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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 18th July 2023 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
11th July 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.23/1336/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)
- b) S.23/1337/LBC Calder Cottage, Spring Hill, Nailsworth, Stroud. Application: listed building Refurbishment and alterations (Resubmission of S.22/2307/LBC)
- c) 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.

TREES IN A CONSERVATION AREA

None

PREVIOUSLY TRACKED APPLICATIONS

- d) 0771/FUL Penlea, Market Street, Nailsworth, Stroud. Application: Full. Proposed change of use from office (use class E) to residential use (use class C3a) together with rear dormer extension and external staircase. Application permitted. NTC no comment
 - e) S.23/0933/HHOLD 2A Tynings Road, Nailsworth, Stroud, Gloucestershire. Application: Householder. Erection of single storey side extension. Application permitted. NTC: no comment.
 - f) S.23/1124/TCA Brockley House, Watledge Road, Nailsworth, Stroud. Application: Trees in
 - g) Conservation Area. Notice under s.211 of the Town and Country Planning Act 1990 of intent to fell and eco plug the stumps of: x1 Apple tree (T1); x1 Hazel tree (T3) and x1 Lime tree (T4). Application approved. NTC: no comment
- 5 To confirm minutes of the Council meeting and the Environment Committee meeting
 - 6 To confirm the minutes of the Environment Committee meeting held on Tuesday 4th July 2023



NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

- 7 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*
- 8 Accounts To agree payments in accordance with the budget as listed in the attached reports (paper available)
- 9 To consider co-option to a casual vacancy (paper available)
- 10 To Consider a grant request from Nailsworth Football Club for the sum of £750. The money will assist with Pitch fees, training equipment and football kits. (paper available)
- 11 To consider a grant request from Nailsworth News for the sum of £480. To assist with cost of with the hiring of the town hall. (paper available)
- 12 To agree the completion of Electrical Inspection Certification Report remedial works

Reports for information (no decisions required):

- 13 Financial summary:
 - a) Income and Expenditure report (paper available)
 - b) Budget comparison report (paper available)
 - c) Main bank account reconciliation report (paper available)
 - d) Premier bank account reconciliation report (paper available)
- 14 To review NTC's Risk Assessment (paper available)
- 15 Reports:
 - a) Report from Town Mayor (paper available)
 - b) Report from Deputy Mayor (paper available)
 - c) Report from District and County Councillors (paper available)
 - d) To receive an update on NTC office activities (paper available)
 - e) To receive a report on town councillor surgeries in the library (paper available)

Confidential items

16. To consider the deputy clerks probation period and change contract to a permanent position
17. To consider Personnel Committee (6th July meeting).



NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council DRAFT
Held at 6.30pm in the Town Hall on Tuesday 4th July 2023

Present:

Clr Shelly Rider (chair)
Clr Natalie Bennett
Clr Jonathan Duckworth
Clr Patsy Freeman
Clr Paul Francis
Clr Angela Norman
Clr Steve Robinson
Clr Colleen Rothwell

Minutes:

Assistant Clerk

Apologies:

Clr Ros Mulhall
Clr Mike Kelly (Chair)

Additional Attendees

4 members of the public present

2023/044

Declarations of Interest & Applications for Dispensations

There were none.

2023/045

**Consideration of Planning Applications received as follows:
CONSULTATION**

- a) S.23/1137/HHOLD. Oldways, Fewster Road, Nailsworth, Stroud. Application:
Householder Construction of single storey detached outbuilding

Condition to be imposed it must be ancillary to the main building and not used as accommodation

No Observations with condition

- b) S.23/1109/HHOLD. Highwood House, Dark Lane, Nailsworth, Stroud. Application:
Householder. Extension of existing store by 1.5 metres to side (east elevation) and 1.5 metres to front (north elevation) and replacement of existing pitched roof with flat roof in order to create a terrace accessed by a staircase.

No Observations

- c) 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)

Applicant gave a brief to the council on the plan. Stating the reapplication has been submitted for a single storey 2-bedroom carbon negative building. Which will be out of site, solar and green roof. Explaining that all the recommendations from the last application have been addressed. It was stated that other developments have gone ahead in this area and the new building will be situated on scrubland. Access - will have its own driveway which has been approved by highways and has off road parking.



Clr Robinson - Was there a problem with proximity to Ring Field House. This was highlighted during the previous application and changes have been made to the plans to ensure the issues highlighted have been rectified.

NTC support the application

- d) S.23/1108/FUL Oldstone Restaurant, Old Market, Nailsworth, Stroud. Application Full. Installation of a flue for a woodburning oven. (retrospective)

The applicant addressed the council explaining the reason for the retrospective application. The applicant had a lack of understanding of the process. A planning enforcement officer visited on the 5th of May following complaints. Prior to the flue being installed. Officer stated that there was no need to stop work as planning permission may not be required for the flue. Almost 2 weeks later they were informed planning would be required, however the flue had been installed. Retrospective application then submitted. Comments that had been submitted to SDC planning were brought to the attention of the council. The applicant disputed the authenticity of the comments. The applicant appointed an independent specialist to review and confirm the flue. It was advised that the flue was operating correctly and that to meet planning regulations the flue may need to be 1mtr higher. An additional planning application is yet to be submitted for this.

Clr Duckworth – Stated that this was an extraordinary application on the planning portal. The majority of the comments were against the applications. One of which confirmed that they or the landlord did not submit the comment. There is no permanent resident at the address. One objection read out and council requested to discount the public comments due to the lack of authenticity of who actually submitted the objection. It was requested that NTC office contact SDC planning are contacted and requested to disregard the comments regarding this application. NTC Office to request a review of SDC comments process.

Clr Freeman - Asked Clr Duckworth why he was suspicious. Repetitive wording and phrases in objections and most irrelevant to the planning application.

Clr Robinson – Has passed the establishment several times during busy periods and he couldn't smell anything coming from the flue. Lots of buildings had doors and windows open which goes against the comments.

Clr Rothwell - Asked the applicant. If the flue is to be raised due to survey, will another planning application be required. Applicant - There is no confirmation from SDC Planning that the raising the flue will require another planning application.

It was noted that the area has been revitalised by the reopening of the public house and this restaurant. Which brings trade to the town centre.

Deputy clerk requested to contact SDC planning and request they discount the comments and to review process regarding resident comments.

NTC support this application

- e) S.23/1138/HHOLD. Overden Watledge Road. Nailsworth. Application: householder. New roof and gable entrance to existing link between main house and pool house

No Observations



TREES IN A CONSERVATION AREA

None

PREVIOUSLY TRACKED APPLICATIONS

- f) S.23/0693/HHOLD 2 Millbottom, Old Bristol Road, Nailsworth, Stroud. Application: Householder Extension and restoration works. (Resubmission of S.22/2588/HHOLD) Application approved. NTC: supports the upgrading of this historic building.
- g. S.23/0694/LBC 2 Millbottom, Old Bristol Road, Nailsworth, Stroud. Application: Listed Building Application. Extension & restoration works. (Resubmission of S.22/2589/LBC) Application approved. NTC: note

2023/046

To confirm minutes of the Full Council meeting held on Tuesday 20th June 2023

All agreed

2023/047

Matters of Urgency

Cllr Rider - Cllrs may have received an email from a member of staff. This is being dealt with by LM, Mayor and Chair of Personnel. Councillors are reminded to not reply to correspondence and refer to line manager.

Cllr Freeman - Caters Way – The town poet Laurette has agreed to be a patron of the project. He will visit 3 times a year and write a poem.

Cllr Freeman- Do we have a path clearance policy for Norton wood and other paths. The deputy clerk informed the council that issues regarding overgrown bushes on footpaths are reported on the GCC Highways website. NTC Office do not report on behalf of the residents. Members of the public are to report any incidents especially anything that is deemed as a health and safety issue.

Cllr Robinson - There is very little money to carry out this activity. It is basically, down to volunteers or Cotswold wardens who clear paths if they have time. It should be reported on the GCC Highways website "Report it".

It was reiterated that it's down to the individual to report it, not the NTC office. It could be advertised in Nailsworth News for volunteers to assist with path clearing.

Cllr Freeman – A resident on Moffat Road has raised an issue with a hedge that is overgrown and encroaching on the path. Deputy clerk forwarded a poster from GCC regarding overgrown hedges to Cllr Freeman.

Cllr Rothwell - requested NJFC could be a project adopted by NTC. Item was discussed and the paper required additional work before being put to council.

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

.....
 Date



NAILSWORTH TOWN COUNCIL
Minutes of the Environment Committee DRAFT
Held at 7pm in the Town Hall on Tuesday 4th July 2023

Present:

Cllr Angela Norman (Chair)
Cllr Natalie Bennett
Cllr Patsy Freeman
Cllr Colleen Rothwell
Cllr Shelley Rider

Minutes:

Deputy Clerk

Apologies:

Cllr Mike Kelly

Declarations of Interest & Applications for Dispensations

There were none.

To receive a report on the progress of Carters Way Community Garden

Cllr Freeman provided a brief to the committee on progress and design. Contractor is extremely cooperative and approachable and is helping to bring the project forward. Design to be decided on Wednesday 5th July. Advice will be given on planting of trees. Design will be passed to the committee for review. Nine Residents are interested in the raised beds, there may be a lottery carried out for the bed. A display of what is happening at Carters way should be considered. A poster display in the TIC or library, also a design could be displayed at one of the councillor surgeries.

The project could be advertised in the Nailsworth News. NCAN or Freecycle could be approached with regards to providing information on recycled sheds. A management committee of 4 will take control of the site when construction is complete. The costs of using the beds were discussed and agreed (beds £30 per year).

Cllr Bennett – Could any extra produce grown be donated to Nailsworth Pantry, to assist with the current cost of living crisis. This will be looked at once the garden is up and running.

Cllr Norman – A project plan similar to the Rec and Am action plan should be considered. Which lists every item that is to be progressed and monitored. The Environmental committee should look to create an action plan to ensure all project progress is monitored. The office has been requested to create a plan for the committee to review. Cllr Rothwell will assist with the creation of the action plan.

An assessment of Shortwood Green will be carried out presented to the committee. Working party will be created to assist with the planned changes to Shortwood green play area. Cllr's Freeman and Norman agreed to be part of the working group. Residents will be requested to join the working group.

.....
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
16369		£326.52	2040/2	04/07/23	1st Fire Solutions Ltd - Fire extinguisher servicing	7057
		£326.52			1st Fire Solutions Ltd - Total	
16360		£290.00	4140	29/06/23	Avendale Garden Maintenance Service - grass cutting June	230629
		£290.00			Avendale Garden Maintenance Service - Total	
16370		£728.20	2000	30/06/23	A-Z Cleaning - Office clean - June	9089
		£728.20			A-Z Cleaning - Total	
16368	DD230711 BRIT	£23.73	3070	27/06/23	British Gas - KGV electricity	876815342
		£23.73			British Gas - Total	
16371		£73.38	1120	30/06/23	Brutons Hardware Ltd - various	743559
		£73.38			Brutons Hardware Ltd - Total	
16362		£303.60	1170	30/06/23	Down To Earth Gloucestershire CIC - maintaining town borders	0623A
		£303.60			Down To Earth Gloucestershire CIC - Total	
16387	DD230705 EE	£48.20	1140/1	02/07/23	E E - Groundsman phone	VO2122743545
		£48.20			E E - Total	
16388		£235.50	1140/5	07/07/23	Eleksafe - PAT	5784
		£235.50			Eleksafe - Total	
16363		£195.00	1140/5	30/06/23	Ella Berry - Poster and banner design	230630
		£195.00			Ella Berry - Total	
16378		£302.26	2040/4	26/06/23	Express Lifts Alliance - contractual maintenance	23035839/U1
		£302.26			Express Lifts Alliance - Total	
16364	DD230702 FUEL	£32.39	3050/3	25/06/23	Fuel Card Services Ltd - fuel for groundman's vehicle	9005470494
		£32.39			Fuel Card Services Ltd - Total	
16397		£542.40	2080	14/06/23	Furniture@Work Ltd - tables for the Mortimer Room	0571400
		£542.40			Furniture@Work Ltd - Total	
16372		£636.23	6460	30/06/23	G Ryder & Co Ltd - Archive boxes	32775

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
		£636.23	G Ryder & Co Ltd - Total			
16373		£267.70	1165/6	27/06/23	Gloucestershire County Council - cleaning CC&MR	1800703344
		£267.70	Gloucestershire County Council - Total			
16349	DD230701 GRENKE	£194.90	1120	01/07/23	Grenke Leasing Ltd - July 2023	113013175
		£194.90	Grenke Leasing Ltd - Total			
16389	DD230720 GRUN	£9.88	1260	30/06/23	Grundon Waste Management - waste collection CC	PSI-0872179
16390	DD230720 GRUN	£9.88	1260	30/06/23	Grundon Waste Management - waste collection TH	PSI-0872180
		£19.76	Grundon Waste Management - Total			
16374		£239.97	1140/3	30/06/23	James & Owen - Office supplies	19408
		£239.97	James & Owen - Total			
16359		£15.59	1120	11/07/23	Katherine Kearns - zoom	EXP
		£15.59	Katherine Kearns - Total			
16375		£30.00	3050/1	04/07/23	Nailsworth Garden Machinery - Blade for strimmer	59909
16391		£23.50	3050/1	05/07/23	Nailsworth Garden Machinery - Chain	59945
		£53.50	Nailsworth Garden Machinery - Total			
16376	DD230710 OCTOPUS	£23.94	2110	03/07/23	Octopus - Clock tower elec	KI-01B53B5D-0030
16393	DD230712 OCTOPUS	£30.25	2060	10/07/23	Octopus - Mortimer room	KI-A3005C22-0030
16394	DD230717 OCTO	£178.40	1165/1	10/07/23	Octopus - Civic centre electricity	KI-E1CD2B0A-0037
16392	DD230721 OCTO	£52.67	3035	10/07/23	Octopus - Mortimer garden electricity	KI24066B24-0025
16377	DD230721 OCTOPUS	£17.63	3070	03/07/23	Octopus - Changing rooms Elec	KI-94567F80-0029
		£302.89	Octopus - Total			
16358		£99.97	1120	28/06/23	Quality Computers - ESET subscriptions	220907
		£99.97	Quality Computers - Total			
16357		£89.14	2040/1	26/06/23	Spot On Supplies (Cleaning & Packaging) Ltd - toilet rolls	12177688

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
16361		£287.82	2040/1	19/06/23	Spot On Supplies (Cleaning & Packaging) Ltd - supplies	12176889
		£376.96			Spot On Supplies (Cleaning & Packaging) Ltd - Total	
16365		£5,515.61	3010/1	28/06/23	T W Hawkins & Sons SGMS - Grounds maintenance	012684
		£5,515.61			T W Hawkins & Sons SGMS - Total	
16395		£6.99	1140/5	04/07/23	Trade UK Ltd - First Aid signage	1391306554
		£6.99			Trade UK Ltd - Total	
16356	DD230701 WATER	£171.72	2050	18/06/23	Water Plus - TH water	INV02477439
16355	DD230722 WATER	£55.69	3080	18/06/23	Water Plus - Changing rooms	INV-02478199
16396	DD230722 WATER	£50.33	2090	08/07/23	Water Plus - Mortimer Room	INV-02683764
		£277.74			Water Plus - Total	
16354		£230.40	3030/1	28/06/23	Yard House Nursery - Plants	NTC2023
		£230.40			Yard House Nursery - Total	
		£14,729.36			Confidential transactions	
Total		£26,068.75				

Signature _____

Signature _____

Date _____



Nailsworth Town Council

Agenda Item 9

Meeting of Full Council

Meeting date Tuesday 18th July 2023

Subject To consider co-option to a casual vacancies

Author Deputy Clerk

Status Action

Summary

To review application for the co-option to Nailsworth Town Council

Detail

The council is invited to consider co-option to the vacancy using NTC's co-option policy and application form. The closing date for the application was 30 June 2023n and two applications have been received

NTC offer the following legal guidance

Eligibility for co-option

A person is eligible to be co-opted provided he is qualified to be a councillor (see s.79 of the 1972 Act) and is not disqualified by s.80 of the 1972 Act.

Declaration of Acceptance of Office

In accordance with section 83(4) of the 1972 Act, on being elected to office, a councillor must sign a declaration of his acceptance of office, in the presence of another councillor or the clerk. The declaration must be delivered before or at the first meeting of the council after election/co-option or, if permitted by the council at that meeting, before or at a later meeting fixed by the council. If a councillor fails to deliver the signed declaration at the due time, a casual vacancy arises. There is no provision allowing a declaration to be delivered retrospectively.

Registration of interests

Within 28 days of becoming a councillor in England, a person must notify the Clerk and Monitoring Officer of any "disclosable pecuniary interests" as defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012/1464. The definitions of disclosable pecuniary interests are given in Legal Briefing L10-12. In England, the code of conduct adopted by a council under section 27(2) of the Localism Act 2011 Act may require a councillor to give notification of interests which are not disclosable pecuniary interests within 28 days of his election to office. This will be the case if a council has adopted NALC's template code of conduct.

NALC advises that for the sake of transparency, decision making for co-option is kept public.

If the Council wishes to speak to the candidates before making a decision, the candidates can be asked questions at the meeting, if they attend.

As there are more candidates than vacancies, a vote will take place. If there are more than two candidates for one available place, the result must be by a clear majority, meaning that the chosen candidate must receive more votes than the total of votes; for the other candidates.



Nailsworth Town Council

Options

1. To co-opt a candidate to the position

Recommendation

1. To co-opt a candidate to the position

Costs n/a

Funding Source

n/a

There are two candidates

Peter Bodkin

Please briefly outline of why you are interested in being a Town Councillor.

We are lucky to live in Nailsworth with its array of community groups, volunteers, independent retailers, and a wide range of events and amenities. However, the world never stands still and there is a balance between conserving what we have and being forward thinking and open to new opportunities and partnerships. New challenges are also never far away. I have some specific skills and other experience which might be helpful in contributing to meeting some of these challenges and to the continuing evolution of Nailsworth for the benefit of all its community. Importantly too, now that my working life is winding down, I have the time to give this my full attention, both inside and outside the Council chamber. I am keen to see Nailsworth continue to thrive and to find a niche from which I can use my experience and skills to make a positive contribution to the local community.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

My career began in teaching and evolved into the leadership and management of independent schools. I was Head of a 2-18 school with charitable status in the West Midlands for 16 years before becoming General Secretary of a Head's Association for a group of schools across the UK. Latterly, I have been a part-time consultant assisting school governors in appointing Heads and other senior leaders. I was a governor at an Academy in Northampton whilst living in the region and I am currently a governor at a school in Bristol.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

I have acquired experience, skills, knowledge, and abilities during my career which I believe that I can now adapt and transfer successfully to the role of Town Councillor. I have served on and built multiple teams; for example, senior leadership teams and bespoke groups such as working parties or sub-committees tasked with addressing specific issues. This has highlighted the need to listen to and respect the opinions of others whilst also being able to bring ideas and my own opinions to the table. Successful teams also enjoy good working relationships with each other and with those who support their work.



Nailsworth Town Council

My work on school boards and in other areas has also taught me that much of the work is done between meetings outside of the committee room and reported back. Reading the briefing papers carefully in advance and, if necessary, asking constructive questions to enhance one's understanding before voting is the most efficient way of getting business done and I would adopt this approach if I was co-opted to the Town Council.

Schools are busy and complex organisations. I am used to being able to "juggle several balls in the air at a time" and to pick up and run with several projects simultaneously. As Head, I had overall responsibility for all educational matters and for the business aspects of education such as personnel and financial management and marketing. This enabled me to develop significant business acumen and to appreciate the need to establish priorities and links to funding. Marketing a school requires clear communication with all stakeholders which relied upon the oral and written skills of the Head. Similarly, the willingness to engage formally and informally, and the possession of good interpersonal skills are essential to instilling stakeholders' confidence in the Head.

Another important role of the Head, which has parallels with an aspect of a Town Councillor's work, is support for and/or attendance at a wide range of events and activities. In a school context, this meant pupils' concerts, sports fixtures, drama productions and community events. I recognise that support for Nailsworth's events and activities is important and a good means by which the town can meet and get to know its representatives.

Strategic planning was another key responsibility. Having a vision and being able to communicate it, consult widely over it and then to draw up development plans (including business plans) is a discipline which I enjoyed, particularly as they led to school improvement. Major infrastructure projects included planning and completing the building of a new Nursery and Junior School, Science Laboratories and a Sports Pavilion. These provided me with useful insights into the planning process including pre-application consultation, public meetings, building conservation measures and ecological factors.

I also learnt that the key to success when building partnerships with the local community, schools, clubs, and the like was to focus on the mutual benefits of these links. Also, the projects do not have to be large in scale to have a significant impact. For example, simply opening the school's car parking to shoppers in the run up to Christmas when the school was closed for the holidays was welcomed by both the retailers and the local community.

Throughout my career, I have been keen to acquire new knowledge and to develop new skills. If co-opted, I would be keen to receive the induction training for new councillors and to have access to further training as necessary. I have a strong track record of updating my training, attending courses, and identifying other opportunities for continuing professional development. One of the major roles of the General Secretary at the Heads' Association was to provide professional and pastoral support for its members and their schools. As such, I planned and organised a variety of courses and conferences for Heads and other senior leaders. I also devised mentoring and appraisal schemes to enable school leaders to reflect on and to improve their skills.

I have degrees in the life sciences and I am actively interested in the more specific aspects of education and the opportunities and challenges that all schools face today. As a governor, I have been trained in safeguarding, including prevent, and in safer recruitment. Whilst my playing and coaching days are behind me, I also maintain a keen interest in sports.

Please feel free to contact me if you need any further information or have any questions.

Are there any questions you would like to ask the council?



Nailsworth Town Council

What are the Council's priorities between now and next May?

If I was fortunate enough to be co-opted, where do members of the Council think that I might be able to contribute best?

Christo Archer

Please briefly outline of why you are interested in being a Town Councillor.

I would really relish the opportunity to bring a fresh perspective to the Council. As someone who has spent the majority of his life dealing working with the general public, I feel I am well-placed to contribute to this rather wonderful community in a more structured format.

Nailsworth has given a lot to me in the last few years and I would like to give back. Being a well-respected publican means that I am an accessible face to talk to about Council issues, and would be able to communicate with the people of the town clearly.

It has been two years since my last application, and my desire to bring a fresh perspective to the Council has not diminished.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

I have a wealth of experience working in business, and having set up shop in Nailsworth in Waterloo House as my first sole venture, am learning more and more every day. I feel I can offer a different perspective on issues facing the younger generation, especially after the last few years in which so many futures have been stolen from that demographic. I have nearly completely turned around a business that was gutted by short-sighted lockdown policies with a combination of hard work, relentless self-belief and drive, which I hope will be evident in all my endeavours

Years in the hospitality trade has taught me the importance of communication, organisation and perspiration.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise, listening and organisational skills.

I attended the University of Exeter to acquire a degree in Politics & Spanish
I have run a business turning over just shy of half a million pounds annually pre-Covid since March 2019

The business now turns over less, but profits are up, and we are thriving.

I also qualified as a personal trainer in 2022, and listening to people's goals, reading between the lines and achieving attainable and quantifiable targets are crucial to my success in this field.

Are there any questions you would like to ask the council?

There aren't currently- the questions I asked last time, I assume will retain the same relevance.

ENDS.



Nailsworth Town Council Grant Policy and Application Form

Item 10 **Original with personal details held on file**

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

Details of applicant and contact information

Title	MR	First Name	David	Last Name	
Organisation Name	Nailsworth Town Football Club				
Aims / Purpose	To Provide football for the locals				
Your position in group	Chairman/Treasurer/Secretary				

Contact Address

House/Building name
Street name
Town
Postcode
Telephone
Email

The project

What is the project name?	Nailsworth Town FC
Project start date	2022
Project end date	Ongoing

Project aims	To bring grassroots football to Nailsworth and to provide for the local community over 16's
--------------	---

How will the project benefit the town and provide benefit to local people?
Please include evidence. By having a local team for the local community, it will only enhance the town and bring joy to the community.

How many people will benefit? Not only will the players benefit, by introducing additional teams we encourage the younger generation to take up sport and therefore increase their health and wellbeing.

How many people will contribute to the project? All those currently involved with the club and the parents of players.

Will the project involve children and/or vulnerable adults Yes/No? The club are currently not in a position to include children and vulnerable adults.

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

Have you applied for an NTC grant before? If so, give details and when? A grant was applied for and approved approximately 12 months ago.

The money

How much are you asking for £750

What will this money be spent on? E.g. £20 printing, £50 room hire... The money will assist with pitch fees, training equipment and spare kit.

What is the overall project cost? £ £2000

How much money have you raised so far? £700

How will you raise the remainder? Signing on fees and sponsorship

How many volunteer hours will the project use? Approx. 5



Nailsworth Town Council Grant Policy and Application Form

Your Organisation

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

Please provide the names and contact details of two referees

1. Reference provided.
2. Reference provided.

Constitution and Governance

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

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

There will be a signing on fee of £20 for new members 16+

Equal opportunities

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

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

The club does not discriminate on gender, sexuality, race or disability or otherwise.

Bank details

Account name Nailsworth Town FC
Bank account number XXXXXXXX
Sort code XX-XX-XX
Treasurer's contact details (if different from the applicant)
Email:
Name:
Phone number:

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

Name of person completing form: David
Date: 1st July 2023



Nailsworth Town Council Grant Policy and Application Form

2023-07-18 Item 11 **Original with personal detail held on file**

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

Details of applicant and contact information

Title
First Name
Last Name
Organisation Name Nailsworth News
Aims / Purpose Free Monthly Newsletter for the Parish of Nailsworth
Your position in group Treasurer & Editor in Chief

Contact Address

House/Building name
Street name
Town
Postcode
Telephone
Email

The project

What is the project name? Use of Town Hall to receive bulk delivery of the printed paper.
Project start date 6th July 2023
Project end date Ongoing

Project aims

1. Delivery Station to receive bulk delivery of Nailsworth News printed copy from our printers, and then repack for distribution by individual distributors.
2. Provision of a Delivery Station enables Nailsworth News to use a different printing firm, which enables the paper to reduce costs considerably. Previously the premises of our previous printer were used to repack (as in 1. Above), but this is not possible with the new printer.
3. Reduction of printing costs is necessary, as otherwise the paper would have to cease business, given the state of our current finances, though reduction in income.

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

The Town will benefit from the continuation of Nailsworth News, which is regarded as vital communication asset for the Town.

How many people will benefit?

The entire population and businesses of Nailsworth

How many people will contribute to the project?

The operation will be performed by the Nailsworth News Bulk Delivery Team – up to 6 people.

Will the project involve children and/or vulnerable adults Yes/No?

No

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

Not applicable



Nailsworth Town Council Grant Policy and Application Form

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

No



Nailsworth Town Council Grant Policy and Application Form

The money

How much are you asking for £480.00

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

The sum requested represents the annual cost of hiring the Town Hall for one session per month, for the 10 months the NN publishes.

What is the overall project cost? £480.00

How much money have you raised so far?

Not applicable in the context of this application

How will you raise the remainder?

Not applicable in the context of this application

How many volunteer hours will the project use?

6 hours per delivery session,

Your Organisation

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

Community Association

Please provide the names and contact details of two referees

1. Reference provided
2. Reference provided

Constitution and Governance

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

Nailsworth News has a constitution which is now considerably out of date and is in need of revision. However, the main features are as follows:-

- 1. Appointment of Officers to perform vital roles, and act as the Management Committee. In 2017 the Constitution was amended in the following manner**
 - a. All Bank transactions to be authorized by two signatories.**
 - b. The Chair to stand for re election on an annual basis**



Agenda Item 12

Meeting of Full Council

Meeting date Tuesday 18th July 2023

Subject To agree the completion of Electrical Inspection Certification Report remedial works

Author Deputy Clerk

Status Action

Summary

The 5 yearly electrical inspection is currently being carried out across NTC estate. The council are requested to authorise the remedial works be carried out.

Detail

The 5 yearly EICR is currently being carried out across NTC's estate. Due to the nature of the works the report will highlight any issues as the following unsatisfactory codes:

- C1 – Danger present, risk of injury, immediate remedial action required
- C2 – Potentially Dangerous, urgent remedial action required
- FI – Further investigation required

A Satisfactory Code is:

- C3 – Improvement recommended

Definition

Code C1 - Danger present Risk of injury (Immediate remedial action required) This code should be used to indicate that danger exists, requiring immediate remedial action. The persons using the installation are at immediate risk. The person ordering the report should be advised to take action without delay to remedy the observed inadequacy in the installation, or to take other appropriate action (such as switching off and isolating the affected parts of the installation) to remove the danger. The inspector should not wait for the full report to be issued before giving this advice. As previously indicated, some certification, registration and membership bodies make available 'dangerous condition notification' forms to enable inspectors to record, and then to communicate immediately to the person ordering the report, any dangerous condition discovered.

Code C2 - Potentially dangerous (urgent remedial action required). This code should be used to indicate that, whilst an observed inadequacy is not considered to be dangerous at the time of the periodic inspection, it would become an immediate danger if a fault or other foreseeable event was to occur in the installation or connected equipment. The person ordering the report should be advised that, whilst the safety of those using the installation may not be at immediate risk, remedial action should be taken as a matter of urgency to remove the source of potential danger.

Code C3 - Improvement recommended This code should be used to indicate that, whilst an observed inadequacy is not considered to be a source of immediate or potential danger, improvement would contribute to an enhancement of the safety of the electrical installation.

FI - Further investigation required without delay In a domestic or similar installation, it should generally be possible to attribute a Classification Code to each observation



Nailsworth Town Council

Any C1 highlighted will be rectified immediately by the contractor due to the severity of the issue. Any C2 need to be rectified within 28 days of receiving the EICR certificate.

As a landlord NTC must adhere to the [Guide for tenants: electrical safety standards GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/electrical-safety-checks-for-private-rented-properties) which states "A copy of the report will be given to your landlord. They must act on any of the issues raised in the report which have a C1, C2 or F1 classification within 28 days, or sooner if specified in the report."

Due to the nature of council work and the possible delays awaiting council approval, the council is requested to authorise the remedial (C1, C2 and C3) works to be carried out by the inspecting electrician. This removes the need to delay the repairs and removes a possible hazard..

The office will receive a verbal debrief from the electrician at the end of each day to ensure we are aware of any C2 remedials that will require attention. Should there be an immediate concern relating to any building that is deemed as major the council will be informed.

The initial report on remedial works has been received for the KGV changing rooms. The report has highlighted 5 x C2 and 3 x C3. The contractor has provided a quote for the remedial works for KGV Changing rooms £660.00 (£792). Reports for the Civic Centre, Town Hall and Mortimer are to follow. These reports may be verbally briefed during the meeting.

The council are reminded that currently these inspections are carried out every 5 years. However, they are suggested every 3-5 years. It is recommended the schedule is amended to be carried out every 3 years. As this would allow for any degradation in the electrical systems to be highlighted sooner.

Options

1. Authorise the electrical remedial works to be carried out by the contractor.
2. Agree to change the inspection from every 5 to every 3 years.
3. Await the report and seek council approval for the electrical works to be carried out.

Recommendation

1. Authorise the electrical remedial works to be carried out by the contractor.
2. Agree to change the inspection from every 5 to every 3 years.

Costs

Unknown at this time

Funding Source

2040 Town Hall repairs and Maintenance
2080 Mortimer Room repairs and Maintenance
3060 KGV Field Changing room Maintenance
1165/3 Council and civic centre repairs and Maintenance

Ends

Income and Expenditure Account

31/03/23 £		10/07/23 £
	INCOME	
25,312.23	Grants	30,050.00
14,000.00	Arkeil Centre Trust	14,000.00
36,841.07	Lettings - all	10,683.47
320,927.00	Precept	180,817.50
855.10	Interest on Investments	692.03
2,414.77	Other income	1,518.60
314.22	Rights of way/Wayleaves	100.00
400,664.39	TOTAL INCOME	237,861.60
	EXPENDITURE	
31,289.45	General Administration	21,893.60
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	5,152.87
173,352.41	Staff costs	45,990.26
7,513.93	Insurance	7,303.00
19,208.89	Repairs & maintenance - buildings	6,156.79
20,232.66	Utilities & Rates	4,402.37
47,561.96	Maintenance of Open Spaces	15,992.86
55,474.52	Special projects and miscellaneous	15,526.80
611.66	Hazelwood Bungalow	0.00
1,713.60	Town Information Centre	0.00
49,370.00	Support for town services	23,463.40
14,000.00	Arkeil Community Centre	14,000.00
5,533.84	Expenditure	0.00
441,668.66	TOTAL EXPENDITURE	165,381.95
127,374.76	Balance as at 01/04/23	109,531.14
400,664.39	Add Total Income	237,861.60
528,039.15		347,392.74
441,668.66	Deduct Total Expenditure	165,381.95
0.00	Stock Adjustment	0.00
23,160.65	Transfer to/ from reserves	20,724.78
109,531.14	Balance as at 10/07/23	202,735.57

Financial Budget Comparison

Comparison between 01/04/23 and 10/07/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Council						
100	Precept - Council	£361,635.00	£0.00	£180,817.50	-£180,817.50	-50.00%
105	Refunds,donations grants - Council	£0.00	£0.00	£30,050.00	£30,050.00	100.00%
110	ACC-Admin recharge	£14,000.00	£0.00	£14,000.00	£0.00	0.00%
120	Agency services	£100.00	£0.00	£0.00	-£100.00	-100.00%
130	CIL income	£0.00	£1,518.60	£1,518.60	£0.00	0.00%
Total Council		£375,735.00	£1,518.60	£226,386.10	-£150,867.50	-40.15%
Property Management						
200	Town Hall precept	£0.00	£0.00	£0.00	£0.00	0.00%
205	Town Hall bookings	£8,000.00	£0.00	£4,550.00	-£3,450.00	-43.13%
210	Town Hall rent of offices	£15,900.00	£0.00	£3,974.97	-£11,925.03	-75.00%
215	Mortimer Room precept	£0.00	£0.00	£0.00	£0.00	0.00%
220	Mortimer Room lettings	£4,500.00	£0.00	£672.00	-£3,828.00	-85.07%
225	Council bookings (all land and facilities)	£500.00	£0.00	£255.00	-£245.00	-49.00%
230	Hazelwood Bungalow precept	£0.00	£0.00	£0.00	£0.00	0.00%
235	Memorial Clock - precept	£0.00	£0.00	£0.00	£0.00	0.00%
240	War memorial - precept	£0.00	£0.00	£0.00	£0.00	0.00%
245	Leases/Licences//Wayleaves	£1,000.00	£0.00	£100.00	-£900.00	-90.00%
Total Property Management		£29,900.00	£0.00	£9,551.97	-£20,348.03	-68.05%
Recreation & Amenities Committee						
300	Precept - recreation & amenities	£0.00	£0.00	£0.00	£0.00	0.00%
305	Hire KGV Field facilities	£5,000.00	£0.00	£1,231.50	-£3,768.50	-75.37%

Financial Budget Comparison

Comparison between 01/04/23 and 10/07/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
310	Market Street Garden - hire and electricity	£468.00	£0.00	£0.00	£-468.00	-100.00%
320	Mortimer Garden - hire/electricity charge	£980.00	£0.00	£0.00	£-980.00	-100.00%
Total Recreation & Amenities Committee		£6,448.00	£0.00	£1,231.50	£-5,216.50	-80.90%
Environment Committee						
400	Precept - Environment	£0.00	£0.00	£0.00	£0.00	0.00%
405	Grants, donations, refunds - Environment	£0.00	£0.00	£0.00	£0.00	0.00%
410	Town Information Centre	£0.00	£0.00	£0.00	£0.00	0.00%
Total Environment Committee		£0.00	£0.00	£0.00	£0.00	0.00%
Bank Interest						
500	interest on main account	£0.00	£0.00	£0.00	£0.00	0.00%
505	Investment interest Premier Account	£70.00	£0.00	£591.45	£521.45	744.93%
520	Interest from Income Bonds (paid to main account)	£100.00	£0.00	£100.58	£0.58	0.58%
Total Bank Interest		£170.00	£0.00	£692.03	£522.03	307.08%
Earmarked Reserves						
600	Precept - Earmarked Reserves	£0.00	£0.00	£0.00	£0.00	0.00%
Total Earmarked Reserves		£0.00	£0.00	£0.00	£0.00	0.00%
Total Income		<u>£412,253.00</u>	<u>£1,518.60</u>	<u>£237,861.60</u>	<u>£-175,910.00</u>	<u>-42.67%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 10/07/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
EXPENDITURE						
Council						
1000	Salaries - all	£196,800.00	£0.00	£45,990.26	£150,809.74	-76.63%
1010	Payroll charges	£340.00	£0.00	£71.10	£268.90	-79.09%
1030	Planning Committee expenses	£0.00	£0.00	£0.00	£0.00	0.00%
1040	Churchyard grants	£1,100.00	£0.00	£1,100.00	£0.00	0.00%
1050	Subscriptions	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
1060	Grants from NTC	£4,000.00	£0.00	£3,150.00	£850.00	-21.25%
1070	Town Crier's expenses	£500.00	£0.00	£500.00	£0.00	0.00%
1080	Town Archives	£600.00	£0.00	£0.00	£600.00	-100.00%
1090	Civic Fund	£3,000.00	£0.00	£2,001.84	£998.16	-33.27%
1100	Insurance	£7,000.00	£0.00	£7,303.00	£-303.00	4.33%
1120	Office equipment	£2,500.00	£0.00	£600.56	£1,899.44	-75.98%
1130	Licences,fees and allowances	£13,000.00	£0.00	£15,149.42	£-2,149.42	16.53%
1140	Office management	£3,000.00	£0.00	£2,590.43	£409.57	-13.65%
1160	Town Mayor's Allowance	£900.00	£0.00	£900.00	£0.00	0.00%
1165	Civic Centre	£12,400.00	£0.00	£1,225.17	£11,174.83	-90.12%
1170	Gardening contract for town centre	£6,000.00	£0.00	£1,046.50	£4,953.50	-82.56%
1180	Training for staff & councillors	£3,000.00	£0.00	£0.00	£3,000.00	-100.00%
1195	Support for Arkell Community Centre	£14,000.00	£0.00	£14,000.00	£0.00	0.00%
1200	Neighbourhood Warden Scheme	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 10/07/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
1210	Library extra hours	£3,400.00	£0.00	£428.40	£2,971.60	-87.40%
1230	Support for Citizens Advice Bureau	£0.00	£0.00	£0.00	£0.00	0.00%
1240	Support for Credit Union	£0.00	£0.00	£0.00	£0.00	0.00%
1250	Support for Childrens Centre	£0.00	£0.00	£5,500.00	-£5,500.00	100.00%
1260	Waste/Recycling Collection	£1,000.00	£0.00	£50.76	£949.24	-94.92%
5330	Web site and Hosting	£0.00	£0.00	£0.00	£0.00	0.00%
Total Council		£274,540.00	£0.00	£101,607.44	£172,932.56	-62.99%
Property Management						
2000	Town Hall cleaning Town Hall cleaning Town Hall cleaning	£8,500.00	£0.00	£2,151.50	£6,348.50	-74.69%
2010	Town Hall business rates	£3,500.00	£0.00	£0.00	£3,500.00	-100.00%
2020	Town Hall gas	£3,000.00	£0.00	£677.10	£2,322.90	-77.43%
2030	Town Hall electricity	£3,100.00	£0.00	£0.00	£3,100.00	-100.00%
2040	Town Hall repairs & maintenance	£8,500.00	£0.00	£4,702.72	£3,797.28	-44.67%
2050	Town Hall - water rates	£500.00	£0.00	£246.92	£253.08	-50.62%
2060	Mortimer Room electricity	£508.00	£0.00	£119.10	£388.90	-76.56%
2070	Mortimer Room - business rates	£0.00	£0.00	£0.00	£0.00	0.00%
2080	Mortimer Room repairs & maintenance	£2,000.00	£0.00	£7.24	£1,992.76	-99.64%
2090	Mortimer Room - water rate	£500.00	£0.00	£120.61	£379.39	-75.88%
2100	Mortimer Room gas supply	£900.00	£0.00	£112.96	£787.04	-87.45%
2110	Memorial Clock - electricity	£450.00	£0.00	£128.23	£321.77	-71.50%

Financial Budget Comparison

Comparison between 01/04/23 and 10/07/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
2120	Memorial Clock - repairs	£600.00	£0.00	£0.00	£600.00	-100.00%
2140	Hazelwood Bungalow	£1,500.00	£0.00	£0.00	£1,500.00	-100.00%
2150	Cleaning materials	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
2160	Owed to Arkell	£0.00	£0.00	£0.00	£0.00	0.00%
Total Property Management		£34,558.00	£0.00	£8,266.38	£26,291.62	-76.08%
Recreation & Amenities Committee						
3000	Miles Marling Field maintenance	£2,100.00	£0.00	£0.00	£2,100.00	-100.00%
3010	KGV Field maintenance	£8,000.00	£0.00	£8,836.04	£-836.04	10.45%
3030	Town Gardening (incl Mortimer Gardens)	£2,700.00	£0.00	£267.89	£2,432.11	-90.08%
3035	Mortimer Garden electricity	£1,125.00	£0.00	£165.51	£959.49	-85.29%
3050	Grounds maintenance equipment	£2,600.00	£0.00	£813.43	£1,786.57	-68.71%
3060	KGV Field changing rooms - maintenance	£1,000.00	£0.00	£130.00	£870.00	-87.00%
3070	KGV Field changing rooms - electricity	£1,132.00	£0.00	£235.07	£896.93	-79.23%
3080	KGV changing rooms - water rates	£900.00	£0.00	£133.61	£766.39	-85.15%
3090	KGV Field pavilion DO NOT USE - repairs & maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
3100	Garage storeroom	£0.00	£0.00	£91.66	£-91.66	100.00%
3110	Market Street garden maintenance	£400.00	£0.00	£0.00	£400.00	-100.00%
3120	Market Street Garden - electricity	£210.00	£0.00	£30.28	£179.72	-85.58%
3130	Playrangers - support	£3,234.00	£0.00	£0.00	£3,234.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 10/07/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
3140	Youth provision	£46,070.00	£0.00	£23,035.00	£23,035.00	-50.00%
3150	Dunkirk Museum maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
3160	Community Development Worker (2yrs)	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Recreation & Amenities Committee		£74,471.00	£0.00	£33,738.49	£40,732.51	-54.70%
Environment Committee						
4000	Upkeep council land (not grasscutting)	£4,000.00	£494.00	£2,275.00	£2,219.00	-55.48%
4010	Norton Wood (not tree maintenance)	£0.00	£0.00	£0.00	£0.00	0.00%
4021	Town Information Centre	£1,800.00	£0.00	£0.00	£1,800.00	-100.00%
4030	TIC loan repayment - capital	£7,753.65	£0.00	£3,848.54	£3,905.11	-50.36%
4040	TIC loan repayment - interest	£2,552.09	£0.00	£1,304.33	£1,247.76	-48.89%
4050	Bunting Hill Nature Reserve (not tree maintenance)	£0.00	£0.00	£0.00	£0.00	0.00%
4060	Environmental enhancement projects	£500.00	£0.00	£0.00	£500.00	-100.00%
4070	Tree maintenance (all NTC land)	£8,000.00	£0.00	£0.00	£8,000.00	-100.00%
4090	Tourism promotion	£4,500.00	£0.00	£0.00	£4,500.00	-100.00%
4100	Sign postingDO NOT USE	£0.00	£0.00	£0.00	£0.00	0.00%
4120	Christmas lights	£8,000.00	£0.00	£10,497.23	-£2,497.23	31.22%
4140	Upkeep of All Saints graveyard	£4,000.00	£0.00	£1,160.00	£2,840.00	-71.00%
Total Environment Committee		£41,105.74	£494.00	£19,085.10	£22,514.64	-54.77%
Bank Interest						
1155	Bank charges on main account	£300.00	£0.00	£80.25	£219.75	-73.25%

Financial Budget Comparison

Comparison between 01/04/23 and 10/07/23 inclusive. Includes due and unpaid transactions.

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

	2023/24	Reserve Movements	Actual Net	Balance	Bal %age
Total Bank Interest	£300.00	£0.00	£80.25	£219.75	-73.25%
Earmarked Reserves					
6000 Election expenses RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6010 Play & tennis court equipment RESERVE	£0.00	£0.00	£494.00	-£494.00	100.00%
6020 Town improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6030 Town Hall repairs RESERVE	£3,000.00	£0.00	£0.00	£3,000.00	-100.00%
6040 Mortimer Room repairs RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6050 Hazelwood Bungalow RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6060 Miles Marling Field improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6090 Arkell Community Centre RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6100 Energy efficiency improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6120 Shortwood Churchyard RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6130 Replace groundsman's vehicle RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6140 Town centre/Mkt St improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6150 Clock tower refurbishment RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6170 20mph town scheme RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6220 Dunkirk Mill Museum RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6240 Emergency tree work RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 10/07/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
6280	WW1 & II plaques project RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6300	KGV buildings RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6310	Civic Centre RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6330	CONTINGENCY	£0.00	£0.00	£0.00	£0.00	0.00%
6340	KGV Extension Field RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6350	Staff Recruitment RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6380	War Memorial refurbishmentRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6390	PCC SIDS grant RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6400	PCC Rebuilding Trust grantRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6420	6420 WWII Renishaws grantDONOTUSE	£0.00	£0.00	£0.00	£0.00	0.00%
6430	6430 Tourism promotion RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6450	6450 Heritage Open Day RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6460	6460 Town Archives	£0.00	£0.00	£530.19	-£530.19	100.00%
6500	6500 CIL projects	£0.00	£0.00	£0.00	£0.00	0.00%
6510	6510 Climate Emergency Reserve	£0.00	£0.00	£0.00	£0.00	0.00%
6520	6520 COVID-19 response	£0.00	£0.00	£0.00	£0.00	0.00%
6530	6530 Build Back Better Fund	£0.00	£0.00	£100.00	-£100.00	100.00%
6540	6540 Welcome Back Fund	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 10/07/23 inclusive. Includes due and unpaid transactions.

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

	2023/24	Reserve Movements	Actual Net	Balance	Bal %age
6550 6550 UKSPF grants	£30,000.00	£1,249.38	£1,249.38	£30,000.00	-100.00%
Total Earmarked Reserves	£33,000.00	£1,249.38	£2,373.57	£31,875.81	-96.59%
Total Expenditure	<u>£457,974.74</u>	<u>£1,743.38</u>	<u>£165,151.23</u>	<u>£295,816.27</u>	<u>-64.59%</u>
Total Income	£412,253.00	£1,518.60	£237,861.60	-£175,910.00	-42.67%
Total Expenditure	<u>£457,974.74</u>	<u>£1,743.38</u>	<u>£165,151.23</u>	<u>£294,566.89</u>	<u>-64.32%</u>
Total Net Balance	-£45,721.74		£72,710.37	-£470,476.89	

Bank Account Reconciled Statement

Main Account	2040157	30-98-29
Statement Number	198	Bank Statement No. 198
Statement Opening Balance	£32,635.93	Opening Date 01/06/23
Statement Closing Balance	£16,425.61	Closing Date 30/06/23
True/ Cashbook Closing Balance	£16,425.61	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/06/23	DD230601WATER	Water Plus	38.77	0.00	32,597.16
01/06/23	DD230601WATERP LUS	Water Plus	39.48	0.00	32,557.68
01/06/23	FPI230603stripes	Stripes Payments	0.00	363.37	32,921.05
01/06/23	SO23602EMMA	Emma-Accountants-Admin Centre	0.00	270.83	33,191.88
05/06/23	BGC230606NATSA V	National Savings	0.00	33.89	33,225.77
06/06/23	PAY230606LLOYD S	Lloyds Bank	19.85	0.00	33,205.92
08/06/23	PAY230608LLOYD S	Lloyds Bank	19.85	0.00	33,186.07
12/06/23	DD230605EE	E E	48.91	0.00	33,137.16
12/06/23	DD230611FUEL	Fuel Card Services Ltd	32.26	0.00	33,104.90
12/06/23	DD230613BRIT	British Gas	44.71	0.00	33,060.19
12/06/23	FPI230612PLAY	Play Circle Drop In	0.00	168.00	33,228.19
12/06/23	SO230612MIKE	Mike Jefferies-Accountants	0.00	1,054.16	34,282.35
13/06/23	DD230610OCTOPU S	Octopus	27.92	0.00	34,254.43
13/06/23	DD230611OCTO	Octopus	10.58	0.00	34,243.85
13/06/23	DD230614CTOP	Octopus	227.95	0.00	34,015.90
13/06/23	DD230621OCTOPU S	Octopus	18.80	0.00	33,997.10
14/06/23	DD230612OCTOPU S	Octopus	30.80	0.00	33,966.30
14/06/23	DD230617OCTO	Octopus	133.82	0.00	33,832.48
16/06/23	DD230616BGAS	British Gas	35.30	0.00	33,797.18
19/06/23	DD230618FUEL	Fuel Card Services Ltd	48.82	0.00	33,748.36
19/06/23	DD230620SGC	SGC Payroll	2,943.60	0.00	30,804.76
20/06/23		SDC	0.00	15,000.00	45,804.76
20/06/23		SDC	0.00	15,000.00	60,804.76
20/06/23	CHEQUE 500363	Nailsworth & District Flower Arrangement Society	0.00	48.00	60,852.76
20/06/23	DD230620GRUN	Grundon Waste Management	21.40	0.00	60,831.36
20/06/23	DD230620SGC	SGC Payroll	9,607.29	0.00	51,224.07
20/06/23	FPI230602ARTY	Hirers	0.00	80.00	51,304.07

Bank Account Reconciled Statement

20/06/23	FPI230602DOG	Dog Training	0.00	144.00	51,448.07
20/06/23	FPI230602FAY	Fay Edwards	0.00	256.00	51,704.07
20/06/23	FPI230602HALL	J Hall and Son Bakers LTD	0.00	75.00	51,779.07
20/06/23	FPI230602NCAN	Climate Change Group	0.00	20.00	51,799.07
20/06/23	FPI230602NPIL	Pilates Elizabeth Williams	0.00	48.00	51,847.07
20/06/23	FPI230602NPRO	Nailsworth Valley Probus Club	0.00	80.00	51,927.07
20/06/23	FPI230602TAI	Tai Chi	0.00	36.00	51,963.07
20/06/23	FPI230612BOX	Box Kitchen	0.00	60.00	52,023.07
21/06/23	FPO210623AVEN	Avendale Garden Maintenance Service	290.00	0.00	51,733.07
21/06/23	FPO230620ACC	Arkel Community Centre	14,000.00	0.00	37,733.07
21/06/23	FPO230621AZ	A-Z Cleaning	761.30	0.00	36,971.77
21/06/23	FPO230621BLUE	Blue Diamond Garden Centre (Nailsworth)	95.39	0.00	36,876.38
21/06/23	FPO230621BRU	Brutons Hardware Ltd	10.29	0.00	36,866.09
21/06/23	FPO230621CHRIST	Christ Church Nailsworth	450.00	0.00	36,416.09
21/06/23	FPO230621CLIFF	Cliff Christie	8.69	0.00	36,407.40
21/06/23	FPO230621DOWN	Down To Earth Gloucestershire CIC	538.20	0.00	35,869.20
21/06/23	FPO230621EDGE	Edge IT Systems	2,240.04	0.00	33,629.16
21/06/23	FPO230621EESI	EESI Ltd	1,157.87	0.00	32,471.29
21/06/23	FPO230621EXP	Express Lifts Alliance	661.82	0.00	31,809.47
21/06/23	FPO230621FGC	Forest Green Cemetery	450.00	0.00	31,359.47
21/06/23	FPO230621FLET	PR Fletcher	42.00	0.00	31,317.47
21/06/23	FPO230621GCC	Gloucestershire County Council	6,696.10	0.00	24,621.37
21/06/23	FPO230621HOME	Homestart	5,500.00	0.00	19,121.37
21/06/23	FPO230621IAN	Ian Crowe FFA	600.00	0.00	18,521.37
21/06/23	FPO230621JAMES	James & Owen	45.92	0.00	18,475.45
21/06/23	FPO230621KKEARNS	Katherine Kearns	15.59	0.00	18,459.86
21/06/23	FPO230621LET	The Christmas Decorators	12,096.00	0.00	6,363.86
21/06/23	FPO230621MKEL	Mike Kelly	900.00	0.00	5,463.86
21/06/23	FPO230621NGM	Nailsworth Garden Machinery	455.06	0.00	5,008.80
21/06/23	FPO230621NJS	NJS Fencing and Landscaping	2,730.00	0.00	2,278.80
21/06/23	FPO230621QUAK	Nailsworth Quaker Meeting	200.00	0.00	2,078.80
21/06/23	FPO230621SMART	Smarter Textiles Ltd	63.24	0.00	2,015.56
21/06/23	FPO230621SPELEC	S P Electrical	2,688.77	0.00	-673.21
21/06/23	FPO230621TONY	Town Crier - Tony Evans	500.00	0.00	-1,173.21
21/06/23	FPO230621TRADE	Trade UK Ltd	109.99	0.00	-1,283.20

Bank Account Reconciled Statement

21/06/23	FPO230621ZUR	Zurich Municipal	7,303.00	0.00	-8,586.20
21/06/23	TRANS230621	Arkell Community Centre	1,266.71	0.00	-9,852.91
21/06/23	Transfer		0.00	30,000.00	20,147.09
22/06/23	DD230619SGC	SGC Payroll	3,056.34	0.00	17,090.75
22/06/23	DD230622WATER	Water Plus	23.25	0.00	17,067.50
23/06/23	DD230623BRIT	British Gas	23.31	0.00	17,044.19
28/06/23	DD230627COMM	Communicate Better	743.04	0.00	16,301.15
29/06/23	DD230629BGAS	British Gas	3.54	0.00	16,297.61
30/06/23	FPI230630CREAT	Creative Writing	0.00	40.00	16,337.61
30/06/23	FPI230630MENS	Mens Talking Group	0.00	40.00	16,377.61
30/06/23	FPI230630TAI	Tai Chi	0.00	48.00	16,425.61

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	79075.57	62865.25

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Premier 4282

07154282

30-98-29

Statement Number	92	Bank Statement No.	92
Statement Opening Balance	£380,557.92	Opening Date	01/06/23
Statement Closing Balance	£350,804.65	Closing Date	30/06/23
True/ Cashbook Closing Balance	£350,804.65		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
09/06/23	INTEREST230609	Lloyds Bank	0.00	246.73	380,804.65
21/06/23	Transfer		30,000.00	0.00	350,804.65

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	30000	246.73

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____



Nailsworth Town Council

Agenda Item 14

Meeting of Full Council

Meeting date Tuesday 18th July 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.

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

- The Civic Centre office is open to the public.



Nailsworth Town Council

- 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

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



Nailsworth Town Council

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.

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

7. Employment issues

Potential Impact

- Health & Safety issues
- Loss of staff

Management/Control of Risk. Action Required

- Payroll outsourced to a larger council with more capacity to cover sickness
- The Personnel Committee work is progressing; a Staff Handbook is now in place.



Nailsworth Town Council

- 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.

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

Impact: 3

Probability: 2

Rate: [Medium](#)

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

Potential Impact

- Computer system failure or loss of data

Management/Control of Risk. Action Required

- Our accounts package 'Edge Finance Systems' is online and is backed up and can be used remotely. Edge have remote servers to take over should their business become affected by illness and unable to operate



Nailsworth Town Council

- 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

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
- 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**



Nailsworth Town Council

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 affects 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.
- 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.
-

Impact: 2

Probability: 2

Rate: [Medium](#)



Nailsworth Town Council

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

Impact: 1

Probability: 2

Rate: **Low**



Nailsworth Town Council

Agenda Item 15a

Meeting of Full Council

Meeting date Tuesday 18th July 2023

Subject To receive the Mayor and Deputy Mayors monthly reports

Author Deputy Clerk

Status Information

Summary

Receive the Mayors monthly report

Detail

Mayor

Sun 25 Jun: attended the Chamber of Trade's Transport Fair in town a couple of times.

Sun 02 Jul: attended the unveiling and dedication of a new stained glass window in the Lady Chapel at St. George's Church.

Tue 04 Jul: sent apologies for the council meeting which was chaired by Deputy Mayor Cllr Shelley Rider.

Thu 6 Jul: Personnel Committee meeting

Sat 08 Jul: took part in the councillors' surgery session in the library.

Mon 10 Jul: went to the pop-up café in the Arkell Centre to see the excellent work being done there and met some youngsters on a week's Work Experience and some of our volunteers and Cathy Iddles, our CDW.

Wed 12 Jul: attended the Youth club AGM.

Tue 18 Jul: full council meeting.

Ends



Nailsworth Town Council

Agenda Item 15b

Meeting of Full Council

Meeting date Tuesday 18th July 2023

Subject To receive the Mayor and Deputy Mayors monthly reports

Author Deputy Clerk

Status Information

Summary

Receive the Deputy Mayors monthly report

Detail

Deputy Mayor

25th July: Attended transport Festival

2nd July: Attended unveiling of window at the lady chapel St Georges Church

4th July: Chaired council meeting

5th July: Attended traders meeting

6 July: Attended personnel committee meeting

12 July: Attended the Youth club AGM

18 Jul: Full council meeting

Ends

2023-07-18 Item 15c

County Councillor's Report for Nailsworth Town Council 18th July 2023

Woodchester Park Lakes

I have arranged a meeting with all Senior Stakeholder Officers at Ebley Mill on Tuesday 11th July. My District Council colleague for Woodchester, Cllr Ashley Smith will also be present.

County Council Committees for the coming council year

I was elected Chair of Gloucestershire Police & Crime Panel. This Panel is set up to scrutinise the work of the Gloucestershire Police & Crime Commissioner.

Labour Lead Member of the County Fire Service Scrutiny Committee.

Labour Lead Member of Adult Social Care Scrutiny Committee.

A member of the Corporate Parenting Board.

Constituency Changes

You may have heard the good news that Nailsworth will remain in the Stroud Parliamentary Constituency. This will be ratified by Parliament in February 2024.

County Boundary Changes

Due to the increase in population in Gloucestershire, there are to be two more County Councillors' Divisions established, one in the Stroud Area and one in Tewkesbury. This will mean that there will be an increase in the number of County Councillors from 53 to 55 at the next election.

Library

I have received many compliments regarding the refurbishment of our library.

Fire Service Open Day

Just to remind councillors that the Fire Service in Nailsworth will be running a Family Fun Day on Saturday 29th July from 11am-3pm. It will be well worth a visit.

Steve Robinson
County Councillor

2023-07-18 Item 15c District Councilors Report

Community Services & Licensing Committee – 22nd June

Taxi fares - the committee voted to adopt new taxi fares, which will come into effect after a period of public notice, with the public able to comment. The fares were raised in consultation with the taxi trade, who gave feedback on how they were being affected by the cost of living crisis, but also expressed concern that raising fares too much would be a barrier to their customers and those who rely on taxis.

Communities Grant - The committee agreed the proposed allocation of the £150,000 Strengthening Local Communities Grant which SDC has been awarded from the NHS / Integrated Care Board to improve the health and wellbeing of people in the county. The funding will be allocated to the areas where it will have the most impact in improving health and wellbeing across the district as follows:

- Stroud District Community Hub Development Programme - £20k
- Children and Young People Wellbeing Programme - £50k
- Place based targeted Health Interventions - £20k
- VCS Targeted Intervention Fund - £20k
- Activity on Referral Development - £20k
- Social Prescribing VCS Capacity Building – £20k

Leisure Management - The committee unanimously agreed to create a new Leisure Services Team from 1 November 2024, and for Stratford Park Leisure Centre and the Lido in Stroud, to be brought in house and managed by the Council, when the current contract with Sports & Leisure Management (SLM) expires on 31 October 2024. This will bring management of the leisure centre in Stroud, in line with the existing SDC management of The Pulse leisure centre in Dursley. Previously a Local Authority Trading Company (LATC) had been proposed to manage both leisure centres, but due to recent changes to VAT rules by HMRC, the business case was revised. The in-house option that has been chosen, is similar in many ways to a LATC, but will be simpler to deliver (as The Pulse is already managed in house) and it provides the council with full control on how the service will operate. This will need to be agreed at S&R and Council.

Revised Street Trading Policy - Following consultation the new policy was adopted. The main change is a new decision-making process for contentious applications, or cases where a consent may be revoked, to enable them to be considered by a licensing hearing panel.

Housing Committee – 27th June

Canalside Site, A419, Stonehouse

Last July the Council agreed to review the use of the Canalside Site in Stonehouse (the former Ship Inn site) which is included in council housing new build programme. Following community and stakeholder engagement led by consultants, a 'Common Ground in Stonehouse' report has been produced, which sets out the opportunity for the Council to work with the local community on future uses for the site.

The Housing Committee agreed a recommendation for the site to be appropriated from the Housing Revenue Account (overseen by Housing

Committee) into the Council's General Fund. This will enable an option to be granted to the community, to transfer the site for community use, subject to a further report. Capital funding received for the site would be used to invest in affordable housing in the local area. Work will continue with the local community, led by a working group which will look to co-design building concept options to explore scale, potential and phasing, to inform business planning for a community focused use of the site.

Independent Living – The Committee adopted a new strategy (for 2023-27) for independent living accommodation for people aged 55+, and received an update on the service changes for Independent Living scheme tenants with district heating systems.

Damp & Mould – following the tragic death of a young boy in Rochdale, of a respiratory disease caused by severe and prolonged exposure to mould in his home, there has been a much greater national focus on damp and mould in social housing. SDC has formed a working group to develop a Damp & Mould policy, to create an action plan to resolve instances of damp and mould in residents homes. The actions from the working group have been shared and discussed with tenant representatives.

Other news

Free of charge summer holiday activities

Summer holiday activities for children who live in the Stroud district will be available to book from mid-day on 5 July. These will include activities for sport, dance, drama, music, craft, and other activities during four weeks of the school summer holiday from 26 July to 1 September. Some of the activities will be reserved for children from reception to year 11 who receive benefits-related free school meals (the Holiday Activity and Food programme, or HAF).

<https://www.stroud.gov.uk/news-archive/on-your-marks-get-set-to-book-free-of-charge-childrens-summer-holiday-activities>

Survey for Veterans

Stroud DC's Armed Forces Champion group marked Armed Forces Day (24 June) by launching a survey to find out more about the needs of veterans in the Stroud district. Veterans, members of the armed forces and their families can complete the survey online here <https://www.stroud.gov.uk/af-consult> or request a paper copy by post by phoning 01453 766321. The deadline for completed surveys is Monday 31 July.

Flash flooding in Stroud – 12 June

Stroud DC officers supported the local emergency response to help residents and businesses in Stroud who were affected by flooding on the evening of 12 June. An unprecedented 65.5mm of rain fell in half an hour, leading to flash flooding in a number of areas centred around Stroud town, Cainscross and Rodborough.

New Night Safe Officers

A new team of Night Safe Officers will patrol key locations in Stroud town centre on Friday and Saturday nights, to make it a safer place to enjoy a weekend night out. The two officers will also support venue door staff and marshal the taxi rank on King Street at peak times. They are part of a new scheme introduced by the Stroud Community Safety Partnership, of which Stroud DC is a member with funding provided by the Gloucestershire Office of the Police & Crime Commissioner's Safer Streets Fund.

Bands for Stratford Park in Stroud

Stroud DC is looking for bands to complete the outdoor performances line-up this summer at Stratford Park in Stroud. The Sunday afternoon events are open to all, and aim to provide an opportunity for families and

friends to gather on the lawns and enjoy time together. The last Sunday the bandstand event will be running is 24 September. Bands will be paid a small donation. For further information or to find out how a band can play at one of the events, email stratfordpark@stroud.gov.uk

Reducing plastic waste

16 June was World Refill Day, when millions of people around the world put the spotlight on plastic pollution and what we can all do to tackle it. Every year, the plastics industry produces more than 400 million tonnes of plastic and half of this is single use. Less than 10% of the plastic created has ever been recycled. SDC is phasing out single use plastics and there are a growing number of places to eat, drink and shop with less plastic - you can find them all on the refill app with more ideas and information from Stroud District Action on Plastic .

<https://www.stroud.gov.uk/news-archive/its-world-refill-day-and-this-is-how-you-can-help-cut-plastic-waste>

Tennis courts refurbished

Stratford Park's public tennis courts have been resurfaced with new nets put up, an online booking system and keyless entry introduced. For a one off annual payment of £35, a household or groups of family or friends of up to six people can play at the courts, or an hour's play is charged at £6. This work has been funded by a grant of £115,000 from the UK Government and LTA Tennis Foundation and £12,000 invested by Stroud DC.

Players can book up to five hours of sessions per week at www.lta.org.uk/play.



Nailsworth Town Council

Agenda Item 15d

Meeting of Full Council

Meeting date Tuesday 18th July 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:

Community buildings and hirers

The office has sent out the annual hire agreements to all 39 hirers. The agreements were sent out early June. Hirers had 3-4 weeks to submit their return. The deadline was 30th of June, to date the office had has 20 returns. The office will continue to hasten hirers for their returns.

With the closure for the redecoration of the main hall in the Town Hall over August we have been relocating groups to other venues. The work is expected to start the week beginning July 31st.

Free tennis Fridays will be starting on July 28th and run throughout the summer holidays.

This is the time of year when the office starts to review our utility suppliers. We have a constant flow of companies phoning and emailing. Data is currently being collated and reviewed.

TIC

The decision was made to change the layout of the TIC prior to the reopening of the library. The remodelling has gone down well with most of the volunteers. A review of footfall and timing will be carried out later in the month with volunteers. The creation of the Nailsworth Market Town leaflet by Pulp has allowed us to retire some of the older TIC leaflets. Pulp is planning the next quarterly release and we have been collating some missing information for this. Office staff continue to work on the new recruitment process for volunteers and are investigating the DBS procedure and costs associated. A window display advertising for new volunteers will be installed later in the year.

Community Policing

The toilet at KGV has had graffiti on several surfaces to groundsman has dealt with it. This will be monitored over the next few weeks. The office received regular visits from the PCSOs and the mutual exchange is beneficial.

Buildings and facilities: repair and maintenance

Annual Portable Appliance Testing (PAT) has been carried out in all buildings. The 5 yearly electrical inspections are being carried out over the week 10-15 July. Should there be any issues raised regarding the electrical safety of our buildings, this will be dealt with either at the time if they are deemed a safety concern or when the report is received.

The shutter at the Town hall has been serviced, the fire extinguishers have been inspected and the first aid kits are all being checked.

Skateboard and playpark both have maintenance work being carried out before the summer school holidays.

Further compliancy work is being undertaken, fire panel maintenance at the town hall and the alarm and key fobs in the Civic Centre are being serviced.



Nailsworth Town Council

Staffing

With reduced manning in the office currently, the council needs to be aware of the additional pressure current being placed on all members of staff.

Green spaces work

A quote has been received for the replacement of 16mtrs of damaged fencing at KGV, This will be presented at the next environmental committee meeting

Heritage Open Day

The office is preparing for HOD on the 9th September. We have been talking to Nailsworth groups and hoping to get a selection of their activities for a display in one of the open buildings. The creative theme lends itself to many groups Nailsworth is lucky enough to have. The office will be producing the leaflet.

ENDS.