley Town Council

Precept: £532,500

Authority limits:

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.



Nailsworth Town Council

The emergency spend limit is £1,500.

2. Stroud

Precept: £793,629

Authority limits:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the Clerk for any items below £25,000.*

The emergency spend limit is £5,000.

3. Tetbury Town Council

Precept: £413,565

Authority limits:

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement')

The emergency spend limit is £2,500.

Proposed amendment to Financial Regulations

The Localism Act 2011 has dramatically increased town and parish council's responsibilities for services, structures and facilities. This is a trend that is likely to continue as higher tier councils need to make more cuts to services. Higher costs across materials, services and contract makes a budget limit of £500 more unrealistic to administer for a council of Nailsworth's size. Updating NTC's Financial Regulations will help futureproof the council.

To bring NTC in line with usual practice, recognising rising costs and the need to keep property maintained and services running smoothly, the following two amendments are recommended:

1. To amend 4.1 to read:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

2. To amend 4.5 to read:

In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

Options

1. To amend Financial Regulations 4.1 to read:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.



Nailsworth Town Council

2. To amend 4.5 to read:
In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

3. To do nothing.

Recommendation

1. To amend Financial Regulations 4.1 to read:
Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

2. To amend 4.5 to read:
In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

Costs

None

Funding Source

n/a

ENDS.



Nailsworth Town Council

Agenda Item 11

Meeting of Full Council

Meeting date Tuesday 19th September 2023

Subject To form a Carters Way Working Party to agree terms for establishing a self-managed allotment/community garden site

Author Clerk

Status Action

Summary

To set up a lease with the gardening group, a Working Party needs to have oversight of the terms of the lease and the group's governing documents. This is to ensure that the council is satisfied that the group will operate within NTC's policies and procedures, and to ensure the success of the group from the start of the project.

Detail

Most of the agreed landscaping works to create the allotment site/community garden at Carters Way is complete, and a community group has been set up with executive members. The group have been working on their constitution and tenancy agreement.

The intention is for the land to stay in NTC's ownership and to lease it to an independent group, for use as allotments/community gardens. The group will then maintain the site, advertise and let plots for the benefit of the community (devolved management).

The terms of the lease will include the roles and responsibilities of both NTC and the community group, what will happen in the case of the group folding and will outline any specific requirements in accordance with NTC's policies and procedures.

The following policies and procedures apply; Environment Policy, Open Spaces Policy, Health and Safety Policy, Equality and Diversity Policy, Standing Orders.

Here are suggested Terms of Reference for the Carters Way working party;

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

The first action of a working party is to appoint a Chair to the group, and membership of the group is by Council resolution. It is recommended that the working party arrange a meeting with the community group's executive committee to establish Heads of Terms for the lease.

Council is asked to consider setting up Carters Way working party and to appoint cllrs to its membership.

Climate Emergency Impact

What are the Climate Emergency benefits or impacts?

Health & Wellbeing: Encouraging social inclusion, gentle activity through food growing outside. Increasing pride in place by transforming an unused piece of land.

Resilience: Building community resilience through growing.



Nailsworth Town Council

Options

1. To agree that green space land at Carters Way be run as a self-managed allotment/community garden for the general benefit of Nailsworth residents
 2. To agree the Terms of Reference for Carters Way working party
 3. To appoint at least three cllrs to the working party
-

Recommendation

1. To agree that green space land at Carters Way be run as a self-managed allotment/community garden for the general benefit of Nailsworth residents
 2. To agree the Terms of Reference for Carters Way working party
 3. To appoint at least three cllrs to the working party
-

Costs

There will be legal costs of around £800 for the lease.

Funding Source

Earmarked Reserve: 6550/2 Carters Way garden

ENDS.



Nailsworth Town Council

Agenda Item 12

Meeting of Full Council

Meeting date Tuesday 19th September 2023

Subject To consider an amendment to NTC's Open Spaces Policy

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

Forest Green Community Allotments (FGCA) group have requested a change to NTC policy to allow the use of Hydrogen Peroxide 12% weed killer on the allotment site. FGCA are a community group formed to take on the management of the land at Carters Way as allotments/community gardens.

Detail

Due to the current Open Spaces Policy specifying the use of one weed killer (Glyphosate), FGCA have requested an amendment to the policy to allow them to use a weed killer (Hydrogen Peroxide) that has a lesser impact on the soil.

The additions are highlighted in red below.

4. Grounds maintenance

Where open spaces are managed on NTC's behalf by contractors, this is done according to an agreed specification. Grounds maintenance specifications ensure appropriate management of each open space. The following public open spaces are maintained in this way by contractors;

- Town Gardens (Mortimer Garden, Market Street Garden, Leves Corner, Clock tower Garden and Mortimer Room flowerbed) – contractor and NTC Groundsman
- All Saints closed churchyard, Shortwood
- Miles Marling Field (grass cutting only)
- King George V Playing Field and Extension Field (grass cutting only)
- Shortwood Green (grass cutting only)
- Shortwood and Rockness manorial waste (grass cutting only)
- Star Hill/Jubilee Road greens (grass cutting only)

The control of harmful weeds and invasive species on NTC open spaces is carried out in accordance with legal duties, Wildlife and Countryside Act 1981 and the Conservation of Habitats and Species Regulation 2010. Use of pesticides and herbicides is according to COSHH requirements and by qualified staff or contractors. NTC does not use pesticides and limits the use of herbicides. The Council will always seek to use non-chemical means of control where feasible. Where no other method is possible, glyphosate is used to control weeds.

- **Carters Way allotment site is leased to Forest Green Community Allotments (FGCA). FGCA (The Group) manage the day-to-day care and maintenance of the site and have authority**



Nailsworth Town Council

from NTC to use a Hydrogen Peroxide based weed killer with the maximum strength of 12%.

- The Group must ensure all Health and Safety requirements are adhered to with regards to storage and use of this product.

1. Legal agreements, leases and licences, Common land

Site name	Legal agreement	Agreement with
King George V playing field	Deed of Dedication	Fields in Trust
King George V Extension Field	NTC lease this land from	Mr Alan Smith
Miles Marling Field (north section)	NTC lease this land from	Stroud District Council
Caters Way Allotments	NTC lease this land to	Forest Green Community Allotments
Shortwood manorial waste		
Land at Box Cottage	Not currently licenced for use	
Land at Cherry Tree Cottage	Licence for resident to use land	Cherry Tree Cottage
Land at Yew Tree Cottage	Licence for resident to use land	Yew Tree Cottage
Land at The Old Cottage	Licence for access across land	The Old Cottage
Common land		n/a
The Green, Nympsfield Road	Commons Act 2006	n/a
Shortwood Green	Commons Act 2006	n/a
Star Hill/Jubilee Road greens	Commons Act 2006	n/a

The Deputy Clerk has reviewed the product safety date sheet and will ensure all health and safety requirements are adhered to with regards to storage and use of this product.

The council are requested to review and consider the amendment to the Open Spaces Policy.

Options

- To agree the suggested amendment to the Open Spaces Policy.
- To do nothing.

Recommendation

- To agree the amendment to the Open Spaces Policy

Costs

None

Funding Source

n/a

ENDS.



Nailsworth Town Council

Agenda Item 13

Meeting of Full Council

Meeting date Tuesday 19th September 2023

Subject To consider recommendations from the Town Centre Improvements working party to commission feasibility and design work for Market Street

Author Cllr Mike Kelly/Clerk

Status Action

Summary

A design brief to improve accessibility and the visual appeal of Market Street has previously been agreed, as the first stage of wider plans to regenerate the town centre. A feasibility and design study has been costed and agreement is needed to go ahead with this work.

This concludes some of the working party's work and new terms of reference are suggested.

Detail

Background

The Town Centre Regeneration Working Party (formerly the Market Street Working Party) was set up in 2014 to look at how the town centre infrastructure might be improved in order to start a revitalisation of the town centre.

It was agreed that the town should be improved in a phased approach, largely because of the potential costs and disruption which may result during improvement works. It was also agreed that Market Street and its adjacent areas should be where the first phase of works is carried out, due to various reasons: it's an historic and potentially a very attractive area; it's only used lightly by traffic and the pavements, where they exist, are either very narrow or in a poor state of repair. The road surface is also in a very poor state of repair and the top and bottom parts of the street are prone to flooding by rainwater pouring down Fountain Street, Tetbury Lane and Butcher Hills Lane.

The Town Council initiated and financially supported the concept and planning of monthly markets along Market Street during the easing of restrictions brought about by the covid pandemic, in order to support local traders, attract increasing numbers of people to visit the town centre and to demonstrate that the town was open for business again. The markets are still running, which is a mark of their success, and anecdotal evidence shows that people visiting the area very much enjoy a safe and quiet environment free from traffic.

Feasibility and design stage

Members of the working party wrote and agreed a design brief, and then carried out a detailed walkabout earlier this Spring with staff from GCC technical and flood prevention teams and with Atkins, the preferred design consultants, to look at all of the issues and to discuss possible options and solutions. Following this, GCC produced detailed costings for a feasibility study and design works for improvements.

The total cost of design work is just under £40,000.

After negotiations, GCC have confirmed they are willing to fund approximately £19,500 of the total design costs as these elements are to improve drainage and flood prevention. Highway design works of approximately £20,500 (including preparation of task order response costs and project management) to be funded from NTC's Town Centre Regeneration Reserve.



Nailsworth Town Council

Procurement

This project is a partnership with GCC, who will be leading on delivering the feasibility and design work. GCC will use their preferred contractor and the work concerns GCC land. For these reasons the work doesn't have to be tendered by NTC.

Council is asked to agree to progress the first phase of town centre infrastructure improvement plans by agreeing to accept the quote from GCC for design and feasibility work for improving Market Street.

Council is further asked to agree a budget of up to £25,000 from the Town Centre Regeneration Reserve to include the cost of design contingencies and an outside person to be engaged to carry out public consultation.

Terms of Reference

As this project reaches the next stage, some changes are recommended to the working party's terms of reference. The terms of reference were last updated in May 2019 to reflect the Council's intention to tackle regeneration across the whole town centre and in a phased approach. It was decided to use Market Street as a starting point and to then look at other parts of the centre.

1. The working party recommends to keep the following terms of reference the same:
 - *To encompass the commercial heart of the town (i.e. Bridge Street, George Street, Fountain Street, Market Street, Cossack Square, Old Market, lower Spring Hill and adjacent areas)*
 - *To work initially on design considerations for improvements to Market Street as the first phase of development;*
2. The working party recommends removing the following out of date terms of reference:
 - *To establish if the council is able to choose and use its preferred contractor for conducting a feasibility study rather than W S Atkins, the GCC Highways design contractor (from 1st April 2019);*
 - *To write a design specification so that a feasibility study can be conducted and for this to be agreed by Council*
3. The working party recommends adding the following new terms of reference to allow progress to the next stage of the project;
 - *To engage an outside person to carry out the consultation and to set aside funds for this within the project budget*
 - *To establish costs for a phased implementation of the work*

Membership

The current membership of the working party is as follows:

Cllr Mike Kelly (Chair)
Cllr Steve Robinson
Cllr Jonathan Duckworth
Cllr Natalie Bennett

Council is asked to review the membership and agree that Cllr Peter Bodkin joins the working party.



Nailsworth Town Council

Climate Emergency Impact

What are the Climate Emergency benefits or impacts?

Resilience: Building community resilience through attractive, accessible streetscapes. Encouraging local employment through promoting local traders. Addressing current and future flood resilience.

Options

1. To agree a budget of up to £25,000 for a feasibility study and design work for the Market Street improvement phase
 2. To agree the working party's new terms of reference as follows:
 - *To encompass the commercial heart of the town (i.e. Bridge Street, George Street, Fountain Street, Market Street, Cossack Square, Old Market, lower Spring Hill and adjacent areas)*
 - *To work initially on design considerations for improvements to Market Street as the first phase of development;*
 - *To engage an outside person to carry out the consultation and to set aside funds for this within the project budget*
 - *To establish costs for a phased implementation of the work*
 3. To agree that Cllr Peter Bodkin joins the working party
 4. To do nothing; to halt the project and reallocate funds
-

Recommendation

1. To agree a budget of up to £25,000 for a feasibility study and design work for the Market Street improvement phase
 2. To agree the working party's new terms of reference as follows:
 - *To encompass the commercial heart of the town (i.e. Bridge Street, George Street, Fountain Street, Market Street, Cossack Square, Old Market, lower Spring Hill and adjacent areas)*
 - *To work initially on design considerations for improvements to Market Street as the first phase of development;*
 - *To engage an outside person to carry out the consultation and to set aside funds for this within the project budget*
 - *To establish costs for a phased implementation of the work*
 3. To agree that Cllr Peter Bodkin joins the working party
-

Costs

£20,500 approximate cost of design and feasibility study
£5,000 contingency and public engagement

Funding Source

6140 Town Centre Improvements Reserve (currently £68,000)

ENDS.



Nailsworth Town Council

Agenda Item 14

Meeting of Full Council

Meeting date Tuesday 19th September 2023

Subject To agree delegated authority to change utilities contracts for NTC's buildings and land

Author Clerk

Status Action

Summary

Many of NTC's energy contracts are coming to an end

Detail

Currently NTC has seven premises with metered gas and electric including;

Mortimer Garden

The Clocktower

Market Street Garden

KGV playing field

Town Hall

Civic Centre

Mortimer Room

The Town Hall is the only premises using gas.

Many of NTC's energy supply contracts are coming to an end. With energy prices changing daily, new deals need to be acted upon very quickly. By the time Council meets to agree the tariffs, the figures are no longer accurate and the market is extremely changeable.

It's preferable to have one supplier for all seven premises. For some energy supplies across NTC meters there are some gains to moving, while for others NTC gains better value staying with its current supplier. NTC will use a broker to ensure a smooth transition to new tariffs and to search for the best rates across all the different premises.

In accordance with the Council's Climate Emergency Action Plan and Environment Policy NTC will favour green energy suppliers.

Council is asked to delegate the authority to the office to act when prices are more advantageous, and to change or fix new contracts as needed.

Climate Emergency Impact

What are the Climate Emergency benefits or impacts?

Resilience: Building community resilience through growing.

Options

1. To agree delegated authority to NTC staff to change utilities contracts as needed, for best value and in accordance with NTC's Policies



Nailsworth Town Council

2. To do nothing and allow utilities costs to be variable according to the current volatile market
-

Recommendation

1. To agree delegated authority to NTC staff to change utilities contracts as needed, for best value and in accordance with NTC's Policies
-

Costs

Not known – see above details

Funding Source

Annual Budget

ENDS.



Nailsworth Town Council

Agenda Item 15

Meeting of Full Council

Meeting date Tuesday 19th September 2023

Subject To form a Support for Town Services working party for NTC grants, partnerships and SLAs over £5,000

Author Clerk

Status Action

Summary

NTC currently doesn't have a process to monitor the effectiveness of its financial support to town services e.g. Homestart, youth service, community development.

Detail

NTC gives out small grants to community groups every year, up to a budget of £4,000. NTC also contributes amounts of over £5,000 to various organisations to deliver support to town services. There is no monitoring by NTC of the benefit, suitability and direction these organisations contribute to the community.

Under the Transparency Code 2015 and Financial Regulations, NTC has a duty to demonstrate that agreements, contracts, grants and funded services (whether in whole or part) are lawful, for the benefit of Nailsworth residents, properly carried out and in accordance with policy and procedures.

The current services are supported by NTC:

- Extra hours for library opening
- Family support at the Arkell Centre
- Playrangers (school holiday activities)
- Arkell Community Centre
- Youth services
- Community Development Worker

It is proposed that a Support for Town Services working party is set up to monitor services and that the Terms of Reference are:

Support for Town Services working party:

- *To establish a timetable of service monitoring with quarterly deadlines*
- *To devise monitoring reports to be completed by beneficiaries/service deliverers, according to the type of service which is supported*
- *To assess quarterly monitoring reports submitted by beneficiaries/service deliverers*
- *To provide quarterly reports to Council on their findings*

The first action of a working party is to appoint a Chair to the group, and membership of the group is by Council resolution.

Council is asked to consider setting up a Support for Town Services working party and to appoint cllrs to its membership.

Options

1. To agree the Terms of Reference for a Support for Town Services working party
2. To appoint at least three cllrs to the working party



Nailsworth Town Council

3. To not have a working party and to note the risks to Council under the Transparency Code 2015 and Financial Regulations
-

Recommendation

1. To agree the Terms of Reference for a Support for Town Services working party
 2. To appoint at least three cllrs to the working party
-

Costs

The 2023-2024 budget for Support to Town Services is £77,704

Funding Source

Annual Budget

ENDS.



Nailsworth Town Council

Agenda Item 17a

Meeting of Full Council

Meeting date Tuesday 19th September 2023

Subject To consider a Service Level Agreement for youth provision

Author Clerk

Status Action

Summary

A Service level Agreement has been drafted for youth provision in Nailsworth. Council is asked to review the draft and agree the document for signing by both parties.

Detail

This item is classed as confidential as it contains the terms of a contract between NTC and another organisation.

In 2011 the Council began funding youth services for Nailsworth when GCC funding was cut to this service. Since that time no formal arrangement, such as a Service Level Agreement, has been in place. By law, NTC is not permitted to employ youth workers and this is also not covered by the General Power of Competence. The SLA makes a distinction between providing funds for salaries (which is not lawful) and providing funds for a service (which is lawful).

Currently the youth service receives the majority of its funding from NTC, and the service represents 12.7% of NTC's precept.

Without a Service Level Agreement in place both parties are open to risks;

- that the level and type of service provided can be cut without notice by either party
- that NTC funding can be cut without notice

After meetings between the youth service and NTC cllrs, a Service Level Agreement has been drafted for Council's approval. It is proposed that a Grant Monitoring working party is set up to monitor progress of all NTC grants over £5,000 to a set timetable throughout the year.

It is proposed that the SLA is for three years.

Climate Emergency Impact

What are the Climate Emergency benefits or impacts?

Health & Wellbeing: Encouraging inclusion, community development, health and wellbeing through youth services.

Resilience: Building community resilience through empowering young people.

Options

1. To agree the Service Level Agreement for youth provision
 2. To date the SLA from 1st October and for the SLA to run from 1st April 2023 and end on 31st March 2026 (three years)
 3. To not put on place a Service Level Agreement and note the risks to both sides
-



Nailsworth Town Council

Recommendation

1. To agree the Service Level Agreement for youth provision
 2. To date the SLA from 1st October and for the SLA to run from 1st April 2023 and end on 31st March 2026 (three years)
-

Costs

£46,070 p.a.

Funding Source

Budget heading 3140 Youth provision

ENDS.



Nailsworth Town Council

Agenda Item 18

Meeting of Full Council

Meeting date Tuesday 19th September 2023

Subject To note that procedures regarding facility hire are part of the duties delegated to officers

Author Deputy Clerk/Clerk

Status Information

Summary

Council delegates the management of buildings, including facilities hire, to officers as part of their roles and responsibilities. Any direct approaches to individual cllrs or a group of cllrs can be referred to NTC officers to respond.

Detail

Occasionally cllrs are contacted direct by groups or individuals who wish to have concessionary, free or different arrangements for the hire of NTC buildings or open spaces.

Following a comprehensive Facilities Review in 2022, Council agreed hire charges (Minute 2022/104). These were implemented by officers between November 2022 and July 2023, in a phased approach, in the best interest of hirers.

To clarify NTC's position, it's the duty of the Proper Officer to;

Manage NTC's buildings and other properties, including property not owned by the council but for which it has a statutory responsibility.

NTC's Standing Orders 25.a (ii) state:

Unless duly authorised no councillor shall issue orders, instructions or directions.

This includes the operation of facilities (hire of premises), which is within the roles and responsibilities of the Customer Services Coordinators. This is to ensure the smooth running of buildings and facilities on behalf of the Council.

Procedures, hire agreements, facility hire rates and conditions of hire are in place to ensure impartiality and to protect both hirers and NTC. Occasional flexibility within these procedures is at the discretion of officers. Any direct approaches to individual cllrs or a group of cllrs can be referred to NTC officers to respond, according to their roles and responsibilities.

Cllrs are welcome to review the procedures on request. If either cllrs or officers consider there are discrepancies in the procedures, these can be brought to Council for a decision after discussion with officers to explore any unforeseen consequences of the proposed change.

ENDS.

Income and Expenditure Account

31/03/23 £		11/09/23 £
	INCOME	
25,312.23	Grants	31,689.71
14,000.00	Arkeil Centre Trust	14,000.00
36,841.07	Lettings - all	17,585.56
320,927.00	Precept	180,817.50
855.10	Interest on Investments	1,258.40
2,414.77	Other income	1,518.60
314.22	Rights of way/Wayleaves	100.00
400,664.39	TOTAL INCOME	246,969.77
	EXPENDITURE	
31,289.45	General Administration	16,058.52
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	5,152.87
173,352.41	Staff costs	75,989.42
7,513.93	Insurance	7,303.00
19,208.89	Repairs & maintenance - buildings	24,632.27
20,232.66	Utilities & Rates	6,417.03
47,561.96	Maintenance of Open Spaces	21,408.88
55,474.52	Special projects and miscellaneous	25,007.38
611.66	Hazelwood Bungalow	0.00
1,713.60	Town Information Centre	856.80
49,370.00	Support for town services	46,070.00
14,000.00	Arkeil Community Centre	15,266.71
5,533.84	Expenditure	10,080.00
441,668.66	TOTAL EXPENDITURE	259,742.88
127,374.76	Balance as at 01/04/23	109,531.14
400,664.39	Add Total Income	246,969.77
528,039.15		356,500.91
441,668.66	Deduct Total Expenditure	259,742.88
0.00	Stock Adjustment	0.00
23,160.65	Transfer to/ from reserves	10,386.28
109,531.14	Balance as at 11/09/23	107,144.31

Financial Budget Comparison

Comparison between 01/04/23 and 11/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance
INCOME					
Council					
100	Precept - Council	£361,635.00	£0.00	£180,817.50	£-180,817.50
105	Refunds,donations grants - Council	£0.00	£30,000.00	£31,689.71	£1,689.71
110	ACC-Admin recharge	£14,000.00	£0.00	£14,000.00	£0.00
120	Agency services	£100.00	£0.00	£0.00	£-100.00
130	CIL income	£0.00	£1,518.60	£1,518.60	£0.00
Total Council		£375,735.00	£31,518.60	£228,025.81	£-179,227.79
Property Management					
200	Town Hall precept	£0.00	£0.00	£0.00	£0.00
205	Town Hall bookings	£8,000.00	£0.00	£6,900.00	£-1,100.00
210	Town Hall rent of offices	£15,900.00	£0.00	£6,895.78	£-9,004.22
215	Mortimer Room precept	£0.00	£0.00	£0.00	£0.00
220	Mortimer Room lettings	£4,500.00	£0.00	£1,104.00	£-3,396.00
225	Council bookings (all land and facilities)	£500.00	£0.00	£350.00	£-150.00
230	Hazelwood Bungalow precept	£0.00	£0.00	£0.00	£0.00
235	Memorial Clock - precept	£0.00	£0.00	£0.00	£0.00
240	War memorial - precept	£0.00	£0.00	£0.00	£0.00
245	Leases/Licences//Wayleaves	£1,000.00	£0.00	£100.00	£-900.00
Total Property Management		£29,900.00	£0.00	£15,349.78	£-14,550.22
Recreation & Amenities Committee					
300	Precept - recreation & amenities	£0.00	£0.00	£0.00	£0.00
305	Hire KGV Field facilities	£5,000.00	£0.00	£2,335.78	£-2,664.22
310	Market Street Garden - hire and electricity	£468.00	£0.00	£0.00	£-468.00
320	Mortimer Garden - hire/electricity charge	£980.00	£0.00	£0.00	£-980.00
Total Recreation & Amenities Committee		£6,448.00	£0.00	£2,335.78	£-4,112.22
Environment Committee					
400	Precept - Environment	£0.00	£0.00	£0.00	£0.00
405	Grants, donations, refunds - Environment	£0.00	£0.00	£0.00	£0.00
410	Town Information Centre	£0.00	£0.00	£0.00	£0.00
Total Environment Committee		£0.00	£0.00	£0.00	£0.00
Bank Interest					
500	interest on main account	£0.00	£0.00	£0.00	£0.00
505	Investment interest Premier Account	£70.00	£0.00	£1,086.28	£1,016.28
520	Interest from Income Bonds (paid to main account)	£100.00	£0.00	£172.12	£72.12

Bal %age

-50.00%
100.00%
0.00%
-100.00%
0.00%
-47.70%
0.00%
-13.75%
-56.63%
0.00%
-75.47%
-30.00%
0.00%
0.00%
0.00%
-90.00%
-48.66%
0.00%
-53.28%
-100.00%
-100.00%
-63.78%
0.00%
0.00%
0.00%
0.00%
0.00%
1451.83%
72.12%

Financial Budget Comparison

Comparison between 01/04/23 and 11/09/23 inclusive. Includes due and unpaid transactions.

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

	2023/24	Reserve Movements	Actual Net	Balance
Total Bank Interest	£170.00	£0.00	£1,258.40	£1,088.40
Earmarked Reserves				
600 Precept - Earmarked Reserves	£0.00	£0.00	£0.00	£0.00
Total Earmarked Reserves	£0.00	£0.00	£0.00	£0.00
Total Income	<u>£412,253.00</u>	<u>£31,518.60</u>	<u>£246,969.77</u>	<u>-£196,801.83</u>

Bal %age

640.24%

0.00%

0.00%

-47.74%

Financial Budget Comparison

Comparison between 01/04/23 and 11/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Council					
1000	Salaries - all	£196,800.00	£0.00	£75,989.42	£120,810.58
1010	Payroll charges	£340.00	£0.00	£154.05	£185.95
1030	Planning Committee expenses	£0.00	£0.00	£0.00	£0.00
1040	Churchyard grants	£1,100.00	£0.00	£1,100.00	£0.00
1050	Subscriptions	£2,000.00	£0.00	£0.00	£2,000.00
1060	Grants from NTC	£4,000.00	£0.00	£3,780.00	£220.00
1070	Town Crier's expenses	£500.00	£0.00	£500.00	£0.00
1080	Town Archives	£600.00	£0.00	£0.00	£600.00
1090	Civic Fund	£3,000.00	£0.00	£735.13	£2,264.87
1100	Insurance	£7,000.00	£0.00	£7,303.00	-£303.00
1120	Office equipment	£2,500.00	£0.00	£837.41	£1,662.59
1130	Licences,fees and allowances	£13,000.00	£0.00	£9,799.42	£3,200.58
1140	Office management	£3,000.00	£0.00	£3,012.56	-£12.56
1160	Town Mayor's Allowance	£900.00	£0.00	£900.00	£0.00
1165	Civic Centre	£12,400.00	£0.00	£2,265.98	£10,134.02
1170	Gardening contract for town centre	£6,000.00	£0.00	£1,104.00	£4,896.00
1180	Training for staff & councillors	£3,000.00	£0.00	£0.00	£3,000.00
1195	Support for Arkell Community Centre	£14,000.00	£0.00	£15,266.71	-£1,266.71
1200	Neighbourhood Warden Scheme	£0.00	£0.00	£0.00	£0.00
1210	Library extra hours	£3,400.00	£0.00	£0.00	£3,400.00
1230	Support for Citizens Advice Bureau	£0.00	£0.00	£0.00	£0.00
1240	Support for Credit Union	£0.00	£0.00	£0.00	£0.00
1250	Support for Childrens Centre	£0.00	£0.00	£5,500.00	-£5,500.00
1260	Waste/Recycling Collection	£1,000.00	£0.00	£85.56	£914.44
5330	Web site and Hosting	£0.00	£0.00	£0.00	£0.00
Total Council		£274,540.00	£0.00	£128,333.24	£146,206.76
Property Management					
2000	Town Hall cleaning Town Hall cleaning Town Hall cleaning	£8,500.00	£0.00	£3,574.80	£4,925.20
2010	Town Hall business rates	£3,500.00	£0.00	£0.00	£3,500.00
2020	Town Hall gas	£3,000.00	£0.00	£677.10	£2,322.90
2030	Town Hall electricity	£3,100.00	£0.00	£0.00	£3,100.00

Bal %age

-61.39%
-54.69%
0.00%
0.00%
-100.00%
-5.50%
0.00%
-100.00%
-75.50%
4.33%
-66.50%
-24.62%
0.42%
0.00%
-81.73%
-81.60%

-100.00%
9.05%

0.00%
-100.00%
0.00%

0.00%
100.00%
-91.44%
0.00%
-53.26%

-57.94%

-100.00%
-77.43%
-100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 11/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance
2040	Town Hall repairs & maintenance	£8,500.00	£0.00	£20,030.39	-£11,530.39
2050	Town Hall - water rates	£500.00	£0.00	£340.35	£159.65
2060	Mortimer Room electricity	£508.00	£0.00	£177.52	£330.48
2070	Mortimer Room - business rates	£0.00	£0.00	£0.00	£0.00
2080	Mortimer Room repairs & maintenance	£2,000.00	£0.00	£1,004.24	£995.76
2090	Mortimer Room - water rate	£500.00	£0.00	£167.11	£332.89
2100	Mortimer Room gas supply	£900.00	£0.00	£157.97	£742.03
2110	Memorial Clock - electricity	£450.00	£0.00	£174.10	£275.90
2120	Memorial Clock - repairs	£600.00	£0.00	£0.00	£600.00
2140	Hazelwood Bungalow	£1,500.00	£0.00	£0.00	£1,500.00
2150	Cleaning materials	£1,000.00	£0.00	£0.00	£1,000.00
2160	Owed to Arkell	£0.00	£0.00	£0.00	£0.00
Total Property Management		£34,558.00	£0.00	£26,303.58	£8,254.42
Recreation & Amenities Committee					
3000	Miles Marling Field maintenance	£2,100.00	£0.00	£0.00	£2,100.00
3010	KGV Field maintenance	£8,000.00	£0.00	£10,521.13	-£2,521.13
3030	Town Gardening (incl Mortimer Gardens)	£2,700.00	£0.00	£1,857.22	£842.78
3035	Mortimer Garden electricity	£1,125.00	£0.00	£215.30	£909.70
3050	Grounds maintenance equipment	£2,600.00	£0.00	£952.53	£1,647.47
3060	KGV Field changing rooms - maintenance	£1,000.00	£0.00	£1,240.00	-£240.00
3070	KGV Field changing rooms - electricity	£1,132.00	£0.00	£372.85	£759.15
3080	KGV changing rooms - water rates	£900.00	£0.00	£213.37	£686.63
3090	KGV Field pavilion DO NOT USE - repairs & maintenance	£0.00	£0.00	£0.00	£0.00
3100	Garage storeroom	£0.00	£0.00	£91.66	-£91.66
3110	Market Street garden maintenance	£400.00	£0.00	£0.00	£400.00
3120	Market Street Garden - electricity	£210.00	£0.00	£30.28	£179.72
3130	Playrangers - support	£3,234.00	£0.00	£0.00	£3,234.00
3140	Youth provision	£46,070.00	£0.00	£46,070.00	£0.00
3150	Dunkirk Museum maintenance	£0.00	£0.00	£0.00	£0.00
3160	Community Development Worker (2yrs)	£5,000.00	£0.00	£0.00	£5,000.00
Total Recreation & Amenities Committee		£74,471.00	£0.00	£61,564.34	£12,906.66
Environment Committee					

Bal %age

135.65%

-31.93%

-65.06%

0.00%

-49.79%

-66.58%

-82.45%

-61.31%

-100.00%

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-23.89%

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-31.21%

-80.86%

-63.36%

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-67.06%

-76.29%

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-100.00%

-85.58%

-100.00%

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0.00%

-100.00%

-17.33%

Financial Budget Comparison

Comparison between 01/04/23 and 11/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance
4000	Upkeep council land (not grasscutting)	£4,000.00	£494.00	£2,275.00	£2,219.00
4010	Norton Wood (not tree maintenance)	£0.00	£0.00	£0.00	£0.00
4021	Town Information Centre	£1,800.00	£0.00	£856.80	£943.20
4030	TIC loan repayment - capital	£7,753.65	£0.00	£3,848.54	£3,905.11
4040	TIC loan repayment - interest	£2,552.09	£0.00	£1,304.33	£1,247.76
4050	Bunting Hill Nature Reserve (not tree maintenance)	£0.00	£0.00	£0.00	£0.00
4060	Environmental enhancement projects	£500.00	£0.00	£0.00	£500.00
4070	Tree maintenance (all NTC land)	£8,000.00	£0.00	£1,365.00	£6,635.00
4090	Tourism promotion	£4,500.00	£0.00	£0.00	£4,500.00
4100	Sign posting DO NOT USE	£0.00	£0.00	£0.00	£0.00
4120	Christmas lights	£8,000.00	£0.00	£417.23	£7,582.77
4140	Upkeep of All Saints graveyard	£4,000.00	£0.00	£1,740.00	£2,260.00
Total Environment Committee		£41,105.74	£494.00	£11,806.90	£29,792.84
Bank Interest					
1155	Bank charges on main account	£300.00	£0.00	£119.95	£180.05
Total Bank Interest		£300.00	£0.00	£119.95	£180.05
Earmarked Reserves					
6000	Election expenses RESERVE	£0.00	£0.00	£0.00	£0.00
6010	Play & tennis court equipment RESERVE	£0.00	£0.00	£494.00	-£494.00
6020	Town improvements RESERVE	£0.00	£0.00	£0.00	£0.00
6030	Town Hall repairs RESERVE	£3,000.00	£0.00	£0.00	£3,000.00
6040	Mortimer Room repairs RESERVE	£0.00	£0.00	£0.00	£0.00
6050	Hazelwood Bungalow RESERVE	£0.00	£0.00	£0.00	£0.00
6060	Miles Marling Field improvements RESERVE	£0.00	£0.00	£0.00	£0.00
6090	Arkell Community Centre RESERVE	£0.00	£0.00	£0.00	£0.00
6100	Energy efficiency improvements RESERVE	£0.00	£0.00	£0.00	£0.00
6120	Shortwood Churchyard RESERVE	£0.00	£0.00	£0.00	£0.00
6130	Replace groundsman's vehicle RESERVE	£0.00	£0.00	£0.00	£0.00
6140	Town centre/Mkt St improvements RESERVE	£0.00	£0.00	£0.00	£0.00

Bal %age

-55.48%

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Financial Budget Comparison

Comparison between 01/04/23 and 11/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance
6150	Clock tower refurbishment RESERVE	£0.00	£0.00	£0.00	£0.00
6170	20mph town scheme RESERVE	£0.00	£0.00	£0.00	£0.00
6220	Dunkirk Mill Museum RESERVE	£0.00	£0.00	£0.00	£0.00
6240	Emergency tree work RESERVE	£0.00	£0.00	£0.00	£0.00
6280	WW1 & II plaques project RESERVE	£0.00	£0.00	£0.00	£0.00
6300	KGV buildings RESERVE	£0.00	£0.00	£0.00	£0.00
6310	Civic Centre RESERVE	£0.00	£0.00	£0.00	£0.00
6330	CONTINGENCY	£0.00	£0.00	£0.00	£0.00
6340	KGV Extension Field RESERVE	£0.00	£0.00	£0.00	£0.00
6350	Staff Recruitment RESERVE	£0.00	£0.00	£0.00	£0.00
6380	War Memorial refurbishment RESERVE	£0.00	£0.00	£0.00	£0.00
6390	PCC SIDS grant RESERVE	£0.00	£0.00	£0.00	£0.00
6400	PCC Rebuilding Trust grant RESERVE	£0.00	£0.00	£0.00	£0.00
6420	6420 WWII Renishaws grant DONOTUSE	£0.00	£0.00	£0.00	£0.00
6430	6430 Tourism promotion RESERVE	£0.00	£0.00	£0.00	£0.00
6450	6450 Heritage Open Day RESERVE	£0.00	£0.00	£270.83	£-270.83
6460	6460 Town Archives	£0.00	£0.00	£530.19	£-530.19
6500	6500 CIL projects	£0.00	£10,080.00	£10,080.00	£0.00
6510	6510 Climate Emergency Reserve	£0.00	£0.00	£0.00	£0.00
6520	6520 COVID-19 response	£0.00	£0.00	£0.00	£0.00
6530	6530 Build Back Better Fund	£0.00	£0.00	£100.00	£-100.00
6540	6540 Welcome Back Fund	£0.00	£0.00	£0.00	£0.00
6550	6550 UKSPF grants	£30,000.00	£10,830.88	£13,909.13	£26,921.75
6560	6560 Highway improvements	£0.00	£6,000.00	£6,000.00	£0.00
Total Earmarked Reserves		£33,000.00	£26,910.88	£31,384.15	£28,526.73
Total Expenditure		£457,974.74	£27,404.88	£259,512.16	£236,698.34
Total Income		£412,253.00	£31,518.60	£246,969.77	£-196,801.83
Total Expenditure		£457,974.74	£27,404.88	£259,512.16	£225,867.46
Total Net Balance		-£45,721.74		-£12,542.39	-£422,669.29

Bal %age

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-86.44%

-51.68%

-47.74%

-49.32%

Bank Account Reconciled Statement

Main Account	2040157	30-98-29
Statement Number	200	Bank Statement No. 200
Statement Opening Balance	£29,396.62	Opening Date 01/08/23
Statement Closing Balance	£32,379.13	Closing Date 31/08/23
True/ Cashbook Closing Balance	£32,379.13	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/08/23	DD230801WATER	Water Plus	84.42	0.00	29,312.20
01/08/23	FPI230801STRIPES	Stripes Payments	0.00	334.47	29,646.67
01/08/23	SO23802EMMA	Emma-Accountants-Admin Centre	0.00	270.83	29,917.50
04/08/23	PAY230804LOYDS	Lloyds Bank	19.85	0.00	29,897.65
07/08/23	BGC230807NATSA V	National Savings	0.00	38.74	29,936.39
08/08/23	PAY230808LLOYD S	Lloyds Bank	19.85	0.00	29,916.54
10/08/23	DD230805EE	E E	47.49	0.00	29,869.05
10/08/23	DD230811BRIT	British Gas	46.76	0.00	29,822.29
14/08/23	SO230812MIKE	Mike Jefferies-Accountants	0.00	1,054.16	30,876.45
15/08/23	DD230815OCT	Octopus	180.90	0.00	30,695.55
16/08/23	COMP230816LLOYD S	Lloyds Bank	0.00	70.00	30,765.55
16/08/23	DD230810OCTOPU S	Octopus	29.15	0.00	30,736.40
16/08/23	DD230812OCTOPU S	Octopus	30.51	0.00	30,705.89
16/08/23	DD230821OCTOPU S	Octopus	23.16	0.00	30,682.73
17/08/23	FPI2308001SCOTT	Scotty Chalmers Cycling	0.00	48.00	30,730.73
17/08/23	FPI2308CHAM	Nailsworth Farmers Market	0.00	70.00	30,800.73
17/08/23	FPI2308DOG	Dog Training	0.00	128.00	30,928.73
17/08/23	FPI2308FLEA	Flea market	0.00	40.00	30,968.73
17/08/23	FPI2308fri	Nailsworth Market (Friday)	0.00	100.00	31,068.73
17/08/23	FPI2308PROB	Nailsworth Valley Probus Club	0.00	80.00	31,148.73
18/08/23	DD230820SGC	SGC Payroll	12,192.88	0.00	18,955.85
18/08/23	FPO230818AVEN	Avendale Garden Maintenance Service	290.00	0.00	18,665.85
18/08/23	FPO230818A-Z	A-Z Cleaning	695.10	0.00	17,970.75
18/08/23	FPO230818BRU	Brutons Hardware Ltd	58.22	0.00	17,912.53
18/08/23	FPO230818CARO	Caroline Crook	100.00	0.00	17,812.53
18/08/23	FPO230818COTS	Cotswold Connections	2,322.00	0.00	15,490.53
18/08/23	FPO230818CRSIG NS	C R Signs	192.00	0.00	15,298.53

Bank Account Reconciled Statement

18/08/23	FPO230818DENIS	Denis Brown and Son	31.10	0.00	15,267.43
18/08/23	FPO230818DIV	Diverse Home Improvements	180.00	0.00	15,087.43
18/08/23	FPO230818DOWN	Down To Earth Gloucestershire CIC	69.00	0.00	15,018.43
18/08/23	FPO230818EMI	Emily Dolphin	17.30	0.00	15,001.13
18/08/23	FPO230818FURN	Furniture@Work Ltd	542.40	0.00	14,458.73
18/08/23	FPO230818GCC	Gloucestershire County Council	696.10	0.00	13,762.63
18/08/23	FPO230818GREE	Greenfields Garden Services	11,331.00	0.00	2,431.63
18/08/23	FPO230818JAME	James & Owen	77.97	0.00	2,353.66
18/08/23	FPO230818KEAR	Katherine Kearns	56.82	0.00	2,296.84
18/08/23	FPO230818NEWS	Nailsworth News	480.00	0.00	1,816.84
18/08/23	FPO230818SAR	Sara Haynes	155.51	0.00	1,661.33
18/08/23	FPO230818SDC	SDC	1,876.84	0.00	-215.51
18/08/23	FPO230818SPEL	S P Electrical	908.76	0.00	-1,124.27
18/08/23	FPO230818STE	Steve Robinson	30.36	0.00	-1,154.63
18/08/23	FPO230818THWEL D	T H Welding	850.00	0.00	-2,004.63
18/08/23	FPO230818YARD	Yard House Nursery	7.00	0.00	-2,011.63
18/08/23	FPO230818ZUR	Zurich Municipal	157.00	0.00	-2,168.63
18/08/23	TRANS230818LLOYDS		0.00	30,000.00	27,831.37
21/08/23	DD230820FUEL	Fuel Card Services Ltd	49.57	0.00	27,781.80
21/08/23	DD230820GRUN	Grundon Waste Management	19.76	0.00	27,762.04
21/08/23	FPO230821NFC	Nailsworth Football Club	150.00	0.00	27,612.04
22/08/23	DD230822WATER	Water Plus	23.25	0.00	27,588.79
23/08/23	BGC500365FLOW	Nailsworth & District Flower Arrangement Society	0.00	78.00	27,666.79
23/08/23	DD230819SGC	SGC Payroll	2,711.31	0.00	24,955.48
23/08/23	FPI230815ELIZ	Pilates Elizabeth Williams	0.00	96.00	25,051.48
23/08/23	FPI230815MSM	Market Street Market	0.00	20.00	25,071.48
23/08/23	FPI230815NDS	Nailsworth Dramatic Society	0.00	64.00	25,135.48
23/08/23	FPI230815NWI	Nailsworth WI	0.00	40.00	25,175.48
29/08/23	DD230825CLARITY	Clarity Copiers Ltd	162.10	0.00	25,013.38
29/08/23	DD230920FUEL	Fuel Card Services Ltd	42.37	0.00	24,971.01
30/08/23	BGC300923HMRC	HMRC	0.00	7,348.12	32,319.13
30/08/23	FPI230829MEN	Mens Talking Group	0.00	60.00	32,379.13

Uncleared and unrepresented effects

Bank Account Reconciled Statement

Total unleared and unrepresented	0.00	0.00
Total debits / credits	36957.81	39940.32

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Main Account	2040157	30-98-29
Statement Number	200	Bank Statement No. 200
Statement Opening Balance	£29,396.62	Opening Date 01/08/23
Statement Closing Balance	£32,379.13	Closing Date 31/08/23
True/ Cashbook Closing Balance	£32,379.13	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/08/23	DD230801WATER	Water Plus	84.42	0.00	29,312.20
01/08/23	FPI230801STRIPES	Stripes Payments	0.00	334.47	29,646.67
01/08/23	SO23802EMMA	Emma-Accountants-Admin Centre	0.00	270.83	29,917.50
04/08/23	PAY230804LOYDS	Lloyds Bank	19.85	0.00	29,897.65
07/08/23	BGC230807NATSA V	National Savings	0.00	38.74	29,936.39
08/08/23	PAY230808LLOYD S	Lloyds Bank	19.85	0.00	29,916.54
10/08/23	DD230805EE	E E	47.49	0.00	29,869.05
10/08/23	DD230811BRIT	British Gas	46.76	0.00	29,822.29
14/08/23	SO230812MIKE	Mike Jefferies-Accountants	0.00	1,054.16	30,876.45
15/08/23	DD230815OCT	Octopus	180.90	0.00	30,695.55
16/08/23	COMP230816LLOYD S	Lloyds Bank	0.00	70.00	30,765.55
16/08/23	DD230810OCTOPU S	Octopus	29.15	0.00	30,736.40
16/08/23	DD230812OCTOPU S	Octopus	30.51	0.00	30,705.89
16/08/23	DD230821OCTOPU S	Octopus	23.16	0.00	30,682.73
17/08/23	FPI2308001SCOTT	Scotty Chalmers Cycling	0.00	48.00	30,730.73
17/08/23	FPI2308CHAM	Nailsworth Farmers Market	0.00	70.00	30,800.73
17/08/23	FPI2308DOG	Dog Training	0.00	128.00	30,928.73
17/08/23	FPI2308FLEA	Flea market	0.00	40.00	30,968.73
17/08/23	FPI2308fri	Nailsworth Market (Friday)	0.00	100.00	31,068.73
17/08/23	FPI2308PROB	Nailsworth Valley Probus Club	0.00	80.00	31,148.73
18/08/23	DD230820SGC	SGC Payroll	12,192.88	0.00	18,955.85
18/08/23	FPO230818AVEN	Avendale Garden Maintenance Service	290.00	0.00	18,665.85
18/08/23	FPO230818A-Z	A-Z Cleaning	695.10	0.00	17,970.75
18/08/23	FPO230818BRU	Brutons Hardware Ltd	58.22	0.00	17,912.53
18/08/23	FPO230818CARO	Caroline Crook	100.00	0.00	17,812.53
18/08/23	FPO230818COTS	Cotswold Connections	2,322.00	0.00	15,490.53
18/08/23	FPO230818CRSIG NS	C R Signs	192.00	0.00	15,298.53

Bank Account Reconciled Statement

18/08/23	FPO230818DENIS	Denis Brown and Son	31.10	0.00	15,267.43
18/08/23	FPO230818DIV	Diverse Home Improvements	180.00	0.00	15,087.43
18/08/23	FPO230818DOWN	Down To Earth Gloucestershire CIC	69.00	0.00	15,018.43
18/08/23	FPO230818EMI	Emily Dolphin	17.30	0.00	15,001.13
18/08/23	FPO230818FURN	Furniture@Work Ltd	542.40	0.00	14,458.73
18/08/23	FPO230818GCC	Gloucestershire County Council	696.10	0.00	13,762.63
18/08/23	FPO230818GREE	Greenfields Garden Services	11,331.00	0.00	2,431.63
18/08/23	FPO230818JAME	James & Owen	77.97	0.00	2,353.66
18/08/23	FPO230818KEAR	Katherine Kearns	56.82	0.00	2,296.84
18/08/23	FPO230818NEWS	Nailsworth News	480.00	0.00	1,816.84
18/08/23	FPO230818SAR	Sara Haynes	155.51	0.00	1,661.33
18/08/23	FPO230818SDC	SDC	1,876.84	0.00	-215.51
18/08/23	FPO230818SPEL	S P Electrical	908.76	0.00	-1,124.27
18/08/23	FPO230818STE	Steve Robinson	30.36	0.00	-1,154.63
18/08/23	FPO230818THWEL D	T H Welding	850.00	0.00	-2,004.63
18/08/23	FPO230818YARD	Yard House Nursery	7.00	0.00	-2,011.63
18/08/23	FPO230818ZUR	Zurich Municipal	157.00	0.00	-2,168.63
18/08/23	TRANS230818LLOYDS		0.00	30,000.00	27,831.37
21/08/23	DD230820FUEL	Fuel Card Services Ltd	49.57	0.00	27,781.80
21/08/23	DD230820GRUN	Grundon Waste Management	19.76	0.00	27,762.04
21/08/23	FPO230821NFC	Nailsworth Football Club	150.00	0.00	27,612.04
22/08/23	DD230822WATER	Water Plus	23.25	0.00	27,588.79
23/08/23	BGC500365FLOW	Nailsworth & District Flower Arrangement Society	0.00	78.00	27,666.79
23/08/23	DD230819SGC	SGC Payroll	2,711.31	0.00	24,955.48
23/08/23	FPI230815ELIZ	Pilates Elizabeth Williams	0.00	96.00	25,051.48
23/08/23	FPI230815MSM	Market Street Market	0.00	20.00	25,071.48
23/08/23	FPI230815NDS	Nailsworth Dramatic Society	0.00	64.00	25,135.48
23/08/23	FPI230815NWI	Nailsworth WI	0.00	40.00	25,175.48
29/08/23	DD230825CLARITY	Clarity Copiers Ltd	162.10	0.00	25,013.38
29/08/23	DD230920FUEL	Fuel Card Services Ltd	42.37	0.00	24,971.01
30/08/23	BGC300923HMRC	HMRC	0.00	7,348.12	32,319.13
30/08/23	FPI230829MEN	Mens Talking Group	0.00	60.00	32,379.13

Uncleared and unrepresented effects

Bank Account Reconciled Statement

Total unleared and unrepresented	0.00	0.00
Total debits / credits	36957.81	39940.32

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____



Nailsworth Town Council

Agenda Item 20

Meeting of Full Council

Meeting date Tuesday 19th September 2023

Subject To note NTC's Risk Assessment

Author Clerk

Status Information

Summary

The risk assessment for NTC activities.

Detail

Identified Area and Risk

Governance and Management

1. Activities outside objectives/budget

Potential Impact

- Breach of regulations
- Unlawful spending

Management/Control of Risk. Action Required.

- The Annual Report is being prepared to allow residents to find out what NTC has achieved over the last year. It will be displayed at the Annual Town Meeting, on the website, a short version in Nailsworth News and also in the Civic Centre window.
- A more detailed audit of NTC's governance was carried out by GAPTC as part of the Annual Audit in 2022. Areas for improvement have been identified and have been actioned.
- NTC's Policies have been reviewed and some new policies introduced in accordance with NALC guidance.
- Due to the 5-year electrical inspection the Town Hall maintenance budget has been exceeded due to the extent of the repairs. The schedule has been changed to 3 yearly to reduce impact of repairs in the future.

Impact: 2

Probability: 1

Rate: Low

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



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- 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.
- Warm Hubs are advertised in the Civic Centre and TIC.
- TIC volunteers are being involved in recruitment, displays at the Annual Town meeting and discussions about the future direction for the TIC.
- The Civic Centre is dealing with numerous concerns and frustrations relating to potholes. Residents are requesting results and are expecting action from the Town Council and are not happy with being directed to GCC Highways.
- The annual hire agreement returns are currently 19 received from 39 issued. This has seen an increase in administration activity to hasten hirers.



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

3. Project or service development

Potential Impact

- Skills availability
- Resource availability

Management/Control of Risk. Action Required

- Committee and project work is ongoing.
- Staff are being proactive to manage workloads more effectively during busy periods
- Contractors are very busy and it can still be difficult to get materials
- Staff workloads are higher as projects and events gain momentum. Specialist resources may be needed to progress some projects
- **Mortimer Gardens work delayed due to lack of specialist contractors to complete task.**

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

4. Loss of key people.

Potential Impact

- Staff/cllrs contract covid-19
- Loss of credibility with the public
- Extra pressure on remaining staff
- Impact on service delivery

Management/Control of Risk. Action Required.

- Staff can work flexibly. Contingencies for home working include existing remote access to Edge software, use of webmail and Dropbox
- Staff stay in contact daily, sharing training and information on new systems.
- COVID19 could still affect staff and councillor's health and the ability for the council to run effectively. Covid-19 has affected most of NTC staff and at times we have to close the office at short notice due to staff absence or working from other locations. This has an impact on the ability to run the council effectively
- Staff workloads have increased as projects and events gain momentum. Specialist resources may be needed to progress some projects
- The Personnel Committee work is progressing; a Staff Handbook is now in place.
- Staff will be under increased pressure until the new Deputy Clerk is fully trained to the correct level.



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- During times of staff absence there may be a delay in project movement due to increased work loads on staff.

Impact: 3
Probability: 4
Rate: High

5. Dependency on Suppliers/Tendering process

Potential Impact

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

Management/Control of Risk. Action Required

- Some supplier costs have increased due to several factors
- Repair and maintenance work is being costed and carried out and is ongoing
- Staff are prioritising repair and maintenance work according to contractor availability as well as urgency
- Quotes are being sought for priority repair and maintenance work and are being brought to Committees.

Impact: 3
Probability: 4
Rate: Medium

6. Maintenance of buildings/properties and use of resources

Potential Impact

- Inadequate maintenance due to maintenance staff illness
- Infection risks to the public and staff
- Emergency closure of buildings due to maintenance issues
- Loss of income

Management/Control of Risk. Action Required

- Processes for buildings/hirers are checked frequently and hire agreements updated
- Staff continue to monitor and maintain buildings
- Staff are prioritising repair and maintenance work according to contractor availability as well as urgency
- Timetabling of work agreed is in progress. Some going into 2024.
- Quotes are being sought for priority repair and maintenance work and are being brought to Committees.
- Some major repair and maintenance projects are being scoped with a view to creating a programme of future projects spread across several years.
- To ensure clarity priorities should set against projects.

Impact: 3
Probability: 3
Rate: Medium

7. Employment issues

Potential Impact

- Health & Safety issues



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- Loss of staff

Management/Control of Risk. Action Required

- Payroll outsourced to a larger council with more capacity to cover sickness
- The Personnel Committee work is progressing; a Staff Handbook is now in place.
- New contracts have been drawn up by our Employment Lawyers, and will be in place for the Deputy Clerk and for temporary staff
- Payroll and pensions information has been updated for the new financial year; year end reports have been submitted for pensions.
- A HR and Health & Safety support contract for three years (2022-2025) provides employment and legal advice
- Staff are under increased pressure at the moment as projects and events gain momentum.
- Deputy clerk current on not fully qualified and does not have access to all financial elements required for the role.
- Consideration should be given to employee's workloads and the additional pressures this brings.

Impact: 2

Probability: 1

Rate: Medium

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

Potential Impact

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

Management/Control of Risk. Action Required

- Staff are aware of covid-19 risks and are taking measures to keep safe. Risk assessments are being updated
- Play areas are regularly inspected
- Information for cllrs is circulated via Dropbox
- Legionella and other safety checks are regularly carried out
- Staff are continuing to monitor and maintain buildings
- Cleaning and sanitisers are in place to reduce the risk of infection in NTC's buildings for staff and tenants
- Risk assessments are carried out for activities and events
- All members of staff check in with the team every morning
- Any staff lone working are checked on periodically during the working day
- Staff are flexible in where they work, according to the needs of the service and their safety
- A HR and Health & Safety support contract for three years (2022-2025) has been agreed.
- Staff continue to carry out work for the health & safety audit.
- Staff workloads are higher as projects and events gain momentum. Specialist resources may be needed to progress some projects
- Compliance for H&S is taking place throughout June/July 2023
- Employee's workloads are increasing, this brings additional pressure. Relevant training for clls is being investigated.

Impact: 3

Probability: 2

Rate: Medium



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

Potential Impact

- Computer system failure or loss of data

Management/Control of Risk. Action Required

- Our accounts package 'Edge Finance Systems' is online and is backed up and can be used remotely. Edge have remote servers to take over should their business become affected by illness and unable to operate
- All office files are now cloud based, reducing the risk of data loss if a desktop PC fails
- Firewalls and laptop security are regularly updated.

Impact: 3

Probability: 3

Rate: **Medium**

10. Procedural and Compliance Risk (law and regulation)

Potential Impact

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

Management/Control of Risk. Action Required

- Advice is sought from others (SDC Democratic Services, GAPTC, SLCC, NALC) on the interpretation of legislation and government guidance. However, covid-19 advice is confusing and contradictory and has caused an increase in workload to ensure NTC continue to operate legally
- GAPTC are delivering online training
- NTC's Policies have been reviewed
- Minutes are regularly uploaded onto NTC's website
- H&S audit work is ongoing
- Health and Safety training is now available through WorkNest for staff. Consideration of specific training for cllrs is being investigated.

Impact: 3

Probability: 1

Rate: **Low**

10. Insurance Risks/uninsured losses

Potential Impact

- Inadequate Cover
- Areas not covered
- Financial Loss

Management/Control of Risk. Action Required

- Income from room hire will be affected by increased costs
- NTC's insurance cover is regularly reviewed
- Buildings are regularly checked and maintained
- A Facilities Review has been carried out to examine costs and income from room hire and how this can be improved while still serving the community. Hirers are being contacted with the new rates.
- Specialist insurance is arranged as needed e.g. Festival of Words art exhibition insurance
- Staff are working with outside organisations to make sure risk, insurance and safety is understood when running community/public events



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- NTC insurers are being consulted on costs for work to the Town Hall retaining wall.
- NTC's insurers have been updated with changes, and will soon confirm cover for the coming year.
- Compliance inspections for insurance being carried out April 24th

Impact: 3

Probability: 1

Rate: **Low**

11. Budgetary control and financial reporting/ adequacy of precept

Potential Impact

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

Management/Control of Risk. Action Required

- Systems are in place for paperless finance including payment approval and audit
- Council may need to reprioritise activities and projects to deal with emergency measures and recovery
- Council has sufficient reserves in place to fund emergency measures and recovery projects.
- Grant applications are being made where possible
- The Internal Auditor is pleased with the new procedure for paperless finance and robust audit trails shown by NTC's finance system
- The precept and Annual Budget have been agreed and submitted
- 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
- A cllr has now been appointed to carry out the Internal Checks and Internal Controls
- There is uncertainty due to rising costs nationally and how NTC's income will be affected due to the effects on small businesses and NTC's increase in hire charges.

Impact: 3

Probability: 3

Rate: **Medium**

12. Banking/Cash and Petty Cash

Potential Impact

- Payments not made by hirers
- Covid-19 infection via cash
- Increase in administration, dealing with cash

Management/Control of Risk. Action Required

- The office does not accept cash payments and the petty cash account has been closed
- Most hirers have accepted bank transfer as a method of payment. Occasional long-standing hirers don't yet pay online
- The Lawn Tennis Association's (LTA) booking app for the tennis courts is working well
- No cash is handled by staff and nearly all banking is now online and income by bank transfer
- Expenses claims are used instead of petty cash
- Procedures and policies for volunteers handling payments need to be agreed and training put in place.
- One or two hirers still pay by cheque but the majority prefer online banking
- New procedures are now in place for TIC volunteers to sell tickets on behalf of local groups. All activities are monitored and recorded.



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- Civic Centre is being used as a ticket office while the TIC is shut
- Party bookings are now being paid for in advance following non-payments.
- Deputy clerk current on not fully qualified and does not have access to all financial elements required for the role.
- Deputy Clerk banking paperwork sent off awaiting response.

Impact: 2

Probability: 2

Rate: **Medium**

13. Dependency on income sources/lettings

Potential Impact

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

Management/Control of Risk. Action Required

- The tennis courts income has increased since introducing the LTA app
- Council will reprioritise activities to account for loss of income
- Council isn't solely reliant on hirer income to operate
- Town hall business tenants offer a regular source of income – tenancies are currently being renewed
- The effect on future income due to increased hire charges and the cost of living crisis is not known. The Annual Budget for 2023-2024 will reflect this.
- Grants are applied for where possible.
- Loss of income from the Mortimer Room has been factored in for the library maintenance work

Impact: 2

Probability: 2

Rate: **Medium**

14. Public concern and fear

Potential Impact

- Increase in panic and confusion
- Mistrust of the council

Management/Control of Risk. Action Required

- There are regular updates on NTC's website
- Civic Centre window display is changed regularly and used to communicate positive messages. The Civic Centre noticeboard is used to communicate important information to those with limited access to the internet – i.e. Bus routes, SDC/GCC contact details
- Articles are sent to Nailsworth News, SNJ and other media
- Regular contact with NTC volunteers such as TIC and Archives helps to reassure people that NTC can be trusted
- Staff recognise the importance of small, positive actions.
- Staff reassure callers to the office.
- NTC are involved in various initiatives to boost local confidence and celebrate the town e.g. Festival of Words
- Annual Town Meeting was an opportunity for the public to meet cllrs and ask questions
- All NTC agendas, papers and minutes are available on the website.
- Changes in the TIC management will allow a review of all processes, volunteer handbook and a new recruitment drive.



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- Councillor surgeries are being well attended; this increases awareness of council roles to residents.

Impact: 1

Probability: 2

Rate: **Low**



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Agenda Item 21a

Meeting of Full Council

Meeting date Tuesday 19th September 2023

Subject To receive the Mayor's monthly report

Author Cllr Mike Kelly

Status Information

Summary

The Mayor's report for September.

Detail

25 Jul: meeting with NTC office staff to discuss Heritage Open Day plans

27 Jul: went on a National Trust Tinkley Gate talk and walk

28 Jul: met traders' reps with Cllr Shelley Rider

01 Aug: post-meeting drinks with cllrs and the Deputy Clerk in The Brit

04 Aug: met Chamber of Trade rep with Cllr Shelley Rider

07 Aug: spent the morning at the Arkell Centre to see the good work being undertaken there

17 Aug: Arkell Centre planning meeting

07 Sep: chaired Town Centre Regeneration working party meeting

09 Sep: Heritage Open Day; thanks especially to NTC office staff for their hard work in the planning and coordination of the event

Ends



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Agenda Item 21b

Meeting of Full Council

Meeting date Tuesday 19th September 2023

Subject To receive an update on NTC office activities.

Author Clerk/Deputy Clerk/Office staff

Status Information

Summary

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

Detail:

Freedom of Information request

The Clerk responded to a Freedom of Information request on the subject of NTC's Vexatious Complaints Policy. The request was received from someone outside of the county and has also been received by numerous town and parish councils across the country.

Community buildings and hirers

The office has been updating all the hirers information onto EDGE and cross referencing with the venues and hire information. Groups are returning after the summer break for many and there are some new activities starting up. Feedback on the decoration has been positive.

TIC

A TIC volunteer meeting on Wednesday 13th September will be a chance to move forward with some of the plans and ideas explored earlier in the year, to improve the service and the experience for volunteers. This may lead to a revival of the Tourism working party.

Community Policing/Community

The PCSOs and Neighbourhood Warden have made several visits to the civic centre for a useful exchange of information. Information about specific incidents, issues and causes of concern have been shared.

Buildings and facilities: repair and maintenance

Aquasafe have completed cleaning and chlorination of the tanks at the Town hall and the changing rooms.

The electrical work has been completed across the sites and all have the EICR certification.

War memorial stonework repairs are taking place. This will be done by Remembrance.

Following an accidental break, replacement window glass is being fitted to the KGV changing rooms 18th September. This will be toughened glass.

Fencing repairs to KGV have been completed.

Awaiting date for the survey of the storage building at the rear of the Town Hall to assess any asbestos hazard.

Electrical works at the Mortimer Gardens due to start the week 18th September.

Redecoration of the Town Hall main hall was completed on schedule.

Nailsworth Primary School fireworks

NTC staff are helping the organisers of the Primary School fireworks event to coordinate ticket sales. Traditionally tickets for this event have been sold from the TIC; new procedures have been worked out to protect our volunteers and the event organisers. NTC are also helping the School with other



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ways of selling tickets, such as online sales. This has been very successful for Nailsworth Festival and has reduced risk to both our volunteers and the group. The civic centre will feature a firework window display and the Clocktower banner spaces have been booked.

Registering NTC land

In common with many town and parish councils, none of NTC's land is registered. Deed packets show that NTC land ownership precedes HM Land Registry being set up. Staff have carried out an initial audit of the Deed packets and a report is being prepared to propose external help from property experts to carry out this work. Proper registering of NTC's land and property ensures encroachment and ownership issues can be resolved quickly. It also protects NTC's assets against future challenges.

Annual Audit

As part of the annual external audit process, the office has been responding to questions from the external auditor. Answers to audit questions are needed within very short timescales. The external audit examines the council's accountability, governance and financial standing. Work towards the external audit begins in March and is usually concluded by the end of September.

Christmas preparation

Staff are working with both contractors and traders to prepare for Christmas events. Work will start w/c/ 18th September in the Mortimer Garden on electrical groundworks, followed by installation of permanent coloured uplighters. The Clocktower Christmas tree has been ordered; plans for installation and decoration discussed with a local trader; requirements for Nailsworth Goodwill have been discussed with local traders and organisers and their questions answered.

Green spaces work

Winter tree work has been costed and prepared for the coming season. A dangerous tree was reported in Norton Wood, damaging a resident's fence. The fence was repaired and the dangerous tree has been dealt with.

Depending on the weather, spot spraying is being carried out while plants are still growing.

A list of winter works is being collated and work will be prioritised throughout the months.

Heritage Open Day

A large amount of time has been spent preparing for Heritage Open Day, leaflet design, printing, display boards, coordinating, setting up buildings to name some activities. The civic centre window has also caused many smiles and people coming in to comment on the 1991 knitted Nailsworth characters which are usually stored in the Town Archive. The turn out on the day was very disappointing for many sites. The Clocktower received over 60 visitors which has made it the most popular attraction at time of writing the report by a long way. Despite printing 100 less leaflets this year there were over a hundred surplus to demand. The office will

Staffing

With the Deputy Clerk on planned absence for at least two weeks, the office will be without one full time member of staff.

ENDS.



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Agenda Item 21c

Meeting of Full Council

Meeting date Tuesday 19th September 2023

Subject To receive a report from NTC's representative on the Community Development Work steering group

Author Cllr Angela Norman

Status Information

Summary

Update from the Community Development Work steering group.

Detail

Community Cafe

Increasing numbers attending, cohort of parents arriving after school drop off, residents from Craddock Court

Identified different reasons for attending

Volunteer numbers variable but could do with more

Weekly food donations from Morrisons and occasionally from FGR

FGR have paid fees for Arkell Centre until December, likely to continue

Variable age group, simple data collection planned

Attendees miss the cafe when not open e.g Bank Holidays

Consultation with Foodbank regarding offering the service and storage issues

Question regarding whether Arkell Centre needs to be inspected by Environment Health

External agencies attend, SDC housing officer, Social Prescriber, IT support employment support and PCSO

Feedback collected

Community Engagement

Range of activities offered over the summer well attended supported by different funders

Links established with key partners and stakeholders,

Contact continuing with local groups e.g Hanover Housing, Men's Shed, walking groups

Funding

All partners have agreed to renew funding

Community Development Worker's salary confirmed for next two years

Bid submitted to COOP to support the cafe

Future planning

More funding bids submitted

Continued engagement with Nailsworth as a whole

Visit to NTC meeting

ENDS.