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# NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

You are summoned to attend the **Annual Meeting** of Nailsworth Town Council to be held Town Hall, Old Bristol Road, Nailsworth on Tuesday 16<sup>th</sup> April 2024 starting at **6.30pm**.

Mrs K Kearns  
Town Clerk  
10<sup>th</sup> April 2024

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

- 1 Apologies
- 2 Verbal Introductions
- 3 Declarations of interest and applications for dispensations
- 4 To adjourn the Annual Meeting until **Saturday 20<sup>th</sup> April at 10.30am** where it will resume in the Town Square/bus station



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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**

None

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

None

#### **PREVIOUSLY TRACKED APPLICATIONS**

- a) S. 24/0141/TPO. TPO 547, The Old Vicarage, 2 Vicarage Gardens, Nailsworth.  
Application: Tree Preservation Order. T1 - Horse Chestnut - Reduce canopy by 40% - 9 metres from height and 5 metres from side laterals. Application permitted. NTC: What is the reason for the 40%.
  - b) S.24/0295/TCA. The Old George, Tabrams Pitch, Nailsworth, Gloucestershire. Application: Trees in a Conservation Area. T1 Crack willow: Crown reduce by 4m. T2 Crack willow: Crown reduce by 4m. T3 Crack willow: Crown reduce by 4m. Application permitted. NTC comment: noted.
  - c) S.24/0238/TCA. Coopers Mill , Dunkirk Mills, Inchbrook, Gloucestershire. Application: Trees in a Conservation Area. Description: T1 - Ash. Remove. T9 - Ash. Remove. T10 - Ash. - Remove. T11 -Ash. Remove. T12 - Ash. Remove. T13 - Crack Willow. Reduce to 12m. T17 - Black Poplar. Remove. T18 - Sycamore. Remove entirely the compromised western stem with bark loss (facing the parking area) to 1.5m above the trifurcation. T19 - Sycamore. Pollard western stem showing signs of a phytophthora or Kretzmaria. T20 - Ash. Remove. T21 -Ash. Remove. Application permitted. NTC: noted
  - d) S.24/0451/TCA. 1 Dunkirk Bank, Theescombe, Amberley, Stroud. Application: Trees in a Conservation Area. Description: Reduce a mature goat willow tree by 30%. Application permitted. NTC: No Observations
- 5 To confirm minutes of the Council meeting held on Tuesday 2<sup>nd</sup> April 2024
  - 6 To confirm the minutes of the Recreation & Amenities Committee meeting held on Tuesday 2<sup>nd</sup> April 2024
  - 7 Accounts:  
To agree payments in accordance with the budget as listed in the attached reports
  - 8 To consider moving NTC's banking to a different provider
  - 9 To consider closing NTC's National Savings Account and moving the funds to the current account



# NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

- 10 To consider a response to a question from a resident on the council's comments on Miry Barn planning application
- 11 To consider a grant application for £900 from the Town Twinning Association

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

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

**NAILSWORTH TOWN COUNCIL**  
**Minutes of a meeting of the Town Council**  
 Held at 6.30pm in the Town Hall, Old Bristol Road  
**on Tuesday 2nd April 2024**  
**DRAFT**

**Present:**

Cllr Mike Kelly (Chair)  
 Cllr Natalie Bennett  
 Cllr Peter Bodkin  
 Cllr Paul Francis  
 Cllr Patsy Freeman  
 Cllr Angela Norman  
 Cllr Steve Robinson

**Minutes:**

Deputy Clerk

**Apologies:**

Cllr Jonathan Duckworth  
 Cllr Colleen Rothwell  
 Cllr Shelley Rider  
 Cllr Ros Mulhall

**Verbal Introductions**

These were made.

**2023/233****Public Participation**

The format for public participation remains the same in NTC's Standing Orders i.e. no more than 15 minutes in total; a member of the public shall not speak for more than 3 minutes.

There were two members of the public present with an interest concerning planning appeal consultation S.24/0483/FUL Miry Barn At Miry Fields. One member of the public spoke during planning agenda item C.

**2023/234****Declarations of Interest & Applications for Dispensations**

There were none

**2023/235****Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.24/0460/HHOLD. The Chippings, Jubilee Road, Forest Green, Nailsworth. Application: Householder. Installation of terraced parking. (Retrospective)  
**Comment:** No Observations
- b) S.24/0234/LBC. Flat 4, Spring Hill House, Spring Hill, Nailsworth. Application: Listed Building Application. Replacement of two internal doors.  
**Comment:** No Observations
- c) S.24/0483/FUL. Miry Barn At Miry Fields, Pike Lane, Nailsworth, Gloucestershire. Application: Full Barn conversion to form a dwelling with associated access arrangements and landscaping. Erection of a stable.

Member of the public provided a brief on the reason for the withdrawal of the previous application and an update on the new application. The application design has been amended

from two parking spaces to one. The application includes an equestrian building in an adjacent field, this was an error and will be removed.

**Comment:** NTC No observation. NTC would like the following condition, the PROW is not to be blocked at any time during or after the renovation work.

- d) S.24/0488/HHOLD. Tudor Cottage, Harley Wood, Nailsworth, Stroud. Application: Householder. Erection of single storey side extension and renovation works to existing dwelling.

**Comment:** No Observations

- e) S.24/0510/HHOLD. Kingsgate, Horsley Road, Nailsworth, Stroud. Application: Householder. Erection of single storey extension, loft conversion, new dormer & gable windows, rooflights and external veranda

**Comment:** No Observations

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

- f) S.24/0451/TCA. 1 Dunkirk Bank, Theescombe, Amberley, Stroud. Application: Trees in a Conservation Area. Description: Reduce a mature goat willow tree by 30%.

**Comment:** No Observations

- g) S.24/0495/TCA. Grove Lodge, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Pear Trees x 2 - removal.

**Comment:** No Observations

#### **PREVIOUSLY TRACKED APPLICATIONS**

- h) S.23/2392/FUL. Ruggers Green Barn, Tetbury Lane, Nailsworth, Stroud. Application: Full Timber glamping pod for use as holiday accommodation. Application refused. NTC: Resolve to support the planning application
- i) S.24/0125/VAR. 1 Upper Hayes Road, Forest Green, Nailsworth, Stroud. Application: Variation of Condition. Variation of condition 2 (approved plans) from S.23/0182/HHOLD -alterations to the design of the two storey rear and front extensions. Application refused. NTC: No observations
- j) S.23/2053/FUL 5 Old Bristol Road, Nailsworth, Stroud, Gloucestershire. Application: Full Change of use of garden studio / storage to 1 bedroom holiday let /family annexe, including 2.9m2 single storey rear extension under existing roof overhang. Installation of woodburning stove / flue. Application permitted. NTC: no observations
- k) S.24/0022/DISCON 4 The Maltings Tetbury Lane Nailsworth Stroud. Discharge of condition 7 (internal surfaces) from S.18/1787/LBC. Application permitted.
- l) S.24/0384/TCA. Brockley House, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Fell Leylandi (T1) to ground level. Application consent. NTC noted.

#### **2023/236**

**To confirm minutes of the Full Council meeting held on Tuesday 19<sup>th</sup> March 2024.**

All agreed

#### **2023/237**

**To ratify three late payments from the previous month.**

All agreed

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

.....  
Date



**NAILSWORTH TOWN COUNCIL**  
**Minutes of the Recreation and Amenities Committee**  
Held at 7.00pm in the Town Hall on Tuesday 2<sup>nd</sup> April 2024

**DRAFT**

**Present:**

Clr Mike Kelly (Chair)  
Clr Steve Robinson  
Clr Paul Francis

**Minutes:**

Deputy Clerk

**Apologies:**

Clr Shelley Rider  
Clr Jonathan Duckworth  
Clr Ros Mulhall

**Public Participation**

None

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

It was noted that the Market Street options received were not sufficient. The working party will meet on the 23<sup>rd</sup> April to discuss the matter.

An update provided on several projects.

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

.....  
Date

# Nailsworth Town Council

## Expenditure transactions - payments approval list Start of year 01/04/23

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Cheque Total
16198	DD230412 OCTOPUS	£34.82	£34.82	2060	06/04/23	KI-A3005C22-0	Octopus - Mortimer room	£34.82
16833		£30.67	£30.67	1120	12/03/24	EXP240312	Cliff Christie - expenses	
16821		£3,600.00	£3,600.00	6580	14/03/24	963/03.24	Ashwell Building Contractors - Demolishing of storage shed at TH	
16830		£500.00	£500.00	1180	14/03/24	MAR24-9	Stroud Valley Projects - Biodiversity training	
16825		£384.00	£384.00	4070	18/03/24	360	Midland Forestry Ltd - Mortimer gardens tree felling	
16823		£26.19	£26.19	4000	20/03/24	SIN088432	Chalford Building Supplies - KGV speed bumps	
16827		£67.80	£67.80	1090	20/03/24	SI 3642	Newton Newton Flags and Banner Makers LTD - Dday flags	
16828	DD230405 OCTO	£153.03	£153.03	3120	20/03/24	KI-FF17F2FF-0	Octopus - Junction Elec	£153.03
16837		£287.57	£287.57	1130/1	21/03/24	SIN2669477	PPL/PRS Ltd - TH music license	
16835		£292.36	£292.36	1165/6	22/03/24	1800749555	Gloucestershire County Council - cleaning CC&MR	
16838		£244.80	£244.80	1120	22/03/24	3982824	Viking - Office air con unit	
16839		£363.54	£363.54	1120	22/03/24	3982825	Viking - 1 office chair	
16824		£48.00	£48.00	1130/2	25/03/24	37738	Edge IT Systems - Bronze end of year package	
16829		£588.00	£588.00	1140/5	25/03/24	23UFO33-0007	Parish Online - website design	

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Nailsworth Town Council

## Expenditure transactions - payments approval list Start of year 01/04/23

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Cheque Total
16822	DD2404112 BRIT	£25.87	£25.87	3070	26/03/24	816113447	British Gas - KGV electricity	£25.87
16826		£9,183.60	£9,183.60	4070	27/03/24	744	Midland Forestry Ltd - Winter tree survey works	
16832		£60.20	£60.20	2040/1	28/03/24	80	AES Maintenance - Town hall electrical work	
16834		£690.00	£690.00	1170	30/03/24	0324A	Down To Earth Gloucestershire CIC - maintaining town borders	
16831		£695.10	£695.10	2000	31/03/24	9154	A-Z Cleaning - Office clean - Mar	
16840		£112.85	£112.85	1120	31/03/24	802081	Brutons Hardware Ltd - various	
16841	DD240417 GRUN	£12.66	£12.66	1260	31/03/24	PSI-1039036	Grundon Waste Management - waste collection CC	£12.66
16842	DD240420 GRUN	£10.12	£10.12	1260	31/03/24	PSI 1039037	Grundon Waste Management - waste management TH	£10.12
Sub Total		£17,411.18	£17,411.18					
<b>Total</b>		£17,411.18	£17,411.18					

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Expenditure transactions - approval list

Cheque	Gross	Heading	Invoice date	Details	Cheque Total
	£23,035.00	3140	01/04/24	The Junction - Nailsworth Youth Club - Youth Work	
	£183.50		01/04/24	Worknest - Insurance	
	£117.50	1130/2		insurance	
	£66.00	1130/2		admin fee	
	£5,821.20	1130/2	01/04/24	Worknest - Year 3 combined core	
DD240401 GRENKE	£194.90	1120	01/04/24	Grenke Leasing Ltd - Jan 2023	£194.90
DD24011E E	£80.25	1140/1	02/04/24	E E - Groundsman and Deputy phone	£80.25
	£30.00	6550/2	02/04/24	Arkell Community Centre - Room hire - Carters Way	
	£147.65		04/04/24	Katherine Kearns - expenses	
	£15.79	1140/5		zoom	
	£35.98	1120		Red LED battery lanterns	
	£95.88	1130/2		Dropbox annual subscription	
	£2.49	1120	04/04/24	Cliff Christie - expenses	
DD240420 CTOPUS	£29.59	2060	08/04/24	Octopus - Mortimer room	£29.59
DD240421 OCTOPUS	£44.17	3070	08/04/24	Octopus - Changing rooms Elec	£44.17
DD240428 OCTO	£71.77	3035	08/04/24	Octopus - Mortimer garden electricity.	£71.77
DD240410 OCTOPUS	£42.30	2110	08/04/24	Octopus - Clock tower elec	£42.30
	£315.00	2040/1	08/04/24	Clissold Heating and Plumbing - Town Hall water heater repairs	
Sub Total	£29,997.82				
	£16,491.12			Confidential transactions	
<b>Total</b>	<b>£46,488.94</b>				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Nailsworth Town Council

## Agenda Item 8

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**Meeting** of Full Council

**Meeting date** Tuesday 16<sup>th</sup> April 2024

**Subject** To consider moving NTC's banking to a different provider

**Author** Clerk

**Status** Action

---

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

---

### Summary

There have been multiple problems with NTC's banking provider over the years, including data breaches and difficulties in changing banking signatories and powers.

This proposal is to change to a banking provider which is well used by town and parish councils, and seems to have more understanding of the sector and its needs.

---

### Detail

Problems over the years with NTC's current banking provider include;

- A data breach which meant a Full Power signatory could see the personal account of another delegate
- New signatories not being added to the accounts
- New signatories not being given the correct powers
- Old signatories not being deleted
- Deleted signatories reappearing as signatories
- Delegate powers being changed without notification or any request from NTC

Across the country there are also issues with many of the high street banks not understanding how town and parish council's operate and their status as councils. There are increasing incidents of town and parish council bank accounts being frozen without notice by high street banks for this reason.

One bank which is favoured by town and parish councils is Unity Trust, who can offer a similar service to NTC's current bank;

Unity Trust Bank offers;

- **Online account management**
- **Charge cards** to monitor cardholder spend and set transactional limits.
- Cash deposited via Post Office
- Cheques deposited via Freepost or bank counters (NatWest and RBS)
- Current accounts and a variety of investment accounts

Unity bank is ethical and is used by many Councils with the benefits that they:

- Understand the parish/town council sector.
- Understand what a precept is.
- There is always someone on the end of a phone, in Birmingham and they seem very knowledgeable and experienced.
- There is a good set-up and authorising process



## **Nailsworth Town Council**

- Everything is done online - the applications and approval of signatories. No need to go into a bank to prove who you are.
- It takes about 5 days from start to finish to open an account.
- Lots of County Associations use them
- £6 per month standing charge
- Excellent testimonials for other clerks.

If approved, the change to Unity Bank will be managed over a period of time (6 months) so that NTC's many hirers can be informed and alter their payment details. There may be a period of time where NTC still has accounts with their existing bank and Unity Trust, to account for payment errors.

Council is asked to agree that NTC move their banking to Unity Trust and that this process begins after Year End (May).

---

### **Options**

1. To agree to move NTC's banking to Unity Trust
  2. To stay with the current banking provider
- 

### **Recommendation**

1. To agree to move NTC's banking to Unity Trust
- 

### **Costs**

Monthly bank charges of on average £40 are currently paid to Lloyds Bank.

---

### **Funding Source**

N/A

### **ENDS.**



# Nailsworth Town Council

## Agenda Item 9

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**Meeting** of Full Council

**Meeting date** Tuesday 16<sup>th</sup> April 2024

**Subject** To consider closing NTC's National Savings Account and moving the funds to the current account

**Author** Clerk

**Status** Action

---

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

---

### Summary

A proposal to close a National Savings account and bring all the money into NTC's online bank account. This is to allow easier access, maximise interest and to allow the funds to be earmarked for specific projects.

---

### Detail

A sum of approximately £14,000 remains in a National Savings account in NTC's name; this money is the remains of the Mortimer Bequest which was used to create the Mortimer Garden.

The use of the Mortimer Bequest was discussed in 2016 and 2018, when council agreed that half of the fund be used towards a future project to rebuild the Civic Centre complex. It was suggested that the other half of the fund be used to refurbish the Town Archive room in the Town Hall. The room is in very poor decorative condition with outdated furniture and storage.

Access to the National Savings account is via letter; there is no online way of communicating.

Council is asked;

1. to approve the closure of the National Savings account.
2. to approve putting £7,000 of the funds in an earmarked Reserve towards the Civic Centre complex project, and to put the remaining £7,000 in an earmarked Reserve to refurbish the Town Archive room.

---

### Options

1. To agree to close NTC's National Savings account and move all the funds to NTC's current account
2. To divide the funds equally between earmarked Reserves for the Civic Centre project and Town Archives room refurbishment
3. To not close the account

---

### Recommendation



## **Nailsworth Town Council**

1. To agree to close NTC's National Savings account and move all the funds to NTC's current account
  2. To divide the funds equally between earmarked Reserves for the Civic Centre project and Town Archives room refurbishment.
- 

### **Costs**

Cumulative interest from moving £14,000 into NTC's usual bank accounts will be marginally more than the interest gained on just £14,000.

---

### **Funding Source**

NTC's National Savings account.

**ENDS.**



# Nailsworth Town Council

## Agenda Item 10

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**Meeting** of Full Council

**Meeting date** Tuesday 16<sup>th</sup> April 2024

**Subject** To consider a response to a question from a resident on the council's comments on Miry Barn planning application

**Author** Clerk

**Status** Action

---

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

---

### Summary

A resident has raised a question on the Council's comments to a planning application, and has asked for a response.

---

### Detail

A resident has questioned the Council's comments on planning application S.24/0483/FUL Miry Barn At Miry Fields, Pike Lane (Full Barn conversion to form a dwelling with associated access). The question is as follows, with personal details removed for GDPR:

#### **Re. Nailsworth Town Council meeting 02/04/2024 – planning application S.24/0483**

*I am a resident of Shortwood and regular user of both public rights of way that are pertinent to both this and the previous application for this development, S.22/1482. In addition to my own and numerous other public Comments of objection, I had felt very reassured and supported by the summary of concerns recorded in the minutes of the Nailsworth Town Council meeting held 02/08/2022 and the resulting comment of objection that the Council submitted to SDC at that time.*

*Having commenced his presentation to the councillors at the meeting on 02/04/2024 by stating that this re-application was "**broadly the same**", the Architect for the applicant must have come away from the meeting not only delighted but equally surprised as I was at the ease (relative to the 2022 meeting) at the decision reached and recorded for comment. The Architect had been clear in stating that the only changes in this re-application are 1) reduced and relocated parking from two to one vehicle, and 2) the level of ground to the front door to acknowledge concern raised regarding vehicle/s. The councillors who form the current Town Council are also '**broadly the same**' as in 2022. I consider it important, not only for myself but also in consideration of anyone else taking time and effort to object to this development, to fully understand why the Town Council responses and comments to applications S.22/1482 and S.24/0483 read **so vastly different**.*

*In the time since the original application S.22/1482 was submitted, there have been, to my knowledge, NO changes in and around the site or to any factors associated with it that were considered by the councillors at that point in time important enough to record their summary of concerns and submit a Comment of objection to the application. I am left wondering if there are indeed factors the Town Council feel have sufficiently changed since the first application to warrant such disregard to all said, recorded and submitted as Comment of objection back in 2022?*

*Two councillors stated at the meeting that they would be happy to see Miry 'barn' become a residential property as a preferable option to its dilapidated state possibly risking future roof collapse*



## Nailsworth Town Council

*and the problems it causes of water leakage freezing on the PROW footpath in winter. As a regularly occurring hazard, would it not be an enforceable issue of responsibility by the owner to resolve it?*

*I felt completely thrown by feeling a loss of trust. I look to your support in communicating to members of the Town Council for either an explanation of their 2022/2024 change of response, or to advise, if felt appropriate, when a revised/addendum Comment to SDC is being sent.*

The Council comment was as follows:

*NTC No observation. NTC would like the following condition, the PROW is not to be blocked at any time during or after the renovation work.*

Council's previous objections, based on material planning matters had been circulated to all before the meeting on 2<sup>nd</sup> April.

Council is asked to agree a response to the resident.

---

### Options

1. To agree a response to resident
- 

### Recommendation

1. To agree a response to resident
- 

### Costs

N/A

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### Funding Source

N/A

**ENDS.**





# Nailsworth Town Council

## Agenda Item 11a

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**Meeting** of Full Council

**Meeting date** Tuesday 16<sup>th</sup> April 2024

**Subject** To consider a grant application for £900 from the Town Twinning Association

**Author** Clerk

**Status** Action

---

### Summary

A grant application from a Nailsworth group for April 2024 as part of the regular quarterly grant process.

---

### Detail

Last year NTC allocated the entire £4,000 budget towards small grants to local community groups. In this first of 4 quarterly rounds of grant funding, Council is asked to consider the following grant request from Nailsworth Town Twinning Association.

The Town Twinning Association is asking for £900 towards their upcoming visit from residents of Leves, and also towards Nailsworth members' trip to Leves in 2025.

### Previous grants

In 2019 NTC granted the Town Twinning Association £2,000 towards celebrating the 25<sup>th</sup> anniversary of the association.

In 2020 due to covid, the planned celebration in Spring 2020 (funded by £2,000 from NTC) didn't go ahead.

In 2021 there were no visits due to covid.

In 2022 a visit from Leves to Nailsworth went ahead with no funding needed from NTC.

In 2023 a visit from Nailsworth to Leves went ahead with no funding needed from NTC.

### Current financial position of the group

The application includes a statement of the Association's account which shows the group currently has funds of £3,944, with a deposit of £244 towards the upcoming trip having already been paid.

Here are some alternative ways NTC can support the spirit of Town Twinning;

- Providing free room hire of the Mortimer Room on arrival: cost £40.
- Remembrance Day wreath from NTC: cost £20.
- A gift to Leves of a Bristol Blue Glass bird (like NTC's Town Awards): cost £39.

Council is asked to consider the grant application and financial statement of the group.

---

### Climate Emergency Impact

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

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

---



## **Nailsworth Town Council**

### **Options**

1. To support the Twinning with Leves with some or all of the items listed (Mortimer room hire; a Remembrance Day wreath from NTC; a gift to Leves).
  2. To grant Nailsworth Town Twinning Association £900
  3. To grant a different amount
  4. To not grant any funds
- 

### **Costs**

£0-£900

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### **Funding Source**

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

**ENDS.**



# Nailsworth Town Council Grant Policy and Application Form

## Policy, Context and Guidelines

Nailsworth Town Council (NTC) sets aside money each year for small grants to local people and organisations to support projects that improve or enhance the town. The budget for 2022/23 is £4,000. Further support for local initiatives comes from the Council's Town Services and Marketing budgets.

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

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## Purpose

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

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

We encourage:

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

We will not make grants:

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

## Process

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

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

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



# Nailsworth Town Council Grant Policy and Application Form

Applications must:

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

## Conditions

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

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

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

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

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# Nailsworth Town Council Grant Policy and Application Form

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

## Details of applicant and contact information

Organisation Name      Nailsworth & District Twinning Association

Aims / Purpose      To develop communication, cultural exchange and friendship between the town's residents. We hope that the activities of the association will benefit all involved through sport, music, art and a shared appreciation of our differences and similarities. This can benefit individual wellbeing and engender pride in our town.

Your position in group      Treasurer

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## The project

What is the project name?      2024 Lévois visit to Nailsworth  
Project start date      9<sup>th</sup> May 2024  
Project end date      12<sup>th</sup> May 2024

Project aims:      To meet the ambitions set out and established by charter in 1995 of the Twinning of Nailsworth with Lèves, and to continue to foster the excellent relationship established between our two communities since the signing of the charter by Nailsworth Council.

We require funds to support the activities planned for the visit of the Lèves French association members (28 adults and 3 children, including the Mayor of Lèves, Monsieur Rémi Martial) to Nailsworth in May 2024.

In the first instance, the funds will be used to provide a reception and a warm welcome to Nailsworth with the Mayor of Nailsworth or his representative. We would aim to provide light refreshments with as much locally sourced food as practical. As part of the reception it has become traditional to include the Town Crier in the welcome. To accommodate the reception, we will need to hire a suitable venue (The Mortimer Rooms).

A visit to the Woodchester Valley Vineyard is confirmed and already paid for, showcasing the excellent and prize-winning local wines produced in our area.

It is a tradition for us to present our Lèves visitors with a suitable gift. Last year's main gift from Lèves to Nailsworth was a beautiful glass ornament commissioned specially for us from the Gabriel Loire glass workshops in Lèves (now on display in the Mortimer Room).

We will also be visiting Nailsworth Primary School during the visit to attend one of their school assemblies at which the Mayor of Lèves will talk to the children (in French with translation into English) about Lèves and the Twinning. The assembly will be for the whole school comprising 198 pupils, plus school staff and visitors. The final date and time have been agreed with Mrs Sarah Broadbent (Executive Head of Nailsworth C of E Primary School) and the school's modern languages lead teacher.

Boules matches are also being arranged between the Lévois and anyone who wishes to attend. Depending on other activities organised for the same time, 15 to 20 will attend the Boules games where refreshments will be served.

The largest expense is providing an evening of entertainment and food as a finale to their visit. In the past, our French visitors have been entertained with a Hog Roast or a two-course meal held at a local venue. This year a celebratory dinner will take place at the Long Table, Brimscombe (*founded by Tom*



## Nailsworth Town Council Grant Policy and Application Form

*Herbert of Hobbs House bakery in Nailsworth, part of the Grace Network, that provides meals to schools including Nailsworth Primary School and replaced the "meals on wheels" service in Nailsworth). with a special menu featuring locally sourced food and wine. The Nailsworth Silver Band accompanied Nailsworth representatives on their visit to Lèves in May 2023 and were very well received by the Lèves community. The Band will perform a mini concert prior to the meal. Other local entertainers will be playing during the meal. The evening will be match funded by our members who will naturally be paying their own costs.*

Twenty-two members of Nailsworth and District Twinning Association and 2 local families who are friends of the association, are hosting our visitors for the 2024 visit. However, in case any of our host families have to withdraw at short notice, we will need a contingency fund so that, if necessary, we can accommodate some of our visitors in local B&Bs.

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

As ever, the benefits are likely to be two-fold. As towns we get to know each other well, benefit from understanding our local context, our local industries and products, our interests, customs and plans, generating a better understanding and attachment between our two communities.

And secondly, at a personal level, it generates better and deeper understanding of our cultures, challenging the many misleading stereotypes prevalent in both countries. It improves well-being, gives people, not just our members, a new perspective and experience of our arts, sport, entertainment and particularly the beautiful environments we both live in. Locally, we can learn how our French counterparts have implemented the activities and initiatives they have undertaken to protect and enhance their environment. From us, our activities through *NailsworthCAN*, the initiatives we have in place to protect our environment and our local initiatives to combat climate change.

Many of our visitors will have hosted members and families of Nailsworth during our visit to Lèves in 2023. It will be a pleasure to return their wonderful hospitality.

How many people will benefit? It is difficult to be sure of an exact number as the visit will aim to involve, introduce and benefit as wide a range of people as possible. Currently we will be involving 40 plus people, who are not members of the association (members of the Silver Band and others), from the district. We will be using local news letters and social media to ensure as wide a range of local people are informed of the twinning visit as is possible and to encourage their involvement.

How many people will contribute to the project? Approximately 30, as hosts, and of those, a smaller number are involved in the planning. Having said that, hosts often involve family and friends providing entertainment in their own homes, so the numbers involved are often greater.

Will the project involve children and/or vulnerable adults. Yes: Three children will be coming to Nailsworth with their accompanying families, and children of hosts will also get the opportunity to be involved with the visit. There is to be a visit to Nailsworth Primary School by some of the French visitors and hosts at which the Mayor of Lèves will talk at a full school assembly of 198 children about Lèves and the benefits of Twinning.

If 'Yes' you must supply appropriate documentation to show you have complied with legislation and other requirements - e.g. DBS form: Children will be accompanied at all times by members of their family (parents or guardians) and so documentation is not required under DBS regulations.

Have you applied for an NTC grant before? If so, give details and when? Yes, in 2019. [£2,000]



# Nailsworth Town Council Grant Policy and Application Form

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## The money

How much are you asking for: We would like to apply for a grant of **£900** This will support the planning and visit to Nailsworth of the Lévois in 2024 and support the planning for the 2025 visit of the Nailsworth and District Twinning Association to Lèves in 2025.

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

The grant will be used for venue hire, to support the costs of a reception and a farewell dinner with entertainment; printing (publicity, fliers, information for the Town Meeting. Room hire for the AGM, Committee Meeting in May with photocopies for their 12 committee members, coffee and biscuits: (Estimated cost £2000).

Remembrance Day reception of Lévois to Nailsworth, Remembrance Day representation of the town of Nailsworth in Lèves, help towards travel costs and purchase of wreath: (Estimate cost £450).

What is the overall project cost? **£2830**

How much money have you raised so far? In addition to funds in hand already raised in the last financial year (2022), we have so far raised **£75**.

How will you raise the remainder? We have existing funds and will continue to fund raise via, quiz evenings, wine tasting, social events and visits.

How many volunteer hours will the project use? **6 committee members meeting for 3 hours on a monthly basis, together with additional hours visiting venues, booking caterers, organising visits together with general organisation and administration.**

**150 hours**

## Your Organisation

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

The Nailsworth and District Twinning Association was constituted in 1995 when Nailsworth Town Council signed an official twinning charter with Lèves. The association exists to implement the agreement on behalf of Nailsworth Town Council between the towns which aims to build a special relationship between the two communities. The purpose of the organisation is to develop communication, cultural exchange, fun and friendship between the town's residents. It is the aim of the Association that all those involved will benefit through sport, music, art and a shared appreciation of our differences and similarities. This can benefit individual wellbeing and engender pride in our town.

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

1. Ms Patsy Freeman (Councillor)
2. Mr Stephen Robinson (Councillor)

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## Constitution and Governance

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



## **Nailsworth Town Council Grant Policy and Application Form**

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

*Information not provided.*

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### **Equal opportunities**

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

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

*Information not provided.*

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## Nailsworth & District Twinning Association

### Income and Expenditure Account

Year to 31st December 2023

	Income		Expenditure
Membership subscriptions	310	Twining trip to Leves	1250
Payments for Leves visit ( <i>see note to accounts</i> )	695	Remembrance Day wreath and support to member for Remembrance Day visit to Leves Nov 23	150
Sundry donations	56.35	Miscellaneous Admin exp	257.61
Net profit quiz	75	Deposit Woodchester Wine visit 2024	225
Excess expenditure over profit	-746.26		
<b>Total</b>	<b>1882.61</b>		<b>1882.61</b>
Reserves			
Balance brought forward			4690.92
Excess expenditure over income			746.26
Balance 31/12/2023			<b>3944.66</b>

Note to accounts

£365 deposits and payments for the Leves visit were accounted for in the 2022 financial statement

# Income and Expenditure Account

Unaudited

31/03/23 £		31/03/24 £
	<b>INCOME</b>	
25,312.23	Grants	33,709.03
14,000.00	Arkeil Centre Trust	14,001.00
36,841.07	Bookings - all	40,464.27
320,927.00	Precept	361,635.00
855.10	Interest on Investments	4,050.27
2,414.77	Other income	2,170.23
314.22	Rights of way/Wayleaves	214.22
400,664.39	<b>TOTAL INCOME</b>	456,244.02
	<b>EXPENDITURE</b>	
31,289.45	General Administration	30,540.75
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	10,305.74
173,352.41	Staff costs	196,983.76
7,513.93	Insurance	7,303.00
19,208.89	Repairs & maintenance - buildings	42,800.74
20,232.66	Utilities & Rates	21,658.79
47,561.96	Maintenance of Open Spaces	50,891.19
55,474.52	Special projects and miscellaneous	55,356.83
611.66	Hazelwood Bungalow	652.00
1,713.60	Town Information Centre	1,713.60
49,370.00	Support for town services	50,030.00
14,000.00	Arkeil Community Centre	14,001.00
5,533.84	Expenditure	15,983.77
441,668.66	<b>TOTAL EXPENDITURE</b>	503,721.17
127,374.76	Balance as at 01/04/23	109,531.14
400,664.39	Add Total Income	456,244.02
528,039.15		565,775.16
441,668.66	Deduct Total Expenditure	503,721.17
0.00	Stock Adjustment	0.00
23,160.65	Transfer to/ from reserves	22,986.81
109,531.14	Balance as at 31/03/24	85,040.80

Signed \_\_\_\_\_

Chair

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

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
<b>INCOME</b>						
<b>Council</b>						
100	Precept - Council	£361,635.00	£0.00	£361,635.00	£0.00	0.00%
105	Refunds,donations grants - Council	£0.00	£30,000.00	£33,109.03	£3,109.03	100.00%
110	ACC-Admin recharge	£14,000.00	£0.00	£14,001.00	£1.00	0.01%
120	Agency services	£100.00	£0.00	£0.00	£-100.00	-100.00%
130	CIL income	£0.00	£2,170.23	£2,170.23	£0.00	0.00%
<b>Total Council</b>		<b>£375,735.00</b>	<b>£32,170.23</b>	<b>£410,915.26</b>	<b>£3,010.03</b>	<b>0.80%</b>
<b>Property Management</b>						
200	Town Hall precept	£0.00	£0.00	£0.00	£0.00	0.00%
205	Town Hall bookings	£8,000.00	£0.00	£14,265.00	£6,265.00	78.31%
210	Town Hall rent of offices	£15,900.00	£0.00	£15,899.88	£-0.12	0.00%
215	Mortimer Room precept	£0.00	£0.00	£0.00	£0.00	0.00%
220	Mortimer Room bookings	£4,500.00	£0.00	£5,029.00	£529.00	11.76%
225	Council bookings (all land and facilities)	£500.00	£0.00	£595.00	£95.00	19.00%
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	£214.22	£-785.78	-78.58%
<b>Total Property Management</b>		<b>£29,900.00</b>	<b>£0.00</b>	<b>£36,003.10</b>	<b>£6,103.10</b>	<b>20.41%</b>
<b>Recreation &amp; Amenities Committee</b>						
300	Precept - recreation & amenities	£0.00	£0.00	£0.00	£0.00	0.00%
305	Hire KGV Field facilities	£5,000.00	£0.00	£4,185.39	£-814.61	-16.29%

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
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	£490.00	£-490.00	-50.00%
<b>Total Recreation &amp; Amenities Committee</b>		£6,448.00	£0.00	£4,675.39	£-1,772.61	-27.49%
<b>Environment Committee</b>						
400	Precept - Environment	£0.00	£0.00	£0.00	£0.00	0.00%
405	Grants, donations, refunds - Environment	£0.00	£500.00	£600.00	£100.00	100.00%
410	Town Information Centre	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Environment Committee</b>		£0.00	£500.00	£600.00	£100.00	100.00%
<b>Bank Interest</b>						
500	interest on main account	£0.00	£0.00	£0.00	£0.00	0.00%
505	Investment interest Premier Account	£70.00	£0.00	£3,585.79	£3,515.79	5022.56%
520	Interest from Income Bonds (paid to main account)	£100.00	£0.00	£464.48	£364.48	364.48%
<b>Total Bank Interest</b>		£170.00	£0.00	£4,050.27	£3,880.27	2282.51%
<b>Earmarked Reserves</b>						
600	Precept - Earmarked Reserves	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Earmarked Reserves</b>		£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Income</b>		<u>£412,253.00</u>	<u>£32,670.23</u>	<u>£456,244.02</u>	<u>£11,320.79</u>	<u>2.75%</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
<b>EXPENDITURE</b>						
<b>Council</b>						
1000	Salaries - all	£196,800.00	£0.00	£196,983.76	-£183.76	0.09%
1010	Payroll charges	£340.00	£0.00	£300.55	£39.45	-11.60%
1040	Churchyard grants	£1,100.00	£0.00	£1,100.00	£0.00	0.00%
1050	Subscriptions	£2,000.00	£0.00	£550.00	£1,450.00	-72.50%
1060	Grants from NTC	£4,000.00	£0.00	£4,000.00	£0.00	0.00%
1070	Town Crier's expenses	£500.00	£0.00	£500.00	£0.00	0.00%
1080	Town Archives	£600.00	£0.00	£530.19	£69.81	-11.64%
1090	Civic Fund	£3,000.00	£0.00	£3,305.23	-£305.23	10.17%
1100	Insurance	£7,000.00	£0.00	£7,303.00	-£303.00	4.33%
1120	Office equipment	£2,500.00	£0.00	£3,243.40	-£743.40	29.74%
1130	Licences,fees and allowances	£13,000.00	£3,318.00	£10,974.72	£5,343.28	-41.10%
1140	Office management	£3,000.00	£0.00	£7,862.57	-£4,862.57	162.09%
1160	Town Mayor's Allowance	£900.00	£0.00	£900.00	£0.00	0.00%
1165	Civic Centre	£12,400.00	£0.00	£9,019.79	£3,380.21	-27.26%
1170	Gardening contract for town centre	£6,000.00	£0.00	£5,645.83	£354.17	-5.90%
1180	Training for staff & councillors	£3,000.00	£0.00	£2,112.37	£887.63	-29.59%
1195	Support for Arkell Community Centre	£14,000.00	£0.00	£14,001.00	-£1.00	0.01%
1200	Neighbourhood Warden Scheme	£0.00	£0.00	£0.00	£0.00	0.00%
1210	Library extra hours	£3,400.00	£0.00	£3,960.00	-£560.00	16.47%

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
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	£220.23	£779.77	-77.98%
5330	Web site and Hosting	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Council</b>		<b>£274,540.00</b>	<b>£3,318.00</b>	<b>£278,012.64</b>	<b>-£154.64</b>	<b>0.06%</b>
<b>Property Management</b>						
2000	Town Hall cleaning Town Hall cleaning Town Hall cleaning	£8,500.00	£0.00	£8,668.60	-£168.60	1.98%
2010	Town Hall business rates	£3,500.00	£0.00	£3,976.79	-£476.79	13.62%
2020	Town Hall gas	£3,000.00	£0.00	£2,494.66	£505.34	-16.84%
2030	Town Hall electricity	£3,100.00	£0.00	£437.48	£2,662.52	-85.89%
2040	Town Hall repairs & maintenance	£8,500.00	£5,441.67	£18,541.48	-£4,599.81	54.12%
2050	Town Hall - water rates	£500.00	£0.00	£686.02	-£186.02	37.20%
2060	Mortimer Room electricity	£508.00	£0.00	£429.68	£78.32	-15.42%
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	£1,494.38	£505.62	-25.28%
2090	Mortimer Room - water rate	£500.00	£0.00	£310.37	£189.63	-37.93%
2100	Mortimer Room gas supply	£900.00	£0.00	£2,142.96	-£1,242.96	138.11%
2110	Memorial Clock - electricity	£450.00	£0.00	£492.97	-£42.97	9.55%
2120	Memorial Clock - repairs	£600.00	£0.00	£30.00	£570.00	-95.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
2140	Hazelwood Bungalow	£1,500.00	£0.00	£652.00	£848.00	-56.53%
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%
<b>Total Property Management</b>		£34,558.00	£5,441.67	£40,357.39	£-357.72	1.04%
<b>Recreation &amp; Amenities Committee</b>						
3000	Miles Marling Field maintenance	£2,100.00	£0.00	£2,530.00	£-430.00	20.48%
3010	KGV Field maintenance	£8,000.00	£0.00	£11,710.09	£-3,710.09	46.38%
3030	Town Gardening (incl Mortimer Gardens)	£2,700.00	£0.00	£2,843.07	£-143.07	5.30%
3035	Mortimer Garden electricity	£1,125.00	£0.00	£385.54	£739.46	-65.73%
3050	Grounds maintenance equipment	£2,600.00	£0.00	£2,500.63	£99.37	-3.82%
3060	KGV Field changing rooms - maintenance	£1,000.00	£0.00	£1,581.76	£-581.76	58.18%
3070	KGV Field changing rooms - electricity	£1,132.00	£0.00	£815.65	£316.35	-27.95%
3080	KGV changing rooms - water rates	£900.00	£0.00	£421.81	£478.19	-53.13%
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	£176.03	£33.97	-16.18%
3130	Playrangers - support	£3,234.00	£0.00	£2,350.04	£883.96	-27.33%
3140	Youth provision	£46,070.00	£0.00	£46,070.00	£0.00	0.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
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%
<b>Total Recreation &amp; Amenities Committee</b>		£74,471.00	£0.00	£71,476.28	£2,994.72	-4.02%
<b>Environment Committee</b>						
4000	Upkeep council land (not grasscutting)	£4,000.00	£2,684.00	£5,910.33	£773.67	-19.34%
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	£1,713.60	£86.40	-4.80%
4030	TIC loan repayment - capital	£7,753.65	£0.00	£7,697.08	£56.57	-0.73%
4040	TIC loan repayment - interest	£2,552.09	£0.00	£2,608.66	-£56.57	2.22%
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	£844.24	-£344.24	68.85%
4070	Tree maintenance (all NTC land)	£8,000.00	£0.00	£11,643.00	-£3,643.00	45.54%
4090	Tourism promotion	£4,500.00	£0.00	£2,988.00	£1,512.00	-33.60%
4120	Christmas lights	£8,000.00	£0.00	£8,144.10	-£144.10	1.80%
4140	Upkeep of All Saints graveyard	£4,000.00	£0.00	£3,480.00	£520.00	-13.00%
<b>Total Environment Committee</b>		£41,105.74	£2,684.00	£45,029.01	-£1,239.27	3.01%
<b>Bank Interest</b>						
1155	Bank charges on main account	£300.00	£0.00	£261.72	£38.28	-12.76%
<b>Total Bank Interest</b>		£300.00	£0.00	£261.72	£38.28	-12.76%
<b>Earmarked Reserves</b>						



# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		<b>2023/24</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
6000	Election expensesRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6010	Play & tennis court equipmentRESERVE	£0.00	£0.00	£2,684.00	-£2,684.00	100.00%
6020	Town improvementsRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6030	Town Hall repairs RESERVE	£3,000.00	£0.00	£5,441.67	-£2,441.67	81.39%
6040	Mortimer Room repairs RESERVE	£0.00	£6,600.00	£6,600.00	£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	Arkeil 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 MuseumRESERVE	£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%
6280	WW1 & II plaques project RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
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	£270.83	-£270.83	100.00%
6460	6460 Town Archives	£0.00	£530.19	£0.00	£530.19	100.00%
6500	6500 CIL projects	£0.00	£10,080.00	£15,983.77	-£5,903.77	100.00%
6510	6510 Climate Emergency Reserve	£0.00	£0.00	£0.00	£0.00	0.00%
6520	6520 COVID-19 response	£0.00	£11,113.00	£10,156.73	£956.27	100.00%
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%
6550	6550 UKSPF grants	£30,000.00	£13,939.13	£13,939.13	£30,000.00	-100.00%
6560	6560 Highway improvements	£0.00	£6,350.00	£6,350.00	£0.00	0.00%

# Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

	<b>2023/24</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
6570 6570 Registering NTC Land	£0.00	£0.00	£4,058.00	-£4,058.00	100.00%
6580 6580 Town Hall retaining wall	£0.00	£0.00	£3,000.00	-£3,000.00	100.00%
<b>Total Earmarked Reserves</b>	£33,000.00	£48,612.32	£68,584.13	£13,028.19	-39.48%
<b>Total Expenditure</b>	<u>£457,974.74</u>	<u>£60,055.99</u>	<u>£503,721.17</u>	<u>£37,008.36</u>	<u>-8.08%</u>
Total Income	£412,253.00	£32,670.23	£456,244.02	£11,320.79	-2.75%
Total Expenditure	£457,974.74	£60,055.99	£503,721.17	£14,309.56	-3.12%
<b>Total Net Balance</b>	<b>-£45,721.74</b>		<b>-£47,477.15</b>	<b>-£2,988.77</b>	

# Bank Account Reconciled Statement

<b>Main Account</b>	<b>2040157</b>	<b>30-98-29</b>
Statement Number	207	Bank Statement No. 207
Statement Opening Balance	£36,024.86	Opening Date 01/03/24
Statement Closing Balance	£37,240.59	Closing Date 31/03/24
True/ Cashbook Closing Balance	£37,240.59	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/03/24	FPI240301STRIPES	Stripes Payments	0.00	139.50	36,164.36
01/03/24	SO240301EMMA	Emma-Accountants-Admin Centre	0.00	270.83	36,435.19
04/03/24	DD240311FUEL	Fuel Card Services Ltd	28.73	0.00	36,406.46
05/03/24	BGC240305NATSA V	National Savings	0.00	39.93	36,446.39
06/03/24	FPI240306RUSKIN	Ruskin Mill	0.00	585.00	37,031.39
08/03/24	CHQ 010430	Glos Playing Fields Association	0.00	500.00	37,531.39
11/03/24	DD240311EE	E E	70.79	0.00	37,460.60
12/03/24	CHQ500373	Upton St Leonards Parish Council	0.00	50.00	37,510.60
12/03/24	DD240310OCTOPUS	Octopus	47.48	0.00	37,463.12
12/03/24	DD240312BRIT	British Gas	27.76	0.00	37,435.36
12/03/24	DD240321OCTOPUS	Octopus	32.78	0.00	37,402.58
19/03/24	DD240319SGC	SGC Payroll	3,386.23	0.00	34,016.35
19/03/24	DD240327GAS	British Gas	65.20	0.00	33,951.15
19/03/24	DD240320OCTOPUS	Octopus	28.00	0.00	33,923.15
20/03/24	DD240317GRUN	Grundon Waste Management	12.66	0.00	33,910.49
20/03/24	DD240320GRUN	Grundon Waste Management	10.12	0.00	33,900.37
20/03/24	DD240320SGC	SGC Payroll	9,713.39	0.00	24,186.98
20/03/24	FPI240320CHAM	Nailsworth Farmers Market	0.00	70.00	24,256.98
20/03/24	FPI240320CMG	CMG	0.00	20.00	24,276.98
20/03/24	FPI240320FILM	Film Club	0.00	10.00	24,286.98
20/03/24	FPI240320FRI	Friday Market	0.00	100.00	24,386.98
20/03/24	FPI240320JILL	Jill Gibbons	0.00	36.00	24,422.98
20/03/24	FPI240320MINC	Minchinhampton Rangers Youth FC	0.00	34.00	24,456.98
20/03/24	FPI240320PIL	Pilates Elizabeth Williams	0.00	72.00	24,528.98
20/03/24	FPI240320RUSK	Ruskin Mill	0.00	752.00	25,280.98
20/03/24	FPI240320SCOT	Scotty Chalmers Cycling	0.00	48.00	25,328.98
20/03/24	FPO240320SGC	SGC Payroll	4.41	0.00	25,324.57

# Bank Account Reconciled Statement

20/03/24	LLOYDS240320TR ANSF		0.00	30,000.00	55,324.57
20/03/24	SO240312MIKE	Mike Jefferies-Accountants	0.00	1,054.16	56,378.73
22/03/24	DD240320SGC	SGC Payroll	3,391.90	0.00	52,986.83
22/03/24	DD240323WATER	Water Plus	50.65	0.00	52,936.18
22/03/24	FPO200322CLIFF	Cliff Christie	52.08	0.00	52,884.10
22/03/24	FPO240322AVEN	Avendale Garden Maintenance Service	290.00	0.00	52,594.10
22/03/24	FPO240322A-Z	A-Z Cleaning	695.10	0.00	51,899.00
22/03/24	FPO240322BAD	Badges Plus	254.40	0.00	51,644.60
22/03/24	FPO240322BRU	Brutons Hardware Ltd	51.04	0.00	51,593.56
22/03/24	FPO240322CHAL	Chalford Building Supplies	31.02	0.00	51,562.54
22/03/24	FPO240322COTS	Cotswold Markets Ltd	1,440.00	0.00	50,122.54
22/03/24	FPO240322DOWN	Down To Earth Gloucestershire CIC	752.10	0.00	49,370.44
22/03/24	FPO240322GCC	Gloucestershire County Council	292.34	0.00	49,078.10
22/03/24	FPO240322GREEN	Greenfields Garden Services	2,628.00	0.00	46,450.10
22/03/24	FPO240322KKEAR NS	Katherine Kearns	15.59	0.00	46,434.51
22/03/24	FPO240322LAND	Land & Property Registration	740.00	0.00	45,694.51
22/03/24	FPO240322NALC	NALC	52.04	0.00	45,642.47
22/03/24	FPO240322SARA	Sara Haynes	34.54	0.00	45,607.93
22/03/24	FPO240322SDC	SDC	7,261.96	0.00	38,345.97
22/03/24	FPO240322SLCC	SLCC	450.00	0.00	37,895.97
22/03/24	FPO240322SPOT	Spot On Supplies (Cleaning & Packaging) Ltd	271.61	0.00	37,624.36
22/03/24	FPO240322TORT	Tortworth Plants Limited	720.00	0.00	36,904.36
22/03/24	FPO240322TRAD	Trade UK Ltd	50.98	0.00	36,853.38
22/03/24	TFR240322ACC	Arnell Community Centre	585.00	0.00	36,268.38
25/03/24	DD240324FUEL	Fuel Card Services Ltd	30.26	0.00	36,238.12
26/03/24	DD240325WATER	Water Plus	35.62	0.00	36,202.50
26/03/24	DD240327WATER	Water Plus	25.04	0.00	36,177.46
26/03/24	FPI240326TIM	Tim Ballinger	0.00	80.00	36,257.46
28/03/24	DD240328OCTO	Octopus	13.87	0.00	36,243.59
28/03/24	FPI240326DOG	Dog Training	0.00	272.00	36,515.59
28/03/24	FPI240326FILM	Film Club	0.00	20.00	36,535.59
28/03/24	FPI240326KATY	Katy Walton Theatre School	0.00	292.00	36,827.59
28/03/24	FPI240326PLAY	Play Circle Drop In	0.00	448.00	37,275.59
31/03/24	DD240303ICO	Information Commissioner's Office	35.00	0.00	37,240.59

# Bank Account Reconciled Statement

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	33677.69	34893.42

Reconciled by Sara Haynes

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

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

\_\_\_\_\_

# Bank Account Reconciled Statement

**Premier 4282**

**07154282**

**30-98-29**

Statement Number	101	Bank Statement No.	101
Statement Opening Balance	£260,487.88	Opening Date	01/03/24
Statement Closing Balance	£230,798.99	Closing Date	31/03/24
True/ Cashbook Closing Balance	£230,798.99		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
11/03/24	INTEREST	Lloyds Bank	0.00	311.11	260,798.99
20/03/24	LLOYDS240320TR ANSF		30,000.00	0.00	230,798.99

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	30000	311.11

Reconciled by Sara Haynes

Signed \_\_\_\_\_

Clerk / Responsible Financial Officer

\_\_\_\_\_

Chair

Date \_\_\_\_\_

\_\_\_\_\_



# Nailsworth Town Council

## Agenda Item 13

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**Meeting** of Full Council

**Meeting date** Tuesday 16<sup>th</sup> April 2024

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

**Author** Clerk/Deputy Clerk

**Status** Information

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### Summary

The risk assessment for NTC activities.

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### Detail

Identified Area and Risk

#### Governance and Management

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

#### Potential Impact

- Breach of regulations
- Unlawful spending

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

- NTC's Policies have been reviewed and some new policies introduced in accordance with NALC guidance.
- Reviews of maintenance budgets being carried out to ensure sufficient funds are allocated for maintenance and repairs. To allow for building age and condition.
- The Annual Audit was completed in October with minor matters brought to NTC's attention.
- Council has delegated decision making on utilities contracts to office staff.
- Council has made an amendment to Financial Regulations to clarify that expenditure on revenue items in the Annual Budget are delegated to the Clerk.
- Policies are amended and new policies brought to council as legislation changes (e.g. Biodiversity Policy)
- Continuous training and development of both cllrs and staff to ensure understanding of regulations
- Preparation for local elections in May: review of cllr induction pack and training
- Cllrs have been advised not to work outside of NTC's Health & Safety Policy
- Information booklet to be created for volunteers working on the highway
- Cllrs are advised not to act as individuals and without a remit from the council.
- New cllrs require mentoring/training on activities carried out to ensure they are lawful.

Impact: 4

Probability: 4

Rate: High

##### 2. Service provision/customer satisfaction

#### Potential Impact

- Complaints from hirers
- Loss of income





## Nailsworth Town Council

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

### Management/Control of Risk. Action Required

- The Civic Centre office is open to the public.
- The Civic Centre office may need to close to the public at times due to staff absence. Opening times are advertised on the door and appointments can be made outside of these times.
- TIC volunteers have regular meetings, are being involved in recruitment, displays at the Annual Town meeting and discussions about the future direction for the TIC.
- To ensure there is no confusion with regards to hire charges for NTC facilities, council has agreed the management and control of hire charges is the responsibility of the office staff. Any queries are to be directed to office staff.
- Warm Hubs are being advertised in the TIC and Civic Centre.
- Grit bins have been filled by GCC in preparation for colder weather

Impact: 3

Probability: 1

Rate: **Low**

### 3. Project or service development

#### Potential Impact

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

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

- Committee and project work is ongoing.
- Staff are being proactive to manage workloads more effectively during busy periods
- Contractors are very busy and it can still be difficult to get materials
- Action Plans monitor progress
- Staff workloads are higher as projects and events gain momentum and reach completion. Specialist resources are needed to progress some projects
- Prompt responses needed from cllrs when working party meetings are being arranged, to ensure informed project direction
- Better communications between cllrs and office with regards to projects requiring WP involvement.
- Increased workload on office staff over the next few months due to the end of year administration, elections and new cllr inductions/training.
- Impact on committees and working group due to changes in council members.

Impact: 3

Probability: 3

Rate: **Medium**

### 4. Loss of key people.

#### Potential Impact

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



## Nailsworth Town Council

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

- Staff can work flexibly. Contingencies for home working include existing remote access to Edge software, use of webmail and Dropbox
- Staff stay in contact daily, sharing training and information on new systems.
- Staff workloads have increased as projects and events gain momentum. Specialist resources will be needed to progress some projects
- A Staff Handbook is in place.
- Staff will be under increased pressure until the new Deputy Clerk is fully trained to the correct level. Deputy Clerk starts CiLCA training 31 January 2024.
- During times of staff absence there may be a delay in project movement due to increased work loads on staff.
- Staff need to book remaining annual leave before 31<sup>st</sup> March 2024; three staff members have more leave to take due to sickness absences, and this will have an impact on workloads.
- Due to the change in cllrs, there will be a reduced number of bank payment authorisers. This may impact on payments.
- Cllrs are reminded of the busy period over the next few months with year-end, elections and training new cllrs. This will impact on the office staff and increase their workload. Consideration should be given, prior to any requests for additional support from office staff over the next few months.

Impact: 3  
Probability: 4  
Rate: High

### 5. Dependency on Suppliers/Tendering process

#### Potential Impact

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

### Management/Control of Risk. Action Required

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

Impact: 3  
Probability: 3  
Rate: Medium

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

#### Potential Impact

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

### Management/Control of Risk. Action Required



## Nailsworth Town Council

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

Impact: 3

Probability: 3

Rate: **Medium**

### 7. Employment issues

#### Potential Impact

- Health & Safety issues
- Loss of staff

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

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

Impact: 3

Probability: 4

Rate: **High**

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

#### Potential Impact

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



## Nailsworth Town Council

### Management/Control of Risk. Action Required

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

Impact: 3

Probability: 2

Rate: [Medium](#)

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

#### Potential Impact

- Computer system failure or loss of data

### Management/Control of Risk. Action Required

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

Impact: 3

Probability: 3

Rate: [Medium](#)

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

#### Potential Impact

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

### Management/Control of Risk. Action Required



## Nailsworth Town Council

- Advice is sought from others (SDC Democratic Services, GAPTC, SLCC, NALC) on the interpretation of legislation and government guidance.
- GAPTC are delivering online training
- Minutes are regularly uploaded onto NTC's website
- H&S audit work is ongoing
- Health and Safety training is now available through WorkNest for staff. Consideration of specific training for cllrs is being investigated.
- H&S training is being carried out by staff. Ongoing
- New Policies (Predetermination and Biodiversity) are being brought to Council as needed
- NTC's Policies are reviewed annually; next review due in February 2024.
- Cllrs have been advised not to work outside of NTC's Health & Safety Policy
- Information booklet to be created for volunteers working on the highway
- Cllrs are advised not to act as individuals and without a remit from the council.
- New Stress Policy to be reviewed and agreed.

Impact: 3

Probability: 4

Rate: **High**

### 11. Insurance Risks/uninsured losses

#### Potential Impact

- Inadequate Cover
- Areas not covered
- Financial Loss

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

- Income from room hire will be affected by increased costs
- NTC's insurance cover is regularly reviewed
- Buildings are regularly checked and maintained
- A Facilities Review was carried out in 2022 and the updated charges and conditions are now in place.
- Specialist insurance is arranged as needed e.g. Festival of Words art exhibition insurance
- Staff are working with outside organisations to make sure risk, insurance and safety is understood when running community/public events
- NTC insurers are being consulted on costs for work to the Town Hall retaining wall.
- NTC's insurers have been updated with changes, and will soon confirm cover for the coming year.
- Compliance inspections for insurance is carried out as needed.
- An insurance claim has been raised for the Town Hall retaining wall and an assessor has arranged to visit. An assessor has visited the site and the results of the survey will determine the insurers response.

Impact: 3

Probability: 3

Rate: **Medium**

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

#### Potential Impact

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

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

- Systems are in place for paperless finance including payment approval and audit



## Nailsworth Town Council

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

Impact: 3

Probability: 3

Rate: **Medium**

### 13. Banking/Cash and Petty Cash

#### Potential Impact

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

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

- The office does not accept cash payments and the petty cash account has been closed
- Most hirers have accepted bank transfer as a method of payment. Occasional long-standing hirers don't yet pay online
- The Lawn Tennis Association's (LTA) booking app for the tennis courts takes away the need for cash payment
- No cash is handled by staff and nearly all banking is now online and income by bank transfer
- Expenses claims are used instead of petty cash
- Procedures and policies for volunteers handling payments need to be agreed and training put in place.
- One or two hirers still pay by cheque but the majority prefer online banking
- New procedures are now in place for TIC volunteers to sell tickets on behalf of local groups. All activities are monitored and recorded.
- Civic Centre and the TIC are both used as a ticket office for local events as appropriate.
- Party bookings are now being paid for in advance following non-payments.
- Deputy Clerk will begin CiLCA training in January 2024.
- Deputy Clerk now has the required access to NTC's bank accounts.
- Cllr Internal Audit Check will be carried out on 14/12/2023; focus is on handling cash (volunteers and NTC staff) and ticket sales.
- **Due to the change in cllrs, there will be a reduced number of bank payment authorisers. This could impact on payments.**

Impact: 2

Probability: 2

Rate: **Medium**

### 14. Dependency on income sources/lettings

#### Potential Impact

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



## Nailsworth Town Council

### Management/Control of Risk. Action Required

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

Impact: 2

Probability: 2

Rate: **Medium**

### 15. Public concern and fear

#### Potential Impact

- Increase in panic and confusion
- Mistrust of the council

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

- There are regular updates on NTC's website
- Civic Centre window display is changed regularly and used to communicate positive messages. The Civic Centre noticeboard is used to communicate important information to those with limited access to the internet – i.e. Bus routes, SDC/GCC contact details
- Articles are sent to Nailsworth News, SNJ and other media
- Regular contact with NTC volunteers such as TIC and Archives helps to reassure people that NTC can be trusted
- Staff recognise the importance of small, positive actions.
- Staff reassure callers to the office.
- NTC are involved in various initiatives to boost local confidence and celebrate the town.
- Annual Town Meeting is an opportunity for the public to meet cllrs and ask questions
- All NTC agendas, papers and minutes are available on the website.
- Councillor surgeries are being well attended; this increases awareness of council roles to residents.
- The TIC will have a recruitment drive in February/March, with a new induction, training, volunteer agreement and handbook.
- It has been noted across the district that there has been an increase in antisocial behaviour and graffiti. The office are reporting any occurrences to the police.

Impact: 1

Probability: 2

Rate: **Low**

Ser No	Date added	Strategic Plan	Vision	Priority	Risk	Committee	Task detail	Comments	Budget	Estimated Cost	Minute Reference	Documents	Documents	Owner	Projected completion date	Status
37	09-Oct-23		1,8	Medium	Medium	Full Council	Register all NTC land	09 Oct NTC Deed packets have been assessed and an estimate received for this work. Council decision and budget allocation needed. 15 Nov Assessment of the deeds is nearly complete some questions to be asked and further investigation to be carried out 15/16 Nov. 27 Nov. Approx 60% of the work has been completed. Contractor has meeting scheduled with clerk 28 Nov to review progress. 14 Feb All land can be registered in 8 registrations. Clerk gathering information required.	General Fund	£5,000.00	2023/108			Clerk	01-Oct-24	Not started
38	09-Oct-23	N	8	Medium	Medium	Full Council	Internal audit checks by cllr	09 Oct. Next appointment to be arranged (quarterly checks and reports). 02 Jan Inspection due for December was daleyed until January, date not yet set. 14 Feb audit scheduled for 20th Feb. 11 Mar. Check carried out and report passed to council.	none	£0.00				Cllr Colleen Rothwell		ongoing
39	09-Oct-23	Y	8	Low	Low	Full Council	Local Council Award Scheme									
41	09-Oct-23			High	Medium	Full Council	Support for Town Services monitoring	09 Oct. First meeting held. Monitoring forms being drafted and discussed. <b>09 April Youth Services monitoring form received.</b>	Annual Budget					STS working party		





# Nailsworth Town Council

## Agenda Item 15a

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**Meeting** of Full Council

**Meeting date** Tuesday 16<sup>th</sup> April 2024

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

**Author** Cllr Mike Kelly

**Status** Information

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### Summary

The Mayor's report for April.

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### Detail

22 Mar Attended fund raising evening at the Youth Club

02 Apr NTC and Rec and Am meeting

10 Apr Arkell meeting

16 Apr Hope to join town walk to look at town signage from the town centre to Dunkirk Mill Museum.

16 Apr NTC full and final meeting of the current council term.

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### Ends



# Nailsworth Town Council

## Agenda Item 15b

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**Meeting** of Full Council

**Meeting date** Tuesday 16<sup>th</sup> April 2024

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

**Author** Cllr Shelley Rider

**Status** Information

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### Summary

The Deputy Mayor's report for April.

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### Detail

19 Feb Personnel Meeting

21 March Webinar: Balancing the Grid

17 April Chamber of Commerce meeting

**ENDS.**



# Nailsworth Town Council

## Agenda Item 15c

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**Meeting** of Full Council

**Meeting date** Tuesday 16<sup>th</sup> April 2024

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

**Author** Cllr Natalie Bennet

**Status** Information

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### Summary

The District Councillors report for April.

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### Detail

#### Elections

Elections will be held on Thursday 2<sup>nd</sup> May for Stroud District Council, the Police & Crime Commission for Gloucestershire and for the seven parish and town council wards which are contested (with more candidates nominated than spaces). Full details for the ward can be found [here](#).

The deadline to register to vote is midnight on Tuesday 16th April at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote). You will need to provide your national insurance number and registering only takes a few minutes.

The deadline to apply for a postal vote is 5 pm on Wednesday 17th April. The quickest way is to apply online: [gov.uk/apply-postal-vote](http://gov.uk/apply-postal-vote) and you can also contact the District Council to complete an application by post.

For those who choose to vote in person on 2nd May it is important to remember that you will need to present an acceptable form of photo ID. This can also be obtained from the District Council as a Voter Authority Certificate. Further information on the local elections is available [here](#).

## Strategy & Resources Committee – 7<sup>th</sup> March

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The following items were discussed:

#### Visitors Car Park Ebley Mill

Agreed that the visitors-only car park at Ebley Mill will change to a public, charging, car park. This change is prompted by requests from local residents and businesses who would like to access the car park due to limited parking spaces in the local area, and the County Council due to imminently put double yellow lines on Westward Road and the area around Ebley Mill, which will make the situation even more difficult for local residents. Since the pandemic the number of in-person visits to Ebley Mill has dropped significantly, by over 60%, as the public access and pay for services on-line and some meetings are held virtually, so the Visitor Car park is empty most of the time. EV charging for cars and bikes has been included in the project costs.



## Nailsworth Town Council

There will still be 15 accessible and free-of-charge visitor spaces directly outside Ebley Mill – which are more convenient for people to stop for a short time, for example to pick up a new recycling container.

### Community Funding (Crowdfunding)

The Council has selected Spacehive as the preferred supplier for a new Crowdfunding application, which will help community groups to raise funds via a community funding campaign, with successful projects receiving council funding too.

Support to community groups will include helping them to develop a marketing strategy, preparing a funding microsite, planning, promoting and launching the funding window with the community. A high funding success rate is expected on the basis of experience with other councils. The new operating model was agreed by committee and the scheme is expected to launch later this year

### Community Services & Licensing Committee – 14<sup>th</sup> March

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#### Community Engagement and VCSE Principles

One of the commitments in the Council Plan relates to improving the district council's ways of working with the community and voluntary sector. The Committee agreed two sets of new principles and further work will start on implementation.

- The new **Community Engagement Principles** are a toolkit for the council's officers and members across all their work with communities and individuals, supporting an asset-based approach underpinned by consistency, respect, and reliability applicable in the many and varied interactions which the council has with its communities of place and interest.
- The new **Voluntary, Community & Social Enterprise Sector Principles** have been developed in parallel – and seek to provide the council and its partners in the VCSE with a set of commonly understood good practice guidelines for communication and support. They are designed to strengthen working relationship with a transparent and consistent approach.

### Housing Committee – 19<sup>th</sup> March

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#### Warm and Well Scheme – for home energy efficiency

Stroud District Council is the lead partner in the Gloucestershire and South Gloucestershire non-profit delivery partnership known as 'Warm and Well' for energy advice and support for home energy improvements.

Since 2001 this partnership has been delivered by the Severn Wye Energy Agency, a registered charity. Whilst not formal partners, the scheme also works closely with Gloucestershire Integrated Care Board and Gloucestershire County Council. The Warm and Well Scheme promotes the health benefits of energy efficiency in the home and delivers a programme of energy efficiency improvements which offers the benefits of personalised support from a dedicated local team, with the flexibility to offer tailored support for vulnerable households.



## Nailsworth Town Council

During the last four years the Warm & Well partnership has:

- Offered advice and support to 16,200 households (2,286 in Stroud District)
- Enabled the installation of 3,919 energy efficiency measures (437 in Stroud District).
- Brought in £9.6 million in funding (£1.1m for Stroud District) for those measures from Energy Company Obligations (ECO), Public Health and Better Care Fund, Warm Homes Fund and Central Government Green Homes fund (LADS and HUG).

For every £1 invested by the local authorities in the core Warm & Well Scheme in the last 4 years Stroud district residents benefited from support and funding worth an average of £6.58 per year.

Committee agreed that Stroud DC will lead the procurement of a delivery partner for the next 5 years, from April 2025, as the current delivery contract with Severn Wye Energy Agency ends in March 2025.

### **Visitor Room policy updates for Independent Living schemes**

There are visitor rooms available at 11 of the council's Independent Living schemes (formerly Sheltered Housing). These are available for friends and families of tenants living at the scheme and can be booked through the Customer Services team. Costs will be increasing to £25 for the 1st night and £20 for each consecutive night for en-suite rooms (and £5 less for visitor rooms without an en-suite bathroom).

### **Small Sites, Garages and Disposals Update**

An update report notes that capital receipts from the sale of SDC garages and small sites are £5.1 million. Since 2016 the council has sold more than 320 garages and 20 small sites. Planning permission has been secured for housing on small sites. The majority of these have now been sold for new houses to be built by individuals and small builders. The webpage set up to advertise sales and give FAQs can be found at [www.stroud.gov.uk/land-and-property-for-sale](http://www.stroud.gov.uk/land-and-property-for-sale)

Twenty-two sites are being considered for temporary housing or general needs units (pods) across the district. Sites which will deliver fewer than five homes are not now viable for the council to develop because of the lack of the necessary economies of scale and relatively high construction costs. Housing associations and Community Land Trust face similar financial challenges in developing these smaller sites. Seventy garages are currently being marketed with more programmed for 2024-25. It is expected that the programme has 2 to 3 more years to run before all the sites have been reviewed and sold or retained as appropriate.

## **Environment Committee – 21<sup>st</sup> March 2024**

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### **Grass Cutting changes**

To align with new nature recovery obligations and to follow good practice, the committee agreed to change the SDC grass cutting regime to aid nature recovery and help reduce the carbon emissions produced in their management. However, due to the need for public access and in line with the views of residents, only 25% of the current 90 square kilometres of SDC maintained grass will be managed differently. The change in management will involve the following:



## Nailsworth Town Council

- Grass will only be cut around the base of any tree, once per annum. This will improve tree health; lessen soil compaction and unintended abrasion, reduce long term maintenance costs, and improve biodiversity and habitats for wildlife. Approximately 1500 trees are in scope and a minimum ring of 1m radius around each tree, would create a conservative 18,000sqm of enhanced habitat – equivalent to 3 football pitches.
- Ubico will begin to plant spring bulbs and wildflower seeds at the base of each tree on a rolling programme. This will further help aerate the soil and increase biodiversity, by introducing plants favourable for pollinators, whilst adding a splash of colour and brightness.
- Thereafter and on a phased basis over the next two years, SDC will be looking to identify appropriate areas of grassland for rewilding and reduced mowing.

Factors such as recreational use, proximity to housing and visibility lines will be taken into account and agreement will be sought, either via resident consultation, or in collaboration with town and parish councils, for general recreation and amenity land.

### **Annual Report on progress towards the council's climate change and sustainability goals**

Committee approved the third annual report on delivery of the Council's 2030 Strategy ([link](#)). The top achievements over the past year include a reduction in Scope 1 (direct) emissions of 21%, approval of over 99,000 solar panels through planning permission, 2.8 hectares of new wetland created and 3.5 km of stream restored. Do take a look at the full report.

### **Retrofit support for self-funding households**

SDC officers have been working with Climate Leadership Gloucestershire colleagues to advance the retrofit area of work in respect of those people who are able to self-finance works to their own property. The next step is to procure an expert contractor who will provide an online advice platform, along with pathways to home assessments and retrofit installation, with additional support to residents considering self-funded investment in retrofit.

This could potentially be feasible utilising a modest budget aggregated across districts. This would be a highly visible and proven method to encourage the retrofit market in Gloucestershire at relatively low cost. It would also help to make residents' homes warmer, more comfortable, and cheaper to run; as well as tackling the quarter of the county's emissions that come from domestic housing.

The 'self-financing' market is still small and will need a lot of promotion. Consequently, there is also a recommendation to commit further officer support and time to this work, to assist in developing the in-depth community engagement needed. This will include co-ordinating messages with other partners such as the NHS, to present and promote a unified Gloucestershire retrofit support offer. If delivered successfully this would represent a nationally leading approach to homeowner retrofit support.

### **Other news**

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#### **Swimming Pool funding**



## **Nailsworth Town Council**

Two Stroud district swimming pools have been successful in securing funding which will improve their facilities. Government Swimming Pool Support Fund investment in The Pulse leisure centre in Dursley and Wotton Pool will help improve the energy efficiency of their pools and leisure centres. The latest round of funding is intended to help the longer-term energy and financial resilience of the sector. The Pulse, run by Stroud District Council, has received almost £300,000 to fund the refurbishment of its entrance area and a new air-handling unit. Wotton Pool, run largely by volunteers, has secured £6,000 for new pool covers.

Last Autumn The Pulse secured £165,000, and Wotton Pool £11,000 from an earlier round of Swimming Pool Support Fund for heating, maintenance and chemicals.

### **Help to protect skylarks**

Walkers and dog owners can protect Skylarks during nesting season by sticking to footpaths and keeping dogs on short leads when enjoying Selsley Common. Selsley Common is one of few places to spot the iconic, yet sadly declining, bird species. Skylarks are classified as 'red' on the British Birds of Conservation Concern list which means that their population is at risk. In the UK, the population halved during the 1990s and continues to drop. During nesting season, from April to July, Skylarks are particularly vulnerable. It is important they are not disturbed, as this can interfere with them raising their chicks. Keeping dogs on short leads helps protect the nests.

### **Support for The Brimscombe Mill community**

Stroud district council made a short statement on 22<sup>nd</sup> March in support of the Brimscombe Mill community:

"Following recent developments, we are concerned to hear that the people working for the community organisations at Brimscombe Mill may have to relocate their activities. Stroud District Council officers and councillors are in regular contact with management of the overarching Grace Network organisation, to see how we can support a valued partner, whom we work with on a number of innovative and effective projects. The organisations there employ many local residents, and many more regularly utilise and love their services, so as a council we appreciate all the public concern. They are keeping us informed about their situation and we are doing all that we can to support them in their efforts to secure a permanent home in the local area."

### **Action on empty homes**

A long-abandoned home with a garden so overgrown it encroached onto neighbouring properties will be brought back into use as a result of action by Stroud District Council's Environmental Health Officers. The three-bedroom property had been empty for a number of years before concerned neighbours contacted SDC to request assistance in 2019. When officers inspected the property they found the interior was so damp that moisture-loving ferns were flourishing inside, and the structure badly damaged by years of neglect.

Extensive efforts were made to contact the owner and encourage them to bring the property back into use. Despite numerous attempts to engage with the owner, officers successfully applied for a



## **Nailsworth Town Council**

County Court order to force the sale of the house. The house, which requires extensive renovations to make it habitable, has been sold by auction. The council's costs will be taken from the proceeds.

SDC offers homeowners an interest free Empty Homes Loan of up to £15,000 for repairs and refurbishment to properties that have been empty for more than 12 months if they are then used for affordable rented housing.

### **Social Housing award**

Stroud District Council has won an industry award recognising its hard work, dedication, and commitment to improving the energy efficiency of hundreds of social homes in Gloucestershire. At the Retrofit Academy awards ceremony this week, the council was named as the Best Social Housing-led Retrofit Programme. The award is for a Gloucestershire-wide consortium project, which is led by SDC, and brings together social housing retrofit across the county. So far, the programme has delivered across the county, whole house retrofit of 46 properties and continues to deliver a two-phased programme of fabric first improvements to 843 properties, many of which are considered 'hard to treat'.

### **Celebrating the natural environment**

The connection between land, nature, people, and flooding was the subject of a multimedia event combining film, poetry, art and live music at Stroud Film Festival. The event brought together various art works commissioned by Stroud District Council to celebrate its innovative Natural Flood Management programme (NFM). A 30-minute film made by film maker Antony Lyons was accompanied by a live trio of musicians. The film, jointly funded with the University of Gloucestershire countryside and Community Research Institute, celebrates the wet woodland and Tufa (porous limestone) habitats in the Stroud Valleys that are vital for slowing, storing and filtering water which helps to reduce flood risk and increases resilience to drought. Artist Joe Magee and SDC's NFM officer Chris Uttley presented an exhibition of the original artwork from the graphic story 'Sound of a River.' It tells the story of a young Stroud resident's journey of discovery after the flooding of her home and is available to download free-of-charge at [www.stroud.gov.uk/soundofariver](http://www.stroud.gov.uk/soundofariver)

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**Ends**





# Nailsworth Town Council

## Agenda Item 15e

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**Meeting** of Full Council

**Meeting date** Tuesday 16<sup>th</sup> April 2024

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

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

**Status** Information

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### Summary

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

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### Detail:

#### Facilities

With a new term and a few new groups are starting to hire NTC venues. There are more enquiries for some possible new ventures for regular activities.

The football pitch has seen a few games, but rain has been causing water logging issues. The wet weather has prevented verti-drain treatment (aeration to improve drainage) from being carried out.

#### Buildings and facilities: repair and maintenance

The water heater in the disabled toilets has been repaired and is now no longer causing water leakage in the outdoor space.

There was an attempted break in at the grounds maintenance storeroom in the wooden pavilion at KGV, and graffiti on the changing room and pavilion. Damage to the store room door was minimal. The incident has been reported to the Police.

#### Health and Safety Audit

A two-day Health and Safety audit was conducted by Worknest (NTC's H&S advisor) on the 3<sup>rd</sup> and 4<sup>th</sup> April. The last audit highlighted over 200 actions that were required to be carried out for NTC to meet current Health and Safety criteria. The office staff have been working through these actions. The recent audit only had 26 actions, several of which can be remedied over the next few weeks. The reduced action list is testament to the hard work of NTC office staff since the last audit.

#### Green spaces work

The groundsman continues to carry out some winter work but the focus will now be shifting to preparing our open spaces for the summer. Winter tree work has been completed by our contractors. A tree in Norton Wood has been reported to our tree surgeons as it is deemed as dangerous; the tree was felled on the 12<sup>th</sup> April.

Ubico (one of NTC's two grass cutting contractors) are changing their grass cutting regime in line with new practices to protect the environment. Grass will only be cut around the base of any tree, once per annum. This will improve tree health; lessen soil compaction and unintended abrasion, reduce long term maintenance costs, and improve biodiversity and habitats for wildlife. Ubico are contracted to cut the grass at the Clocktower Garden, Star Hill greens and Shortwood Green.

The Clerk, Town Gardening contractors and Nailsworth in Bloom met to discuss their plans for the next few months. (NTC's Nailsworth in Bloom representative was invited but was unable to attend). The meeting was very useful in clarifying different areas of responsibility. All agreed that quarterly meetings will be helpful in coordinating all of our work.



## **Nailsworth Town Council**

### **Year End and Annual Governance and Accountability Return (AGAR)**

The process of closing the accounts for Year End has begun; preparations for this started several weeks beforehand. By the time of the Council meeting the office plans to have completed all the Year End reports, initiated the new financial year and arranged a date for the Internal Auditor's visit. The Clerk will complete the Annual Governance and Accountability Return (AGAR) in time for the Annual Meeting on Tuesday 14<sup>th</sup> May where it will need to be signed by the new Mayor. Supporting documents and information, including specific questions raised by the external Auditor will be submitted after the Annual Meeting.

### **New website and email**

Following Council's agreement to change website and email providers, preparations are being made to transfer these two essential services. A new prototype website has been created and alterations will be put in place before it goes live.

### **TIC meeting**

The next meeting with the TIC volunteers is 1-2pm on Wednesday 17<sup>th</sup> April in the Library. NTC have been working with the TIC volunteers to put together a recruitment pack and process. The meeting will be a 'walk through' of the induction process to test it out for new volunteers.

### **Nailsworth Wildlife Group**

Stemming from discussions about NTC's Biodiversity Policy and Action Plan, Gloucestershire Wildlife Trust are leading on a new Nailsworth Wildlife Group. This is also in partnership with NCAN and Stroud Valleys Project. There will be a public drop in session on Wednesday 15<sup>th</sup> May, 6-8pm in the Mortimer Room.

### **The New Council**

Following an uncontested election, cllrs are reminded that they remain in place (and officially cllrs) until 7<sup>th</sup> May. After this time, cllrs who are no longer in office are asked to return anything belonging to NTC, including keys to NTC buildings. Cllr email addresses will be deleted if they aren't staying on.

The new Council will be invited to an orientation meeting on Tuesday 7<sup>th</sup> May, 6pm – 8pm.

The Annual Meeting and election of the new Mayor and Chairs of Committees will take place on Tuesday 14<sup>th</sup> May.

**ENDS.**