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NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

You are summoned to attend the meeting of Nailsworth Town Council to be held at the Town Hall, Old Bristol Road, Nailsworth on Tuesday 21st November 2023 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
16th November 2023

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

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

CONSULTATION

- a) S.23/1972/FUL. Location: September House, Chestnut Hill, Nailsworth, Stroud. Type: Full Planning Application. Description: Demolition of existing dwelling and erection of new dwelling.

APPEALS

- b) S.23/0395/FUL Beechwood Farm, Windsoredge Lane, Nailsworth, Gloucestershire. Application: Full. A single-storey eco-lodge. Appeal Reference: S.23/039/APPREF

TREES IN A CONSERVATION AREA

- a) S.23/2199/TCA. The Puzzle House, Old Bristol Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Monkey Puzzle - Crown raise all round to leave the tree with a clear stem to approximately 6.0m.

LICENCING

- b) **Name of applicant:** Convida Catering Limited **Premises address:** The Canteen, Days Mill, Old Market, Nailsworth, Stroud, Gloucestershire, GL6 0DU

Reference: 23/01152/LAPRNW

Proposal: New premises licence application. Sale by retail of Alcohol - For consumption on and off the premises.

Monday to Thursday - 10:00 - 21:30

Friday - 10:00 - 22:30

Saturday - 10:00 - 22:30

Sunday - 10:00 - 20:30

Opening Hours

Monday to Thursday - 09:00 - 22:00

Friday - 09:00 - 23:00

Saturday - 09:00 - 23:00

Sunday - 09:00 - 21:00

PREVIOUSLY TRACKED APPLICATIONS

- c) S.23/1523/HHOLD 2 Brewery Gardens, Brewery Lane, Nailsworth, Stroud. Type: Householder. Erection of boundary fence. Resubmission of S.23/0996/HHOLD. Application refused. NTC resolve to object to this application. The boundary fence is in a sensitive conservation area in the town completely out of scale, too large for its context and being



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- 1.8 meters high, is too high and impedes historic and iconic views over the town centre. NTC are content with the 1.5mtr agreed in the previous application.
- d) S.23/1522/HHOLD 1 Brewery Gardens, Brewery Lane, Nailsworth, Stroud. Application: Householder. Erection of a boundary fence. Resubmission of S.23/0997/HHOLD. Application refused. NTC resolve to object to this application. The boundary fence is in a sensitive conservation area in the town completely out of scale, too large for its context and being 1.8 meters high, is too high and impedes historic and iconic views over the town centre. NTC are content with the 1.5mtr agreed in the previous application.
 - e) S.23/1991/TCA. Hollies Cottage, Hollies Hill, Nailsworth, Stroud. Application: Trees in a Conservation Area. Sycamore tree (T2) and Beech tree (T3) - Fell. Application no objection. NTC no objection
- 5 To confirm minutes of the Council meeting held on Tuesday 7th November 2023
 - 6 To confirm the minutes of the Environment Committee meeting held on Tuesday 7th November 2023

It was **recommended** biodiversity awareness training for staff and cllrs.

It was **recommended** addressing biodiversity when commenting on planning applications.

It was **recommended** to change the wording of the Climate Emergency Impact assessment on NTC reports to include biodiversity.

It was **recommended** to support the Green Plaque initiative by funding 600 walking leaflets at a cost of up to £800.

It was **recommended** to transfer of £3,000 to the Emergency Tree Works Reserve.

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

Reports for information (no decisions required):

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

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
Held at 6.30pm in the Town Hall on Tuesday 07th November 2023
DRAFT

Present:

Cllr Mike Kelly (Chair)
 Cllr Patsy Freeman
 Cllr Steve Robinson
 Cllr Peter Bodkin
 Cllr Ros Mulhall
 Cllr Colleen Rothwell
 Cllr Paul Francis
 Cllr Angela Norman
 Cllr Shelley Rider
 Cllr Natalie Bennett

Minutes:

Deputy Clerk

Apologies:

Cllr Jonathan Duckworth

Public Present

None

Verbal Introductions and safety briefing

Those present identified themselves. Deputy Clerk will assist Cllr Mike Kelly in case of fire.

2023/118**Declarations of Interest & Applications for Dispensations**

None

2023/119**Consideration of Planning Applications received as follows:**

- a) S.23/2007/HHOLD Clarebourne, Shortwood Road, Nailsworth, Stroud. Application: Householder. Erection of a replacement single storey extension and alterations to the fenestration.
No Observations
- b) S.23/2031/LBC The Maltings, Tetbury Lane, Nailsworth, Gloucestershire. Application: Listed Building Application. Alterations to combine two dwellings. Resubmission of S.22/1915/LBC.
No Observations
- c) S.23/2030/FUL The Maltings, Tetbury Lane, Nailsworth, Gloucestershire. Application: Full. Combine two dwellings with associated amendments.
No Observations
- d) 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.

Discussion was held, businesses are struggling in the town, additional holiday accommodation would be welcome in the town. Located in a secluded location in the garden.

No Observations

- e) S.23/2028/HHOLD Weavers House, Horsley Road, Nailsworth, Stroud. Application: Householder. Erection of replacement gates.
A brief was provided reference this application, local resident has concerns as the current gates are fixed to their wall and permission has not been sought for the replacement gates to be mounted on their wall.

NTC resolved to request a pause in this application until the report from the conservation officers is reviewed.

Trees in a Conservation Area

- f) S.23/1991/TCA. Hollies Cottage, Hollies Hill, Nailsworth, Stroud. Application: Trees in a Conservation Area. Sycamore tree (T2) and Beech tree (T3) - Fell.

The matter of TCA applications was discussed and the lack of response from SDC. It was decided to raise the matter at the next SDC -NTC meeting.

No Comment

Previous Tracked Applications

- g) S.22/0876/FUL Location: Cheldon and The Meadows, Stroud Road, Nailsworth, Stroud.
Application Description: Demolition of bungalow and creation of 4no. serviced residences (Resubmission of S.20/1759/FUL - The Meadows) and the demolition of house and annexe & creation of 10no. residences. Application refused. NTC: Object This item was brought forward to earlier in the meeting for discussion in view of the public interest. Both the applicant and residents spoke about the application. After discussion on both sides, the council deliberated. Discussion covered the following points; Gateway location: The proposed development is on a key approach to the town and in conservation area. In this 'gateway' location, it will adversely affect people's perception of the town as people arrive, and damage the development of the town's visitor economy. Conservation Area and setting: While NTC have no objection in principle to development on the site of Cheldon and within the existing footprint of the bungalow, the council feel this proposal is overdevelopment which will cause harm to the character of the Dunkirk and Watledge Conservation Area and the setting of the Grade II* Listed building - an unusually high designation. NTC agree with Heritage England who are troubled by the scale and appearance of the proposal of the Cheldon site. NTC note that Heritage England have requested a design analysis of the site. The Town Council oppose development on the verdant green area adjacent to the bungalow. Ecological effects: NTC have concerns about the ecological effects on the adjacent important wildlife site, concerns about the development of a greenfield site and the effects during construction and afterwards of light and noise on wildlife. NTC have concerns about river management in this flood area. Use as holiday lets: NTC are further concerned about the use of the units as holiday lets and the attraction this will have – being adjacent to a popular wedding venue – to large groups, for example stag and hen parties. There is growing evidence of the adverse effects holiday lettings can have on areas. While the adjacent Egypt Mill 3. NTC 17-05-2022 hotel is controlled by licencing laws, there are no such controls on self-catering establishments. The temporary nature of holiday lettings bring concerns that noise, light and other nuisance from visitors will adversely affect both residents and wildlife. NTC add that if development is permitted, access roads and walkways be of adoptable standard, while recognising there is no obligation for the access ways themselves to be offered for adoption. If development is permitted a full landscaping plan should be submitted for approval before any work commences, and that it should be sufficient to maintain the verdant character of the area. The applicants emphasise that the proposed Cheldon development will be accessible and aimed at the over 55s, for rent; if permission is granted, that use should be secured by conditions. If permission is granted, that the CIL fund should be allocated to NTC to improve the approach to Nailsworth and the setting of the Conservation Area.
- h) S.23/0765/FUL Gigg Mill, Old Bristol Road, Nailsworth, Gloucestershire. Application: Full Erection of single storey ancillary building to provide toilet facilities. Application permitted. NTC: No observations.

- i) S.23/1809/TCA. Watledge Bank House, Watledge Bank, Nailsworth, Stroud. Application: Trees in a Conservation Area. (1) Holly - trim all over (2) 2 x Silver Birch - reduce by 1.0 - 2.0m (3), Conifers - trim the inside (4) Ash - fell (5) Hazel - coppice and clear the area. Application consent. NTC no observation.
- j) S.23/1724/FUL. Former Oldstone Restaurant, Old Market, Nailsworth, Stroud. Application: Full. Installation of a flue for a wood-burning pizza oven (retrospective). Resubmission of S.23/1108/FUL. Application permitted. NTC: support this application and assert that it is of benefit to the town, with the reopened restaurant having revitalised the area. NTC has concerns that some public comments may be spurious and that these should not influence the Planning Officer's decision.
- k) S.23/1990/TCA Grove Lodge, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Description: T1 Ash tree - takedown in sections to just above ground level. Application approved. NTC: Noted.

2023/120

To confirm minutes of the Full Council meeting held on Tuesday 17th October 2023

All agreed

2023/121

Matters of Urgency: *important items that have arisen since the meeting summons (agenda) and cannot wait to be addressed with a written report at a future meeting, due to inflexible deadline.*

To improve communications and knowledge sharing the monthly meeting should include reports from representatives, working parties, business meetings etc. Councillors attending these meetings should submit a report for the meeting to ensure the council remain up to date on all matters.

A councillor has had communications with 2 presidents reference Shortwood play area and replacement of the wooden bridge. Deputy clerk highlighted this matter was being dealt with by the office and that funding has been applied for (15%) to assist with the replacement.

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

.....
 Date



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

Present:

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

Minutes:

Deputy Clerk

Apologies:

Members of the public

One member of the public

Declarations of Interest & Applications for Dispensations

There were none.

To consider NTC's biodiversity duties under new government guidance

A discussion was held on ways in which NTC could consider its duties and how best to act in the future. Further engagement with SDC with regards to planning applications is to be reviewed at the next SDC/NTC meeting.

The issue of water quality was raised and how NTC would tackle an issue should it arise. SDC carry out work to alleviate flooding. It was suggested that an article be placed in the Nailsworth News to highlight the Biodiversity activities being carried out by NTC.

It was **recommended** to approve biodiversity awareness training for staff and cllrs. It was **recommended** to address biodiversity when commenting on planning applications.

It was **recommended** to change the wording of the Climate Emergency Impact assessment on NTC reports to include biodiversity

All approved

To consider producing 'Green Plaque' walking route maps

Brief provided by member of the public there will be 2 walks one north and one south of the town approx. 4 miles long. These walks differ from the Blue Plaque walks.

It was **recommended** to support the Green Plaque initiative by funding 600 walking leaflets at a cost of up to £800

Approved

To consider the Environment Committee draft annual budget for 2024-2025

A discussion was held with regards to changes to the budget. It was highlighted that several budgets had been amalgamated to allow for ease of budget management.

Agreed



To review Environment Committee Action Plan

Reviewed

To acknowledge the tree works scheduled to be carried out over the winter period following the professional tree survey report.

It was **recommended** to approve the of transfer of £3,000 to the Emergency Tree Works Reserve

Approved

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

.....
Date

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16576		£728.20	2000	31/10/23	A-Z Cleaning - Office clean - Oct	9119
		£728.20			A-Z Cleaning - Total	
16549		£1,104.00	2040/1	31/07/23	Azimuth Structural Engineering Ltd - Town Hall wall survey	2320
		£1,104.00			Azimuth Structural Engineering Ltd - Total	
16574		£7,335.60		31/10/23	Blachere Illumination UK Ltd - Christmas lights	56586
2		£6,188.08	6520		christmas lights	
3		£1,147.52	6500		Christmas lights	
		£7,335.60			Blachere Illumination UK Ltd - Total	
16599		£112.00	3030/1	29/10/23	Blue Diamond Garden Centre (Nailsworth) - Compost for town planters	104301
		£112.00			Blue Diamond Garden Centre (Nailsworth) - Total	
16577	DD231111 BRIT	£45.08	3070	26/10/23	British Gas - KGV electricity	817662187
16594	DD231115 BGAS	£44.76	2100	03/11/23	British Gas - Mortimer room Gas	828865382
		£89.84			British Gas - Total	
16581		£58.75	1120	31/10/23	Brutons Hardware Ltd - various	767873
		£58.75			Brutons Hardware Ltd - Total	
16564	DD231125 CLARITY	£96.80	1140/3	25/10/23	Clarity Copiers Ltd - photocopying	72653
		£96.80			Clarity Copiers Ltd - Total	
16582		£910.00	1170	30/10/23	Down To Earth Gloucestershire CIC - maintaining town borders	0723A
		£910.00			Down To Earth Gloucestershire CIC - Total	
16596	DD231105 EE	£81.31	1140/1	02/11/23	E E - Groundsman and Deputy phone	VO2163344354
		£81.31			E E - Total	
16578	DD231129 FUEL	£25.80	3050/3	29/10/23	Fuel Card Services Ltd - fuel for groundman's vehicle	9006183055
		£25.80			Fuel Card Services Ltd - Total	
16551		£35.00	1180	20/10/23	GAPTC - Chairperson training	259
16595		£450.00	1180	31/10/23	GAPTC - CILCA Cliff	231031

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£485.00	GAPTC - Total			
16552		£1,013.09	4060	12/10/23	Glasdon UK Ltd - grit bins	SI872463
		£1,013.09	Glasdon UK Ltd - Total			
16597		£264.00	2040/1	10/11/23	Gloucester Asbestos Ltd - Sampling work at TH shed	15737
		£264.00	Gloucester Asbestos Ltd - Total			
16583		£350.00	6560	03/11/23	Gloucestershire County Council - Traffic regulation order	1800725662
16585		£292.34	1165/6	26/10/23	Gloucestershire County Council - cleaning CC&MR	1800725381
		£642.34	Gloucestershire County Council - Total			
16572		£100.00	1050/2	31/10/23	GPFA - Membership	231030
		£100.00	GPFA - Total			
16598		£5,000.00	6520	25/10/23	Green Britain Foundation - Community worker core funding	CI 0013639
		£5,000.00	Green Britain Foundation - Total			
16588	DD231117 GRUN	£10.70	1260	31/10/23	Grundon Waste Management - waste collection TH	PSI-0942046
16589	DD231117 GRUN	£12.88	1260	31/10/23	Grundon Waste Management - waste collection CC	PSI-0942047
		£23.58	Grundon Waste Management - Total			
16590		£258.00	1165/4	08/11/23	Hosting UK (Taken Over From United Hosting) - Domain renewal	1373138
		£258.00	Hosting UK (Taken Over From United Hosting) - Total			
16553		£918.48	3050/3	13/10/23	J & M Turner Ltd - servicing and all tyres	1040106
		£918.48	J & M Turner Ltd - Total			
16584		£15.59	1120	06/11/23	Katherine Kearns - zoom	EXP
		£15.59	Katherine Kearns - Total			
16591		£1,075.00	1130/2	09/11/23	Land & Property Registration - professional charges	NAIL/02
		£1,075.00	Land & Property Registration - Total			
16554	PAY231106 LLOYDS	£19.00	1155	11/10/23	Lloyds Bank - Bank account charges for	412364052

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£19.00	Lloyds Bank - Total			
16573		£245.91	3010/3	31/10/23	Net World Sports Ltd - Tennis nets	S12685881
		£245.91	Net World Sports Ltd - Total			
16593	DD230915 OCT	-£2,427.64	1165/1	16/10/23	Octopus - Civic centre electricity	1-E1CD2B0A-0040
16536	DD231021 OCTO	£51.20	3035	09/10/23	Octopus - Mortimer garden electricity	KI24066B24-0028
16579	DD231110 OCTOPUS	£26.17	2110	02/11/23	Octopus - Clock tower elec	1-01B53B5D-0034
16575	DD231112 OCTOPUS	£113.84	2060	02/11/23	Octopus - Mortimer room	KI-A3005C22-0034
16586	DD231114 CTOP	£123.65	2020	07/11/23	Octopus - TH Gas and electricity	1-5C5DCFF8-0029
16580	DD231121 OCTOPUS	£35.90	3070	02/11/23	Octopus - Changing rooms Elec	KI-94567F80-0033
		-£2,076.88	Octopus - Total			
16555		£2,350.04	3130	17/10/23	Play Gloucestershire - Four playdays between April and August	SI308
		£2,350.04	Play Gloucestershire - Total			
16565		£42.00	1165/3	26/10/23	PR Fletcher - window cleaning	17749
16587		£50.00	1165/3	06/11/23	PR Fletcher - window cleaning	17792
		£92.00	PR Fletcher - Total			
16566		£182.40	2140	15/10/23	RMC Gas Services - Hazelwood bungalow boiler service and gas certificate	5895
		£182.40	RMC Gas Services - Total			
16567		£90.06	1010	12/10/23	SGC Payroll - Payroll charges for July to Sept	3805393660
16600		£60.00	1180	13/11/23	Stroud Town Council - Road side training	STC 197
		£60.00	Stroud Town Council - Total			
16568		£346.78	2040/1	12/10/23	TAG Heating Services - radiator and pipe work at TH	0399
		£346.78	TAG Heating Services - Total			
16570	DD231105 WATER	£44.94	2050	18/10/23	Water Plus - TH water	INV03653587
16571	DD231105 WATER	£39.48	3080	18/10/23	Water Plus - Changing rooms	INV-03654755

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16592	DD231122 WATER	£23.25	2090	08/11/23	Water Plus - Mortimer Room	INV-03860650
		£107.67	Water Plus - Total			
		£15,482.53	Confidential transactions			
Total		£37,236.89				

Signature _____

Signature _____

Date _____



Nailsworth Town Council

Agenda Item 9a

Meeting of Full Council

Meeting date Tuesday 21st November 2023

Subject To consider movements of Reserves

Author Clerk

Status Action

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

Summary

A suggested list of movements to Reserves for approval, and the Reserves report.

Detail

As part of regular review of NTC's Reserves the Clerk would like permission to make some movements in NTC's funds.

1. From the General Fund to 6030 Town Hall repairs Reserve, to move £7,000 to top up this fund for continued repair and maintenance work (funds were used for hall redecoration and electrical work)
2. To create a new earmarked reserve for future work to the Town Hall retaining wall, with £5,000 from the General Fund.

A report showing the status of Earmarked Reserves is attached.

Options

To approve the above movements in Reserves.

Recommendation

To approve the movements in Reserves:

1. £7,000 from General Fund to 6030 Town Hall repairs Reserve
 2. £5,000 from general Fund into a new Town Hall retaining wall Reserve.
-

Costs

As above.

Funding Source

As above.

ENDS.

Reserve Movements

Start of year 01/04/23

General Fund

	£109,531.14	Start of year value	
16/05/23	£5,500.00	: From 6520 Covid-19 Response, Minute 2022/244 support from Annual Budge	
16/05/23	-£3,000.00	: To 6030 Town Hall repairs, Minute 2022/244 top up	
16/05/23	£10,000.00	: From 6520 Covid-19 Response, 2 year support for Community Development	
16/05/23	£8,000.00	: From 6240 Emergency tree work, Minute 2022/244 support of annual budget f	
17/08/23	-£6,000.00	: To 6560 Highways improvements, Unbudgeted TRO costs for yellow lines acr	
16/10/23	£449.80	: From 6020 Town Improvements, 10% towards Project Officer role Minute 202	
16/10/23	£2,168.40	: From 6300 KGV buildings (Groundsmans store), 10% towards Project Officer	
16/10/23	£1,815.00	: From 6050 Hazelwood Bungalow refurb, 10% towards Project Officer role Min	
16/10/23	£380.00	: From 6000 Election Expenses, 10% towards Project Officer role Minute 2023/	
16/10/23	£5,320.90	: From 6140 Town centre/Mkt St improvements, 10% towards Project Officer r	
16/10/23	£694.20	: From 6060 Miles Mar Field Equipment, 10% towards Project Officer role Minu	
16/10/23	£100.00	: From 6130 Replace Grndsman Vehicle, 10% towards Project Officer role Min	
16/10/23	£846.00	: From 6010 Play/tennis court, 10% towards Project Officer role Minute 2023/0	
16/10/23	£688.30	: From 6030 Town Hall repairs, 10% towards Project Officer role Minute 2023/0	
16/10/23	£320.40	: From 6240 Emergency tree work, 10% towards Project Officer role Minute 20	
18/10/23	-£5,000.00	: To 6570 Registering NTC Land, Minute 2023/108	
26/10/23	-£300.00	: To 6530 Build Back Better FundPROJECT COMPLETE, completed project	
26/10/23	-£310.48	: To 6280 WWI & II plaques project, correction	
13/11/23	-£10,000.00	: To 6520 Covid-19 Response, 2 year support for Community Development wo	
15/11/23	£1,318.53	: From 6550 UKSPF Carters Way community garden, Contingency	
	£217,393.85	Value as at 31/03/24	This value is calculated and not just a sum of reserve movements plus starting balance.

6030 Town Hall repairs

	£3,883.00	Start of year value	
16/05/23	£3,000.00	: From General Fund, Minute 2022/244 top up	
20/09/23	-£866.67	: Expenditure transaction 16475, Main Hall redecoration	
20/09/23	-£3,750.00	: Expenditure transaction 16474, Main Hall redecoration	
20/09/23	-£825.00	: Expenditure transaction 16472, Main Hall redecoration	
16/10/23	-£688.30	: To General Fund, 10% towards Project Officer role Minute 2023/050	
	£753.03	Current value	

6090 Arkell Community Centre

£0.00 Start of year value

£0.00 Current value

6150 Clocktower refurbishment

£500.00 Start of year value

£500.00 Current value

6010 Play/tennis court

£8,460.00 Start of year value

17/05/23 -£494.00 : Expenditure transaction 16237, Shortwood green play area repairs

16/10/23 -£846.00 : To General Fund, 10% towards Project Officer role Minute 2023/050

£7,120.00 Current value

6060 Miles Mar Field Equipment

£6,942.00 Start of year value

16/10/23 -£694.20 : To General Fund, 10% towards Project Officer role Minute 2023/050

£6,247.80 Current value

6220 Dunkirk Mill Museum

£0.00 Start of year value

£0.00 Current value

6130 Replace Grndsman Vehicle

£1,000.00 Start of year value

16/10/23 -£100.00 : To General Fund, 10% towards Project Officer role Minute 2023/050

£900.00 Current value

6020 Town Improvements

£4,498.00 Start of year value

16/10/23 -£449.80 : To General Fund, 10% towards Project Officer role Minute 2023/050

£4,048.20 Current value

6240 Emergency tree work

£11,204.20 Start of year value

16/05/23 -£8,000.00 : To General Fund, Minute 2022/244 support of annual budget for one year

16/10/23 -£320.40 : To General Fund, 10% towards Project Officer role Minute 2023/050

£2,883.80 Current value

6120 Shortwood Churchyard

£500.00 Start of year value

£500.00 Current value

6140 Town centre/Mkt St improvements

£53,209.00 Start of year value

20/06/23 £15,000.00 : Income transaction 14406, SDC UKSPF grant for Market St Accessibility

16/10/23 -£5,320.90 : To General Fund, 10% towards Project Officer role Minute 2023/050

£62,888.10 Current value

6170 20 mph town scheme

£0.00 Start of year value

£0.00 Current value

6000 Election Expenses

£3,800.00 Start of year value

16/10/23 -£380.00 : To General Fund, 10% towards Project Officer role Minute 2023/050

£3,420.00 Current value

6280 WWI & II plaques project

-£310.48 Start of year value

26/10/23 £310.48 : From General Fund, correction

£0.00 Current value

6050 Hazelwood Bungalow refurb

£18,150.86 Start of year value

16/10/23 -£1,815.00 : To General Fund, 10% towards Project Officer role Minute 2023/050

£16,335.86 Current value

6310 Civic CentrePROJECT COMPLETE

£0.00 Start of year value

£0.00 Current value

6300 KGV buildings (Groundsmans store)

£21,684.91 Start of year value

16/10/23 -£2,168.40 : To General Fund, 10% towards Project Officer role Minute 2023/050

£19,516.51 Current value

6330 CONTINGENCY

£196.59 Start of year value

16/05/23 £3,000.00 : From 6510 Climate Emergency Reserve, Minute 2022/244 top up

£3,196.59 Current value

6340 KGVExtension FieldRESERVE

£0.00 Start of year value

£0.00 Current value

6350 Staff recruitment RESERVE

£177.20 Start of year value

£177.20 Current value

6380War Memorial refurbRESERVE

£7,201.23 Start of year value

£7,201.23 Current value

6390 PCC SIDS grant RESERVE

£0.00 Start of year value

£0.00 Current value

6400PCC RebuildingTrst grantRE

£0.00 Start of year value

£0.00 Current value

6420 WWII plaquesDONOTUSE

£0.00 Start of year value

£0.00 Current value

6430 Tourism Promotion RESERVE

£1,859.00 Start of year value

£1,859.00 Current value

6450 Heritage Open Day

£60.00 Start of year value

£60.00 Current value

6460 Town Archives

£560.39 Start of year value

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

£30.20 Current value

6510 Climate Emergency Reserve

£7,659.11 Start of year value

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

£4,659.11 Current value

6520 Covid-19 Response

£21,688.08 Start of year value

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

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

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

£16,188.08 Current value

6500 CIL projects

£18,008.30 Start of year value

27/04/23 £1,518.60 : Income transaction 14239, April CIL receipt

21/06/23 -£10,080.00 : Expenditure transaction 16337, Christmas lights for Mortimer Garden

25/08/23 -£8,000.00 : To 6550 UKSPF Carters Way community garden, Carters Way garden budge

£1,446.90 Current value

6530 Build Back Better FundPROJECT COMPLETE

-£300.00 Start of year value

26/10/23 £300.00 : From General Fund, completed project

£0.00 Current value

6540 Welcome Back Fund

£8,263.27 Start of year value
£8,263.27 Current value

6550 UKSPF Carters Way community garden

-£3,053.34 Start of year value

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

£4,259.00 Current value

6560 Highways improvements

£0.00 Start of year value

21/06/23	-£6,000.00	: Expenditure transaction 16268, TRO cost for extra yellow lines across town
17/08/23	£6,000.00	: From General Fund, Unbudgeted TRO costs for yellow lines across town

£0.00 Current value

6570 Registering NTC Land

£0.00 Start of year value

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

£177,453.88 Current Reserves total
excluding the General Fund

£394,847.73 Current Reserves total
including the General Fund

Income and Expenditure Account

31/03/23 £		13/11/23 £
	INCOME	
25,312.23	Grants	31,939.71
14,000.00	Arkeil Centre Trust	14,001.00
36,841.07	Bookings - all	23,445.09
320,927.00	Precept	361,635.00
855.10	Interest on Investments	1,920.17
2,414.77	Other income	2,170.23
314.22	Rights of way/Wayleaves	200.00
400,664.39	TOTAL INCOME	435,311.20
	EXPENDITURE	
31,289.45	General Administration	21,578.56
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	10,305.74
173,352.41	Staff costs	108,107.10
7,513.93	Insurance	7,303.00
19,208.89	Repairs & maintenance - buildings	26,981.06
20,232.66	Utilities & Rates	9,266.65
47,561.96	Maintenance of Open Spaces	26,979.40
55,474.52	Special projects and miscellaneous	40,293.96
611.66	Hazelwood Bungalow	152.00
1,713.60	Town Information Centre	856.80
49,370.00	Support for town services	46,070.00
14,000.00	Arkeil Community Centre	14,001.00
5,533.84	Expenditure	11,036.27
441,668.66	TOTAL EXPENDITURE	328,431.54
127,374.76	Balance as at 01/04/23	109,531.14
400,664.39	Add Total Income	435,311.20
528,039.15		544,842.34
441,668.66	Deduct Total Expenditure	328,431.54
0.00	Stock Adjustment	0.00
23,160.65	Transfer to/ from reserves	16,608.91
109,531.14	Balance as at 13/11/23	233,019.71

Financial Budget Comparison

Comparison between 01/04/23 and 13/11/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Council						
100	Precept - Council	£361,635.00	£0.00	£361,635.00	£0.00	0.00%
105	Refunds,donations grants - Council	£0.00	£30,000.00	£31,939.71	£1,939.71	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	£1,518.60	£2,170.23	£651.63	100.00%
Total Council		£375,735.00	£31,518.60	£409,745.94	£2,492.34	0.66%
Property Management						
200	Town Hall precept	£0.00	£0.00	£0.00	£0.00	0.00%
205	Town Hall bookings	£8,000.00	£0.00	£8,178.00	£178.00	2.23%
210	Town Hall rent of offices	£15,900.00	£0.00	£9,274.93	-£6,625.07	-41.67%
215	Mortimer Room precept	£0.00	£0.00	£0.00	£0.00	0.00%
220	Mortimer Room bookings	£4,500.00	£0.00	£2,559.00	-£1,941.00	-43.13%
225	Council bookings (all land and facilities)	£500.00	£0.00	£410.00	-£90.00	-18.00%
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	£200.00	-£800.00	-80.00%
Total Property Management		£29,900.00	£0.00	£20,621.93	-£9,278.07	-31.03%
Recreation & Amenities Committee						
300	Precept - recreation & amenities	£0.00	£0.00	£0.00	£0.00	0.00%
305	Hire KGV Field facilities	£5,000.00	£0.00	£2,813.16	-£2,186.84	-43.74%

Financial Budget Comparison

Comparison between 01/04/23 and 13/11/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
310	Market Street Garden - hire and electricity	£468.00	£0.00	£0.00	-£468.00	-100.00%
320	Mortimer Garden - hire/electricity charge	£980.00	£0.00	£210.00	-£770.00	-78.57%
Total Recreation & Amenities Committee		£6,448.00	£0.00	£3,023.16	-£3,424.84	-53.11%
Environment Committee						
400	Precept - Environment	£0.00	£0.00	£0.00	£0.00	0.00%
405	Grants, donations, refunds - Environment	£0.00	£0.00	£0.00	£0.00	0.00%
410	Town Information Centre	£0.00	£0.00	£0.00	£0.00	0.00%
Total Environment Committee		£0.00	£0.00	£0.00	£0.00	0.00%
Bank Interest						
500	interest on main account	£0.00	£0.00	£0.00	£0.00	0.00%
505	Investment interest Premier Account	£70.00	£0.00	£1,665.00	£1,595.00	2278.57%
520	Interest from Income Bonds (paid to main account)	£100.00	£0.00	£255.17	£155.17	155.17%
Total Bank Interest		£170.00	£0.00	£1,920.17	£1,750.17	1029.51%
Earmarked Reserves						
600	Precept - Earmarked Reserves	£0.00	£0.00	£0.00	£0.00	0.00%
Total Earmarked Reserves		£0.00	£0.00	£0.00	£0.00	0.00%
Total Income		£412,253.00	£31,518.60	£435,311.20	-£8,460.40	-2.05%

Financial Budget Comparison

Comparison between 01/04/23 and 13/11/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
EXPENDITURE						
Council						
1000	Salaries - all	£196,800.00	£0.00	£108,107.10	£88,692.90	-45.07%
1010	Payroll charges	£340.00	£0.00	£225.77	£114.23	-33.60%
1040	Churchyard grants	£1,100.00	£0.00	£1,100.00	£0.00	0.00%
1050	Subscriptions	£2,000.00	£0.00	£100.00	£1,900.00	-95.00%
1060	Grants from NTC	£4,000.00	£0.00	£3,780.00	£220.00	-5.50%
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	£735.13	£2,264.87	-75.50%
1100	Insurance	£7,000.00	£0.00	£7,303.00	£-303.00	4.33%
1120	Office equipment	£2,500.00	£0.00	£1,146.07	£1,353.93	-54.16%
1130	Licences, fees and allowances	£13,000.00	£0.00	£11,924.42	£1,075.58	-8.27%
1140	Office management	£3,000.00	£0.00	£4,550.18	£-1,550.18	51.67%
1160	Town Mayor's Allowance	£900.00	£0.00	£900.00	£0.00	0.00%
1165	Civic Centre	£12,400.00	£0.00	£743.18	£11,656.82	-94.01%
1170	Gardening contract for town centre	£6,000.00	£0.00	£1,862.33	£4,137.67	-68.96%
1180	Training for staff & councillors	£3,000.00	£0.00	£808.00	£2,192.00	-73.07%
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	£0.00	£3,400.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 13/11/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
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	£123.67	£876.33	-87.63%
5330	Web site and Hosting	£0.00	£0.00	£0.00	£0.00	0.00%
Total Council		£274,540.00	£0.00	£163,940.04	£110,599.96	-40.29%
Property Management						
2000	Town Hall cleaning Town Hall cleaning Town Hall cleaning	£8,500.00	£0.00	£4,998.10	£3,501.90	-41.20%
2010	Town Hall business rates	£3,500.00	£0.00	£0.00	£3,500.00	-100.00%
2020	Town Hall gas	£3,000.00	£0.00	£1,620.96	£1,379.04	-45.97%
2030	Town Hall electricity	£3,100.00	£0.00	£0.00	£3,100.00	-100.00%
2040	Town Hall repairs & maintenance	£8,500.00	£5,441.67	£17,758.41	-£3,816.74	44.90%
2050	Town Hall - water rates	£500.00	£0.00	£433.78	£66.22	-13.24%
2060	Mortimer Room electricity	£508.00	£0.00	£315.43	£192.57	-37.91%
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	£1,364.38	£635.62	-31.78%
2090	Mortimer Room - water rate	£500.00	£0.00	£212.96	£287.04	-57.41%
2100	Mortimer Room gas supply	£900.00	£0.00	£222.10	£677.90	-75.32%
2110	Memorial Clock - electricity	£450.00	£0.00	£221.46	£228.54	-50.79%
2120	Memorial Clock - repairs	£600.00	£0.00	£0.00	£600.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 13/11/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
2140	Hazelwood Bungalow	£1,500.00	£0.00	£152.00	£1,348.00	-89.87%
2150	Cleaning materials	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
2160	Owed to Arkell	£0.00	£0.00	£0.00	£0.00	0.00%
Total Property Management		£34,558.00	£5,441.67	£27,299.58	£12,700.09	-36.75%
Recreation & Amenities Committee						
3000	Miles Marling Field maintenance	£2,100.00	£0.00	£2,000.00	£100.00	-4.76%
3010	KGV Field maintenance	£8,000.00	£0.00	£9,828.56	-£1,828.56	22.86%
3030	Town Gardening (incl Mortimer Gardens)	£2,700.00	£0.00	£1,857.22	£842.78	-31.21%
3035	Mortimer Garden electricity	£1,125.00	£0.00	£264.06	£860.94	-76.53%
3050	Grounds maintenance equipment	£2,600.00	£0.00	£2,101.39	£498.61	-19.18%
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	£530.72	£601.28	-53.12%
3080	KGV changing rooms - water rates	£900.00	£0.00	£293.13	£606.87	-67.43%
3090	KGV Field pavilionDO NOT USE - repairs & maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
3100	Garage storeroom	£0.00	£0.00	£91.66	-£91.66	100.00%
3110	Market Street garden maintenance	£400.00	£0.00	£0.00	£400.00	-100.00%
3120	Market Street Garden - electricity	£210.00	£0.00	£30.28	£179.72	-85.58%
3130	Playrangers - support	£3,234.00	£0.00	£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 13/11/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
3150	Dunkirk Museum maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
3160	Community Development Worker (2yrs)	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Recreation & Amenities Committee		£74,471.00	£0.00	£66,998.82	£7,472.18	-10.03%
Environment Committee						
4000	Upkeep council land (not grasscutting)	£4,000.00	£494.00	£2,341.66	£2,152.34	-53.81%
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	£856.80	£943.20	-52.40%
4030	TIC loan repayment - capital	£7,753.65	£0.00	£3,848.54	£3,905.11	-50.36%
4040	TIC loan repayment - interest	£2,552.09	£0.00	£6,457.20	-£3,905.11	153.02%
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	£2,520.00	£5,480.00	-68.50%
4090	Tourism promotion	£4,500.00	£0.00	£0.00	£4,500.00	-100.00%
4120	Christmas lights	£8,000.00	£0.00	£2,917.23	£5,082.77	-63.53%
4140	Upkeep of All Saints graveyard	£4,000.00	£0.00	£2,030.00	£1,970.00	-49.25%
Total Environment Committee		£41,105.74	£494.00	£21,815.67	£19,784.07	-48.13%
Bank Interest						
1155	Bank charges on main account	£300.00	£0.00	£158.80	£141.20	-47.07%
Total Bank Interest		£300.00	£0.00	£158.80	£141.20	-47.07%
Earmarked Reserves						

Financial Budget Comparison

Comparison between 01/04/23 and 13/11/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
6000	Election expensesRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6010	Play & tennis court equipmentRESERVE	£0.00	£0.00	£494.00	-£494.00	100.00%
6020	Town improvementsRESERVE	£0.00	£0.00	£0.00	£0.00	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	£0.00	£0.00	£0.00	0.00%
6050	Hazelwood Bungalow RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6060	Miles Marling Field improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6090	Arkell Community Centre RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6100	Energy efficiency improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6120	Shortwood Churchyard RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6130	Replace groundsman's vehicle RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6140	Town centre/Mkt St improvements RESERVE	£0.00	£0.00	£460.00	-£460.00	100.00%
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 13/11/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
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	£11,036.27	-£956.27	100.00%
6510	6510 Climate Emergency Reserve	£0.00	£0.00	£0.00	£0.00	0.00%
6520	6520 COVID-19 response	£0.00	£0.00	£10,156.73	-£10,156.73	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	£13,909.13	£13,909.13	£30,000.00	-100.00%
6560	6560 Highway improvements	£0.00	£6,000.00	£6,350.00	-£350.00	100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 13/11/23 inclusive. Includes due and unpaid transactions.

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

	2023/24	Reserve Movements	Actual Net	Balance	Bal %age
6570 6570 Registering NTC Land	£0.00	£0.00	£0.00	£0.00	0.00%
Total Earmarked Reserves	£33,000.00	£30,519.32	£48,218.63	£15,300.69	-46.37%
Total Expenditure	£457,974.74	£36,454.99	£328,431.54	£185,348.99	-40.47%
Total Income	£412,253.00	£31,518.60	£435,311.20	-£8,460.40	-2.05%
Total Expenditure	£457,974.74	£36,454.99	£328,431.54	£165,998.19	-36.25%
Total Net Balance	-£45,721.74		£106,879.66	-£174,458.59	

Bank Account Reconciled Statement

Main Account	2040157	30-98-29
Statement Number	202	Bank Statement No. 202
Statement Opening Balance	£205,299.01	Opening Date 01/10/23
Statement Closing Balance	£13,721.39	Closing Date 31/10/23
True/ Cashbook Closing Balance	£13,721.39	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/10/23	FPI231001STRIPES	Stripes Payments	0.00	200.88	205,499.89
02/10/23	SO231002EMMA	Emma-Accountants-Admin Centre	0.00	270.83	205,770.72
02/10/23	TRANSF231002LLOYDS		185,000.00	0.00	20,770.72
04/10/23	DD231001GRENKE	Grenke Leasing Ltd	194.90	0.00	20,575.82
05/10/23	BGC231007NATSA V	National Savings	0.00	41.31	20,617.13
05/10/23	DD231005WATER	Water Plus	88.77	0.00	20,528.36
06/10/23	PAY231006LLOYDS	Lloyds Bank	19.85	0.00	20,508.51
09/10/23	DD231008FUEL	Fuel Card Services Ltd	35.69	0.00	20,472.82
10/10/23	DD231005EE	E E	80.60	0.00	20,392.22
10/10/23	DD231010OCTOPUS	Octopus	23.56	0.00	20,368.66
10/10/23	DD231011BRIT	British Gas	47.71	0.00	20,320.95
10/10/23	DD231021OCTOPUS	Octopus	37.08	0.00	20,283.87
12/10/23	BGC231012HMRC	HMRC	0.00	8,543.64	28,827.51
12/10/23	SO231012MIKE	Mike Jefferies-Accountants	0.00	1,054.16	29,881.67
16/10/23	BGC231016SDC	SDC	0.00	651.63	30,533.30
16/10/23	DD231015FUEL	Fuel Card Services Ltd	42.83	0.00	30,490.47
17/10/23	DD231012OCTOPUS	Octopus	30.96	0.00	30,459.51
18/10/23	DD231014CTOP	Octopus	625.15	0.00	29,834.36
18/10/23	DD231015BGAS	British Gas	22.57	0.00	29,811.79
18/10/23	DD231019SGC	SGC Payroll	3,429.31	0.00	26,382.48
18/10/23	FPO2310180ASH	Ashwell Building Contractors	900.00	0.00	25,482.48
18/10/23	FPO231018AVEN	Avendale Garden Maintenance Service	290.00	0.00	25,192.48
18/10/23	FPO231018A-Z	A-Z Cleaning	695.10	0.00	24,497.38
18/10/23	FPO231018BRUT	Brutons Hardware Ltd	41.04	0.00	24,456.34
18/10/23	FPO231018CRID	David Cridland Contracting	3,000.00	0.00	21,456.34
18/10/23	FPO231018DENIS	Denis Brown and Son	75.00	0.00	21,381.34
18/10/23	FPO231018EESI	EESI Ltd	869.58	0.00	20,511.76
18/10/23	FPO231018EMI	Emily Dolphin	30.00	0.00	20,481.76

Bank Account Reconciled Statement

18/10/23	FPO231018ESSOL	ES Solutions Ltd	552.00	0.00	19,929.76
18/10/23	FPO231018GCC	Gloucestershire County Council	292.34	0.00	19,637.42
18/10/23	FPO231018JAMES	James & Owen	66.37	0.00	19,571.05
18/10/23	FPO231018KEARN S	Katherine Kearns	22.49	0.00	19,548.56
18/10/23	FPO231018MID	Midland Forestry Ltd	1,152.00	0.00	18,396.56
18/10/23	FPO231018NGM	Nailsworth Garden Machinery	330.00	0.00	18,066.56
18/10/23	FPO231018NJS	NJS Fencing and Landscaping	1,248.00	0.00	16,818.56
18/10/23	FPO231018PHS	Phs Group	20.57	0.00	16,797.99
18/10/23	FPO231018PKF	PKF Littlejohn LLP	1,260.00	0.00	15,537.99
18/10/23	FPO231018RAP	Rapid Racking	388.67	0.00	15,149.32
18/10/23	FPO231018ROMAN	Roman Glass	410.11	0.00	14,739.21
18/10/23	FPO231018SFS	Stroud Farm Services	79.99	0.00	14,659.22
18/10/23	FPO231018TAG	TAG Heating Services	144.00	0.00	14,515.22
18/10/23	FPO231018TREE	Tree Maintenance Ltd	234.00	0.00	14,281.22
18/10/23	FPO231018WORK	Worknest	387.60	0.00	13,893.62
18/10/23	TRANSF231018LLO YDS		0.00	24,000.00	37,893.62
19/10/23	TRANSF231019LLO YDS		14,000.00	0.00	23,893.62
20/10/23	DD231007GRUN	Grundon Waste Management	22.16	0.00	23,871.46
20/10/23	DD231020SGC	SGC Payroll	12,684.63	0.00	11,186.83
23/10/23	DD231022WATER	Water Plus	22.60	0.00	11,164.23
23/10/23	FPI231002DAZZ	Dazzle Workshops	0.00	72.00	11,236.23
23/10/23	FPI231002DOG	Dog Training	0.00	144.00	11,380.23
23/10/23	FPI231002FLEA	Flea market	0.00	40.00	11,420.23
23/10/23	FPI231002FRI	Friday Market	0.00	125.00	11,545.23
23/10/23	FPI231002MIN	Minchinhampton Rangers Youth FC	0.00	68.00	11,613.23
23/10/23	FPI231002NDS	Nailsworth Dramatic Society	0.00	96.00	11,709.23
23/10/23	FPI231002NWI	Nailsworth WI	0.00	40.00	11,749.23
23/10/23	FPI231002PRO	Probus Nailsworth Valley	0.00	80.00	11,829.23
23/10/23	FPI231003ARTY	Arty Moose	0.00	60.00	11,889.23
23/10/23	FPI231005PIL	Pilates Elizabeth Williams	0.00	96.00	11,985.23
23/10/23	FPI231006NFM	Nailsworth Farmers Market	0.00	70.00	12,055.23
23/10/23	FPI231010PRO	Probus Nailsworth Valley	0.00	80.00	12,135.23
23/10/23	FPI231010SCOT	Scotty Chalmers Cycling	0.00	48.00	12,183.23
23/10/23	FPI231013SIO	Siobhan Nolan	0.00	20.00	12,203.23
30/10/23	DD231029FUEL	Fuel Card Services Ltd	25.84	0.00	12,177.39

Bank Account Reconciled Statement

31/10/23	FPI231031BARN	Barnabas Painters	0.00	60.00	12,237.39
31/10/23	FPI231031CREA	Creative Writing	0.00	80.00	12,317.39
31/10/23	FPI231031DAZZ	Dazzle Workshops	0.00	144.00	12,461.39
31/10/23	FPI231031FRI	Friday Market	0.00	270.00	12,731.39
31/10/23	FPI231031JUL	Julie Spivey	0.00	48.00	12,779.39
31/10/23	FPI231031MEN	Mens Talking Group	0.00	40.00	12,819.39
31/10/23	FPI231031NFM	Nailsworth Farmers Market	0.00	70.00	12,889.39
31/10/23	FPI231031PIL	Pilates Elizabeth Williams	0.00	96.00	12,985.39
31/10/23	FPI231031PLAY	Play Circle Drop In	0.00	560.00	13,545.39
31/10/23	FPI231031PROB	Probus Nailsworth Valley	0.00	80.00	13,625.39
31/10/23	FPI231031RIAH	Riah Palmer	0.00	48.00	13,673.39
31/10/23	FPI231031TAI	Tai Chi	0.00	48.00	13,721.39

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	228923.07	37345.45

Reconciled by Sara Haynes

Signed _____
 Clerk / Responsible Financial Officer

 Chair

Date _____

Bank Account Reconciled Statement

Premier 4282

07154282

30-98-29

Statement Number	96	Bank Statement No.	96
Statement Opening Balance	£246,586.89	Opening Date	01/10/23
Statement Closing Balance	£421,878.20	Closing Date	31/10/23
True/ Cashbook Closing Balance	£421,878.20		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/10/23	TRANSF231002LLO YDS		0.00	185,000.00	431,586.89
09/10/23	INTEREST230910	Lloyds Bank	0.00	291.31	431,878.20
18/10/23	TRANSF231018LLO YDS		24,000.00	0.00	407,878.20
19/10/23	TRANSF231019LLO YDS		0.00	14,000.00	421,878.20

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	24000	199291.31

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____



Nailsworth Town Council

Agenda Item 11

Meeting of Full Council

Meeting date Tuesday 21st November 2023

Subject To note NTC's Risk Assessment

Author Clerk

Status Information

Summary

The risk assessment for NTC activities.

Detail

Identified Area and Risk

Governance and Management

1. Activities outside objectives/budget

Potential Impact

- Breach of regulations
- Unlawful spending

Management/Control of Risk. Action Required.

- 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

Impact: 2

Probability: 2

Rate: **Medium**

2. Service provision/customer satisfaction

Potential Impact

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



Nailsworth Town Council

Management/Control of Risk. Action Required

- The Civic Centre office is open to the public.
- The Civic Centre office may need to close to the public at times due to staff absence. Opening times are advertised on the door and appointments can be made outside of these times.
- TIC volunteers have regular meetings, are being involved in recruitment, displays at the Annual Town meeting and discussions about the future direction for the TIC.
- To ensure there is no confusion with regards to hire charges for NTC facilities, council has agreed the management and control of hire charges is the responsibility of the office staff. Any queries are to be directed to the office staff.
- A new Warm Hub leaflet is being drawn up with coordination by Creative Sustainability with venues to be advertised in the TIC and Civic Centre.

Impact: 4

Probability: 4

Rate: High

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

Impact: 3

Probability: 4

Rate: High

4. Loss of key people.

Potential Impact

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

Management/Control of Risk. Action Required.

- Staff can work flexibly. Contingencies for home working include existing remote access to Edge software, use of webmail and Dropbox
- Staff stay in contact daily, sharing training and information on new systems.
- 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. CiLCA training being investigated for Deputy Clerk.



Nailsworth Town Council

- During times of staff absence there may be a delay in project movement due to increased work loads on staff.
- Staff need to book remaining annual leave before 31st March 2024; three staff members have more leave to take due to sickness absences, and this will have an impact on workloads.

Impact: 3
Probability: 4
Rate: High

5. Dependency on Suppliers/Tendering process

Potential Impact

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

Management/Control of Risk. Action Required

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

Impact: 3
Probability: 3
Rate: Medium

6. Maintenance of buildings/properties and use of resources

Potential Impact

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

Management/Control of Risk. Action Required

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

Impact: 3
Probability: 3
Rate: Medium

7. Employment issues



Nailsworth Town Council

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 at the moment as projects and events gain momentum.
- Deputy clerk current on not fully qualified and does not have access to all financial elements required for the role.
- Consideration should be given to employee's workloads and the additional pressures this brings.
- 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.
- New cllr induction pack and training required, to understand the council's role as an employer.

Impact: 3

Probability: 4

Rate: High

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

Potential Impact

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

Management/Control of Risk. Action Required

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



Nailsworth Town Council

Impact: 3
Probability: 2
Rate: **Medium**

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

Potential Impact

- Computer system failure or loss of data

Management/Control of Risk. Action Required

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

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

10. Procedural and Compliance Risk (law and regulation)

Potential Impact

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

Management/Control of Risk. Action Required

- Advice is sought from others (SDC Democratic Services, GAPTC, SLCC, NALC) on the interpretation of legislation and government guidance.
- GAPTC are delivering online training
- NTC's Policies have been reviewed
- Minutes are regularly uploaded onto NTC's website
- H&S audit work is ongoing
- Health and Safety training is now available through WorkNest for staff. Consideration of specific training for cllrs is being investigated.
- **H&S training is being carried out by staff.**

Impact: 3
Probability: 1
Rate: **Low**

10. Insurance Risks/uninsured losses

Potential Impact

- Inadequate Cover
- Areas not covered
- Financial Loss

Management/Control of Risk. Action Required

- Income from room hire will be affected by increased costs
- NTC's insurance cover is regularly reviewed
- Buildings are regularly checked and maintained



Nailsworth Town Council

- 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.

Impact: 3

Probability: 3

Rate: Medium

11. Budgetary control and financial reporting/ adequacy of precept

Potential Impact

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

Management/Control of Risk. Action Required

- Systems are in place for paperless finance including payment approval and audit
- Council may need to reprioritise activities and projects to deal with emergency measures and recovery
- Council has sufficient reserves in place to fund emergency measures and recovery projects.
- Grant applications are being made where possible
- The Internal Auditor is pleased with the new procedure for paperless finance and robust audit trails shown by NTC's finance system
- The 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 process for 2024-2025 is ongoing, ready for the precept to be agreed before the end of December.

Impact: 3

Probability: 3

Rate: Medium

12. Banking/Cash and Petty Cash

Potential Impact

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

Management/Control of Risk. Action Required

- The office does not accept cash payments and the petty cash account has been closed
- Most hirers have accepted bank transfer as a method of payment. Occasional long-standing hirers don't yet pay online
- The Lawn Tennis Association's (LTA) booking app for the tennis courts 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



Nailsworth Town Council

- 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 current on not fully qualified and does not have access to all financial elements required for the role; **CiLCA qualification is being investigated for the end of January.**
- Deputy Clerk banking paperwork sent off awaiting response.
- Deputy Clerks bank access has now been approved.

Impact: 2

Probability: 2

Rate: **Medium**

13. Dependency on income sources/lettings

Potential Impact

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

Management/Control of Risk. Action Required

- The tennis courts income has increased since introducing the LTA app
- Council will reprioritise activities to account for loss of income
- Council isn't solely reliant on hirer income to operate
- Town Hall business tenants offer a regular source of income – tenancies are currently being renewed
- **The effect on future income due to increased hire charges, the cost-of-living crisis and future utilities is uncertain. The Annual Budget for 2024-2025 will reflect this.**
- Grants are applied for where possible.

Impact: 2

Probability: 2

Rate: **Medium**

14. Public concern and fear

Potential Impact

- Increase in panic and confusion
- Mistrust of the council

Management/Control of Risk. Action Required

- There are regular updates on NTC's website
- Civic Centre window display is changed regularly and used to communicate positive messages. The Civic Centre noticeboard is used to communicate important information to those with limited access to the internet – i.e. Bus routes, SDC/GCC contact details
- Articles are sent to Nailsworth News, SNJ and other media
- Regular contact with NTC volunteers such as TIC and Archives helps to reassure people that NTC can be trusted
- Staff recognise the importance of small, positive actions.
- Staff reassure callers to the office.
- NTC are involved in various initiatives to boost local confidence and celebrate the town.
- 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.
- The TIC is reviewing all processes, a volunteer handbook and a new recruitment drive.



Nailsworth Town Council

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

Impact: 1

Probability: 2

Rate: **Low**

Item 12

Ser No	Date added	Strategic Plan	Vision	Priority	Risk	Committee	Task detail	Comments	Budget	Estimated Cost	Minute Reference	Documents	Owner	Projected completion date	Status	Completed	Remarks
9	23-Aug-23	Y	5	High			Pavement Parking										
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.	General Fund	£5,000.00			Clerk	01-Oct-24	Not started		
38	09-Oct-23	N	8	Medium	Medium	Full Council	Internal audit checks by cllr	09 Oct Next appointment to be arranged (quarterly checks and reports).	none	£0.00			Cllr Colleen Rothwell		ongoing		
39	09-Oct-23	Y	8	Low	Low	Full Council	Local Council Award Scheme										
41	09-Oct-23			High	Medium	Full Council	Support for Town Services monitoring	09 Oct First meeting held. Monitoring forms being drafted and discussed.	Annual Budget				STS working party				



Nailsworth Town Council

Agenda Item 13a

Meeting of Full Council

Meeting date Tuesday 21st November 2023

Subject To receive the Mayor's monthly report

Author Cllr Mike Kelly

Status Information

Summary

The Mayor's report for November.

Detail

19 Oct Attended meeting with other reps to discuss and agree the approach for dealing with issues concerning the Beechwood Close play area.

19 Oct Attended the formal opening of Ruskin Mill's new Wool Barn, which included a variety of musical and theatrical entertainment followed by a tour of the new facilities.

25 Oct Attended a Youth Club Management Committee meeting.

27 Oct Took part in the simul-spec walk around the town centre, organised by the Gloucestershire Sight Loss Council.

11 Nov Took part in the Armistice Day service by the Clock Tower and laid a wreath on behalf of local residents and the Council.

12 Nov took part in the Remembrance Day procession, the service at St. George's Church and laid a wreath on behalf of local residents and the Council.

There was a very strong turnout by councillors at both of the Remembrance events, so thank you for turning out and giving your support.

Discussions with local traders and the Chamber of Trade

Deputy Mayor Shelley Rider and I have informally met with reps of local traders and the Chamber of Trade separately on a number of occasions this year. There are difficulties with the relationship between the parties but they have each stated on a number of occasions that they would like to work alongside each other and, ideally and eventually, with each other. Our intention was to act as a sounding board between both parties, and to start to enable and facilitate their communications with each other. We gained trust and respect from both sides and seemed to make some progress with the objectives at the outset but unfortunately, no progress has been made since.

Simu-Spec Walk Report



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Members of the Gloucestershire Sight Loss Council visited at the end of October to do a "simul-spec" walk around the town centre with volunteers. Different pairs of specs simulate different eye conditions and the intention of the walk was to raise awareness of the difficulties and potential hazards faced by people with a sight impairment. The volunteers, a mixture of councillors and traders, all had a sighted helper so were in good hands and weren't in any danger. Before setting off on the walk, I reminded volunteers that sight is an incredibly dominant sense. Most people exclusively use it at the expense of their other very underused senses, so that the experience of not seeing correctly would be difficult and alien to them.

Most of those who took part commented on how appalling our pavements are in the town centre and on the numbers of obstacles, such as signs and bins, which partially blocks pavements. Fixed street furniture is difficult to deal with, but there were also a number of badly and inappropriately placed seats, tables and a-boards dotted around. In the past, the Council has approached those traders who are responsible for partially blocking pavements with obstacles in order to point out the hazards, and some (not all) complied with polite requests to move them. It may be time that we discussed doing something similar again.

Thanks to our Deputy Clerk for organising the event and to those councillors who were present and took part in the experience.

Ends



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Agenda Item 13b

Meeting of Full Council

Meeting date Tuesday 21st November 2023

Subject To receive the District Councillors monthly report

Author District Councillors Natalie Bennett, Norman Kay and Steve Robinson

Status Information

Summary

The District Councillors report for November.

Detail

All Stroud District Council and Committee papers can be found here:

<https://www.stroud.gov.uk/council-and-democracy/meetings>

Recordings of meetings are available via the Council's You Tube channel (Live recordings):

https://www.youtube.com/channel/UCeH_AmF0s-TShcYIM8Stweg

Consultation – Polling station accessibility

A public consultation is open until 22nd November 2023, asking for views on the accessibility of polling stations. Stroud District Council is requesting views on the location and suitability of the polling stations to ensure that stations are accessible to all including people with a disability. This is required before local elections next year, and a likely General Election. A consultation [report](#) ([link](#)) has been published outlining the current and proposed amendments.

Submissions can be made online at <https://www.smartsurvey.co.uk/s/PollingDistrictReview2023/>

Local Plan Review

Stroud District Council is working with local partners to provide information to the Planning Inspectors, for the examination of the draft Local Plan for Stroud district. In August the Inspectors raised concerns with the council about transport issues, namely the capacity of two M5 junctions (J12 and J14) to support new development, and for additional information in on local transport options for the proposed Wisloe and Sharpness sites. The inspectors have not raised concerns about any other parts of the Plan. All correspondence with the Planning Inspectors is available on the SDC website [here](#).

The Council can no longer amend the draft Local Plan which is now in the hands of the Inspectors for the Examination in Public process, and they will decide whether the Plan can proceed or whether they would like to request changes. There are significant risks associated with not having a Local Plan in place, and with not having a five year housing land supply, so the Council does not intend to withdraw the Plan from the examination process.

Without a new Local Plan, there is a real risk that the housing developments identified in the draft Plan will come forward anyway, but without the high environmental standards, transport infrastructure and community benefits that the Local Plan would require new developments to provide. Any speculative applications will only be required to comply with development management rules, with each planning application considered in isolation.

Under the Local Plan requirements, new developments would need to meet higher standards, including compliance with the agreed local policies and taking account of wider infrastructure needs. Decisions to refuse inappropriate development are likely to be challenged by developers, if they can



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show that the local authority does not have a five-year housing land supply. Currently the district has a 5.34 housing land supply.

Government guidance encourages Planning Inspectors to focus on addressing shortcomings so that draft local plans can be adopted, given the benefits they provide to communities. For Stroud District, the data indicates that nearly 70% of the nationally assessed housing need for the plan period can be delivered without any reliance on the sites related to M5 improvement works. The Council has therefore suggested to the Inspectors that they could agree an "early review" of the Local Plan, which is a recognised option to progress a local plan. This would protect local communities from uncontrolled development.

Strategy & Resources Committee – 5th October

Canalside Site, A419, Stonehouse

It was agreed to appropriate this Canalside site, also known as the former Ship Inn site, into the General Fund (from the Housing Revenue Account) agreed in principle to grant an option to a community group to take on the site, subject to a number of conditions being met. The site had previously been earmarked for housing and the new proposal builds on community engagement over recent years and a new 'Common Ground' study which set out the potential for nature, social connectedness and economic regeneration on the site.

Old Town Hall Stroud

The Committee agreed to invite expressions of interest for a long lease for the Old Town Hall, Stroud, with the District Council retaining the freehold. The Old Town Hall has over the centuries been a market hall, school and courthouse, but in recent years has been under-used with many rooms remaining empty. The process for offering a long lease will follow that required for an Asset of Community Value, recognising the value of this historic grade II* listed building for Stroud and the wider area, even though the Old Town Hall is not currently listed as such. This means that expressions of interest will initially be invited from community groups before offering a long leasehold interest in the property on the open market. Any lease would be subject to the continuing public use of the hall and of the stores to Shambles market traders, with the district council retaining the freehold.

Domestic Abuse Strategy Statement

This report outlines the countywide work being undertaken to provide a co-ordinated and comprehensive community response to Domestic Abuse in Gloucestershire. There is a [useful map](#) which sets out all the organisations involved in preventing domestic abuse, with more details in the [committee report](#).

Other reports:

- **Leadership Gloucestershire update:**

A new White Paper for Local Government is being developed by the Local Government Association.

Glos CC expect to hear from Central Government soon about an opportunity for a "Level 2" County deal for Gloucestershire.

Gloucestershire City Region Board – this new board will replace the Gloucestershire Economic Growth Joint Committee.

Western Gateway regional group - discussions around Severn Edge (Berkeley and Oldbury-on-Severn sites) are still ongoing. A Hydrogen Working Group has been established. A reception on the Strategic Rail Vision for 2050 was recently held in Parliament. The Severn Estuary Steering Committee is now recruiting Commissioners but has not yet appointed a Chair. A major piece of work looking at tidal energy opportunities in the Severn Estuary by WSP is nearing completion, and in parallel the Welsh Government have launched a £750k Tidal Lagoon Challenge grant fund.

- **Gloucestershire Economic Growth Joint Committee**



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Report on Economic Inactivity in the county. There are growing numbers of people who are 'economically inactive', neither in work nor unemployed. There is no clear reason overall, but long-term sickness is a significant factor.

A new strategic process was agreed for county-wide Strategic Economic Development Fund twice a year, with bids required to assess how they will contribute to addressing the climate emergency.

- **Regeneration and Investment Board**

Stroud station: SDC is working with Network Rail to look at opportunities to redevelop the area round Stroud rail station, in particular the Bath Place site (recently acquired by SDC from Newland Homes) and the Cheapside car park, to create new homes and high quality welcoming and accessible places for residents and visitors. A report on the developing proposals will be proposed early next year.

Brimscombe Port, discussions are continuing with St Modwen Homes to enable the Development Agreement to be signed. Information on the next round of public consultation on the redevelopment plans should be made before Christmas.

Tricorn House: Noted that a material change of use had now taken place in converting the former office block into 44 residential units. The owner's agent has confirmed that marketing strategies for the new flats are being developed.

- **Work Programme** The next meeting (23 November) will consider proposals on support for local businesses, additional car parking for Berkeley and the lease for Kingshill House.

Planning and enforcement

Key Performance Indicator Statistics for information. Statistics for the previous quarter highlighted the percentage of applications determined within statutory timescales, all of which were above 90%. For enforcement the report notes that two thirds of enforcement enquiries received from January to June 2023 have been closed, and 82 enquiries remain open.

Council – 26th October Local Plan Motion

The Council agreed a revised motion about the Local Plan which in summary stated:

- All Group Leaders should support actions by the Council to address the planning Inspectors' concerns and to achieve a sound Local Plan for our communities;
- The 5 year land supply should be updated and made public more frequently, in line with previous practice, as part of measures to maintain control of development and the co-ordination of development with essential infrastructure; and
- Every effort should be made to work with all partners involved including National Highways and the Local Transport Authorities: Gloucestershire County Council and South Gloucestershire Council.

Further updates on progress with the Local Plan will be regularly provided to Group Leaders and the Council.

Swift Motion

Swift numbers are declining, due to loss of insect food and loss of nesting sites. In 2021 swifts were added to the red list, in the UK Conservation Status report, which indicates that urgent conservation action is required. Councillors debated and agreed an amended motion for the planning service to support action to help swifts. In summary:

- Species specific enhancements such as swift boxes / bricks will continue to be required as a condition on all suitable properties.
- New species specific habitat guidance (to include swifts) will be published soon on the SDC website



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Councillors were also invited to engage with the swift groups across the district, to promote their excellent work in raising awareness and protection of this increasingly threatened bird.

Audit and Standards Annual report (2022-23)

Approved by Council. The report provides independent assurance that the Council has adequate and effective governance, risk management and internal control framework in place.

Electric Vehicle Charge Point Rollout Project - SDC Car Parks

Council agreed the planned roll out of charge points and to add £196k to the 2023/24 Capital Programme to cover the costs, with 50% of the cost expected to be covered by the On-Street Residential Chargepoint Scheme (ORCS) funding. The figures include a 10% contingency, which reflects a real potential for grid connection costs to change without notice and incorporates the potential to support an expansion of chargepoints in Wotton-under-Edge.

The following sites are proposed to have a 7 KW chargepoint bays: Wotton-under-Edge (2 bays), Stonehouse (2 bays), Painswick (4 bays), Nailsworth (4 bays), Durlsey (4 bays), Berkeley (2 chargepoint bays). In Stroud, the London Road car park will have 4 bays for 7KW charging and 2 bays for 22KW charging). The detailed site selection report can be found [here](#).

All of the car parks have been surveyed to confirm grid capacity, civil engineering requirements and individual car park limitations. Work is expected to start by the end of the year.

A 7kw charger will provide up to 30 miles of range per charge hour, allowing 'top up' charge for visitors, whilst primarily serving local residents for overnight use. A 22kw charger has been considered at all sites, but is not possible in most locations due to the greater supply capacity required. Wherever possible future expansion is being pre-installed as a 'passive supply'. This reserves the grid capacity, without the need to re-connect supply. It saves further trenching and the associated carbon expenditure.

Council Plan 2021-2026 Refresh

The Council unanimously agreed a refresh of the Council Plan. The strategic priorities remain as Community Wellbeing, Environment & Climate and Local Economy. The Plan helps to coordinate all planning, decision making and delivery across the council of these priorities. Key achievements were reviewed and progress against objectives was highlighted. More sub actions and milestones have been added and performance indicators have been further developed.

New themes include additional work to coordinate accommodation and support services for migrants arriving in the district; work with partners to help people manage the cost of living crisis; and additional work to ensure council homes meet new legislative and regulatory standards.

The refreshed council plan can be found [here](#).

Budget Strategy

The Council unanimously supported the Budget Strategy for the next financial year, which will be used for setting the budget, and the medium term financial plan to 2027/28. Due to careful financial management, SDCI will be able to maintain all local services for the next year. A single year settlement from Government is again expected, but the details will not be confirmed until late December. Council Tax is expected to increase again by 2.99%, less than the rate of inflation, which will require further efficiency savings.

Homes for Ukrainian and Afghan refugees

Council supported the decision for a second capital bid to government for the purchase of accommodation to be held in the Housing Revenue Account for people eligible under the Ukraine or Afghanistan resettlement and relocation schemes. The homes will then become council homes available to all eligible local residents. Under the first phase of the scheme, 15 homes are being purchased by SDC. The new scheme will add a further four homes.



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Other local issues

The Rural England Prosperity Fund grant programme is now live.

SDC's Rural Grants Programme is open and applications are welcomed from rural businesses and community organisations. Grants are available for amounts from £3,000 - £20,000. The funding is for capital projects and must be spent on lasting assets. In most cases, 60% match funding will be required.

The following organisations are eligible to apply for the Rural Grants Programme:

- Micro businesses (fewer than 10 employees)
- Small businesses (fewer than 250 employees)
- Social enterprises and CIC's
- Town & Parish Councils
- Registered charities
- Public sector organisations
- Higher and Further Education Institutions
- Constituted community / voluntary groups.

Further information on the Rural Grants Programme, how to apply and the deadline for grant panels can be found at <https://www.stroud.gov.uk/business/support-for-business/rural-england-prosperity-fund>. Full guidance and details on how the grant can be spent and the eligibility criteria organisations must meet to be able to apply for a grant are found in the [guidance notes](https://www.stroud.gov.uk/media/2237161/sdc-repf-grant-guidance-notes.pdf).
<https://www.stroud.gov.uk/media/2237161/sdc-repf-grant-guidance-notes.pdf>

Public Spaces Protection Orders (Dog Control)

Rules which protect the public, dog owners and their pets will remain in force following a public consultation. This requires dog owners to continue to:

1. Pick up dog faeces.
2. Put dogs on leads when directed to do so by an officer.
3. Keep dogs out of areas signed as exclusion areas, e.g. children's play areas.
4. Keep dogs on leads in designated areas such as allotments, cemeteries, car parks, canal towpaths, designated cycle tracks and specified footpaths used to reach schools and colleges.

Exemptions exist for assistance dogs.

Responses to a recent consultation saw majority support from formal consultees and the public for retaining all four PSPOs unchanged. Dog owners breaching these rules could be liable for a £75 fine, or prosecution in court with a fine of up to £1,000 in cases where dog faeces is not picked up. The PSPOs are reviewed every three years, and consultation with the public and formal consultees is an important part of the decision-making process.

Animal Welfare awards

Stroud District Council's animal welfare work across three of its services has been recognised with top accolades from the RSPCA. SDC services have won a total of four PawPrints Awards: Animal Welfare Service stray dog service – platinum and animal activity licensing service – silver; Contingency (emergency) Planning – bronze; and Housing – bronze. The Animal Welfare Service's stray dog service, alongside Teckels Animal Sanctuary, ensures that all stray dogs are safely collected and then looked after properly until they can be reunited with their owner. SDC also works closely with a number of other animal charities in the district including Cotswold Dogs & Cats Home which is currently the council's staff charity of the year.



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Ends



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Agenda Item 13c

Meeting of Full Council

Meeting date Tuesday 21st November 2023

Subject To receive the County Councillors monthly report

Author County Councillor Steve Robinson

Status Information

Summary

The County Councillors report for November.

Detail

Warm Hub

Our town library will be a 'warm hub' this winter. You are welcome to go in and have a hot drink to keep warm when the library is open – details below.

<https://www.gloucestershire.gov.uk/libraries/find-a-library/>

Salt/Grit Bins

Unfortunately, there are never enough grit bins, but can I remind residents that the salt is for public roads and pavements only. Please use the salt sparingly as the bins are only likely to be refilled once during the winter.

Overhanging Hedges

Now that the birds have flown, it's time for hedges which overhang the highway or public pavements, to be cut back. Please be mindful of those with wheelchairs/ pushchairs and sight impairment.

The Commons

This year has sadly seen an increase in cattle being killed through road accidents on the commons. As County Councillor for a large area of the common, I am part of a newly formed group which is looking at how the number of fatalities can be reduced. As residents, we do not want to see less cattle grazing on the common. If graziers decided to do this, it would dramatically change the fauna and flora on the common.

Ends



Nailsworth Town Council

Agenda Item 13d

Meeting of Full Council

Meeting date Tuesday 21st November 2023

Subject To receive an update on NTC office activities.

Author Clerk/Deputy Clerk/Office staff

Status Information

Summary

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

Detail:

Community Policing

An incident at Hanover Gardens was reported to the PCSOs, they have contacted the manager and provided guidance on actions to be taken should such an incident reoccur.

Buildings and facilities: repair and maintenance

Unfortunately, due to weather and other circumstances the stonework at the War Memorial was not completed in time for Remembrance Day. The contractor ensured safety measures were in place for the day.

Health and Safety Training

Staff continue to carry out the WorkNest online H&S training, staff had some training time while the office entrance was being levelled and new matting laid. This work was necessary after people have tripped or fallen recently when entering the offices.

Christmas preparation

The Christmas motif streetlights have arrived and been inspected by the installers. Christmas lights will be erected week beginning November 20th. The installation of the lights at the Mortimer Gardens continues and will be complete by 24th November.

There is a Nailsworth Goodwill window display in the Civic Centre in time for 24th November after which this will be changed for a Christmas window.

Green spaces work

A review has been carried with regards to the winter works schedule to be carried out over the next few months. This work has been highlighted by the groundsman and office staff. This will ensure the tasks are monitored and progress recorded. The work list has highlighted several areas that will require external contractors to assist, these will be investigated and passed to council for approval in due course.

Casual Vacancy and six month rule

As we are now less than 6 months away from the May 2024 Elections the normal procedure for the filling of casual vacancies will not apply. Where a casual vacancy occurs at a Parish/Town Council in the six months before the date on which that elected member would have ordinarily retired (May 2024), the Parish/Town Council may still fill the vacancy by co-option for the remaining term of office however a by-election cannot be requested. This co-option should take place as soon as is practicable, any vacancies that are not filled must be filled at the Election in May 2024. The



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Parish/Town Council elections will be held on Thursday 2 May 2024. All existing councillors (including any co-opted during the six months) will automatically retire on the fourth day after the ordinary day of elections, and the newly elected councillors will come into office on the day on which their predecessors retire.

National pay agreement

After lengthy negotiations between the government and Unions, the national pay award for 2023-24 has now been agreed. The pay award is the same as last year: £1,925 p.a. from 1st April 2023 and this will be added to staff salaries from November 2023.

ENDS.



Nailsworth Town Council

Agenda Item 13e

Meeting of Full Council

Meeting date Tuesday 21st November 2023

Subject To receive a report from Nailsworth's Youth Worker

Author Nailsworth's Youth Worker

Status Information

Summary

A report from Nailsworth's Youth Worker on recent activities.

Detail

Tracy Young, Nailsworth's Youth Worker has sent the following report:

Juniors

Our junior club continues to be very busy and although we have had a year group move on, we still have attendance of approx. 40 young people to each session. We also currently have 3 older members that are volunteering at the session to compete their Duke of Edinburgh Award

Inters

Our Intermediate session continues to be popular and we have a core group of young people that are regulars. The intermediate group enjoy activity-based sessions and it is an important place for them to socialise with their peers.

Seniors

Our senior session continues to be a very relaxed session and the young people that come really engage with the youth workers. We have been doing some cooking this term which the group have really embraced and enjoyed

Youth Café

In the term before summer the café was very busy. We not only had the young people from the busses coming in but also some older young people who had left school but often popped in for a quick chat and some toast. Since September it has taken a bit of a hit with numbers as there is an afterschool football session at SWR. We will monitor it until Christmas but we may need to consider moving to another afternoon.

Free Sessions

We continue to offer the free sessions and it has been appreciated by parents and young people alike. Before the summer this was subsidised by FGR who were delivering sessions at the youth club on a Tuesday and Wednesday evening. As of this term they have dropped down to delivering just on a Wednesday now so will only be subsidising 1 night. We may have to consider starting charging again on a Tuesday and Thursday in April? I would appreciate the Committees input on this?

FGR Premier League Kicks

As mentioned, Premier League Kicks are now delivering 1 session per week with 1 coach.

Community café

The community café has continued to thrive and our community worker Cathy Iddles has engaged with other agencies who now attend the café on a Monday to offer their services to the community.

Nailsworth Festival Family Sport Fest

At the last meeting in May, I reported that we would be delivering a Family Sport Session as part of the Nailsworth Festival, It was a great success with over 50 people taking part, it was held at King



Nailsworth Town Council

George V playing field and there was lots of activities including tennis, French Boules, football, badminton, table tennis and lots more. Sportily supported us at the event and we look forward to doing the same next year

Summer programme

Our summer programme went extremely well. We started with the Summer Launch event at Lawnside. The day went well with a BBQ, games in the park, facepainting and sports in the MUGA. Sportily and SDC Neighbourhood Wardens supported the event and thanks to Steve & Liz Robinson and Natalie Bennett for cooking the BBQ. We made 160 lunches for the play sessions that were delivered by Play Gloucestershire, we also took a family coach trip to Weston Super Mare and lastly we delivered our residential at South Cerney. The residential was great fun and our young people took part in kayaking, high ropes, raft building, canoeing and paddleboarding.

NRG 4 Nailsworth

Many of you would have seen that I have put a piece in the Nailsworth News again this month asking if any local residents would like to support the fund. The initiative has proved to be very much needed in our local community and I feel that we may need to continue this as an ongoing part of what we do. Alongside the NRG Fund I also support families with shopping vouchers, food bank referrals and signposting to appropriate organisations for support

Defibrillator Training

We held a defibrillator training session at the youth club in September, it was a very useful session and over 30 people attended.

Christmas Hampers

I work with a lot of families that are struggling with the rising cost of living and I have noticed that more and more families are turning to the food bank for help on a more regular basis. Between April 22 and March 23, Stroud District food bank seen an increase of 77% compared to the previous year supplying 8,663 emergency parcels for people in need. I am currently looking at ways in which we could provide 30 x £60 hampers to local families at Christmas. Please will the Committee consider putting £400 toward the hampers, I am hoping to receive a further £1400 from another funding source. The hampers would contain meat and vegetables, some essentials and a couple of treats. The families who would receive the hampers would be told in advance.

Service Level Agreement

The Service Level Agreement with the Town Council has finally been signed off. Thank you to Phil Sullivan who met with the Council on many occasions and also spend a number of hours at the youth club writing up the agreement with me.

Ends