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# NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

You are summoned to attend the meeting of Nailsworth Town Council to be held at the Town Hall, Old Bristol Road, Nailsworth on Tuesday 20th December 2022 starting at **6.30pm**.

Mrs K Kearns  
Town Clerk  
15th December 2022

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.22/2576/FUL Egypt Mill, Stroud Road, Nailsworth, Stroud. Application: Full. Extension of existing kitchen & integration with existing S/S kitchen storage buildings. Enclosure of existing veranda (smoking shelter) to form extension to cellar store.
- b) S.22/2577/LBC Egypt Mill, Stroud Road, Nailsworth, Stroud. Application: Listed Building Application. Extension of existing kitchen & integration with existing S/S kitchen storage buildings. Enclosure of existing veranda (smoking shelter) to form extension to cellar store.
- c) S.22/2589/LBC. 2 Millbottom, Old Bristol Road, Nailsworth, Stroud. Application: Listed Building Application. Extension & restoration works.
- d) S.22/2588/HHOLD 2 Millbottom, Old Bristol Road, Nailsworth, Stroud. Application: Householder. Extension & restoration works.
- e) S.22/2347/LBC Clarendon House And Springhill House (Flat 2), Spring Hill, Nailsworth, Stroud. Application: Listed Building Application. Proposed closing off of door and hatch and provide fire safety measures
- f) S.22/2503/HHOLD Tudor Cottage, Harley Wood, Nailsworth, Stroud. Application: Householder. Erection of single storey side extension and associated works
- g) S.22/2640/HHOLD. Beaconsfield Cottage, Watledge Road, Nailsworth, Stroud. Application: Householder. Erection of double and single storey extensions. (Resubmission of S.22/1387/HHOLD)
- h) S.22/2637/ADV Co-Operative Retail Services Ltd, Market Street, Nailsworth, Stroud. Application: Advertisement. Installation of replacement signs.

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

- i) S.22/2628/TCA Old Railway Station, Station Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Sycamore and Prunus (G1): reduce to 4m.
- j) S.22/2623/TCA 15 Goldwater Springs, Station Road, Nailsworth, Stroud. Application: Trees in a Conservation Area Willow (T1): pollard at 7m above ground level. Willow (T2): remove the branches from the stream side. Willow (T3): remove the branches from the house side.

#### **PREVIOUSLY TRACKED APPLICATIONS**



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- k) S.22/2307/LBC Calder Cottage, Spring Hill, Nailsworth, Stroud. Application: Listed Building Application. Refurbishment of the existing dwelling to make habitable and improve access. Application withdrawn.
- l) S.22/2073/HHOLD The Coach House, Spring Hill, Nailsworth, Stroud. Application: Householder Insertion of dormer window & re-roofing. Object. NTC feels this flat roof extension is not in keeping with the surrounding buildings.
- m) S.22/2176/HHOLD. 1 Old Bristol Road, Nailsworth, Stroud, Gloucestershire. Application: Householder. Erection of extension to form a ground floor WC shower room. Application permitted. NTC No observations
- n) S.22/2338/LBC 4 Merton Cottages, Shortwood Road, Nailsworth, Stroud. Application: Listed Building Application Erection of two storey side/rear extension and renovation works. (Resubmission of S.22/0504/LBC). Application permitted. NTC supports this application which will improve the appearance of the cottage.
- o) S.22/2337/HHOLD 4 Merton Cottages, Shortwood Road, Nailsworth, Stroud. Application: Householder Application. Erection of two storey side/rear extension and renovation works. (Resubmission of S.22/0500/HHOLD) Application permitted. NTC supports this application which will improve the appearance of the cottage.
- p) S.22/2175/LBC. 1 Old Bristol Road, Nailsworth, Stroud, Gloucestershire. Application: Listed building application. Erection of extension to form a ground floor WC shower room. Application permitted. NTC No observations
- q) S.22/2316/HHOLD. Yewdales, Spring Hill, Nailsworth, Stroud. Application: Householder Construction of single storey rear extension & renovation works including roof works (Resubmission of S.21/2595/HHOLD) Application permitted. NTC generally supports this application but would like to ensure that no trees are lost for the extension. If tree loss is unavoidable, a replanting plan should be put in to place.

5. To confirm minutes of the Full Council meeting and Recreation & Amenities Committee held 6<sup>th</sup> December 2022 (paper available).

6. To consider Recreation & Amenities Committee (1<sup>st</sup> November meeting) recommendations:

It was **recommended** to agree to the following hire charge updates for the KGV football pitch:

- 1. To simplify charges by combining pitch hire and pitch dressing charges for both adults and juniors teams
- 2. To add a charge of £15 to the adult teams hire charge for the changing rooms
- 3. To agree the proposed charges as £34 for juniors and £69.50 for adult teams
- 4. To introduce the new charges from 1<sup>st</sup> March 2023

It was **recommended** to agree to fund six Gloucestershire Play Ranger sessions at a cost of £3,525.06

It was **recommended** to agree to carry out essential repairs to the Groundsman's tractor mower at a cost of approximately £884.30

It was **recommended** to hire contractor 2 to clean the courts and clear the moss and algae at a cost of £2,656.08 (Inc vat)

It was **recommended** to replace the changing room doors using Contractor 2 at a cost of £7,176.00 but requested that the two toilet doors were removed from the quote for the time being. The Committee would like further information to be gathered to enable them to consider further work to improve the toilets.



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Clerk to Council: Katherine Kearns

7. Matters of Urgency: *important items that have arisen since the meeting summons (agenda) and cannot wait to be addressed with a written report at a future meeting, due to inflexible deadlines*
8. Accounts  
To agree payments in accordance with the budget as listed in the attached reports (paper available)
9. To agree the Annual Budget for 2023-2024 and the precept request (paper available)
10. To consider grants for community events to mark the Coronation in 2023 (paper available)
11. To consider arrangements for staff recruitment (paper available)

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

12. Financial summary, budget comparison and bank reconciliations (papers available) a) b) c) d)
13. To review NTC's Risk Assessment (paper available)
14. Reports:
  - a) Report from Town Mayor (paper available)
  - b) Report from County and District Councillors (no paper available)
  - c) To receive an update on NTC office activities (paper available)



**NAILSWORTH TOWN COUNCIL**  
**Minutes of Nailsworth Town Council**  
**DRAFT**

held at the Town Hall, Old Bristol Road, Nailsworth GL6 0JF  
**on Tuesday 6<sup>th</sup> December 2022**

**Present:**

Cllr Mike Kelly (Chair)  
Cllr Shelley Rider  
Cllr Steve Robinson  
Cllr Patsy Freeman  
Cllr Ros Mulhall  
Cllr Robert Maitland  
Cllr Colleen Rothwell  
Cllr Jonathan Duckworth  
Cllr Natalie Bennett  
Cllr Paul Francis  
Cllr Colleen Rothwell

**Minutes:**

Deputy Clerk

**Apologies:**

Cllr Angela Norman

**2022/149**

**Verbal Introductions and safety briefing**

Those present identified themselves. The fire evacuation routes were described for all those present.

**2022/150**

**Declarations of Interest & Applications for Dispensations**

There were none.

**2022/151**

**Consideration of Planning applications as follows:**

**CONSULTATION -**

- a) S.22/2496/FUL. Egypt Mill, Stroud Road, Nailsworth, Stroud. Application: Full Replacement of existing canopy with new building including glazed link to Mill building.  
**Comments:** NTC supports this application. The investment in these works will enhance the provision of catering space for this significant business in Nailsworth.
- b) S.22/2497/LBC Egypt Mill, Stroud Road, Nailsworth, Stroud. Application: Listed Building Application Replacement of existing canopy with new building including glazed link to Mill building  
**Comments:** NTC supports this application. The investment in these works will enhance the provision of catering space for this significant business in Nailsworth.
- c) S.22/2580/HHOLD Elmcroft, Horsley Road, Nailsworth, Stroud. Application: Householder. Replacement extension to side.  
**Comments:** No observations

**TREES IN A CONSERVATION AREA**

- d) S.22/2436/TCA Locks Mill, Brewery Lane, Nailsworth, Gloucestershire. Application: Trees in a Conservation Area. Cherry on the bank - Reduce the height by



approximately 7.0m and round off into remaining crown.

**Comments:** No observations

#### **PREVIOUSLY TRACKED APPLICATIONS**

- a) S.22/1899/HHOLD Four Gables, Hayes Road, Forest Green, Nailsworth. Application: Householder Construction of single storey rear extension (small front extension storage) & loft conversion. Application permitted. NTC: This proposal is for a very large extension which will transform a one storey dwelling in to a three storey dwelling and therefore seems to be an overdevelopment and contrary to Policy HC1 and CP14. NTC have concerns that the rolling door of the storage facility fits poorly with the front elevation and the balcony is likely to overlook the neighbours and potentially cause noise nuisance.
- b) S.22/0379/FUL Laurel Cottage, Rockness Hill, Nailsworth. Application FULL. Replacement dwelling with new vehicular access – resubmission reference S.18/1261/FUL with no amendments. Application permitted.
- c) S.22/1531/LBC. Wood Farm, Nymphsfield Road, Forest Green, Nailsworth. Application: Listed Building Application. Replacement of modern porch, kitchen extension, internal alterations, new car port/garage and barn conversion with link building Application granted. NTC supports this application.
- d) S.22/1530/FUL. Wood Farm, Nymphsfield Road, Forest Green, Nailsworth. Application: Full. Replacement of modern porch, kitchen extension, internal alterations, new car port/garage and barn conversion with link building. Application granted. NTC supports this application but would like a condition included to ensure that the barn conversion remains as an ancillary to the main dwelling.
- e) S.22/1143/HHOLD. 5 Merton Cottages, Shortwood Road, Nailsworth, Stroud. Application: HHOLD. Erection of studio cabin and rear single storey extension. Application permitted. NTC supports this good piece of design.
- f) S.22/2047/LBC Laurel Cottage, Bath Road, Nailsworth, Stroud. Application: Listed Building Application. Partial integration of double oven within the interior wall between the kitchen and dining room, reposition and widen existing doorway between kitchen and dining room. Application permitted NTC: No observations
- g) S.22/1976/HHOLD Beechcroft, Harley Wood, Nailsworth, Stroud. Application: Householder Proposed vehicular crossing from A46 Bath Road into existing entrance to property. Application refused. NTC: Strongly object. NTC request that Highways are consulted regarding the appropriateness of creating a vehicle access here. NTC has concerns that the pavement here is already very narrow and installing a dropped curb will further reduce this pathway.
- h) S.22/1439/HHOLD. 2 Springhill Gardens, Spring Hill, Nailsworth, Stroud. Application: Householder. Erection of first floor side extension over garage. Application refused NTC: No Observations
- i) S.22/2308/TCA Fairview House, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. T1- Two conifers overhanging over boundary wall – Fell T2- Conifer - lower by 1 metre. T3- Conifer - lower by 3 metres and reshape T4- Copper beech - lower by 2 metres and trim branches. Application granted NTC: No observations
- j) S.22/2067/FUL. Telephone Exchange, Station Road, Nailsworth, Stroud. Application: Full Provision of secure storage compound inc. new perimeter fencing 2no. 6m storage containers. Applications permitted. NTC: Strongly object. It is disappointing that no effort has been made with this application to soften the look of the site and consider its impact on the Conservation Area and AONB. NTC also ask for a time limit on the deployment of shipping containers in this location.
- k) S.22/2325/TCA Lane Cottage, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. T1 Ash: Fell to near ground level. T2 Ash: Fell leaving a standing monolith at approximately 5 metres in height. Application permitted NTC: No observations
- l) S.22/2043/HHOLD. Laburnum Cottage, Watledge Road, Nailsworth, Stroud. Application: Householder. Erection of single storey timber garden office to the rear.



- Application permitted. NTC: concerned that this is an additional structure visible from the road.
- m) S.22/1512/VAR Land At, Pike Lane, Nailsworth, Gloucestershire. Application: Variation of Condition. Variation of Condition 1 of S.17/0883/REM - Changes to detailed house design of Plot 1. Application permitted. NTC objects to this application. This application was opposed by over 1,000 people and was won on appeal. Development was given permission on the design quality and cohesion and these proposed variations degrade the design quality.
  - n) S.22/0886/FUL. Land Adjacent 1 Ledgemoor, Watledge Road, Nailsworth, Gloucestershire. Application: FULL Erection of one detached dwelling, raised car parking bay and associated works. Application withdrawn. NTC object to this application due to the parking issues that will be created by this development. The developers have sought to overcome previous reasons for refusal by creating parking directly accessed from the lane. In so doing they have reduced the available parking spaces for residents in the houses opposite, and thus simply transferred parking problems to others. To be acceptable, the development requires a solution that does not have an overall adverse effect on parking and traffic movement in this narrow, congested lane
  - o) S.22/2238/FUL Prices Mill Surgery, Newmarket Road, Nailsworth, Stroud. Application: Full Installation of 3no. external air source heat pumps. Application permitted. NTC: No observations

### **2022/152**

#### **To confirm minutes of the Full Council meeting of Tuesday 15<sup>th</sup> November 2022**

There was a discussion regarding the first warm hubs meeting and the production of the warm hubs poster.

#### **Special Budget Meeting of Tuesday 22<sup>nd</sup> November**

All agreed

#### **Personnel Committee meetings of Thursday 20<sup>th</sup> October and Wednesday 23<sup>rd</sup> November.**

All agreed

### **2022/153**

#### **To consider Personnel Committee recommendations:**

It was **agreed** to change the role titles of both Administration Assistants as follows:

Customer Services and Facilities Co-ordinator

Customer Services and Finance Co-ordinator

It was **agreed** to amend the Customer Services Co-ordinator pay scales to LC1 SCP13 to be backdated to 1<sup>st</sup> April 2022.

It was **agreed** to amend the Customer Services job descriptions to reflect the roles they are currently undertaking.

It was **agreed** to forecast a national salary increase of 4.5% in the Annual Budget for 2023-2024.

It was **agreed** to adopt the Volunteer Agreement drafted in February 2022, and to implement it for volunteers.

The Deputy Clerk was tasked with compiling a list of work undertaken by Worknest for the council as there was a concern about the need to re-do the Staff handbook

### **2022/154**

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 deadlines*

Warm Hubs - the next Warm hub meeting will take place at the Youth Club on 9<sup>th</sup> December. Cllr Natalie Bennett will report back if there are any updates for the leaflet.

Cllr Mike Kelly reminded the Councillors that they have been invited to a Christmas gathering in the library for all library staff and volunteers along with TIC volunteers. Cllr Steve Robinson passed on his apologies for this event.

Cllr Mike Kelly announced that the person who has been co-ordinating the TIC volunteers has resigned.

**2022/155**

**To receive further information on the draft budget following the Annual Budget meeting**

The report was noted and there was a discussion regarding the comparison table and how Nailsworth's precept increase has been very modest.

**2022/156**

**To receive a report on the contribution made by NTC in administration of the Arkell Community Centre**

The report was noted, and the cost of the administrative support given to the Arkell centre was highlighted and discussed. Cllrs were keen for a date to be arranged for the next Arkell meeting.

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

.....  
Date





**NAILSWORTH TOWN COUNCIL**  
**Minutes of the Recreation and Amenities Committee**

**DRAFT**

Held at 7pm in the Town Hall on Tuesday 6<sup>th</sup> December 2022

**Present:**

Cllr Ros Mulhall (Chair)  
Cllr Mike Kelly  
Cllr Jonathan Duckworth  
Cllr Shelley Rider  
Cllr Steve Robinson  
Cllr Paul Francis

**Minutes:**

Deputy Clerk

**Apologies:** There were none

**To consider the hire charges for the KGV football pitch and facilities as part of the Facilities Review**

It was **recommended** to agree:

1. To simplify charges by combining pitch hire and pitch dressing charges for both adults and juniors teams
2. To add a charge of £15 to the adult teams hire charge for the changing rooms
3. To agree the proposed charges as £34 for juniors and £69.50 for adult teams
4. To introduce the new charges from 1<sup>st</sup> March 2023

**To consider the Service Level Agreement for Gloucestershire Play Rangers for 2023**

There was a discussion regarding the value of the play ranger sessions

It was **recommended** to agree:

To fund 6 play ranger sessions at a cost of £3,525.06

**To agree to carry out essential repairs to the Groundsman's tractor mower**

It was **recommended** to agree:

To repair the tractor mower at a cost of approximately £884.30

**To consider cleaning the tennis courts**

It was **recommended** to agree:

To hire contractor 2 to clean the courts and clear the moss and algae at a cost of £2,656.08 (Inc vat)

**To consider replacing the external doors at the KGV changing rooms**

There was a discussion regarding the recent improvement work at the Changing rooms as well as the current state of the doors. The committee requested that Cllr Ros Mulhall and the Deputy Clerk visit the changing rooms to look at the doors and the layout of the building, specifically the toilet and the 'disabled' toilet. There were concerns about how accessible the second toilet is and whether it should be adapted to become an official disabled toilet.

It was **recommended** to replace the changing room doors using Contractor 2 at a cost of £7,176.00 but requested that the two toilet doors were removed from the quote for the time being. The Committee would like further information to be gathered to enable them to consider further work to improve the toilets.

.....  
Chair of Recreation and Amenities committee

.....  
Date

RAM 06-12-2022



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

DRAFT

# Nailsworth Town Council

## Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

Approval no 18

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
15934		£400.00	2040/1	24/11/22	AES Maintenance - Town Hall hand dryer and emergency light	56
15949		£400.00	6140	08/12/22	AES Maintenance - Noel	57
15950		£75.00	2040/1	08/12/22	AES Maintenance - Town Hall lights	58
		<b>£875.00</b>			AES Maintenance - Total	
15951		£290.00	4140	25/11/22	Avendale Garden Maintenance Service - grass cutting Nov	221125
		<b>£290.00</b>			Avendale Garden Maintenance Service - Total	
15952		£693.00	2000	30/11/22	A-Z Cleaning - Office clean - Nov	9039
		<b>£693.00</b>			A-Z Cleaning - Total	
15953	DD2201217 BGAS	£90.24	2100	06/12/22	British Gas - Mortimer room Gas	973779498
15981	DD221211 BRIT	£47.71	3070	28/11/22	British Gas - KGV electricity	988577241
		<b>£137.95</b>			British Gas - Total	
15954		£93.63	1120	30/11/22	Brutons Hardware Ltd - various	699434
		<b>£93.63</b>			Brutons Hardware Ltd - Total	
15927		£216.00	2040/1	15/11/22	C R Signs - signage for buildings	13002
		<b>£216.00</b>			C R Signs - Total	
15955		£248.40	1170	30/11/22	Down To Earth Gloucestershire CIC - Town gardening	1022A
		<b>£248.40</b>			Down To Earth Gloucestershire CIC - Total	
15980		£10.30	1090	14/12/22	Emily Dolphin - Archives christmas party	221214
		<b>£10.30</b>			Emily Dolphin - Total	
15976		£600.00	2140	07/12/22	Frampton Consultants - condensation unit	4483
		<b>£600.00</b>			Frampton Consultants - Total	
15956	DD221218F UEL	£33.46	3050/3	11/12/22	Fuel Card Services Ltd - fuel for groundman's vehicle	9004362522
15977	DD221218F UEL	£33.17	3050/3	30/11/22	Fuel Card Services Ltd - fuel for groundman's vehicle	90043044185
		<b>£66.63</b>			Fuel Card Services Ltd - Total	
15957		£114.00	1120	02/11/22	Furniture@Work Ltd - desk screen	540750

Signature

Signature

Date

# Nailsworth Town Council

## Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

Approval no 18

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
15958		£22.80	1120	08/11/22	Furniture@Work Ltd - deskclamps	0541575
		<b>£136.80</b>			Furniture@Work Ltd - Total	
15979		£72.00	2040/1	14/12/22	Future Six Limited - TH plumbing	PBB1412223
		<b>£72.00</b>			Future Six Limited - Total	
15928		£70.00	1180	18/11/22	GAPTC - Digital newsletter training	7342
		<b>£70.00</b>			GAPTC - Total	
15962		£763.34	4060	13/12/22	Glasdon UK Ltd - 2 x Nestor 400 Grit Salt Bin Grit Salt Bins Glasdon - in yellow £163  1 x Slimline Grit Bin - in yellow £179  For delivery to Civic Centre, Old Market, Nailsworth GL6 0DU	S1853217
		<b>£763.34</b>			Glasdon UK Ltd - Total	
15983		£150.00	6530	06/12/22	Green Britain Foundation - Build back better funding	CI-0012424
		<b>£150.00</b>			Green Britain Foundation - Total	
15978	DD230101 GRENKE	£106.80	1120	01/12/22	Grenke Leasing Ltd - equipment protection for 2023	00000104512023
		<b>£106.80</b>			Grenke Leasing Ltd - Total	
15971	DD221220 GRUN	£10.34	1260	30/11/22	Grundon Waste Management - waste collection TH	PSI-0738031
15972	DD221220 GRUN	£10.34	1260	30/11/22	Grundon Waste Management - waste collection CC	PSI-0738032
		<b>£20.68</b>			Grundon Waste Management - Total	
15924		£143.28	5330	01/12/22	Hosting UK (Taken Over From United Hosting) - cPanel pro (02.01.23 -01.01.24)	1204929
		<b>£143.28</b>			Hosting UK (Taken Over From United Hosting) - Total	
15959		£38.39	1120	01/12/22	Katherine Kearns - zoom	221201
		<b>£38.39</b>			Katherine Kearns - Total	
15960		£72.00	1060	01/12/22	La Leche League - grant	221201
		<b>£72.00</b>			La Leche League - Total	
15925		£143.47	3050/1	04/11/22	Nailsworth Garden Machinery - Repair to Stihl KM94RC	57236
		<b>£143.47</b>			Nailsworth Garden Machinery - Total	

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Nailsworth Town Council

## Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

Approval no 18

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
15933		£407.00	6500	24/11/22	Oakshire Environmental Limited (Quantum Intelligent Trading) - Carters way community garden: Soil contamination test as discussed 21st November 2022.	18860
		<b>£407.00</b>	Oakshire Environmental Limited (Quantum Intelligent Trading) - Total			
15921	DD221112 OCTOPUS	£22.79	2060	09/11/22	Octopus - Mortimer room	KI-A3005C22-0022
15969	DD221211 OCTO	£11.18	3120	05/12/22	Octopus - Junction Elec	KI-FF17F2FF-0017
15967	DD221212 OCTOPUS	£20.41	2060	06/12/22	Octopus - Mortimer room	KI-A3005C22-0023
15965	DD221215 OCTOP	£48.77	3035	06/12/22	Octopus - Mortimer garden electricity	KI-24066B24-0018
15968	DD221217 OCTO	£288.65	1165/1	06/12/22	Octopus - Civic centre electricity	KI-E1CD2B0A-0030
15964	DD221221 OCTOPUS	£43.28	2110	05/12/22	Octopus - Clock tower elec	KI-01B53B5D-0023
15966	DD221221 OCTOPUS	£151.77	3070	05/12/22	Octopus - Changing rooms Elec	KI-94567F80-0022
		<b>£586.85</b>	Octopus - Total			
15970		£42.00	1165/3	02/12/22	PR Fletcher - Window cleaning CC	16953
		<b>£42.00</b>	PR Fletcher - Total			
15973		£140.00	6530	01/12/22	PULP - Noel events	Y3JL
		<b>£140.00</b>	PULP - Total			
15926		£177.60	2080	07/11/22	RMC Gas Services - MR boiler service	5240
		<b>£177.60</b>	RMC Gas Services - Total			
15930		£368.00	1130/2	18/11/22	Roy Balgobin - Staffng review	220819
		<b>£368.00</b>	Roy Balgobin - Total			
15929		£50.00	1090	19/11/22	Royal British Legion - Remembrance wreaths	221119
		<b>£50.00</b>	Royal British Legion - Total			
15975		£3,907.20	4120	29/11/22	S P Electrical - Christmas lights	26642
		<b>£3,907.20</b>	S P Electrical - Total			
15974		£66.00	4060	05/12/22	SDC - Planning application fee - Carters Way	fee

Signature

Signature

Date

# Nailsworth Town Council

## Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

Approval no 18

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		<b>£66.00</b>	SDC - Total			
15931		£23,035.00	3140	17/11/22	The Junction - Nailsworth Youth Club - Youth Work	221117
		<b>£23,035.00</b>	The Junction - Nailsworth Youth Club - Total			
15932		£61.00		15/11/22	Trade UK Ltd - Site Thorite boots/ Waterproof suit	1318754542
	1	£16.00	3050/2		waterproof suit	
	2	£45.00	3050/2		Boots	
		<b>£61.00</b>	Trade UK Ltd - Total			
15938	DD221203 WATER	£36.61	2050	18/11/22	Water Plus - TH water	INV00380942
15982	DD221222 WATER	£20.63	2090	08/12/22	Water Plus - Mortimer Room	INV-00583882
		<b>£57.24</b>	Water Plus - Total			
15961		£42.00	3030/1	23/11/22	Yard House Nursery - Rotary plants for NTC	NA/ROTAUT22
15963		£97.50	3030/1	23/11/22	Yard House Nursery - Rotary plants for NTC	NailTC2022
		<b>£139.50</b>	Yard House Nursery - Total			
		£16,127.64	Confidential transactions			
<b>Total</b>		<b>£50,112.70</b>				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Nailsworth Town Council

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## Agenda Item 9a

**Meeting** of Full Council

**Meeting date** Tuesday 20<sup>th</sup> December 2022

**Subject** To agree the Annual Budget for 2023-2024 and the precept request

**Author** Clerk

**Status** Action

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### Summary

The final figures for the Annual Budget for 2023-2024 and the recommended precept request.

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### Detail

At the meeting on 22<sup>nd</sup> November the Council discussed the proposed Annual Budget. Following that meeting additional information was circulated.

- The Annual Budget has been adjusted to show funding for six Play Ranger days at £3,234.
- Support for Homestart is shown as £5,500. This includes approximately £2,000 in room hire for the Arkell Community Centre.

The latest Electoral Register has just been published and shows that the number of electors is 4,538. The Annual Budget spreadsheet has been updated to reflect this and show NTC's precept request for next year will be 82p/63p more per month per elector than 2022-2023.

Subject to changes to the support for Homestart, Nailsworth Town Council's precept for 2023-2024 is therefore **£361,635** which is an increase of 12.7%

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### Climate Emergency Impact

N/A

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### Options

1. To agree the proposed Annual Budget 2023-24
  2. To agree the precept request of **£361,635**
- 

### Recommendation

1. To agree the proposed Annual Budget 2023-24
  2. To agree the precept request of **£361,635**
- 

### Costs

As shown in the accompanying budget spreadsheet.

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### Funding Source

Annual Precept request.

**ENDS.**

## RESERVES

EXPENDITURE Heading	1			Proposed Top-up 2024- 25	Proposed Top-up 2025- 26
	2022-2023 Balance	2023-2024 Proposed Top- up	2023-2024 Proposed balance		
6000 Election expenses RESERVE	£3,800.00	£0.00	£3,800.00		
6010 Play/tennis court RESERVE	£8,460.00	£0.00	£8,460.00	2000	2000
6020 Town improvements RESERVE	£4,498.00	£0.00	£4,498.00		
6030 Town Hall repairs RESERVE	£3,883.00	£0.00	£3,883.00		
6050 Hazelwood Bungalow RESERVE	£18,150.86	£0.00	£18,150.86		
6060 Miles Marling Field improvements RESERVE	£6,942.00	£0.00	£6,942.00		
6120 Shortwood Churchyard RESERVE	£500.00	£0.00	£500.00		
6130 Replace groundsman's vehicle RESERVE	£1,000.00	£0.00	£1,000.00	1000	1000
6140 Town centre/Mkt St improvements RESERVE	£53,209.00	£0.00	£53,209.00		
6150 Clock tower refurbishment RESERVE	£500.00	£0.00	£500.00		
6220 Dunkirk Museum RESERVE	£0.00	£0.00	£0.00		
6240 Emergency tree work RESERVE	£11,574.20	£0.00	£11,574.20	Suggest £8,000 to Norton Wood and Bunting Hill for tree work	
6300 KGV buildings RESERVE	£21,684.91	£0.00	£21,684.91		
6330 Contingency RESERVE	£196.59	£0.00	£196.59		
6350 Staff Recruitment RESERVE	£911.20	£0.00	£911.20	Suggest transfer to Contingency Reserve	
6380 War Memorial refurb RESERVE	£7,201.23	£0.00	£7,201.23		
6430 Tourism Promotion RESERVE	£6,849.00	£0.00	£6,849.00	Includes £5,000 towards Tourism content project	
6450 Heritage Open Day RESERVE	£60.00	£0.00	£60.00		
6460 Town Archive RESERVE	£60.39	£0.00	£60.39		
6500 CIL Projects	£20,760.88	£0.00	£20,760.88		
6510 Climate Emergency RESERVE	£8,400.00	£0.00	£8,400.00	Suggest transfer £3,000 to Contingency Reserve	
6520 Covid-19 Response RESERVE	£23,046.34	£0.00	£23,046.34	Suggest 2 years funding for Community Development Worker (£10k) and 1 year Homestart funding (£5.5k)	
<b>TOTAL</b>	<b>£201,687.60</b>	<b>£0.00</b>	<b>£201,687.60</b>		

FREE RESERVES (less 3 months running costs) £7,000.00

Free Reserves is the approximate amount remaining after all funds have been budgeted for, put in Earmarked Reserves, and 3 months running costs removed.





# Nailsworth Town Council

## Agenda Item 10

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**Meeting** of Full Council

**Meeting date** Tuesday 20<sup>th</sup> December 2022

**Subject** To consider grants for community events to mark the Coronation in 2023

**Author** Clerk

**Status** Action

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### Summary

Grants to community groups to celebrate the Coronation in May 2023.

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### Detail

In Spring 2022 NTC offered grants to town organisations and groups to fund events to mark the Queen's Platinum Jubilee. There were four applications for a total of £665 to put on different community celebrations.

The Coronation of King Charles III will take place on Saturday 6<sup>th</sup> May 2023 and there will be a Bank Holiday on Monday 8<sup>th</sup> May.

The same approach could be taken for community celebrations of the Coronation; NTC's grants can be opened up for community events and this can be advertised in Nailsworth News and other places. The deadlines for grants are 1<sup>st</sup> January and 1<sup>st</sup> April with decisions made at the end of these months. It's suggested that Coronation grants have a deadline of 1<sup>st</sup> March, to give groups time to gather costs for any events.

There is currently £1,353.68 left in the grant budget for 2022-23.

Council is asked to agree to advertise Coronation grants to the community in February's Nailsworth News and other places.

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### Climate Emergency Impact

*What are the Climate Emergency benefits or impacts?*

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

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

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### Options

1. To agree an extra deadline of 1<sup>st</sup> March for Coronation grants and to advertise this in Nailsworth News and other places.



## **Nailsworth Town Council**

2. To not grant any funds for Coronation events
- 

### **Recommendation**

1. To agree an extra deadline of 1<sup>st</sup> March for Coronation grants and to advertise this in Nailsworth news and other places.
- 

### **Costs**

Dependent on the number of grant applications.

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### **Funding Source**

Budget heading 1060 Grants from NTC (currently £1,353)

**ENDS.**



# Nailsworth Town Council

## Agenda Item 11

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**Meeting** of Full Council

**Meeting date** Tuesday 20<sup>th</sup> December 2022

**Subject** To consider arrangements for staff recruitment

**Author** Clerk

**Status** Action

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**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.**

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### Summary

The Deputy Clerk has a new position and will be leaving the council in a couple of months. Arrangements suggested for recruitment and cover until a new person is appointed to the role.

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### Detail

The Deputy Clerk has been offered a new position and will be leaving NTC. Previously, recruitment has been delegated to the Personnel Committee to oversee the advertisement, shortlisting, interviews, and appointment of the successful candidate. This has worked very well to ensure the quickest most successful recruitment process possible. It is recommended the same process is followed and that a Personnel Committee meeting be called as soon as possible in January to start this process.

As the Deputy Clerk position has recently been part of a job evaluation it is recommended to recruit to the same job description and pay grade.

There may be a gap between the Deputy Clerk leaving and a new Deputy Clerk taking on the role. As this will be in the run up to Year End, the Annual Town Meeting and the completion of time sensitive projects, it is strongly recommended to seek a locum clerk to ensure business continuity. The exact cover and role required from a locum to be discussed by the Personnel Committee.

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### Options

1. To delegate powers to the Personnel Committee to recruit to the position of Deputy Clerk
  2. To approve the appointment of a locum clerk to assist with NTC's busy period in Spring and to cover a possible gap in cover after the Deputy Clerk has left.
- 

### Recommendation

1. To delegate powers to the Personnel Committee to recruit to the position of Deputy Clerk



## **Nailsworth Town Council**

2. To approve the appointment of a locum clerk to assist with NTC's busy period in Spring and to cover a possible gap in cover after the Deputy Clerk has left.
- 

### **Costs**

£600 estimated advertisement costs. Locum costs to be confirmed after Personnel Committee meeting.

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### **Funding Source**

Budget heading 6350 Staff Recruitment Reserve and 6330 Contingency Reserve

**ENDS.**

# Income and Expenditure Account

Unaudited

31/03/22 £		31/03/23 £
	<b>INCOME</b>	
19,718.23	Grants	24,714.23
86.49	Town Information Centre	0.00
7,000.00	Arkell Centre Trust	0.00
33,145.81	Lettings - all	25,196.43
350,726.00	Precept	320,927.00
51.71	Interest on Investments	176.11
7,359.52	Other income	2,414.77
414.22	Rights of way/Wayleaves	300.00
418,501.98	<b>TOTAL INCOME</b>	373,728.54
	<b>EXPENDITURE</b>	
14,562.44	General Administration	26,131.36
1,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	10,305.74
143,369.50	Staff costs	125,064.40
6,108.30	Insurance	7,513.93
39,064.05	Repairs & maintenance - buildings	12,294.91
23,908.20	Utilities & Rates	10,773.54
49,034.27	Maintenance of Open Spaces	29,258.37
36,847.01	Special projects and miscellaneous	48,305.67
10,159.73	Hazelwood Bungalow	611.66
1,713.60	Town Information Centre	1,713.60
49,370.00	Support for town services	46,070.00
7,341.00	Arkell Community Centre	0.00
0.00	Expenditure	339.17
393,283.84	<b>TOTAL EXPENDITURE</b>	323,882.35
119,225.92	Balance as at 01/04/22	127,374.76
418,501.98	Add Total Income	373,728.54
537,727.90		501,103.30
393,283.84	Deduct Total Expenditure	323,882.35
0.00	Stock Adjustment	0.00
-17,069.30	Transfer to/ from reserves	8,680.78
127,374.76	Balance as at 31/03/23	185,901.73

Signed \_\_\_\_\_

Chair

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

# Financial Budget Comparison

Comparison between 01/04/22 and 14/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance	Bal %age
<b>INCOME</b>						
<b>Council</b>						
100	Precept - Council	£320,927.00	£2,109.35	£320,927.00	-£2,109.35	-0.66%
105	Refunds,donations grants - Council	£0.00	£20,714.83	£24,214.23	£3,499.40	100.00%
110	ACC-Admin recharge	£7,000.00	£0.00	£0.00	-£7,000.00	-100.00%
120	Agency services	£100.00	£0.00	£0.00	-£100.00	-100.00%
130	CIL income	£0.00	£305.42	£2,414.77	£2,109.35	100.00%
<b>Total Council</b>		£328,027.00	£23,129.60	£347,556.00	-£3,600.60	-1.10%
<b>Property Management</b>						
200	Town Hall precept	£0.00	£0.00	£0.00	£0.00	0.00%
205	Town Hall bookings	£7,500.00	£0.00	£7,150.00	-£350.00	-4.67%
210	Town Hall rent of offices	£15,900.00	£0.00	£10,870.75	-£5,029.25	-31.63%
215	Mortimer Room precept	£0.00	£0.00	£0.00	£0.00	0.00%
220	Mortimer Room lettings	£2,100.00	£0.00	£3,686.00	£1,586.00	75.52%
225	Council bookings (all land and facilities)	£0.00	£0.00	£462.00	£462.00	100.00%
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	£300.00	£0.00	£300.00	£0.00	0.00%
<b>Total Property Management</b>		£25,800.00	£0.00	£22,468.75	-£3,331.25	-12.91%
<b>Recreation &amp; Amenities Committee</b>						
300	Precept - recreation & amenities	£0.00	£0.00	£0.00	£0.00	0.00%
305	Hire KGV Field facilities	£4,500.00	£0.00	£3,027.68	-£1,472.32	-32.72%

# Financial Budget Comparison

Comparison between 01/04/22 and 14/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance	Bal %age
310	Market Street Garden - hire and electricity	£0.00	£0.00	£0.00	£0.00	0.00%
320	Mortimer Garden - hire/electricity charge	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Recreation &amp; Amenities Committee</b>		£4,500.00	£0.00	£3,027.68	-£1,472.32	-32.72%
<b>Environment Committee</b>						
400	Precept - Environment	£0.00	£0.00	£0.00	£0.00	0.00%
405	Grants, donations, refunds - Environment	£0.00	£0.00	£500.00	£500.00	100.00%
410	Town Information Centre	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Environment Committee</b>		£0.00	£0.00	£500.00	£500.00	100.00%
<b>Bank Interest</b>						
500	interest on main account	£0.00	£0.00	£0.00	£0.00	0.00%
505	Investment interest Premier Account	£40.00	£0.00	£97.86	£57.86	144.65%
520	Interest from Income Bonds (paid to main account)	£1.00	£0.00	£78.25	£77.25	7725.00%
<b>Total Bank Interest</b>		£41.00	£0.00	£176.11	£135.11	329.54%
<b>Earmarked Reserves</b>						
600	Precept - Earmarked Reserves	£3,500.00	£0.00	£0.00	-£3,500.00	-100.00%
<b>Total Earmarked Reserves</b>		£3,500.00	£0.00	£0.00	-£3,500.00	-100.00%
<b>Total Income</b>		<u>£361,868.00</u>	<u>£23,129.60</u>	<u>£373,728.54</u>	<u>-£11,269.06</u>	<u>-3.11%</u>

# Financial Budget Comparison

Comparison between 01/04/22 and 14/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance	Bal %age
<b>EXPENDITURE</b>						
<b>Council</b>						
1000	Salaries - all	£151,800.00	£0.00	£108,936.76	£42,863.24	-28.24%
1010	Payroll charges	£300.00	£0.00	£213.30	£86.70	-28.90%
1030	Planning Committee expenses	£0.00	£0.00	£0.00	£0.00	0.00%
1040	Churchyard grants	£1,100.00	£0.00	£1,100.00	£0.00	0.00%
1050	Subscriptions	£2,400.00	£0.00	£1,723.91	£676.09	-28.17%
1060	Grants from NTC	£4,000.00	£0.00	£1,609.73	£2,390.27	-59.76%
1070	Town Crier's expenses	£500.00	£0.00	£626.06	£-126.06	25.21%
1080	Town Archives	£500.00	£0.00	£989.51	£-489.51	97.90%
1090	Civic Fund	£3,000.00	£0.00	£3,149.75	£-149.75	4.99%
1100	Insurance	£6,700.00	£0.00	£7,004.91	£-304.91	4.55%
1120	Office equipment	£2,100.00	£5,964.85	£2,321.97	£5,742.88	-273.47%
1130	Licences, fees and allowances	£5,100.00	£0.00	£11,248.13	£-6,148.13	120.55%
1140	Office management	£2,500.00	£72.00	£3,692.80	£-1,120.80	44.83%
1160	Town Mayor's Allowance	£900.00	£0.00	£900.00	£0.00	0.00%
1165	Civic Centre	£8,356.00	£234.00	£4,377.26	£4,212.74	-50.42%
1170	Gardening contract for town centre	£4,500.00	£0.00	£735.67	£3,764.33	-83.65%
1180	Training for staff & councillors	£3,000.00	£0.00	£843.89	£2,156.11	-71.87%
1195	Support for Arkell Community Centre	£7,000.00	£0.00	£0.00	£7,000.00	-100.00%
1200	Neighbourhood Warden Scheme	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%



# Financial Budget Comparison

Comparison between 01/04/22 and 14/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance	Bal %age
1210	Library extra hours	£3,400.00	£0.00	£0.00	£3,400.00	-100.00%
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	£5,500.00	£0.00	£5,500.00	£0.00	0.00%
1260	Waste/Recycling Collection	£1,500.00	£0.00	£149.13	£1,350.87	-90.06%
5330	Web site and Hosting	£500.00	£0.00	£119.40	£380.60	-76.12%
<b>Total Council</b>		<b>£216,656.00</b>	<b>£6,270.85</b>	<b>£155,242.18</b>	<b>£67,684.67</b>	<b>-31.24%</b>
<b>Property Management</b>						
2000	Town Hall cleaning Town Hall cleaning Town Hall cleaning	£8,000.00	£0.00	£5,603.50	£2,396.50	-29.96%
2010	Town Hall business rates	£3,500.00	£0.00	£347.10	£3,152.90	-90.08%
2020	Town Hall gas	£2,000.00	£0.00	£537.10	£1,462.90	-73.15%
2030	Town Hall electricity	£2,100.00	£0.00	£795.06	£1,304.94	-62.14%
2040	Town Hall repairs & maintenance	£8,500.00	£0.00	£5,122.71	£3,377.29	-39.73%
2050	Town Hall - water rates	£500.00	£0.00	£307.39	£192.61	-38.52%
2060	Mortimer Room electricity	£340.00	£0.00	£137.68	£202.32	-59.51%
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	£694.75	£1,305.25	-65.26%
2090	Mortimer Room - water rate	£500.00	£0.00	£190.87	£309.13	-61.83%
2100	Mortimer Room gas supply	£600.00	£0.00	£353.27	£246.73	-41.12%
2110	Memorial Clock - electricity	£300.00	£0.00	£264.78	£35.22	-11.74%

# Financial Budget Comparison

Comparison between 01/04/22 and 14/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance	Bal %age
2120	Memorial Clock - repairs	£500.00	£0.00	£0.00	£500.00	-100.00%
2140	Hazelwood Bungalow	£1,500.00	£0.00	£611.66	£888.34	-59.22%
2150	Cleaning materials	£700.00	£0.00	£691.42	£8.58	-1.23%
2160	Owed to Arkell	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Property Management</b>		£31,040.00	£0.00	£15,657.29	£15,382.71	-49.56%
<b>Recreation &amp; Amenities Committee</b>						
3000	Miles Marling Field maintenance	£2,000.00	£0.00	£2,031.00	-£31.00	1.55%
3010	KGV Field maintenance	£6,500.00	£0.00	£7,242.96	-£742.96	11.43%
3030	Town Gardening (incl Mortimer Gardens)	£2,500.00	£0.00	£2,232.80	£267.20	-10.69%
3035	Mortimer Garden electricity	£750.00	£0.00	£349.50	£400.50	-53.40%
3050	Grounds maintenance equipment	£2,300.00	£0.00	£2,138.77	£161.23	-7.01%
3060	KGV Field changing rooms - maintenance	£1,000.00	£0.00	£1,923.28	-£923.28	92.33%
3070	KGV Field changing rooms - electricity	£550.00	£0.00	£603.87	-£53.87	9.79%
3080	KGV changing rooms - water rates	£320.00	£0.00	£279.53	£40.47	-12.65%
3090	KGV Field pavilionDO NOT USE - repairs & maintenance	£0.00	£0.00	£176.91	-£176.91	100.00%
3100	Garage storeroom	£0.00	£0.00	£0.00	£0.00	0.00%
3110	Market Street garden maintenance	£400.00	£0.00	£400.00	£0.00	0.00%
3120	Market Street Garden - electricity	£140.00	£0.00	£96.11	£43.89	-31.35%
3130	Playrangers - support	£2,500.00	£0.00	£2,695.00	-£195.00	7.80%

# Financial Budget Comparison

Comparison between 01/04/22 and 14/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance	Bal %age
3140	Youth provision	£46,070.00	£0.00	£46,070.00	£0.00	0.00%
3150	Dunkirk Museum maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Recreation &amp; Amenities Committee</b>		£65,030.00	£0.00	£66,239.73	-£1,209.73	1.86%
<b>Environment Committee</b>						
4000	Upkeep council land (not grasscutting)	£4,000.00	£5,760.00	£985.17	£8,774.83	-219.37%
4010	Norton Wood	£4,000.00	£0.00	£666.00	£3,334.00	-83.35%
4021	Town Information Centre	£1,700.00	£0.00	£1,285.20	£414.80	-24.40%
4030	TIC loan repayment - capital	£7,530.62	£0.00	£3,737.84	£3,792.78	-50.36%
4040	TIC loan repayment - interest	£2,775.12	£0.00	£6,567.90	-£3,792.78	136.67%
4050	Bunting Hill Nature Reserve	£4,000.00	£0.00	£1,250.00	£2,750.00	-68.75%
4060	Environmental enhancement projects	£500.00	£0.00	£576.00	-£76.00	15.20%
4070	Tree maintenance (all NTC land)	£0.00	£0.00	£0.00	£0.00	0.00%
4090	Tourism promotion	£4,500.00	£0.00	£0.00	£4,500.00	-100.00%
4100	Sign postingDO NOT USE	£0.00	£0.00	£0.00	£0.00	0.00%
4120	Christmas lights	£7,000.00	£0.00	£6,240.99	£759.01	-10.84%
4140	Upkeep of All Saints graveyard	£4,000.00	£0.00	£2,320.00	£1,680.00	-42.00%
<b>Total Environment Committee</b>		£40,005.74	£5,760.00	£23,629.10	£22,136.64	-55.33%
<b>Bank Interest</b>						
1145	Bank charges on Imprest accountDO NOT USE	£0.00	£0.00	£0.00	£0.00	0.00%
1155	Bank charges on main account	£300.00	£0.00	£162.20	£137.80	-45.93%
<b>Total Bank Interest</b>		£300.00	£0.00	£162.20	£137.80	-45.93%
<b>Earmarked Reserves</b>						

# Financial Budget Comparison

Comparison between 01/04/22 and 14/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	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	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
6020	Town improvementsRESERVE	£0.00	£1,995.00	£1,995.00	£0.00	0.00%
6030	Town Hall repairs RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6040	Mortimer Room repairs RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6050	Hazelwood Bungalow RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6060	Miles Marling Field improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6090	Arkeil Community Centre RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6100	Energy efficiency improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6120	Shortwood Churchyard RESERVE	£500.00	£0.00	£0.00	£500.00	-100.00%
6130	Replace groundsman's vehicle RESERVE	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
6140	Town centre/Mkt St improvements RESERVE	£0.00	£0.00	£400.00	-£400.00	100.00%
6150	Clock tower refurbishment RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6170	20mph town scheme RESERVE	£0.00	£12,500.00	£12,500.00	£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	£650.00	£7,580.00	-£6,930.00	100.00%
6280	WW1 & II plaques project RESERVE	£350.48	£0.00	£0.00	£350.48	-100.00%

# Financial Budget Comparison

Comparison between 01/04/22 and 14/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	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	£1,475.00	£1,475.00	£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	£569.37	£0.00	£0.00	£569.37	-100.00%
6400	PCC Rebuilding Trust grantRESERVE	£958.00	£0.00	£0.00	£958.00	-100.00%
6420	6420 WWII Renishaws grantDONOTUSE	£0.00	£0.00	£0.00	£0.00	0.00%
6430	6430 Tourism promotion RESERVE	£0.00	£0.00	£4,990.00	-£4,990.00	100.00%
6450	6450 Heritage Open Day RESERVE	£0.00	£90.00	£90.00	£0.00	0.00%
6460	6460 Town Archives	£0.00	£0.00	£0.00	£0.00	0.00%
6500	6500 CIL projects	£0.00	£0.00	£339.17	-£339.17	100.00%
6510	6510 Climate Emergency Reserve	£0.00	£0.00	£495.20	-£495.20	100.00%
6520	6520 COVID-19 response	£0.00	£0.00	£328.00	-£328.00	100.00%
6530	6530 Build Back Better Fund	£0.00	£7,931.90	£13,936.75	-£6,004.85	100.00%
6540	6540 Welcome Back Fund	£0.00	£750.00	£1,550.00	-£800.00	100.00%
<b>Total Earmarked Reserves</b>		<b>£5,377.85</b>	<b>£25,391.90</b>	<b>£45,679.12</b>	<b>-£14,909.37</b>	<b>277.24%</b>
<b>Total Expenditure</b>		<b>£358,409.59</b>	<b>£37,322.75</b>	<b>£306,609.62</b>	<b>£89,528.72</b>	<b>-24.98%</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 14/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	<b>2022/23</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Bal %age</b>
Total Income	£361,868.00	£23,129.60	£373,728.54	-£11,269.06	-3.11%
Total Expenditure	£358,409.59	£37,322.75	£306,609.62	£89,122.72	-24.87%
<b>Total Net Balance</b>	<b>£3,458.41</b>		<b>£67,118.92</b>	<b>-£100,391.78</b>	

# Bank Account Reconciled Statement

<b>Main Account</b>	<b>2040157</b>	<b>30-98-29</b>
Statement Number	191	Bank Statement No. 191
Statement Opening Balance	£29,720.46	Opening Date 01/11/22
Statement Closing Balance	£43,872.84	Closing Date 30/11/22
True/ Cashbook Closing Balance	£43,872.84	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/11/22	DD221102WATER	Water Plus	33.17	0.00	29,687.29
01/11/22	DD221103WATER	Water Plus	36.25	0.00	29,651.04
01/11/22	FPI221101BEA	Bea Legay (pilates)	0.00	57.00	29,708.04
01/11/22	FPI221101EMMAMI LLS	Emma-Accountants-Admin Centre	0.00	270.83	29,978.87
01/11/22	FPI221101JUL	Julie Spivey	0.00	38.00	30,016.87
01/11/22	FPI221101PRO	Nailsworth Valley Probus Club	0.00	48.00	30,064.87
01/11/22	FPI221101RIAH	Riah Palmer	0.00	27.00	30,091.87
01/11/22	FPI221101SHORT	Shortwood United Youth Football	0.00	34.00	30,125.87
01/11/22	FPI221101SOC	Nailsworth Society	0.00	38.00	30,163.87
01/11/22	FPI221101TENNIS	Stripes Payments	0.00	212.37	30,376.24
02/11/22	FPI221102BRID	Nailsworth Bridge Club	0.00	76.00	30,452.24
02/11/22	FPI221102CANINE	Canine Hearts and Minds	0.00	108.00	30,560.24
02/11/22	FPI221102CREA	Creative Writing	0.00	76.00	30,636.24
02/11/22	FPI221102FLEA	Flea market	0.00	19.00	30,655.24
03/11/22	FPI221103JEFF	Tai Chi	0.00	135.00	30,790.24
04/11/22	FPI221104MINC	Minchinhampton Rangers Youth FC	0.00	68.00	30,858.24
04/11/22	PAY221113LLOYDS	Lloyds Bank	19.85	0.00	30,838.39
07/11/22	BGC221107NATSA V	National Savings	0.00	16.80	30,855.19
07/11/22	DD2212109PWL	PWL	5,152.87	0.00	25,702.32
07/11/22	FPI221107BOX	Box Kitchen	0.00	94.50	25,796.82
07/11/22	FPI221107DOG	Dog Training	0.00	81.00	25,877.82
07/11/22	FPI221107FILM	Film Club	0.00	10.00	25,887.82
07/11/22	FPI221107FRI	Nailsworth Market (Friday)	0.00	76.00	25,963.82
07/11/22	FPI221107PIL	Pilates Elizabeth Williams	0.00	81.00	26,044.82
08/11/22	PAY221108LLOYDS	Lloyds Bank	19.85	0.00	26,024.97
09/11/22	DD221111BRIT	British Gas	39.48	0.00	25,985.49
10/11/22	DD221107EE	E E	42.40	0.00	25,943.09
10/11/22	DD221111OCTO	Octopus	10.31	0.00	25,932.78
10/11/22	DD221121OCTOPU S	Octopus	51.68	0.00	25,881.10

# Bank Account Reconciled Statement

10/11/22	FPI221110FLOW	Nailsworth & District Flower Arrangement Society	0.00	27.00	25,908.10
10/11/22	FPI221110FOOT	Nailsworth Football Club	0.00	54.50	25,962.60
10/11/22	FPI221110HALLS	Halls Bakery	0.00	84.00	26,046.60
10/11/22	FPI221110LAB	Labour Party Stroud	0.00	19.00	26,065.60
11/11/22	BGC221111GCC	Gloucestershire County Council	0.00	500.00	26,565.60
12/11/22	FPI221112MJEFERIES	Mike Jefferies-Accountants	0.00	1,054.16	27,619.76
14/11/22	BGC221114SDC	SDC	0.00	13,046.13	40,665.89
14/11/22	DD221113FUEL	Fuel Card Services Ltd	34.74	0.00	40,631.15
16/11/22	DD221115OCTOP	Octopus	104.94	0.00	40,526.21
16/11/22	DD221117OCTO	Octopus	257.78	0.00	40,268.43
17/11/22	DD2201117BGAS	British Gas	41.12	0.00	40,227.31
17/11/22	TRANSF221117LLOYDS		0.00	30,000.00	70,227.31
18/11/22	DD221119SGC	SGC Payroll	2,642.36	0.00	67,584.95
18/11/22	DD221120SGC	SGC Payroll	11,758.10	0.00	55,826.85
18/11/22	FPO221118A&E	A & E Fire Security	450.00	0.00	55,376.85
18/11/22	FPO221118AES	AES Maintenance	390.00	0.00	54,986.85
18/11/22	FPO221118AVEN	Avendale Garden Maintenance Service	290.00	0.00	54,696.85
18/11/22	FPO221118AZ	A-Z Cleaning	661.50	0.00	54,035.35
18/11/22	FPO221118BLACH	Blachere Illumination UK Ltd	3,105.60	0.00	50,929.75
18/11/22	FPO221118BRUT	Brutons Hardware Ltd	262.27	0.00	50,667.48
18/11/22	FPO221118DENIS	Denis Brown and Son	31.50	0.00	50,635.98
18/11/22	FPO221118DOWN	Down To Earth Gloucestershire CIC	248.40	0.00	50,387.58
18/11/22	FPO221118EASY	Easy Wireless Hire	393.60	0.00	49,993.98
18/11/22	FPO221118EESI	EESI Ltd	220.80	0.00	49,773.18
18/11/22	FPO221118FUT	Future Six Limited	72.00	0.00	49,701.18
18/11/22	FPO221118GCC	Gloucestershire County Council	517.47	0.00	49,183.71
18/11/22	FPO221118GPFA	GPFA	100.00	0.00	49,083.71
18/11/22	FPO221118JAMES	James & Owen	64.73	0.00	49,018.98
18/11/22	FPO221118KKEARNS	Katherine Kearns	14.39	0.00	49,004.59
18/11/22	FPO221118LTA	LTA Operations Ltd (North Region)	120.00	0.00	48,884.59
18/11/22	FPO221118MID	Midland Forestry Ltd	444.00	0.00	48,440.59
18/11/22	FPO221118NET	Net World Sports Ltd	76.80	0.00	48,363.79
18/11/22	FPO221118NGM	Nailsworth Garden Machinery	158.19	0.00	48,205.60
18/11/22	FPO221118PHS	Phs Group	0.30	0.00	48,205.30



# Bank Account Reconciled Statement

18/11/22	FPO221118RACH	Rachel McDonnell	495.20	0.00	47,710.10
18/11/22	FPO221118SPOT	Spot On Supplies (Cleaning & Packaging) Ltd	144.05	0.00	47,566.05
18/11/22	FPO221118STC	Stroud Town Council	5,988.00	0.00	41,578.05
19/11/22	BGC221119HMRC	HMRC	0.00	4,719.70	46,297.75
21/11/22	DD221120GRUN	Grundon Waste Management	19.18	0.00	46,278.57
22/11/22	DD221120SGC	SGC Payroll	2,550.15	0.00	43,728.42
22/11/22	DD221122WATER	Water Plus	21.22	0.00	43,707.20
28/11/22	DD221126CLARITY	Clarity Copiers Ltd	114.76	0.00	43,592.44
28/11/22	DD221228FUEL	Fuel Card Services Ltd	35.60	0.00	43,556.84
30/11/22	FPI221130BRI	Nailsworth Bridge Club	0.00	57.00	43,613.84
30/11/22	FPI221130CAN	Canine Hearts and Minds	0.00	54.00	43,667.84
30/11/22	FPI221130JUL	Fusion Fitness	0.00	76.00	43,743.84
30/11/22	FPI221130PRO	Nailsworth Valley Probus Club	0.00	48.00	43,791.84
30/11/22	FPI221130TAI	Tai Chi	0.00	81.00	43,872.84

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	37234.61	51386.99

Reconciled by Sara Haynes

Signed \_\_\_\_\_

Clerk / Responsible Financial Officer

\_\_\_\_\_

Chair

Date \_\_\_\_\_

\_\_\_\_\_

# Bank Account Reconciled Statement

**Premier 4282**

**07154282**

**30-98-29**

Statement Number	85	Bank Statement No.	85
Statement Opening Balance	£429,592.98	Opening Date	01/11/22
Statement Closing Balance	£399,639.21	Closing Date	30/11/22
True/ Cashbook Closing Balance	£399,639.21		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
14/11/22	DEP221109LLOYD S	Lloyds Bank	0.00	46.23	429,639.21
17/11/22	TRANSF221117LLO YDS		30,000.00	0.00	399,639.21

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	30000	46.23

Reconciled by Sara Haynes

Signed \_\_\_\_\_

Clerk / Responsible Financial Officer

Chair

Date \_\_\_\_\_



# Nailsworth Town Council

## Agenda Item 13

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**Meeting** of Full Council

**Meeting date** Tuesday 20<sup>th</sup> December 2022

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

**Author** Clerk/Deputy Clerk

**Status** Information

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### Summary

The risk assessment for NTC activities.

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### Detail

Identified Area and Risk

#### **Governance and Management**

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

#### **Potential Impact**

- Breach of regulations
- Unlawful spending

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

- The Annual Budget and precept is being prepared.
- The Annual Town Meeting took place face-to face in the Town Square at the end of April.
- A more detailed audit of NTC's governance was carried out by GAPTC as part of the Annual Audit. Areas for improvement have been identified and have been actioned.
- For transparency and compliance all items agreed during virtual meetings not covered by the Emergency Legislation will be brought to council for approval. This can be done as one item with a list of items to approve.

Impact: 2

Probability: 1

Rate: **Low**

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

#### **Potential Impact**

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

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



## Nailsworth Town Council

- The Civic Centre office is open to the public. Furniture has been moved to create more of a reception area and keep a barrier between the public and staff. Screens can be used as needed.
- The Civic Centre office may need to close to the public at times if there is a further wave of staff absence due to sickness.
- Notice of changes in hire charges have been issued with a link included to the full Facilities review for information. Office have started receiving changes to groups hire times following review. This will allow additional spaces for new enquiries.
- Warm Hub contribution through leaflets and advertising.
- Changes in the TIC management will allow a review of all processes, volunteer handbook and a new recruitment drive.

Impact: 4

Probability: 4

Rate: High

### 3. Project or service development

#### Potential Impact

- Skills availability
- Resource availability

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

- Committee and project work has restarted
- Increased pressure on officers in larger councils (SDC and GCC) is affecting project delivery
- Changes in policies, grant criteria and priorities with SDC and GCC is affecting project delivery
- Staff are being proactive to manage workloads more effectively during busy periods
- Contractors are very busy and it can still be difficult to get materials
- Staff workloads are higher as projects and events gain momentum. Specialist resources may be needed to progress some projects
- Extra resources will be needed to cover the transition to a new deputy clerk over the busy Spring period.

Impact: 4

Probability: 4

Rate: High

### 4. Loss of key people.

#### Potential Impact

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

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

- Staff can work flexibly. Contingencies for home working include existing remote access to Edge software, use of webmail and Dropbox
- Staff stay in contact daily, sharing training and information on new systems. Zoom and social media are helping staff to work together
- The risk of any one or more cllr or staff member becoming ill is very high
- COVID19 could still affect staff and councillor's health and the ability for the council to run effectively. Covid-19 has affected most of NTC staff and at times we have to close the office at short notice due to staff absence or working from other locations. This has an impact on the ability to run the council effectively
- Staff workloads have increased as projects and events gain momentum. Specialist resources may be needed to progress some projects



## Nailsworth Town Council

- The Personnel Committee work is progressing, with work on a staff handbook and a health & safety review, to ensure fair, safe working conditions for all, to encourage staff retention.
- Extra resources will be needed to cover the transition to a new deputy clerk over the busy Spring period.

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 e.g. fencing costs
- Repair and maintenance work is being costed and carried out
- There are ongoing delays in goods and services
- Contractors are not available, are off sick or they are very busy with other work
- There is a risk that some work will not be completed in time for the budget with delays caused by contractors' lead times.
- Staff are prioritising repair and maintenance work according to contractor availability as well as urgency

Impact: 3

Probability: 4

Rate: Medium

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

#### Potential Impact

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

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

- New repair and maintenance schedules are being prepared to be brought to the council's attention
- Processes for buildings/hirers are checked frequently and hire agreements updated
- Staff are continuing to monitor and maintain buildings
- Staff are prioritising repair and maintenance work according to contractor availability as well as urgency

Impact: 3

Probability: 3

Rate: Medium

### 7. Employment issues

#### Potential Impact

- Health & Safety issues
- Loss of staff



## Nailsworth Town Council

### Management/Control of Risk. Action Required

- Payroll outsourced to a larger council with more capacity to cover sickness
- The Personnel Committee work is progressing, with work on a staff handbook and a health & safety review, to ensure fair, safe working conditions for all, to encourage staff retention.
- 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.
- Snow and ice have impacted on office work and the groundsman. Supplies of salt and grit running out if not used correctly

Impact: 2

Probability: 1

Rate: Medium

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

#### Potential Impact

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

### Management/Control of Risk. Action Required

- Staff are aware of covid-19 risks and are taking measures to keep safe. Risk assessments are being updated
- Play areas are regularly inspected
- Information for cllrs is circulated via Dropbox
- Legionella and other safety checks are regularly carried out
- Staff are continuing to monitor and maintain buildings
- Cleaning and sanitisers are in place to reduce the risk of infection in NTC's buildings for staff and tenants
- Risk assessments are carried out for activities and events
- All members of staff check in with the team every morning
- 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
- Winter illness in staff, potential injury from icy conditions.

Impact: 3

Probability: 2

Rate: Medium

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

#### Potential Impact

- Computer system failure or loss of data

### Management/Control of Risk. Action Required

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



## Nailsworth Town Council

- All office files are now cloud based, reducing the risk of data loss if a desktop PC fails
- Firewalls and laptop security are regularly updated.

Impact: 3

Probability: 3

Rate: **Medium**

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

#### Potential Impact

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

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

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

Impact: 3

Probability: 1

Rate: **Low**

### 10. Insurance Risks/uninsured losses

#### Potential Impact

- Inadequate Cover
- Areas not covered
- Financial Loss

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

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

Impact: 3

Probability: 1

Rate: **Low**

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

#### Potential Impact

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



# Nailsworth Town Council

## Management/Control of Risk. Action Required

- Systems are in place for paperless finance including payment approval and audit
- Council may need to reprioritise activities and projects to deal with emergency measures and recovery
- Council has sufficient reserves in place to fund emergency measures and recovery projects.
- Grant applications are being made where possible
- The Internal Auditor is pleased with the new procedure for paperless finance and robust audit trails shown by NTC's finance system
- The precept and Annual Budget is being prepared
- The financial implications of new projects are looked at before a decision is made by council and the council's report template asks for details of costs and budget sources
- A cllr has now been appointed to carry out the Internal Checks
- There is uncertainty due to rising costs nationally and how NTC's income will be affected due to the affects on small businesses and NTC's increase in hire charges.

Impact: 3

Probability: 3

Rate: **Medium**

## 12. Banking/Cash and Petty Cash

### Potential Impact

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

### Management/Control of Risk. Action Required

- The office does not accept cash payments and the petty cash account has been closed
- Most hirers have accepted bank transfer as a method of payment. Occasional long-standing hirers don't yet pay online
- The Lawn Tennis Association's (LTA) booking app for the tennis courts is working well
- No cash is handled by staff and nearly all banking is now online and income by bank transfer
- Expenses claims are used instead of petty cash
- Procedures and policies for volunteers handling payments need to be agreed and training put in place.
- One or two hirers still pay by cheque but the majority prefer online banking
- No cash is taken by the Town Information Centre. Once proper procedures are put in place a decision will be made by council regarding cash payments.

Impact: 2

Probability: 1

Rate: **Low**

## 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





## Nailsworth Town Council

- Town hall business tenants offer a regular source of income – tenancies are currently being renewed
- The effect on future income due to increased hire charges and the cost of living crisis is not known. The Annual Budget for 2023-2024 will reflect this.
- Grants are applied for where possible.

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, Covid19 Test site locations etc
- Articles are sent to Nailsworth News, SNJ and other media
- Regular contact with NTC volunteers such as TIC and Archives helps to reassure people that NTC can be trusted
- Staff recognise the importance of small, positive actions.
- Staff reassure callers to the office.
- NTC are involved in various initiatives to boost local confidence and celebrate the town e.g. Festival of Words
- Annual Town Meeting is an opportunity for the public to meet cllrs and ask questions
- All NTC agendas, papers and minutes are available on the website.
- **Changes in the TIC management will allow a review of all processes, volunteer handbook and a new recruitment drive.**

Impact: 1

Probability: 2

Rate: **Low**



# Nailsworth Town Council

## Agenda Item 14a

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**Meeting** of Full Council

**Meeting date** Tuesday 20<sup>th</sup> December 2022

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

**Author** Cllr Mike Kelly

**Status** Information

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### Summary

Report from the Mayor for December 2022

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### Detail

22 November

Chaired the Town Council's Special Budget Meeting discussions.

02 December

Together with Cllr Shelley Rider, met a couple of TIC volunteers to discuss and explain the origins of recent issues which have arisen; we're trying to speak to all volunteers individually to answer any queries and to assess their reactions.

07 December

Attended the TIC and library volunteers' Christmas lunchtime get together, which I very much enjoyed and thought went really well.

14 December

At the time of writing, am hoping to meet up with our tourism promotion contractor at Ruskin Mill. [Part of work with five Market Towns to develop content specifically for each town and based on our own unique attractions for local and foreign visitors].

18 December

At the time of writing, am hoping to attend the Town's annual carol service at St. George's Church.

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# Nailsworth Town Council

## Agenda Item 14c

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**Meeting** of Full Council

**Meeting date** Tuesday 20th December 2022

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

**Author** Clerk/Deputy Clerk

**Status** Information

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

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### **Detail:**

#### **Community buildings, hirers and volunteers**

With the snow still all around and the potentially hazardous roads and pavements around the area a few groups have cancelled due to concerns for the safety of their members. The town Hall hosted the dramatic societies production of 'Waiting for God' in November. It was lovely to have them back after COVID prevented them from putting on a performance for over 2 years. We were able to accommodate groups affected by the performances in other venues. Many groups will be stopping this week for a Christmas break.

Following the facilities charges review we have seen some groups shorten their session times to fall into the hourly rates for two hours. Administrating the changes is ongoing and will be in place from January 2023.

The office has been involved in Christmas activities in town and in our venues. We loaned a Christmas tree and decorations to the library to bring cheer which was decorated by the librarians and volunteers. The Blue Diamond garden centre donated a tree for outside the library which NTC staff have decorated. There have been issues with a few of the Christmas lights around the town, the office has spent time chasing up the repairs on defective lights on Old Market, the faults were believed to be in the timers, but investigations are ongoing.

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

In preparation for the Recreation and Amenities Committee meeting in February, the office staff are collating quotes from local contractors for a variety of maintenance and repair work to the play park equipment and the boundary fences at KGV.

With the snow and freezing temperatures, we have received a multitude of calls and emails from the public requesting for grit bins to be refilled and asking for new/repositioned grit bin locations. We are logging all grit requests with GCC. NTC hold no extra reserves of grit. We have also recently mapped all of Nailsworth's grit bin locations on Parish online and are assembling an ongoing plan looking forward into winter 2023.

#### **Green spaces work**

Prior to the snowfall, cutting back, maintaining hedges and clearing leaves has been the main focus of outdoor work. Since the snowfall, the groundsman has worked hard to clear the snow and ice from the pavements around the town making it safe for everyone.

Three new grit bins have been ordered according to the rolling replacement programme. One large grit bin will replace the most damaged old grit bin and two smaller grit bins with lids will replace open, blue grit bins.



## Nailsworth Town Council

### Christmas Lights

The temporary Christmas lights made Mortimer Gardens look very festive during the Nailsworth Noel event on 25<sup>th</sup> November. The River of Light raised over £100 for Nailsworth Dementia Action Alliance. The office has received some lovely feedback about the new snowflake lights on the Clock Tower.



The Nailsworth Noel event was listed on the VisitStroud website: <https://visitstroud.uk/EventsInNailsworth> The event received 1,550 detailed views which beat Wotton-under-Edges' previous record in 2021 of 1,375 views!

### Christmas Window competition

Representatives from Nailsworth in Bloom judge this year's Christmas window competition. Brutons window impressed the judges the most and they were presented with the cup. Second place was awarded to the Cotswold Dogs and Cats home and the Judges special prize was presented to Clare Frances.

### Tourism Update

The Tourism expert spent the week commencing the 12<sup>th</sup> December visiting each of the market towns. On Wednesday 14<sup>th</sup> December she spent the day in Nailsworth. NTC staff showed her around the town and she also met with key people to learn more about the town's attractions. She fell in love with the town and was really impressed with Nailsworth.

### UK Shared Prosperity Fund

SDC have had confirmation that the district UKSPF submission has been approved. It's understood that the money will be made available in the New Year. With this in mind, NTC will be making progress on the year one projects - up to the end of this financial year, 31<sup>st</sup> March 2023. The two projects which have received funding are;

1. Land at Carters Way (community garden/allotments) £15,000
2. Market Street Accessibility (feasibility and design) £15,000

The projects will be required to report against the outputs and outcomes outlined in the spreadsheet each project completed over the summer.

### Land at Carters Way

The legal transfer of ownership of the land at Carters Way is going ahead and by the time of the meeting the legal transfer will be signed. Preparation for clearing the land, carrying out ecology surveys, soil testing, design and costing the build is being planned so that work can start as soon as possible.

**ENDS.**