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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 3rd October 2023 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
27th September 2023

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

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

CONSULTATION

None

TREES IN A CONSERVATION AREA

- a) 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.

PREVIOUSLY TRACKED APPLICATIONS

- b) S.23/1433/HHOLD Springers, Watledge Road, Nailsworth, Stroud. Application: Householder. Construction of limestone filled Gabion baskets. (Retrospective). SDC have imposed conditions on this application. Application permitted. NTC no observations
 - c) S.23/1376/HHOLD Dunkirk Farmhouse, Dunkirk Mills, Inchbrook, Stroud. Application: Householder. Erection of a single storey side extension. Application permitted. NTC: No observations
 - d) S.23/1588/TPO 14 Orchard Mead, Nailsworth, Stroud, Gloucestershire. Application: Tree Preservation Order. Oak (T1) - crown lift the two lower limbs; Chestnut (T2) - fell to near ground; Chestnut (T3) - re pollard back to previous points. Application permitted. NTC: no observations
 - e) a) S.23/1692/TCA Flat A, 28 Fountain Street, Nailsworth, Stroud. Application: Trees in a Conservation Area. T1.Maple - 30 % crown reduction and removal of epicormic growth. Application granted. NTC: no observation
- 5 To confirm minutes of the Full Council meeting held on Tuesday 19th September 2023.
 - 6 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.*

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
Held at 6.30pm in the Town Hall on Tuesday 19th September 2023

DRAFT

Present:

CLr Shelley Rider (Chair)
CLr Patsy Freeman
CLr Angela Norman
CLr Peter Bodkin
CLr Ros Mulhall
CLr Jonathan Duckworth
CLr Colleen Rothwell
CLr Paul Francis

Also present:

Three members of the public

Minutes:

Clerk

Apologies:

CLr Mike Kelly
CLr Steve Robinson
CLr Natalie Bennett

Verbal Introductions and safety briefing

Those present identified themselves.

2023/076

Declarations of Interest & Applications for Dispensations

None were declared – Patsy did not declare an interest

2023/077

Consideration of Planning Applications received as follows:

CONSULTATION

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

The applicant was present and spoke in support of the resubmission. Concerns were again raised that public comments on SDC's Planning Portal were spurious. It was confirmed that the Planning Officer will only consider matters material to planning.

Comment: 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.

TREES IN A CONSERVATION AREA

None

PREVIOUSLY TRACKED APPLICATIONS

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

2323/078**To confirm minutes of the Full Council meeting held on Tuesday 5th September 2023**

All agreed

2023/079**To confirm minutes of the Environment Committee meeting held on Tuesday 5th September 2023**

All agreed

2023/080**To consider Environment Committee (5th September meeting) recommendations:**

It was **agreed** to approve the terms of use for FGCA (Forest Green Community Garden) volunteers prior to the lease agreement completion.

Agreed – *NB see 2023/084*

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

Agreed – *NB see 2023/085*

It was **agreed** that extra survey works be carried out on tree SH261 (Star Hill Green) up to a budget of £1,000.

Agreed

It was **agreed** to purchase 14 motifs (Christmas lights) from contractor 1 at the cost of £7,519.

Agreed

2023/081

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.*

It was noted that Nailsworth traders have set a date for Nailsworth Goodwill (Friday 24th November) and they are getting support from Stroud Chamber of Trade.

2023/082**Accounts****To agree payments for September in accordance with the budget as listed in the attached report**

These were agreed.

Cllrs Angela Norman and Jonathan Duckworth undertook to authorise payments before Friday 22nd September at midday.

2023/083**To consider amendments to Financial Regulations to bring NTC in line with councils of similar size**

The Clerk spoke in support of this amendment to bring NTC in line with councils of similar size and responsibility. Following a discussion with a cllr prior to the meeting it was agreed to clarify the upper limits of the Clerk's delegated authority; for annual budget revenue amounts up to their limits; for capital sums by council resolution.

It was **resolved** to amend NTC's Financial Regulations as follows;

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

Expenditure on Earmarked Reserves (capital items) may be authorised up to the amounts agreed by Council resolution.

All agreed

And also, to amend 4.5 to read:

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

All agreed

2023/084

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

It was noted that working party members must be cllrs who not have an interest in the Carters Way allotments.

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

It was **resolved** that green space land at Carters Way be run as a self-managed allotment/community garden for the general benefit of Nailsworth residents.

All agreed

It was **resolved** that the Terms of Reference for Carters Way working party are;

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

Agreed

It was **resolved** that the working party membership is;

Cllr Peter Bodkin
Cllr Ros Mulhall
Cllr Colleen Rothwell

Agreed

2023/085

To consider an amendment to NTC's Open Spaces Policy

An amendment to NTC's Open Spaces Policy was proposed to allow the community group at Carters Way to use an alternative weedkiller to glyphosate.

It was **resolved** to make the following amendments to NTC's Open Spaces Policy:

- Carters Way allotment site is leased to Forest Green Community Allotments (FGCA). FGCA (The Group) manage the day-to-day care and maintenance of the site and have authority from NTC to use a Hydrogen Peroxide based weed killer with the maximum strength of 12%.

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

All agreed.

2023/086

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

The Clerk explained the background to this scheme which has its roots in the Evans Report and Nailsworth Design Framework. It is part of a larger strategic plan to improve the town centre environment.

It was **resolved** to agree a budget of up to £25,000 for a feasibility study and design work for the Market Street improvement phase

Agreed

Following the completion of this part of the working party's aims, the Town Centre Regeneration working party's terms of reference were updated.

It was **resolved** that the new terms of Reference of the working party are:

- To encompass the commercial heart of the town (i.e. Bridge Street, George Street, Fountain Street, Market Street, Cossack Square, Old Market, lower Spring Hill and adjacent areas)
- To work initially on design considerations for improvements to Market Street as the first phase of development;
- To engage an outside person to carry out the consultation and to set aside funds for this within the project budget
- To establish costs for a phased implementation of the work

All agreed

It was **resolved** that Cllr Peter Bodkin joins the working party

All agreed

2023/087

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

The current market for utilities is very volatile and it is to NTC's advantage to delegate decisions relating to utilities contracts to NTC staff.

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

It was **resolved** to delegate authority to NTC staff to change utilities contracts as needed, for best value and in accordance with NTC's Policies

All agreed

2023/088

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

The new working party will be responsible for monitoring and reporting on Service Level Agreements and grants of over £5,000.

It was **resolved** that the Terms of Reference for the Support for Town Services working party are:

- To establish a timetable of service monitoring with quarterly deadlines

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

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

All agreed

It was **resolved** that the working party membership is;

Cllr Angela Norman
Cllr Jonathan Duckworth
Cllr Peter Bodkin

All agreed

2023/089

Confidential item (no paper required for this item)

The Clerk read the Confidentiality Statement.

2023/090

To approve the Service Level Agreement for youth provision

The Service Level Agreement has been previously discussed with a representative from Nailsworth Youth Club.

It was confirmed that NTC have no responsibility for employees of the Youth Club Trust, and that NTC cannot legally be involved in the employment of youth workers. This contract represents NTC's single largest expenditure and there is a need to be transparent with how the funds are used and how the service is monitored. The SLA gives the opportunity for NTC to receive feedback on how the youth service is performing.

It was confirmed that the terms of the SLA are fixed for three years.

It was **resolved** to agree the Service Level Agreement for youth provision

All agreed

It was **resolved** to date the SLA from 1st October and for the SLA to run from 1st October 2023 and end on 31st March 2026 (three years)

All agreed

2023/091

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

NTC's office deal with a large volume of bookings every year and always try to accommodate hirer needs within the agreed terms and conditions. There was a discussion about the complications which can occur when individual hirers appeal directly to cllrs for different conditions and rates. Cllrs are advised to direct all enquiries to the officers.

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

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

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

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

Noted

2023/092

Financial summary:

- a) Income and Expenditure report**
- b) Budget comparison report**
- c) Main bank account reconciliation report**
- d) Premier bank account reconciliation report**

These reports were noted

2023/093

To review NTC’s Risk Assessment

Noted

2023/094

Report from Town Mayor

Noted

2023/095

To receive an update on NTC office activities

The Clerk reported that the TIC volunteer meeting was very productive and another meeting will be held very soon to keep the work moving along.

Noted

2023/096

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

It was reported that a lot of work to support the community is being done and that funding bids are being completed. Monday morning sessions are very popular and some volunteers have been recruited to help. The Community Development Worker has been in post since December 2022.

NTC has agreed to contribute £5,000 p.a. towards Community Development work for two years.

Noted

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

.....
 Date



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 invited to attend a meeting of the Recreation & Amenities Committee to be held in the Town Hall, Old Bristol Road, Nailsworth on Tuesday 3rd October 2023 starting at **7.00pm**.

K Kearns
Town Clerk
28th September 2023

1. Apologies
2. Verbal Introductions and Safety Briefing
3. To consider the Recreation & Amenities draft annual budget for 2024-2025
4. To review the Recreation & Amenities Committee action plan



Nailsworth Town Council

Agenda Item 3a

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 3rd October 2023

Subject To consider the draft Recreation & Amenities budget for 2024-2025

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 look at the budget requirements for Recreation & Amenities Committee for 2024-2025

Detail

The Recreation & Amenities committee is invited to consider predicted income and expenditure for the annual budget for 2024-2025

The attached spreadsheet shows:

- Actual Figures from 2022-2023
- Budget for 2022-2024
- Actual net Apr to Sept 2023
- Estimated Oct to March 2024
- Total Estimate for 2023-2024
- 2024-25 Budget Forecast
- 2025-26 Forecast

The budget shows the details of each budget heading and what the money is spent on. Each budget heading has been adjusted according to annual projected spending.

Current research suggests that the cost of utilities (electricity and gas) won't rise as sharply as it has over the past year. A 20% increase has been added to electricity and gas budgets for the next year.

Repair and maintenance budget headings have been increased. This is to reflect a combination of rising costs for repair and maintenance, plus the need to maintain NTC's buildings to a safe and acceptable standard. NTC's buildings are important community assets, used by community groups, individuals, small businesses and support services. Investing in these assets can bring larger benefits to the town and help residents and small enterprises flourish. For example, since the Main Hall in the Town Hall has been redecorated, there are more bookings for family parties, training days, theatre and music classes. Investment in a new kitchen will further increase the community facilities on offer just in this one building.

The Recreation and Amenities budget presented here is still in draft form, and some predictions may be adjusted before the full annual budget is presented to Council for debate at the Special Budget meeting on Tuesday 28th November.

If you have any questions, please ask the Clerk for more details and they will be brought to the meeting.



Nailsworth Town Council

Options

To use this information and discussion to inform the Recreation & Amenities Committee budget for 2024-2025 and to make recommendations to Council.

Recommendation

To use this information and discussion to inform the Recreation & Amenities Committee budget for 2024-2025 and to make recommendations to Council.

Costs

As detailed in the attached spreadsheet.

Funding Source

Recreation & Amenities Committee annual budget

ENDS.

ANNUAL BUDGET - NAILSWORTH TOWN COUNCIL 2024-2025

NOTES BUDGET OFFICE OR OFFICE USE	Budget							Estimated					
	ACTUAL 2022-23	BUDGET 2023-24	Actual Net APR- OCT 2023-24	Estimated NOV- MAR 2023-24	Total estimated for 2023-24	2024-25	2025-26	VARIANCE 2023-24 vs 2024-25	VARIANCE 2023-24 estimated vs 2024-25 budget	% VARIANCE			
[COLUMN NUMBERS FOR OFFICE USE]	1	2	4	4a	3	6	7						
ANNUAL BUDGET - RECREATION & AMENITIES COMMITTEE													
TOWN HALL													
INCOME													
1	205	Town hall bookings	-£11,175.50	-£8,000.00	-£7,110.00	-£10,098.00	-£17,208.00	-£15,000.00	-£15,000.00	100%	£2,208.00	69%	
2	210	Town Hall rent of offices	-£15,899.88	-£15,900.00	-£7,949.94	-£7,950.00	-£15,899.94	-£15,900.00	-£17,000.00	100%	-£1,000.00	100%	
	225	Council bookings (all land and facilities)	£761.00	-£500.00	-£410.00	-£90.00	-£500.00	-£500.00	-£500.00	100%	-£0.00	100%	
		TOTAL	-£27,836.38	-£24,400.00	-£15,469.94	-£18,138.00	-£33,607.94	-£31,400.00	-£32,500.00	-£7,000.00	129%	£2,207.94	86%
TOWN HALL EXPENDITURE													
	2000	Town Hall cleaning	£8,186.50	£8,500.00	£3,574.80	£4,925.20	£8,500.00	£8,700.00	£8,800.00	£200.00	102%	£200.00	106%
	2010	Town Hall business rates	£3,962.36	£3,500.00	£0.00	£3,900.00	£3,900.00	£4,000.00	£4,100.00	£500.00	114%	£100.00	0%
3	2020	Town Hall gas	£2,328.14	£3,000.00	£677.10	£2,322.90	£3,000.00	£3,600.00	£3,700.00	£600.00	120%	£600.00	189%
3	2030	Town Hall electricity	£965.00	£3,100.00	£0.00	£3,100.00	£3,100.90	£3,700.00	£3,900.00	£620.00	120%	£620.00	0%
	2040	Town Hall repairs & maintenance	£7,093.93	£8,500.00	£14,734.78	£1,000.00	£15,734.78	£17,000.00	£17,000.00	£8,500.00	200%	£1,265.22	109%
	2050	Town Hall water rates	£432.57	£500.00	£340.35	£400.00	£740.35	£700.00	£800.00	£200.00	140%	£40.35	88%
	2150	Cleaning materials	£691.42	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£0.00	100%	£0.00	0%
		TOTAL	£23,659.92	£28,100.00	£19,327.00	£16,648.10	£35,975.13	£38,720.00	£39,300.00	£10,620.00	138%	£2,744.87	114%
		TOWN HALL TOTALS	-£4,176.46	£3,700.00	£3,857.09	-£1,489.90	£2,367.19	£7,320.00	£6,800.00	£3,620.00	198%	£4,952.81	228%
MORTIMER ROOM													
INCOME													
1	220	Mortimer Room lettings	-£3,610.00	-£2,100.00	-£2,432.00	-£3,622.00	-£6,054.00	-£5,500.00	-£550.00	-£3,400.00	262%	£554.00	77%
		TOTAL	-£3,610.00	-£2,100.00	-£2,432.00	-£3,622.00	-£6,054.00	-£5,500.00	-£550.00	-£3,400.00	262%	£554.00	77%
MORTIMER ROOM EXPENDITURE													
3	2060	Mortimer Room electricity	£16.87	£508.00	£177.52	£330.48	£508.00	£610.00	£450.00	£102.00	120%	£102.00	157%
	2070	Mortimer Room - business rates	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	£0.00	0%
	2080	Mortimer Room repairs & maintenance	£694.75	£2,000.00	£1,040.49	£959.51	£2,000.00	£3,000.00	£3,500.00	£1,000.00	150%	£1,000.00	196%
	2090	Mortimer Room - water rates	£279.03	£500.00	£167.11	£332.89	£500.00	£500.00	£600.00	£100.00	100%	£100.00	100%
3	2100	Mortimer Room gas supply	£697.43	£900.00	£157.57	£600.00	£757.97	£960.00	£1,000.00	£60.00	107%	£202.03	228%
		TOTAL	£1,688.08	£3,908.00	£1,543.09	£2,222.88	£3,765.97	£5,070.00	£5,550.00	£1,162.00	130%	£1,304.03	185%
		MORTIMER ROOM TOTALS	-£1,921.92	£1,808.00	-£888.91	-£1,399.12	-£2,288.03	-£430.00	£5,000.00	-£2,238.00	-24%	£1,858.03	-109%
KGV FIELD													
INCOME													
	305/1	Hire - Tennis Courts	-£2,667.19	-£3,500.00	-£1,919.78	-£1,580.22	-£3,500.00	-£3,500.00	-£3,500.00	£500.00	67%	£116.00	72%
	305/2	Hire - KGV football pitch	-£1,041.50	-£1,500.00	-£416.00	-£700.00	-£1,116.00	-£1,000.00	-£1,000.00	£500.00	90%	£116.00	95%
		TOTAL	-£3,708.69	-£5,000.00	-£2,335.78	-£2,280.22	-£4,616.00	-£4,500.00	-£4,500.00	£500.00	90%	£116.00	95%
KGV FIELD EXPENDITURE													
4	3010/1	KGV Field - Grass Cutting	£2,091.00	£2,100.00	£2,596.00	£0.00	£2,596.00	£4,200.00	£5,000.00	£2,100.00	200%	£1,604.00	162%
	3010/2	KGV Field - Repairs & Maintenance	£6,186.26	£3,000.00	£1,128.42	£500.00	£1,628.42	£5,000.00	£5,000.00	£2,000.00	167%	£3,371.58	399%
	3010/3	KGV Field - Tennis Courts	£2,639.40	£500.00	£1,327.00	£200.00	£1,527.00	£1,000.00	£1,000.00	£500.00	200%	£-27.00	60%
	3010/4	KGV Field - play area/skate ramps	£3,092.13	£2,000.00	£4,141.87	£0.00	£4,141.87	£5,000.00	£6,000.00	£3,000.00	250%	£888.13	121%
	3060	KGV Field changing rooms - maintenance	£671.47	£1,000.00	£1,123.79	£0.00	£1,123.79	£1,000.00	£1,000.00	£100.00	100%	£-123.79	89%
3	3070	KGV Field changing rooms - electricity	£889.85	£1,132.00	£3,772.85	£400.00	£772.85	£1,360.00	£1,400.00	£228.00	120%	£587.15	257%
	3080	KGV changing rooms - water rates	£468.77	£900.00	£213.37	£300.00	£513.37	£500.00	£600.00	£400.00	56%	£-13.37	94%
	3090	KGV Field pavilion - repairs: no longer used	£176.91	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	£0.00	0%
		TOTAL	£16,155.79	£10,632.00	£10,903.30	£1,400.00	£12,303.30	£18,060.00	£20,000.00	£7,428.00	170%	£5,756.70	153%
		KGV FIELD TOTALS	£12,447.10	£5,632.00	£8,567.52	-£880.22	£7,687.30	£13,560.00	£15,500.00	£7,928.00	241%	£5,872.70	169%
OTHER OPEN SPACES													
MILES MARLING FIELD													
	3000	Miles Marling Field maintenance	£2,031.00	£2,100.00	£0.00	£2,000.00	£2,000.00	£2,300.00	£2,400.00	£200.00	110%	£300.00	0%
MORTIMER GARDEN													
INCOME													
	320	Mortimer Garden hire and electricity	£0.00	-£980.00	£0.00	-£600.00	-£600.00	-£600.00	-£600.00	£0.00	0%	£0.00	0%
3	3035	Mortimer Garden electricity	£520.84	£1,125.00	£215.30	£300.00	£515.30	£650.00	£680.00	-£475.00	58%	£134.70	163%
		MORTIMER GARDEN TOTAL	£520.84	£145.00	£215.30	-£300.00	-£84.70	£50.00	£80.00	-£95.00	34%	£134.70	163%
TOWN GARDENING													
	3030/1	Plants	£635.25	£1,000.00	£192.00	£808.00	£1,000.00	£1,000.00	£1,000.00	£100.00	100%	£100.00	100%
	3030/2	Equipment	£108.00	£200.00	£101.19	£98.81	£200.00	£200.00	£200.00	£0.00	100%	£200.00	100%
	3030/6	Grass Cutting	£1,489.55	£1,500.00	£1,564.03	£0.00	£1,564.03	£1,700.00	£1,800.00	£200.00	113%	£135.97	109%
	1170	Gardener for town centre	£2,261.17	£6,000.00	£1,104.00	£3,500.00	£4,604.00	£6,000.00	£6,000.00	£100.00	100%	£1,396.00	226%
		TOTAL	£4,493.97	£8,700.00	£2,967.22	£4,406.81	£7,368.03	£8,900.00	£9,000.00	£200.00	102%	£1,531.97	152%
MARKET STREET GARDEN													
INCOME													
	310	Market Street Garden hire and electricity	£0.00	-£468.00	£0.00	-£468.00	-£468.00	-£200.00	-£200.00	£268.00	43%	£268.00	0%
		TOTAL	£0.00	-£468.00	£0.00	-£468.00	-£468.00	-£200.00	-£200.00	£268.00	43%	£268.00	0%
	3110	Market Street garden maintenance	£98.33	£400.00	£0.00	£400.00	£400.00	£500.00	£500.00	£100.00	125%	£100.00	0%
3	3120	Market Street Garden - electricity	£101.41	£210.00	£30.28	£179.72	£210.00	£250.00	£250.00	£40.00	119%	£40.00	232%
		TOTAL	£199.74	£610.00	£30.28	£579.72	£610.00	£750.00	£750.00	£408.00	387%	£408.00	1447%
		MARKET STREET GARDEN TOTAL	£199.74	£142.00	£30.28	£111.72	£142.00	£550.00	£550.00	£408.00	387%	£408.00	1447%
	3050/1	Grounds maintenance equipment repairs	£1,336.17	£500.00	£423.80	£76.20	£500.00	£800.00	£800.00	£0.00	100%	£0.00	0%
	3050/2	New & replacement equipment	£221.43	£800.00	£72.28	£727.72	£800.00	£800.00	£800.00	£0.00	100%	£800.00	100%
	3050/3	Vehicle expenses & repairs	£1,558.85	£1,300.00	£456.45	£843.55	£1,300.00	£1,500.00	£1,500.00	£200.00	115%	£200.00	144%
		TOTAL	£3,116.45	£2,600.00	£952.53	£1,647.47	£2,600.00	£3,100.00	£3,100.00	£500.00	119%	£500.00	152%
		OTHER OPEN SPACE TOTALS	£10,372.00	£13,687.00	£4,159.33	£7,866.00	£12,025.33	£14,900.00	£15,130.00	£1,029.00	115%	£15,972.55	141%
OTHER PROPERTY													
EXPENDITURE													
3	2110	Memorial Clock - electricity	£463.14	£450.00	£174.10	£275.90	£450.00	£550.00	£600.00	£100.00	122%	£100.00	157%
	2120	Memorial Clock - repairs	£541.00	£600.00	£0.00	£600.00	£600.00	£600.00	£700.00	£100.00	100%	£0.00	0%
	3100	Hazelwood Bungalow	£611.66	£1,500.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£2,000.00	£100.00	100%	£0.00	0%
	3100	Garage store room	£0.00	£0.00	£91.66	£0.00	£91.66	£100.00	£100.00	£100.00	0%	£8.34	109%
		TOTAL	£1,615.80	£2,550.00	£265.76	£2,375.90	£2,641.66	£2,750.00	£3,400.00	£200.00	108%	£108.34	141%
OTHER PROPERTY INCOME													
	245	Leases/Licences//Wayleaves	-£314.00	-£1,000.00	-£100.00	-£900.00	-£1,000.00	-£1,000.00	-£1,000.00	£0.00	100%	£0.00	100%
		TOTAL	-£314.00	-£1,000.00	-£100.00	-£900							



Nailsworth Town Council

Agenda Item 4a

Meeting of Recreation & Amenities Committee

Meeting date Tuesday 3rd October 2023

Subject To note updates on the Recreation & Amenities Committee's action plan for 2023-2024

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

The Recreation & Amenities action plan, based on NTC's Strategic Priorities, with updates on progress.

Detail

NTC's Action Plan can now be monitored using a new format which tracks decision making, progress and responsibilities in one place.

Each Committee is asked to review the Action Plan at their meetings. Working Parties are asked to note their responsibilities and actions, and to give updates on progress by sending reports to the Clerk or Deputy Clerk.

Updates have been added to the Recreation & Amenities Committee work programme so that progress can be monitored.

A Dropbox link to the Action Plan will be sent to cllrs.

ENDS.

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			
5	23/8/23	Y	1, 2, 3, 5	High		Rec & Am	Market Street Improvements	Feasibility and design study for an accessible Market Street commissioned. Costs shared with GCC Drainage Team. Community engagement costs included in project budget.	6140	£25,000.00	19 Sept 2023: 2023/086	Agenda Item 13	WP Cllr Kelly (Chair)	01/12/23	Ongoing		Name change to Town Centre Regeneration Working Party			
6	23/8/23	Y	1, 2, 3, 5	High		Rec & Am	Civic Centre Complex	Meeting to be held with South West Project management who managed the new build Civic Centre in Tidworth on 6th December.					WP							
23	23/8/23	Y	1, 2,	Med		Rec & Am	Refurbishment of the War Memorial	Slabs around the memorial are being replaced. 12 Sept: Work started 5th Sept	War Memorial Reserve	£7k	19 June 2018 Rec & AM Meeting item 14		Deputy Clerk	30/10/23	ongoing		Work to be completed before Remembrance.			
25	29/8/23	Y	1, 6	Med	Med	Rec & Am	Town Hall heating	Investigating replacement heating systems for the Town Hall, including looking at energy efficiency measures for the building and green solutions.												
29	29/8/23	Y	1, 2	Low	High	Rec & Am	KGV buildings; new Groundsman's store and removing of wooden pavilion Further detail in Major Projects #20	Contractors have been approached, so far 1 quote received £50K, other contractors requires drawing prior to submitting a quote. Alternative solution may require investigating. 29 Aug additional contractor to visit the site week of 4th Sept to carry out survey. 8th Sept also came back with a quote of over £50K. Alternative solution may need to be sought. Deputy Clerk looking into alternatives.	Reserve £20k	Unknown			WP		ongoing		See Major Projects #20			
34	29/8/23	N	3, 7	Med	Low	Rec & Am	Service Level Agreement for youth service provision, currently funded by NTC since 2011.	All stakeholders to review draft SLA 19 Sept Meeting SLA agreed and ready to be signed.	none	£0.00	19 Sept 2023: 2023/090	Confidential document (Youth Service SLA)			ongoing					
35	29/8/23	Y	1	High	Med	Rec & Am	Structural survey to retaining walls below Town Hall to inform potential replacement.	Visual survey report has been received. Recommendation to have geotechnical and stone survey carried out. 29 Aug Awaiting response from contractor regarding date of surveys. 12th Sept. contractor hastened, they are awaiting a response from the ground surveyors. Once they have any information we will be informed.	Reserve	unknown	2023/065 01 August 23		Deputy Clerk/WP		ongoing		Visual survey highlighted the need for the store at the rear of the TH should be removed at it is adding weight to rear wall. Meeting with NDS to discuss 7th Sept 1300. NDS understand the requirement for the store to be removed.			
36	29/8/23	N	1, 2	High	Med	Rec & Am	Maintenance schedules for all NTC land and buildings, to plan budgets and work schedules.	Create a plan for all NTC buildings highlighting maintenance schedule frequencies and impact. 8th September this will be incorporated into this database as an additional page.	none	none	none		Deputy Clerk							