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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 16th December 2024 starting at **6.30pm**.

Mrs K Kearns

Town Clerk

10th January 2024

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

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

CONSULTATION

- a) S.23/2435/HHOLD Tulip Cottage, Windsoredge Lane, Nailsworth, Stroud. Application: Householder. Alterations to existing extension roof and erection of an outbuilding
- b) S.23/2422/HHOLD. Playing Place, Box, Stroud, Gloucestershire. Application: Householder Erection of single storey side extension, new garage and garden room. Demolition of existing single storey extension and garage. Remodelling of existing dwelling to amend window and door openings and new external finishes.
- c) S.23/2489/FUL. Beaudesert Park School, Box, Stroud, Gloucestershire. Application: Full Upgrade pool building, first-floor extension and replace sports hall roof.
- d) S.23/2531/VAR Cambray House Bath Road Nailsworth GL6 0QL Application Variation in condition. Variation of condition 6 (removal of turbine) from S.16/0652/HHOLD - to allow a longer period of generation from the wind turbine.

TREES IN A CONSERVATION AREA

- e) S.23/2439/TCA 8 Bridge Street, Nailsworth, Stroud, Gloucestershire. Application: Trees in a Conservation Area. Maple (T1): Pollard to approximately 1 metre above crown break.
- f) S.23/2465/TCA Bramshaw, Theescombe, Amberley, Stroud. Application: Trees in a Conservation Area. Willow (T1) - fell

PREVIOUSLY TRACKED APPLICATIONS

- g) S.23/1109/HHOLD. Highwood House, Dark Lane, Nailsworth, Stroud. Application: Householder. Extension of existing store by 1.5 metres to side (east elevation) and 1.5 metres to front (north elevation) and replacement of existing pitched roof with flat roof in order to create a terrace accessed by a staircase. Application refused. NTC: no observations.
- h) S.23/2315/TCA 1 Egypt, Stroud Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. 2 Ash trees - complete dismantle and removal to ground level. Application approved. NTC no observations
- i) S.23/2246/TCA Cycleway from Sainsburys Roundabout To Egypt Mill Nailsworth Stroud Gloucestershire Application Type: Trees in a Conservation Area. Description: Multiple ash, willow, alder, elm - fell - leaving the majority at 5 metre habitat stems along cycleway. Application allowed. NTC no comment.

- 5 To confirm minutes of the Council meeting held on Tuesday 19th December 2023



NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

- 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 deadline.*
- 7 Accounts:
 - To agree payments in accordance with the budget as listed in the attached reports
- 8 To consider a grant request from Nailsworth Festival for £2,200.
- 9 To consider a grant request from Nailsworth Mills Bowling Club for £220
- 10 To reconsider the decision made on the contractor to remove the Town Hall storage shed.
- 11 To consider the emergency roof works being carried out on the Mortimer Room toilet.

Reports for information (no decisions required):

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

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
Held at 6.30pm in the Town Hall, Old Bristol Road
on Tuesday 19th December 2023
DRAFT

Present:

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

Minutes:

Clerk

Apologies:

Cllr Ros Mulhall

Verbal Introductions

Out of respect for District Cllr Norman Kay, ex-Nailsworth Town cllr and ex-mayor of Nailsworth, the meeting observed a minute's silence.

Public participation

A member of the public was present to speak about planning application S.23/2154/HHOLD The Coach House, Spring Hill, Nailsworth. The member of the public circulated plans of the Coach House and discussed their application.

2023/144**Declarations of Interest & Applications for Dispensations**

There were none.

2023/145**Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.23/2258/HHOLD 1 Dark Lane, Nailsworth Stroud Gloucestershire GL6 0DR. Application Household Proposal. Reconfigured vehicular access. Ground floor windows to existing wc and new ensuite.

NTC comment:

Cllr Patsy Freeman declared an interest as she knows the householder.

Object. NTC is very concerned about the intention to use the pavement for vehicle parking and feels this will set a precedent for others to do so.

- b) S.23/2154/HHOLD The Coach House, Spring Hill, Nailsworth, Stroud. Application: Householder. Insertion of dormer window and re-roofing. Resubmission of S.22/2073/HHOLD

NTC comment: No observations.

- c) S.23/2356/LBC Egypt Mill Stroud Road Nailsworth Gloucestershire GL6 0AE. Application Listed building. Partial demolition and new extensions to provide new kitchen and restaurant. Enlarge windows to first floor principal elevation.

NTC comment: Noted.

- d) S.23/2400/PIP Land Adjacent To Gracedale, Old Bristol Road, Nailsworth, Gloucestershire. Application: Permission in Principal. Erection of up to 2no. dwellings.
NTC comment: Object. NTC is concerned about the potential loss of green space, location and the amount of development on the land. If this application goes ahead NTC request CIL funding.
This application was withdrawn before NTC's comments could be submitted
- e) S.23/2355/FUL Egypt Mill, Stroud Road, Nailsworth, Stroud. Application: Full Partial demolition and new extensions to provide new kitchen and restaurant. Enlarge windows to first floor principal elevation.
NTC comment: Support. NTC notes that it's good to see investment in this property.

TREES IN A CONSERVATION AREA

- f) S.23/2361/TCA Mortimer Gardens, Fountain Street, Nailsworth, Gloucestershire. Application: Trees in a Conservation Area. T1- Birch - Fell to ground level. T2- Birch - Requires pruning to clear the lamp post.
NTC comment: This application was made by NTC.

2023/146

To confirm the minutes of the Special Budget Meeting on Tuesday 28th November 2023

The minutes were approved.

All agreed

2023/147

To agree the Annual Budget for 2024-2025 and the precept request

1. To **agree** the proposed Annual Budget 2024-25

All agreed

2. To **agree** the precept request of **£435,876**

All agreed

2023/148

To confirm minutes of the Council meeting and of the Recreation & Amenities meeting held on Tuesday 5th December 2023

Both these sets of minutes were approved.

All agreed

2023/149

To consider the recommendations of the Recreation & Amenities Committee:

It was **agreed** for contractor 2 to replace the damaged play equipment at a cost of £2,628.

All agreed

It was **agreed** for a RAAC inspection of the KGV changing rooms to be carried out at a cost of £770 +VAT

All agreed

2023/150

To confirm the minutes of the Personnel Committee meeting held on Thursday 23rd November and resumed on Tuesday 5th December 2023

The minutes were approved.

All agreed

2023/151

To consider the recommendations of the Personnel Committee:

It was **agreed** to confirm the Personnel Committee budget for 2024-2025 as detailed in the Annual Budget.

All agreed

2023/152

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.*

The mayor gave thanks to all for the work over the past year.

It was noted that an emergency payment had been raised to Hosting UK due to an issue with their bank details (the original payment had been returned). The emergency payment was raised by the Deputy Clerk and authorised by Cllr Jonathan Duckworth on Friday 8th December.

The emergency payment had been made without usual requirement for two cllrs to authorise; this is because the Clerk does not have the authority to change the bank settings for the Deputy Clerk. The Deputy Clerk does not have the authority to change settings to downgrade his powers. Cllr Jonathan Duckworth undertook to downgrade the Deputy Clerk's powers for online banking.

2023/153

Accounts:

To agree payments in accordance with the budget as listed in the attached reports

These were agreed.

Cllrs Natalie Bennett and Jonathan Duckworth agreed to approve the payments before Friday at midday.

All agreed

2023/154

To consider movements of Reserves

It was **agreed** to move £16,335 from 6050 Hazelwood Bungalow Reserve to 6300 KGV Buildings Reserve

All agreed

2023/155

To consider a Pre-application Policy

To **agree** the Pre-application Policy

All agreed

2023/156

To agree membership of the Town Hall Major Projects working party.

At the last meeting it was agreed that the working party will consist of:

Cllr Jonathan Duckworth

Cllr Steve Robinson

With a third member still to be decided.

Cllr Colleen Rothwell was nominated as the third member of the working party.

All agreed.

2023/157

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.

2023/158**To review NTC's Risk Assessment**

The Clerk highlighted that with local elections in May 2024, there will shortly be guidance from SDC on how cllrs and the council must act in the pre-election period. Council must be seen to be acting impartially and it's strongly advised that announcements about new or controversial initiatives that could be seen to be advantageous to candidates, are delayed until after the elections.

NTC's Communications Policy is that all communications come from the office and not from individual cllrs.

2023/159**To review the Council's [Action Plan](#)**

Noted.

2023/160**Report from Town Mayor**

There was a very good turn out for the TIC/Library get together.

2023/161**Report from Deputy Mayor**

The PCSOs held a community event, which was well attended by members of the community. They've produced a report from the day.

The Deputy Mayor undertook to send it out to all.

SDC are launching match funding for community groups who raise funds via crowdfunding.

2023/162**Report from District Councillors**

The examination of Stroud Local Plan has been paused for six months by the Planning Inspectorate due to concerns on the impact of the Local Plan on the motorway junction. It was confirmed this won't change the Local Plan as this has already been submitted.

The effect of this on Nailsworth is very limited due to the town's location in the AONB and the flood risk status.

2023/163**Report from County Councillors**

Gigaclear still needs to complete their work to install fibre broadband; Nymphsfield Road is due to be resurfaced by GCC and it was confirmed that Gigaclear will use existing infrastructure for most of their work rather than digging up the new road surface.

Lengthman's work; (two weeks work across the division); this has uncovered a large drain at Bridge Street which will help lower flood risk.

Nailsworth Primary School windows: the original metal window frames need replacing.

2023/164**To receive an update on NTC office activities**

There has been a request to book the Arkell Centre for Christmas Day, to open it for people who are on their own.

2023/165**Report from the Rural Services Network on Rural Health and Care**

This was organised by GAPTC as an information sharing session.

2023/166

Report from the Carters Way working party

Noted.

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

.....
Date

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16658		£966.78	1140/1	21/12/23	Acerola Telecom - Civic Centre and Archives phone and broadband June to Dec	231221
		£966.78			Acerola Telecom - Total	
16659		£27.50	6500	21/12/23	AES Maintenance - Mortimer electrical work and christmas lights	73
		£27.50			AES Maintenance - Total	
16664		£628.90	2000	31/12/23	A-Z Cleaning - Office clean - Dec	9133
		£628.90			A-Z Cleaning - Total	
16666	DD240111 BRIT	£26.82	3070	27/12/23	British Gas - KGV electricity	875239728
16665	DD240115 BGAS	£75.84	2100	20/12/23	British Gas - Mortimer room Gas	814498127
		£102.66			British Gas - Total	
16684		£25.49	1120	31/12/23	Brutons Hardware Ltd - various	784213
		£25.49			Brutons Hardware Ltd - Total	
16693		£924.00	3010/2	08/01/24	Bureau Veritas - RAAC survey at KGV Changing rooms	20847317
		£924.00			Bureau Veritas - Total	
16660		£5.98	3035	24/11/23	Cliff Christie - expenses	EXP231124
		£5.98			Cliff Christie - Total	
16667		£24.39	1140/5	04/01/24	Colleen Rothwell - Mileage claim	240102
		£24.39			Colleen Rothwell - Total	
16668		£993.60	1170	30/12/23	Down To Earth Gloucestershire CIC - maintaining town borders	1223A
		£993.60			Down To Earth Gloucestershire CIC - Total	
16671	DD240110 EE	£80.60	1140/1	02/01/24	E E - Groundsman and Deputy phone	VO2182533301
		£80.60			E E - Total	
16603	DD231222 HOST	£167.16	1165/4	03/12/23	Easyspace t/a HostingUK - cPanel Pro	1378243
		£167.16			Easyspace t/a HostingUK - Total	
16669	DD240107 FUEL	£14.40	3050/3	31/12/23	Fuel Card Services Ltd - fuel for groundman's vehicle	9006596780
		£14.40			Fuel Card Services Ltd - Total	

Signature

Signature

Date

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16662		£292.34	1165/6	14/12/23	Gloucestershire County Council - cleaning CC&MR	1800730704
		£292.34			Gloucestershire County Council - Total	
16653	DD231220 GRENKE	£89.00	1120	03/12/23	Grenke Leasing Ltd - equipment protection	014071/2024
16654	DD241001 GRENKE	£194.90	1120	01/01/24	Grenke Leasing Ltd - Jan 2023	113013175
		£283.90			Grenke Leasing Ltd - Total	
16682	DD240117 GRUN	£12.28	1260	31/12/23	Grundon Waste Management - waste collection CC	PSI-0993459
16683	DD240117 GRUN	£9.88	1260	31/12/23	Grundon Waste Management - waste collection TH	PSI-0993460
		£22.16			Grundon Waste Management - Total	
16695		£47.95	1140/3	19/01/24	James & Owen - Office supplies	1081368
16696		£69.97		19/01/24	James & Owen - Office supplies	1081676
1		£78.20	1120		invoice 1081676	
2		-£8.23	1120		Credit note	
16697		£3.99	1140/3	19/01/24	James & Owen - Office supplies	1081714
		£121.91			James & Owen - Total	
16678		£15.59	1120	05/01/24	Katherine Kearns - zoom	EXP
		£15.59			Katherine Kearns - Total	
16677		£1,380.00	4070	05/01/24	Midland Forestry Ltd - Emergency tree work in Norton Wood	B69854
		£1,380.00			Midland Forestry Ltd - Total	
16670	DD240110 OCTOPUS	£90.70	2110	03/01/24	Octopus - Clock tower elec	<I-01B53B5D-0036
16672	DD240110 OCTOPUS	£59.49	2110	27/12/23	Octopus - Clock tower elec	<I-01B53B5D-0035
16679	DD240114 CTOP	£435.23		08/01/24	Octopus - TH Gas and electricity	<I-5C5DCFF8-0031
1		£132.29	2030		Electricity	
2		£302.94	2020		Gas	
16642	DD240121 OCTO	£54.70	3035	08/01/24	Octopus - Mortimer garden electricity	KI24066B24-0031
16694	DD240121 OCTOPUS	£41.54	3070	09/01/24	Octopus - Changing rooms Elec	KI-94567F80-0035

Signature

Signature

Date

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16681	DD240120 CTOPUS	£29.83	2060	08/01/24	Octopus - Mortimer room	KI-A3005C22-0036
		£711.49			Octopus - Total	
16699		£252.00	1140/5	20/12/23	Parish Online - Memebership	23UFO33-0006
		£252.00			Parish Online - Total	
16675		£156.00	2080	22/12/23	S P Electrical - Emergency work to sockets	27681
		£156.00			S P Electrical - Total	
16663		£66.39	1140/5	15/12/23	Sara Haynes - Christmas volunteer gatherings	EXP
16673		£8.79	1120	02/01/24	Sara Haynes - TIC Diary	EXP
		£75.18			Sara Haynes - Total	
16674		£357.00	1130/2	22/12/23	SLCC - membership	MEM247640-1
		£357.00			SLCC - Total	
16676	DD240105 WATER	£56.12	2050	28/12/23	Water Plus - TH water	INV04303797
		£56.12			Water Plus - Total	
		£19,955.77			Confidential transactions	
Total		£27,640.92				

Signature

Signature

Date



Nailsworth Town Council

Agenda Item 8a

Meeting of Full Council

Meeting date Tuesday 16th January 2024

Subject To consider a grant request from Nailsworth Festival for £2,200.

Author Clerk

Status Action

Summary

Annual grant application for Nailsworth Festival 2024.

Detail

The Council is asked to consider a grant request from Nailsworth Festival for May 2024. Every year NTC has contributed £2,000 towards Nailsworth Festival Saturday. The money goes towards licences, entertainment, road closures, publicity and insurance.

This year, due to increased costs, Nailsworth Festival has requested slightly more; £2,200.

Attached are the grant application, Nailsworth Festival Chair's Report for 2024 and a summary of the Festival accounts.

NTC takes funds from the Tourism Promotion budget for this grant, and not from the NTC Small Grants fund.

Climate Emergency Impact

Health & Wellbeing: Community activities and learning new skills can help to increase mental and physical wellbeing.

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

Options

1. To grant Nailsworth Festival £2,200
 2. To not grant any funds
-

Recommendation

1. To grant Nailsworth Festival £2,200
-

Costs

£2,200

Funding Source

Budget heading 4090 Tourism promotion (currently £4,500)

ENDS.



Nailsworth Town Council Grant Policy and Application Form

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

Details of applicant and contact information

Title	xxx	First Name	xxx	Last Name	xxx
Organisation Name	Nailsworth Festival				
Aims / Purpose	Whole of Town Community with specific events aimed at particular age groups.				
Your position in group	Committee Chair				

Contact Address

House/Building name	xxx
Street name	xxx
Town	xxx
Postcode	xxx
Telephone	xxx
Email	xxx

The project

What is the project name - Nailsworth Festival 2024

Project dates

Start 18th May 2024

End 25th May 2024

Describe the project

Nailsworth Festival is an annual Town event which provides a focus for community feeling for the whole town in May each year. It both celebrates and adds to the vibrancy of the Town, bringing together local residents, small businesses and charities, while encouraging visitors. We provide a wide range of events which are intended to appeal broadly across a variety of ages and interests. Ticket prices for paid events are kept at the minimum to cover costs and allow participation for the whole community.

The grant would contribute towards the free Festival Saturday activities in the centre of Town, plus helping with core costs such as insurances, publicity, licenses for the road closures etc. Festival Saturday in particular would be at significant risk without this contribution.

What do you wish to achieve

A celebration of the Town of Nailsworth and its community through the provision of free and paid entertainment and activities, some of national quality. The Festival brings local people and organisations together in a very positive way. We also provide a "showcase" for our partner organisations and a range of local charities.

The Festival and its publicity is one of the key community events in the year which "put Nailsworth on the map" in Gloucestershire.

We deliberately plan a wide range of events so that all may find something of interest. This includes specific children's events. Because of the breadth of activities there are aspects that fall into all the eligible areas for grants:

- Quality of life
- recreation, sports and wellbeing
- arts
- local environment



Nailsworth Town Council Grant Policy and Application Form

- neighbourhood communities
- Nailsworth's history

Can you demonstrate the need in the community for this project

The Festival is well regarded and well supported, especially Festival Saturday. For the paid events sales are strong with several events selling out in 2023. Our pricing policy is to plan to cover costs rather than make profit on each event so that prices are kept as accessible as possible. Total ticket sales for our paid events in 2023 were 779, an increase on previous years.

Each Festival is carefully evaluated by the team to ensure that planning and events remain relevant to the community and of the best quality that can be achieved within the budget.

Festival Saturday in particular has very wide participation especially by families with young children.

Have you asked the community, and if so how?

We always ask for feedback and ideas at our events, including on the Saturday. This is generally informal and verbal but does include formal feedback from participants such as stall holders. We have recently included social media opportunities in with feedback, comments and ideas through Facebook and our webpage. Most social media views are made between 1st April and the end of Festival. Once again, an increased proportion of ticket sales were online although we ensure that there is a cash ticket outlet in Town (in co-operation with the TIC).

We seek ideas through community links such as the local primary schools, Nailsworth Society, Arts Groups, and respond to those making suggestions to the team. Several useful suggestions come at the "Town Meeting and have been included in the planning since (e.g. our sustainable fancy dress event).

How many people will benefit

Potentially everyone who lives in the Town and visitors from near and far, especially at the free Saturday celebration.

How many people are involved in the project

It is very much part of our philosophy to work in partnership with as many town organisations as possible. There is a core volunteer committee of 12 who plan the programme and take overall responsibility for the Festival. Deliberate steps have been taken to widen the age range of this group and to "refresh" membership a little each year, but this can be a challenge? All skills and time are given voluntarily. This requires a substantial commitment from September through to June for each Festival.

Partners include:-

- Ruskin Mill
- Three Storeys
- Chamber of Trade and Market Street Traders
- The Steppes
- Christchurch
- Nailsworth Film Club
- Nailsworth Health Partnership
- Youth Club
- Nailsworth School PTA
- Stroudwater Textile Trust
- Stroud Valley Project
- Five Valleys Quilters



Nailsworth Town Council Grant Policy and Application Form

- Playcircle

A range of local businesses are also involved both as sponsors and supporter/providers of activities.

Will the project involve children and/or vulnerable adults

No (only as participants with their Families/Schools with the exception of the Youth Event run by the Youth Club team)

If 'Yes' you must supply appropriate documentation to show you are covered e.g. DBS form

Have you applied for an NTC grant before Yes

The money

How much are you asking for £2,200 *

Cost have risen considerable this year, especially for Saturday performers/sound etc)

What is the overall project cost £15,500

How will you raise the remainder of the money for the project

Local sponsorship

Ticket Sales

How many volunteer hours will you use for the project

This is very difficult to estimate, While the performers are paid, the Festival is entirely run by voluntary effort. The average annual time commitment is likely to be at least 1000 hours directly from members of the committee plus supporters who help during events. Additionally a number of the partner activities would also include volunteer hours (e.g. Library, TIC, Stroudwater Textiles, PTA, Churches Together).

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

Signed: M Saunders Dated: 24th November 2023

CHAIR'S REPORT FOR AGM

OCTOBER 2023

Nailsworth Festival 2023 was held from 20th to 28th May in the week running up to the Spring Bank Holiday. We were very fortunate to have excellent weather on the Saturday which is always an important factor in prompting enthusiasm and enjoyment of the day. Our new banners also enhanced the visual look of the town, especially around the Bus Station area. As usual Saturday events were free and included Markets in both main areas, buskers, a variety of performers in Mortimor Gardens and the Duck Race. An innovation this year was an Eco Fancy Dress competition which prompted a number of entries and was great fun. Three Storeys hosted an oral history project which proved very popular and involved a number of Nailsworth's senior residents.

We always aim to include specific family events in the Festival. The Sports Fest has been increasingly popular over the last two or three years and proved very successful in 2023. The Duck Race and Children's choir also attract families as did the traditional Punch and Judy show. On Sunday the Playcircle played to three full houses in the Town Hall.

The Festival Team organised 10 evening events, including a variety of music, talks and a Poetry Slam. Audiences were generally good but we did struggle to generate interest in some. Alongside the evening events there were three Art/Craft exhibitions, a Quilting Exhibitions, a Sketching Workshop and Vegan Cookery. We also managed to include two walks this year. Our total ticket sales for paid events were 779 which was excellent in the current financial climate.

Financially we made a small lose but most events covered their costs. We are also grateful to our sponsors who allow us to cover general costs and to Nailsworth Town Council for their on-going financial support for Festival Saturday. Additionally, this year we received some grant support for our new banners. I would like to record formal thanks to Town staff who very efficiently sold tickets as the Town Information Centre was closed through the sales period.

Part of our ethos is to work in co-operation with a variety of local organisations. This year these included:

Ruskin Mill
Three Storeys
Chamber of Trade and Market Street Traders
The Steppes
Christchurch
Nailsworth Film Club
Nailsworth Health Partnership
Youth Club
Nailsworth School PTA
Stroudwater Textile Trust

Stroud Valley Project
Five Valleys Quilters
Playcircle

We are grateful for their contribution to the Festival which enhances participation and broadens our offer to the general public.

Last but definitely not least, none of this would be possible without the enthusiasm and hard work of the Festival Committee who bring their ideas, energy, contacts and steady “graft” throughout the year in order to make the Festival happen. I would like to acknowledge this contribution and record a huge THANK YOU to you all. A number of members have been involved for a long time and carry out their roles with huge skill and efficiency. A special “thank you” to Jo, who has recently left us to move to Spain with her family, for her contributions over the last few years. We will miss her very much. The team are looking for one or two more people to join the Committee and would particularly welcome someone with the skills to edit the website and to promote the Festival on social media platforms.

Mary Saunders

Festival Co-ordinator

Charity no: 1004442

The Nailsworth Festival
Annual Report and Financial Statements
for the period ended 31st July 2023

The Nailsworth Festival

Trustees' Report for the period ended 31st July 2023

Reference and administrative information

Charity registration number	1004442	
Registered office	Unit 8, Nailsworth Mills Estate Nailsworth Gloucestershire GL6 0BS	
Trustees	M Saunders OBE P Platts A Killey J Bethell A Hope	
Chair of Trustees	M Saunders OBE	
Finance Trustee	P Platts FCA	
Auditors	Woodward Hale Limited 38 Dollar Street Cirencester Gloucestershire GL7 2AN	
Bankers	Lloyds TSB plc PO Box 1000 Nailsworth Branch Gloucestershire BX1 1LT	Coventry plc Economic House PO Box 9, High Street Coventry CV1 5QN

The Nailsworth Festival

Statement of Financial Activities (including Income and Expenditure Account) for the period ended 31st July 2023

	Notes	Unrestricted funds	Total funds 2023 £	Total funds 2022 £
Incoming resources				
<i>Incoming resources from generated funds</i>				
Activities for generating funds	2	13,576	13,576	22,110
Total incoming resources		<u>13,576</u>	<u>13,576</u>	<u>22,110</u>
Resources expended				
<i>Costs of generating funds</i>				
Costs of activities for generating funds	3	13,866	13,866	21,985
<i>Charitable activities</i>				
Grants		-	-	-
<i>Governance costs</i>		-	-	-
Total resources expended		<u>13,866</u>	<u>13,866</u>	<u>21,985</u>
Net income/(expenditure) for the year		<u>(290)</u>	<u>(290)</u>	<u>125</u>
Net movement in funds		<u>(290)</u>	<u>(290)</u>	<u>125</u>
Fund balances brought forward		<u>11,964</u>	<u>11,964</u>	<u>11,839</u>
Fund balances carried forward		<u><u>11,674</u></u>	<u><u>11,674</u></u>	<u><u>11,964</u></u>

The results for the period derive from continuing activities and there are no gains or losses other than those shown above.

The notes on pages 4 to 5 form part of these accounts.

Nailsworth Festival

Balance Sheet as at 31st July 2023

	Notes	2023 £	2022 £
Fixed assets			
Tangible fixed assets		-	-
		-	-
Current assets			
Debtors	4	38	1,500
Cash at bank and in hand		11,961	10,795
		11,999	12,295
Liabilities:			
Creditors: amounts falling due within one year	5	(325)	(331)
Net current assets		11,674	11,964
Net assets		11,674	11,964
The funds of the charity			
Unrestricted funds		11,674	11,964
Restricted funds		-	-
Total charity funds		11,674	11,964

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 4th September 2023 and signed on its behalf by

M Saunders
Chair of Trustees

The notes on pages 4 to 5 form part of these accounts.

The Nailsworth Festival
Notes to the Financial Statements
for the period ended 31st July 2023

1 Accounting policies

1.1 Basis of financial statements

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), *Accounting and Reporting by Charities: Statement of Recommended Practice* (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Charities Act 2011. The principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2 Incoming resources

Ticket sales and donations are recognised in the period in which the Charity is entitled to receipt and the amount can be measured with reasonable certainty. Other income is accounted for on an accruals basis as far as it is prudent to do so.

1.3 Resources expended

All expenditure is included on an accruals basis and is recognised when a legal or constructive obligation arises. The majority of costs are directly attributable to specific activities.

1.4 Volunteers and donated services and facilities

The Charity receives the benefit of work carried out by volunteers and receives the use of facilities and equipment without charge.

1.5 Taxation

The Charity is exempt from income tax and capital gains tax.

1.6 Fund accounting

The Charity maintains one unrestricted fund that represents income that is expendable at the discretion of the Trustees in furtherance of the objects of the Charity.

The Nailsworth Festival

Notes to the Financial Statements (continued) for the period ended 31st July 2023

2. Income from activities for generating funds	2023	2022
	£	£
Ticket Sales	7,443	12,240
Donations	5,150	7,585
Bar Sales	793	1,348
Tradestands	-	590
Friends and Other	190	348
	<u>13,576</u>	<u>22,111</u>
3. Costs of activities for generating funds	2023	2022
	£	£
Artists and Contractors	9,318	12,153
Venue Hire and other direct event costs	1,183	3,429
Printing, postage and stationery	1,801	4,031
Bar Costs	369	233
Insurance	646	1,038
Miscellaneous expenses	-	140
Bank charges	224	636
Auditors' remuneration	325	325
	<u>13,866</u>	<u>21,985</u>
4. Debtors	2023	2022
	£	£
Trade debtors	38	1,500
	<u>38</u>	<u>1,500</u>
5. Creditors: amounts falling due within one year	2023	2022
	£	£
Trade creditors	325	331
Accruals	-	-
	<u>325</u>	<u>331</u>

6. Related party transactions and Trustees' remuneration

No Trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year (2022: £0).

7. Auditors' remuneration

During the year, auditors' remuneration for the charity amounted to £325 (2022: £0).



Nailsworth Town Council Grant Application Form

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

Details of applicant and contact information

Title xxx First Name xxx Last Name xxx

Organisation Name Nailsworth Mills Bowling Club

Aims / Purpose

Phase 1 – Access and safety improvements to the green by rebuilding the perimeter banking; replace sprinkler system

(Phase 2 TBC – Replacement of changing room facilities; changes to ground levels to provide disabled access to all changing, toilet and playing facilities.)

Your position in group Treasurer

Contact Address

House/Building name xxx

Street name

Town xxx

Postcode xxx

Telephone xxx

Email xxx

The project

What is the project name? Green improvements

Project start date November 2023

Project end date March 2024

Project aims

To improve safety and introduce better disabled access to the green; to replace aging sprinkler system with a greener, more efficient system

How will the project benefit the town and provide benefit to local people?

Please include evidence.

Many local people benefit from playing bowls – it is a low impact sport suitable for all ages and abilities. We are a disabled, dementia, and mental health friendly club and have members in all of these categories. We are about to celebrate our 100th anniversary at the current site on Nailsworth Mills Estate, and will be investing in the club to ensure its success in the future.

How many people will benefit?

58 currently, with several new members joining next season.

How many people will contribute to the project?

The club has raised much of the funding, and we are going out to other local organisations to contribute

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



Nailsworth Town Council Grant Application Form

If 'Yes' you must supply appropriate documentation to show you have complied with legislation and other requirements - e.g. DBS form.
Cllr Steve Robinson is our wellbeing officer

Have you applied for an NTC grant before? If so, give details and when? No

The money

How much are you asking for £220

What will this money be spent on? Labour; building materials; sprinkler system.

What is the overall project cost? £15000

How much money have you raised so far? £11750

How will you raise the remainder? Grants and local donations

How many volunteer hours will the project use? Probably over 100

Your Organisation

Type of Organisation – Bowling club

Please provide the names and contact details of two referees

1. xxx
2. xxx

Constitution and Governance

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

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

Equal opportunities

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

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

Bank details

Account name	xxx
Bank account number	xxx



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

3



Nailsworth Town Council

Agenda Item 10

Meeting of Full Council

Meeting date Tuesday 16th January 2024

Subject To reconsider the decision on the contractor to remove the storage shed

Author Deputy Clerk

Status Action

Summary

The initial quote by contractor 2 was incorrect due to the assessor failing to pass the relevant information on to the company. Therefore, the decision regarding the contractor is to be reconsidered.

Detail

The office has been informed by contractor 2 that the information provided by their surveyor did not fully inform them of the location and access to the area at the rear of the Town Hall. Therefore, they have amended their quote. The decision by Rec & AM committee 05 December 2023 and approved at Full Council on the 19th December 2024 (2023/148) should be reviewed and a new decision agreed.

Detail of Item 7 Rec & Am meeting 5th December 20203

"It was identified in the survey report received by NTC that the storage building at the rear of the Town Hall may be adding to the issues regarding the deterioration of the retaining wall. In addition, the report highlighted the requirement for the building to be removed to allow for a concise and accurate stonework and GeoTechnical survey to be carried out on the area.

An asbestos test was carried out on the construction material of the building and the subsequent report stated that no asbestos was found. Therefore, removal costs with kept to a minimum.

NTC have approached 3 contractors and requested quotations for the removal of the building and its base. This is due to the additional weight the structure is placing on the area and the retaining wall".

The quote received are as follows.

Contractor 1 £7478 plus VAT

Contractor 2 ~~£2205 plus VAT~~ £3425 plus VAT

Contractor 3 £3000 plus VAT

To reduce the delay in the works commencing this item has been brought to the full council meeting for consideration.

The council are requested to approve contractor 3 to carry out the work to allow for the GeoTechnical and stonework survey to be carried out accurately.

Options

1. To recommend contractor 3 carry out the work to remove the storage shed at a cost of £3000 plus VAT
2. To remain with contractor 2 and accept the increase in costs.



Nailsworth Town Council

Recommendation

3. To recommend contractor 3 carry out the work to remove the storage shed at a cost of £3000 plus VAT
-

Costs

£3000

Funding Source

6580 Town Hall Retaining Wall

ENDS.



Nailsworth Town Council

Agenda Item 11

Meeting of Full Council

Meeting date Tuesday 16th January 2024

Subject To acknowledge the emergency roof works being carried out on the Mortimer Room toilet.

Author Deputy 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

Due to recent weather conditions, the repairs of the toilet block in the Mortimer room were brought forward and carried out as an emergency due to Health and Safety concerns.

Detail

Although, a Rec&Am committee item. Due to the urgency of the matter, the decision was made to bring it directly to the full council for approval.

The roof of the Mortimer Room required some repair work, which was being considered and being planned. However, the recent rain fall has caused substantial damage to the roof and the repairs have become an urgent matter. This is due to the considerable damage to the roof, the internal ceiling is bulging, and water leaking through the door frame.

3 contractors were approached to provide a quote

Contractor 1 £3080 plus VAT (start date End Jan)

Contractor 2 £3400 plus VAT (start Date 15 Jan)

Contractor 3 failed to attend a scheduled site visit.

As contractor 3 failed to attend the site and the urgency for the work to commence, no further contractors were approached.

Due to contractor availability and the health and safety concerns relating to the damage. The decision was made for the work to be carried out as an emergency and brief the council after work has started. Any delay in carrying out the works may have resulted in further damage to the building structure and closure of the facility for a longer period.

The council are requested to acknowledge and agree the need for the repair works to be carried out as an emergency without council approval.

Contractor 2 was chosen due to availability to start the work on 15 January.



Nailsworth Town Council

Climate Emergency Impact

What are the Climate Emergency benefits or impacts?

Local Economy: Should the Mortimer Room be closed, several local hirers would lose the opportunity to trade

Recommendation

1. Acknowledge the emergency roof works being carried out on the Mortimer Room toilet.
-

Costs

£3100

Funding Source

2080 Mortimer Room repairs and maintenance

6040 Mortimer Room Repairs Reserve

ENDS.

Income and Expenditure Account

31/03/23 £		08/01/24 £
	INCOME	
25,312.23	Grants	32,218.31
14,000.00	Arkell Centre Trust	14,001.00
36,841.07	Bookings - all	30,492.44
320,927.00	Precept	361,635.00
855.10	Interest on Investments	2,905.06
2,414.77	Other income	2,170.23
314.22	Rights of way/Wayleaves	200.00
<hr/> 400,664.39	TOTAL INCOME	<hr/> 443,622.04
	EXPENDITURE	
31,289.45	General Administration	24,130.02
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	10,305.74
173,352.41	Staff costs	147,367.26
7,513.93	Insurance	7,303.00
19,208.89	Repairs & maintenance - buildings	29,174.53
20,232.66	Utilities & Rates	12,216.88
47,561.96	Maintenance of Open Spaces	32,678.29
55,474.52	Special projects and miscellaneous	45,231.87
611.66	Hazelwood Bungalow	652.00
1,713.60	Town Information Centre	5,245.20
49,370.00	Support for town services	46,070.00
14,000.00	Arkell Community Centre	14,001.00
5,533.84	Expenditure	15,983.77
<hr/> 441,668.66	TOTAL EXPENDITURE	<hr/> 395,859.56
127,374.76	Balance as at 01/04/23	109,531.14
400,664.39	Add Total Income	443,622.04
528,039.15		553,153.18
441,668.66	Deduct Total Expenditure	395,859.56
<hr/> 0.00	Stock Adjustment	<hr/> 0.00
23,160.65	Transfer to/ from reserves	20,923.81
109,531.14	Balance as at 08/01/24	178,217.43
<hr/> <hr/>		<hr/> <hr/>

Financial Budget Comparison

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Council						
100	Precept - Council	£361,635.00	£0.00	£361,635.00	£0.00	0.00%
105	Refunds,donations grants - Council	£0.00	£30,000.00	£32,218.31	£2,218.31	100.00%
110	ACC-Admin recharge	£14,000.00	£0.00	£14,001.00	£1.00	0.01%
120	Agency services	£100.00	£0.00	£0.00	-£100.00	-100.00%
130	CIL income	£0.00	£2,170.23	£2,170.23	£0.00	0.00%
Total Council		£375,735.00	£32,170.23	£410,024.54	£2,119.31	0.56%
Property Management						
200	Town Hall precept	£0.00	£0.00	£0.00	£0.00	0.00%
205	Town Hall bookings	£8,000.00	£0.00	£11,077.00	£3,077.00	38.46%
210	Town Hall rent of offices	£15,900.00	£0.00	£11,924.91	-£3,975.09	-25.00%
215	Mortimer Room precept	£0.00	£0.00	£0.00	£0.00	0.00%
220	Mortimer Room bookings	£4,500.00	£0.00	£3,439.00	-£1,061.00	-23.58%
225	Council bookings (all land and facilities)	£500.00	£0.00	£455.00	-£45.00	-9.00%
230	Hazelwood Bungalow precept	£0.00	£0.00	£0.00	£0.00	0.00%
235	Memorial Clock - precept	£0.00	£0.00	£0.00	£0.00	0.00%
240	War memorial - precept	£0.00	£0.00	£0.00	£0.00	0.00%
245	Leases/Licences//Wayleaves	£1,000.00	£0.00	£200.00	-£800.00	-80.00%
Total Property Management		£29,900.00	£0.00	£27,095.91	-£2,804.09	-9.38%
Recreation & Amenities Committee						
300	Precept - recreation & amenities	£0.00	£0.00	£0.00	£0.00	0.00%
305	Hire KGV Field facilities	£5,000.00	£0.00	£3,316.53	-£1,683.47	-33.67%

Financial Budget Comparison

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
310	Market Street Garden - hire and electricity	£468.00	£0.00	£0.00	-£468.00	-100.00%
320	Mortimer Garden - hire/electricity charge	£980.00	£0.00	£280.00	-£700.00	-71.43%
Total Recreation & Amenities Committee		£6,448.00	£0.00	£3,596.53	-£2,851.47	-44.22%
Environment Committee						
400	Precept - Environment	£0.00	£0.00	£0.00	£0.00	0.00%
405	Grants, donations, refunds - Environment	£0.00	£0.00	£0.00	£0.00	0.00%
410	Town Information Centre	£0.00	£0.00	£0.00	£0.00	0.00%
Total Environment Committee		£0.00	£0.00	£0.00	£0.00	0.00%
Bank Interest						
500	interest on main account	£0.00	£0.00	£0.00	£0.00	0.00%
505	Investment interest Premier Account	£70.00	£0.00	£2,565.89	£2,495.89	3565.56%
520	Interest from Income Bonds (paid to main account)	£100.00	£0.00	£339.17	£239.17	239.17%
Total Bank Interest		£170.00	£0.00	£2,905.06	£2,735.06	1608.86%
Earmarked Reserves						
600	Precept - Earmarked Reserves	£0.00	£0.00	£0.00	£0.00	0.00%
Total Earmarked Reserves		£0.00	£0.00	£0.00	£0.00	0.00%
Total Income		£412,253.00	£32,170.23	£443,622.04	-£801.19	-0.19%

Financial Budget Comparison

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
EXPENDITURE						
Council						
1000	Salaries - all	£196,800.00	£0.00	£147,367.26	£49,432.74	-25.12%
1010	Payroll charges	£340.00	£0.00	£225.77	£114.23	-33.60%
1040	Churchyard grants	£1,100.00	£0.00	£1,100.00	£0.00	0.00%
1050	Subscriptions	£2,000.00	£0.00	£100.00	£1,900.00	-95.00%
1060	Grants from NTC	£4,000.00	£0.00	£3,780.00	£220.00	-5.50%
1070	Town Crier's expenses	£500.00	£0.00	£500.00	£0.00	0.00%
1080	Town Archives	£600.00	£0.00	£530.19	£69.81	-11.64%
1090	Civic Fund	£3,000.00	£0.00	£924.73	£2,075.27	-69.18%
1100	Insurance	£7,000.00	£0.00	£7,303.00	-£303.00	4.33%
1120	Office equipment	£2,500.00	£0.00	£1,660.07	£839.93	-33.60%
1130	Licences,fees and allowances	£13,000.00	£1,075.00	£12,039.42	£2,035.58	-15.66%
1140	Office management	£3,000.00	£0.00	£5,852.34	-£2,852.34	95.08%
1160	Town Mayor's Allowance	£900.00	£0.00	£900.00	£0.00	0.00%
1165	Civic Centre	£12,400.00	£0.00	£2,649.71	£9,750.29	-78.63%
1170	Gardening contract for town centre	£6,000.00	£0.00	£3,495.33	£2,504.67	-41.74%
1180	Training for staff & councillors	£3,000.00	£0.00	£1,218.00	£1,782.00	-59.40%
1195	Support for Arkell Community Centre	£14,000.00	£0.00	£14,001.00	-£1.00	0.01%
1200	Neighbourhood Warden Scheme	£0.00	£0.00	£0.00	£0.00	0.00%
1210	Library extra hours	£3,400.00	£0.00	£0.00	£3,400.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
1230	Support for Citizens Advice Bureau	£0.00	£0.00	£0.00	£0.00	0.00%
1240	Support for Credit Union	£0.00	£0.00	£0.00	£0.00	0.00%
1250	Support for Childrens Centre	£0.00	£0.00	£5,500.00	-£5,500.00	100.00%
1260	Waste/Recycling Collection	£1,000.00	£0.00	£161.28	£838.72	-83.87%
5330	Web site and Hosting	£0.00	£0.00	£0.00	£0.00	0.00%
Total Council		£274,540.00	£1,075.00	£209,308.10	£66,306.90	-24.15%
Property Management						
2000	Town Hall cleaning	£8,500.00	£0.00	£6,355.20	£2,144.80	-25.23%
	Town Hall cleaning					
2010	Town Hall business rates	£3,500.00	£0.00	£0.00	£3,500.00	-100.00%
2020	Town Hall gas	£3,000.00	£0.00	£2,183.95	£816.05	-27.20%
2030	Town Hall electricity	£3,100.00	£0.00	£293.58	£2,806.42	-90.53%
2040	Town Hall repairs & maintenance	£8,500.00	£5,441.67	£17,885.35	-£3,943.68	46.40%
2050	Town Hall - water rates	£500.00	£0.00	£538.39	-£38.39	7.68%
2060	Mortimer Room electricity	£508.00	£0.00	£372.69	£135.31	-26.64%
2070	Mortimer Room - business rates	£0.00	£0.00	£0.00	£0.00	0.00%
2080	Mortimer Room repairs & maintenance	£2,000.00	£0.00	£1,494.38	£505.62	-25.28%
2090	Mortimer Room - water rate	£500.00	£0.00	£235.56	£264.44	-52.89%
2100	Mortimer Room gas supply	£900.00	£0.00	£362.22	£537.78	-59.75%
2110	Memorial Clock - electricity	£450.00	£0.00	£364.50	£85.50	-19.00%
2120	Memorial Clock - repairs	£600.00	£0.00	£30.00	£570.00	-95.00%

Financial Budget Comparison

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
2140	Hazelwood Bungalow	£1,500.00	£0.00	£652.00	£848.00	-56.53%
2150	Cleaning materials	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
2160	Owed to Arkell	£0.00	£0.00	£0.00	£0.00	0.00%
Total Property Management		£34,558.00	£5,441.67	£30,767.82	£9,231.85	-26.71%
Recreation & Amenities Committee						
3000	Miles Marling Field maintenance	£2,100.00	£0.00	£2,530.00	£430.00	20.48%
3010	KGV Field maintenance	£8,000.00	£0.00	£10,762.06	£2,762.06	34.53%
3030	Town Gardening (incl Mortimer Gardens)	£2,700.00	£0.00	£2,050.20	£649.80	-24.07%
3035	Mortimer Garden electricity	£1,125.00	£0.00	£372.33	£752.67	-66.90%
3050	Grounds maintenance equipment	£2,600.00	£0.00	£2,320.80	£279.20	-10.74%
3060	KGV Field changing rooms - maintenance	£1,000.00	£0.00	£1,581.76	£581.76	58.18%
3070	KGV Field changing rooms - electricity	£1,132.00	£0.00	£613.49	£518.51	-45.80%
3080	KGV changing rooms - water rates	£900.00	£0.00	£333.41	£566.59	-62.95%
3090	KGV Field pavilionDO NOT USE - repairs & maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
3100	Garage storeroom	£0.00	£0.00	£91.66	£91.66	100.00%
3110	Market Street garden maintenance	£400.00	£0.00	£0.00	£400.00	-100.00%
3120	Market Street Garden - electricity	£210.00	£0.00	£30.28	£179.72	-85.58%
3130	Playrangers - support	£3,234.00	£0.00	£2,350.04	£883.96	-27.33%
3140	Youth provision	£46,070.00	£0.00	£46,070.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
3150	Dunkirk Museum maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
3160	Community Development Worker (2yrs)	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Recreation & Amenities Committee		£74,471.00	£0.00	£69,106.03	£5,364.97	-7.20%
Environment Committee						
4000	Upkeep council land (not grasscutting)	£4,000.00	£494.00	£2,801.66	£1,692.34	-42.31%
4010	Norton Wood (not tree maintenance)	£0.00	£0.00	£0.00	£0.00	0.00%
4021	Town Information Centre	£1,800.00	£0.00	£5,245.20	-£3,445.20	191.40%
4030	TIC loan repayment - capital	£7,753.65	£0.00	£3,848.54	£3,905.11	-50.36%
4040	TIC loan repayment - interest	£2,552.09	£0.00	£6,457.20	-£3,905.11	153.02%
4050	Bunting Hill Nature Reserve (not tree maintenance)	£0.00	£0.00	£0.00	£0.00	0.00%
4060	Environmental enhancement projects	£500.00	£0.00	£844.24	-£344.24	68.85%
4070	Tree maintenance (all NTC land)	£8,000.00	£0.00	£3,670.00	£4,330.00	-54.13%
4090	Tourism promotion	£4,500.00	£0.00	£788.00	£3,712.00	-82.49%
4120	Christmas lights	£8,000.00	£0.00	£6,422.14	£1,577.86	-19.72%
4140	Upkeep of All Saints graveyard	£4,000.00	£0.00	£2,610.00	£1,390.00	-34.75%
Total Environment Committee		£41,105.74	£494.00	£32,686.98	£8,912.76	-21.68%
Bank Interest						
1155	Bank charges on main account	£300.00	£0.00	£179.50	£120.50	-40.17%
Total Bank Interest		£300.00	£0.00	£179.50	£120.50	-40.17%
Earmarked Reserves						

Financial Budget Comparison

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
6000	Election expensesRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6010	Play & tennis court equipmentRESERVE	£0.00	£0.00	£494.00	-£494.00	100.00%
6020	Town improvementsRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6030	Town Hall repairs RESERVE	£3,000.00	£0.00	£5,441.67	-£2,441.67	81.39%
6040	Mortimer Room repairs RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6050	Hazelwood Bungalow RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6060	Miles Marling Field improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6090	Arkeil Community Centre RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6100	Energy efficiency improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6120	Shortwood Churchyard RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6130	Replace groundsman's vehicle RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6140	Town centre/Mkt St improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6150	Clock tower refurbishment RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6170	20mph town scheme RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6220	Dunkirk Mill MuseumRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6240	Emergency tree work RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6280	WW1 & II plaques project RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
6300	KGV buildings RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6310	Civic Centre RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6330	CONTINGENCY	£0.00	£0.00	£0.00	£0.00	0.00%
6340	KGV Extension Field RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6350	Staff Recruitment RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6380	War Memorial refurbishmentRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6390	PCC SIDS grant RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6400	PCC Rebuilding Trust grantRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6420	6420 WWII Renishaws grantDONOTUSE	£0.00	£0.00	£0.00	£0.00	0.00%
6430	6430 Tourism promotion RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6450	6450 Heritage Open Day RESERVE	£0.00	£0.00	£270.83	-£270.83	100.00%
6460	6460 Town Archives	£0.00	£530.19	£0.00	£530.19	100.00%
6500	6500 CIL projects	£0.00	£10,080.00	£15,983.77	-£5,903.77	100.00%
6510	6510 Climate Emergency Reserve	£0.00	£0.00	£0.00	£0.00	0.00%
6520	6520 COVID-19 response	£0.00	£11,113.00	£10,156.73	£956.27	100.00%
6530	6530 Build Back Better Fund	£0.00	£0.00	£100.00	-£100.00	100.00%
6540	6540 Welcome Back Fund	£0.00	£0.00	£0.00	£0.00	0.00%
6550	6550 UKSPF grants	£30,000.00	£13,909.13	£13,939.13	£29,970.00	-99.90%
6560	6560 Highway improvements	£0.00	£6,350.00	£6,350.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 08/01/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
6570	6570 Registering NTC Land	£0.00	£0.00	£1,075.00	-£1,075.00	100.00%
6580	6580 Town Hall retaining wall	£0.00	£0.00	£0.00	£0.00	0.00%
Total Earmarked Reserves		£33,000.00	£41,982.32	£53,811.13	£21,171.19	-64.16%
Total Expenditure		£457,974.74	£48,992.99	£395,859.56	£131,533.97	-28.72%
Total Income		£412,253.00	£32,170.23	£443,622.04	-£801.19	-0.19%
Total Expenditure		£457,974.74	£48,992.99	£395,859.56	£111,108.17	-24.26%
Total Net Balance		-£45,721.74		£47,762.48	-£111,909.36	

Bank Account Reconciled Statement

Main Account	2040157	30-98-29
Statement Number	204	Bank Statement No. 204
Statement Opening Balance	£32,601.66	Opening Date 01/12/23
Statement Closing Balance	£18,973.82	Closing Date 31/12/23
True/ Cashbook Closing Balance	£18,973.82	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/12/23	FPI231201BARN	Barnabas Painters	0.00	160.00	32,761.66
01/12/23	FPI231201HEL	Helen Rowe	0.00	40.00	32,801.66
01/12/23	FPI231201MEN	Mens Talking Group	0.00	40.00	32,841.66
01/12/23	FPI231201NFM	Nailsworth Farmers Market	0.00	70.00	32,911.66
01/12/23	FPI231201STRIPES	Stripes Payments	0.00	78.12	32,989.78
01/12/23	SO231202EMMA	Emma-Accountants-Admin Centre	0.00	270.83	33,260.61
04/12/23	DD231205WATER	Water Plus	88.77	0.00	33,171.84
04/12/23	FPI231204FILM	Film Club	0.00	10.00	33,181.84
04/12/23	FPI231204FLEA	Flea market	0.00	40.00	33,221.84
04/12/23	FPI231204FRI	Friday Market	0.00	100.00	33,321.84
04/12/23	FPI231204JGIB	Jill Gibbons	0.00	12.00	33,333.84
04/12/23	FPI231204MMI	Merretts Mill Industrial Estate	0.00	20.00	33,353.84
04/12/23	FPI231204NCA	Nailsworth Climate Action Network	0.00	20.00	33,373.84
04/12/23	FPI231204NDS	Nailsworth Dramatic Society	0.00	429.00	33,802.84
04/12/23	FPI231204NSOC	Nailsworth Society	0.00	20.00	33,822.84
05/12/23	BGC231205NATSA V	National Savings	0.00	41.31	33,864.15
05/12/23	FPI231205DAZZ	Dazzle Workshops	0.00	24.00	33,888.15
05/12/23	FPI231205JUL	Julie Spivey - Fusion	0.00	48.00	33,936.15
05/12/23	FPI231205NEWS	Nailsworth News	0.00	96.00	34,032.15
05/12/23	FPI231205NFC	Nailsworth Football Club	0.00	208.50	34,240.65
05/12/23	FPI231205TAI	Tai Chi	0.00	36.00	34,276.65
07/12/23	FPI231207CREAT	Creative Writing	0.00	80.00	34,356.65
07/12/23	FPI231207DOG	Dog Training	0.00	108.00	34,464.65
07/12/23	FPI231207NWI	Nailsworth WI	0.00	40.00	34,504.65
08/12/23	DD231208HOST	Easyspace t/a HostingUK	258.00	0.00	34,246.65
08/12/23	FPO231208HOST	Easyspace t/a HostingUK	288.00	0.00	33,958.65
11/12/23	CHEQUE 500367	Nailsworth & District Flower Arrangement Society	0.00	96.00	34,054.65
11/12/23	CHEQUE500367	Nailsworth & District Flower Arrangement Society	0.00	30.00	34,084.65
11/12/23	DD231205FUEL	Fuel Card Services Ltd	24.59	0.00	34,060.06

Bank Account Reconciled Statement

11/12/23	DD231210EE	E E	79.89	0.00	33,980.17
12/12/23	DD231211BRIT	British Gas	31.97	0.00	33,948.20
12/12/23	DD231221OCTOPUS	Octopus	28.12	0.00	33,920.08
12/12/23	SO231212MIKE	Mike Jefferies-Accountants	0.00	1,054.16	34,974.24
13/12/23	DD231214CTOP	Octopus	548.62	0.00	34,425.62
13/12/23	FPI231213PRO	Probus Nailsworth Valley	0.00	80.00	34,505.62
14/12/23	FPI231214KATY	Katy Walton Theatre School	0.00	680.00	35,185.62
15/12/23	DD231212OCTOPUS	Octopus	30.29	0.00	35,155.33
18/12/23	DD231218HOST	Easyspace t/a HostingUK	76.32	0.00	35,079.01
18/12/23	FPI231218ELIZ	Pilates Elizabeth Williams	0.00	92.00	35,171.01
19/12/23	DD231215BGAS	British Gas	71.28	0.00	35,099.73
19/12/23	DD231219SGC	SGC Payroll	4,723.15	0.00	30,376.58
20/12/23	DD231217GRUN	Grundon Waste Management	22.98	0.00	30,353.60
20/12/23	DD231220SGC	SGC Payroll	9,570.25	0.00	20,783.35
20/12/23	FPO231220AES	AES Maintenance	4,920.00	0.00	15,863.35
20/12/23	FPO231220AVEN	Avendale Garden Maintenance Service	580.00	0.00	15,283.35
20/12/23	FPO231220A-Z	A-Z Cleaning	728.20	0.00	14,555.15
20/12/23	FPO231220BRU	Brutons Hardware Ltd	233.26	0.00	14,321.89
20/12/23	FPO231220CHIN	Chinnick Theatre Services	36.00	0.00	14,285.89
20/12/23	FPO231220D&D	D & D Flooring	1,176.00	0.00	13,109.89
20/12/23	FPO231220DIS	Discovery Timber	636.00	0.00	12,473.89
20/12/23	FPO231220DOWN	Down To Earth Gloucestershire CIC	966.00	0.00	11,507.89
20/12/23	FPO231220EMIL	Emily Dolphin	23.45	0.00	11,484.44
20/12/23	FPO231220FLET	PR Fletcher	42.00	0.00	11,442.44
20/12/23	FPO231220FOUR	Four Point Mapping	788.00	0.00	10,654.44
20/12/23	FPO231220FRAMP	Frampton Consultants	600.00	0.00	10,054.44
20/12/23	FPO231220FRI	Friday Market	500.00	0.00	9,554.44
20/12/23	FPO231220GCC	Gloucestershire County Council	4,680.74	0.00	4,873.70
20/12/23	FPO231220HAWKINS	T W Hawkins & Sons SGMS	33.00	0.00	4,840.70
20/12/23	FPO231220KEARNS	Katherine Kearns	130.52	0.00	4,710.18
20/12/23	FPO231220L&PR	Land & Property Registration	833.00	0.00	3,877.18
20/12/23	FPO231220LTA	LTA Operations Ltd (North Region)	136.00	0.00	3,741.18
20/12/23	FPO231220MSM	Market Street Markets	100.00	0.00	3,641.18
20/12/23	FPO231220RBL	Royal British Legion	50.00	0.00	3,591.18

Bank Account Reconciled Statement

20/12/23	FPO231220SLCC	SLCC	411.00	0.00	3,180.18
20/12/23	FPO231220SPEL	S P Electrical	4,205.89	0.00	-1,025.71
20/12/23	FPO231220SPOT	Spot On Supplies (Cleaning & Packaging) Ltd	152.33	0.00	-1,178.04
20/12/23	FPO231220TORT	Tortworth Plants Limited	119.58	0.00	-1,297.62
20/12/23	FPO231220WORK	Workwear Express Ltd	169.77	0.00	-1,467.39
20/12/23	TRANSF201223LLOYDS		0.00	25,000.00	23,532.61
20/12/23	TRF231220ACC	Arkell Community Centre	30.00	0.00	23,502.61
21/12/23	CHEQUE	Nailsworth & District Flower Arrangement Society	0.00	48.00	23,550.61
21/12/23	FPI231219PLAY	Play Circle Drop In	0.00	760.00	24,310.61
21/12/23	FPI231221FLEA	Flea market	0.00	40.00	24,350.61
22/12/23	DD231220SGC	SGC Payroll	5,662.37	0.00	18,688.24
22/12/23	DD231222WATER	Water Plus	22.60	0.00	18,665.64
22/12/23	FPI231222EASY	Easyspace t/a HostingUK	0.00	334.32	18,999.96
27/12/23	DD231224FUEL	Fuel Card Services Ltd	26.14	0.00	18,973.82

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	43834.08	30206.24

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Premier 4282	07154282	30-98-29
Statement Number	98	Bank Statement No. 98
Statement Opening Balance	£357,346.35	Opening Date 01/12/23
Statement Closing Balance	£332,779.09	Closing Date 31/12/23
True/ Cashbook Closing Balance	£332,779.09	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
11/12/23	INTEREST231211	Lloyds Bank	0.00	432.74	357,779.09
20/12/23	TRANSF201223LLO YDS		25,000.00	0.00	332,779.09

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	25000	432.74

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____



Nailsworth Town Council

Agenda Item 13

Meeting of Full Council

Meeting date Tuesday 16th January 2024

Subject To note NTC's Risk Assessment

Author Clerk

Status Information

Summary

The risk assessment for NTC activities.

Detail

Identified Area and Risk

Governance and Management

1. Activities outside objectives/budget

Potential Impact

- Breach of regulations
- Unlawful spending

Management/Control of Risk. Action Required.

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

Impact: 4

Probability: 4

Rate: **High**

2. Service provision/customer satisfaction

Potential Impact

- Complaints from hirers
- Loss of income
- Lack of service provision due to stretched resources at all levels



Nailsworth Town Council

- Loss of reputation
- Public increase in fear or confusion
- Vulnerable people at risk

Management/Control of Risk. Action Required

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

Impact: 3

Probability: 1

Rate: Low

3. Project or service development

Potential Impact

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

Management/Control of Risk. Action Required

- Committee and project work is ongoing.
- Staff are being proactive to manage workloads more effectively during busy periods
- Contractors are very busy and it can still be difficult to get materials
- Action Plans monitor progress
- Staff workloads are higher as projects and events gain momentum and reach completion. Specialist resources are needed to progress some projects
- Prompt responses needed from cllrs when working party meetings are being arranged, to ensure informed project direction
- Better communications between cllrs and office with regards to projects requiring WP involvement.

Impact: 3

Probability: 3

Rate: Medium

4. Loss of key people.

Potential Impact

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

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.



Nailsworth Town Council

- Staff workloads have increased as projects and events gain momentum. Specialist resources will be needed to progress some projects
- A Staff Handbook is in place.
- Staff will be under increased pressure until the new Deputy Clerk is fully trained to the correct level. Deputy Clerk starts CiLCA training 31 January 2024.
- During times of staff absence there may be a delay in project movement due to increased work loads on staff.
- Staff need to book remaining annual leave before 31st March 2024; three staff members have more leave to take due to sickness absences, and this will have an impact on workloads.

Impact: 3

Probability: 4

Rate: **High**

5. Dependency on Suppliers/Tendering process

Potential Impact

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

Management/Control of Risk. Action Required

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

Impact: 3

Probability: 3

Rate: **Medium**

6. Maintenance of buildings/properties and use of resources

Potential Impact

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

Management/Control of Risk. Action Required

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



Nailsworth Town Council

Impact: 3

Probability: 3

Rate: Medium

7. Employment issues

Potential Impact

- Health & Safety issues
- Loss of staff

Management/Control of Risk. Action Required

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

Impact: 3

Probability: 4

Rate: High

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

Potential Impact

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

Management/Control of Risk. Action Required

- Staff are aware of covid-19 risks and take measures to keep safe. Risk assessments are being updated
- Play areas are regularly inspected
- Information for cllrs is circulated via Dropbox
- Legionella and other building safety checks are regularly carried out
- Staff are continuing to monitor and maintain buildings
- Cleaning and sanitisers are in place to reduce the risk of infection in NTC's buildings for staff and tenants
- Risk assessments are carried out for activities and events
- All members of staff check in with the team every morning
- Any staff lone working are checked on periodically during the working day



Nailsworth Town Council

- Staff are flexible in where they work, according to the needs of the service and their safety
- A HR and Health & Safety support contract for three years (2022-2025) has been agreed.
- Staff continue to carry out work for the health & safety audit.
- Staff workloads are higher as projects and events gain momentum. Specialist resources may be needed to progress some projects
- Compliance for H&S is taking place throughout June/July 2023
- Employee's workloads are increasing, this brings additional pressure. Relevant training for cllrs is being investigated.
- Personnel Committee have considered a staff and cllr training and development plan
- Personnel Committee have discussed changes to the new cllr induction pack and training required, to understand the council's role as an employer.

Impact: 3

Probability: 2

Rate: **Medium**

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

Potential Impact

- Computer system failure or loss of data

Management/Control of Risk. Action Required

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

Impact: 3

Probability: 3

Rate: **Medium**

10. Procedural and Compliance Risk (law and regulation)

Potential Impact

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

Management/Control of Risk. Action Required

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

Impact: 3



Nailsworth Town Council

Probability: 4

Rate: **High**

11. Insurance Risks/uninsured losses

Potential Impact

- Inadequate Cover
- Areas not covered
- Financial Loss

Management/Control of Risk. Action Required

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

Impact: 3

Probability: 3

Rate: **Medium**

12. Budgetary control and financial reporting/ adequacy of precept

Potential Impact

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

Management/Control of Risk. Action Required

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

Impact: 3

Probability: 3

Rate: **Medium**



Nailsworth Town Council

13. Banking/Cash and Petty Cash

Potential Impact

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

Management/Control of Risk. Action Required

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

Impact: 2

Probability: 2

Rate: **Medium**

14. Dependency on income sources/lettings

Potential Impact

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

Management/Control of Risk. Action Required

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

Impact: 2

Probability: 2

Rate: **Medium**

15. Public concern and fear

Potential Impact

- Increase in panic and confusion
- Mistrust of the council



Nailsworth Town Council

Management/Control of Risk. Action Required

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

Impact: 1

Probability: 2

Rate: Low

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



Nailsworth Town Council

Agenda Item 15a

Meeting of Full Council

Meeting date Tuesday 16th January 2024

Subject To receive the Mayor's monthly report

Author Cllr Mike Kelly

Status Information

Summary

The Mayor's report for January.

Detail

09 Jan Attended the Chamber of Trade's AGM

10 Jan Attended Cllr Norman Kay's funeral service at the Matara Centre

13 Jan Attended our first councillors' surgery session of the new year in the library

16 Jan At the time of writing, am due to accept a cheque for £10000 at morning assembly on behalf of Guide Dogs raised by Beaudesert School at their Autumn Fair last year

16 Jan Full council meeting

Ends



Nailsworth Town Council

Agenda Item 15b

Meeting of Full Council

Meeting date Tuesday 16th January 2024

Subject To receive the Deputy Mayor's monthly report

Author Cllr Shelley Rider

Status Information

Summary

The Deputy Mayor's report for December.

Detail

9 Jan AGM Chamber of Trade

10 Jan Funeral for Norman Kay

ENDS.



Nailsworth Town Council

Agenda Item 15c

Meeting of Full Council

Meeting date Tuesday 16th January 2024

Subject To receive the District Councillors monthly report

Author District Councillors Natalie Bennett, Steve Robinson

Status Information

Summary

The District Councillors report for December.

Detail

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

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

Recordings of meetings are available via the Council's You Tube channel (Live recordings): https://www.youtube.com/channel/UCeH_AmF0s-TShcYIM8Stweg

Housing Committee – 5th December

Affordable Homes at Brimscombe Port - Committee approved the purchase of the affordable homes at Brimscombe Port, from St Modwen Homes, as part of the delivery of the redevelopment project. The Council has first refusal on the affordable homes, which will make up 30% of the homes on the development, with half being for shared ownership and half for rent.

Rents for 2024/25 and finance reports Committee agreed that social and affordable rents will increase by 7.7% in line with national rent guidance.

Tenant Support Fund – Committee agreed to set up a new fund to support SDC housing tenants who are experiencing financial hardship linked to the cost of living crisis. A budget of £200k has already been confirmed. Payments awarded through this fund will be restricted to one payment per financial year, up to a maximum of £1,500.

Environment Committee – 7th December

Cotswold Natural Landscape – The 2023-2035 Cotswold National Landscape (our local AONB) Management Plan was noted. This new Plan and its vision place increased emphasis on the climate and ecological emergencies as well as access to nature and the countryside. The evidence within the Plan and the policies will assist in decision making and the preparation of Council policies and projects.



Nailsworth Town Council

CIL Funding recommendations – Committee recommended to Strategy & Resources Committee (meeting on 1st February) that seven Community Infrastructure Levy funding bids, totalling just over £1.2m, be approved. These are for projects as follows:

- Sustainable Drainage for Water Quality & habitat improvement at Stratford Park
- Stroud Subscription Rooms new catering kitchen and toilets
- Berkeley Community Hub
- Berkeley Town Improvement Plan - Detailed Design
- Standish Multi-User Path Construction
- New entrance/reception/office area, Gastrells Community Primary School, Rodborough.
- Stroud Merrywalks Bus station improvements.

All 7 successful bids were of a high quality, meeting the CIL strategic infrastructure criteria (in particular, addressing pressures arising from housing growth)

One bid, for a new car park at Tinkley Gate, Nympsfield, was unsuccessful because it didn't meet CIL criteria, but officers will work with the National Trust on various other ways that the Council may support aspects of that project.

Council meeting – 14th December

Local Plan Review

Stroud District Council is working with local partners, and has provided further information to the Planning Inspectors, for the examination of the draft Local Plan for Stroud district.

A further letter was received from the Planning Inspectors on 18th December. This is much more positive about the prospects for the draft Local Plan. The Inspectors have again requested further information from Stroud DC (by 19th January) before they take a decision on whether to grant a 6 month (or longer) pause in the examination in public process for the plan.

Tributes to District Councillor Norman Kay

Councillors from across the political spectrum paid tribute to Nailsworth and Horsley Councillor Norman Kay who died on 12 December, aged 77. He had been recovering in hospital from heart surgery. There will not be a by-election for the vacancy, as it occurred within 6 months of the local elections. All SDC seats will be up for election on 2nd May.

Ends



Nailsworth Town Council

Agenda Item 15d

Meeting of Full Council

Meeting date Tuesday 16th January 2024

Subject To receive an update on NTC office activities.

Author Clerk/Deputy Clerk/Office staff

Status Information

Summary

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

Detail:

Facilities

The racking has been put up in the Mortimer room storeroom. This was completed by Cliff and Richard in the New Year. The room has been quiet as most groups have not returned after the festive break, making it the ideal time to do this work. All buildings have been quiet allowing for additional cleaning and sorting to take place where necessary. The Christmas decorations are down and being stored away. Cliff and Richard also prepared the garage for the storage of the new, very well received, Christmas lights.

Biodiversity training

The Clerk has completed a course in understanding and reviewing Biodiversity Net Gain. This explains the new process which will accompany planning applications.

Buildings and facilities: repair and maintenance

The inspection of the roof at the KGV changing rooms has been carried out and the result was negative for RAAC. The inspection was carried out to give NTC assurance the facility is safe for continued use.

Removal of the storage building at the Town Hall has been delayed due to the contractor initial quote being incorrect due to the assessor not providing the correct information to the contractor. A new quote has been submitted and the matter will be passed to council for approval.

Health and Safety Training

Staff continue to work through the online training package. Progress is monitored and time agreed for training to be completed.

Green spaces work

The groundsman is continuing to carry out planned winter works around our green spaces. Emergency tree works were carried out before and after Christmas on fallen trees in Norton wood.

ENDS.



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 **Environment Committee** to be held in the Town Hall on Tuesday 16th January 2024 starting at 7pm.

K Kearns
Town Clerk
10th January 2024

1. Apologies
2. Verbal Introductions
3. To consider involvement in the national commemoration of 80th Anniversary of D-Day.
4. To report on renewing the Town Maps
5. To report on creating a swale and tree planting at Forest Green greens (Star Hill)
6. To Acknowledge the emergency tree works at Norton wood
7. To review Environment Committee [Action Plan](#)



Nailsworth Town Council

Agenda Item 3a

Meeting of Environment Committee

Meeting date Tuesday 16th January 2024

Subject To consider involvement in the international commemoration of 80th Anniversary of D-Day.

Author Deputy Clerk

Status Information

Summary

NTC have received information regarding the international commemoration of the 80th anniversary of D-Day on the 6th June 2024.

Detail

The UK and other nations around the world are preparing to commemorate the D-Day landing in 1944. NTC have received information regarding the events and how NTC can be involved in the commemoration of the largest Naval, Air and land Operation in history.

Email from Bruno Peek (Pageantmaster)

Dear Town or Parish Clerk,

RE: GLOUCESTERSHIRE & D-DAY 80 - 6TH JUNE 2024

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and at the site of the British Normandy Memorial, overlooking Gold Beach in Normandy, France, one of the five Beaches landed on 80 years ago on 6th June next year, in celebration and commemoration of this important occasion, as well as using the event to enable communities and individuals to pay their 'tribute' to those that gave so much during this campaign to help ensure the freedom we all enjoy today, with the flames from the Beacons representing the 'light of peace' that emerged from the dreadful darkness of war all those years ago.

We feel sure you will agree with me when we say that individuals and communities of all sizes were deeply affected in many and various ways during WWII, so with this in mind, we would like to encourage your Town or Parish Council to take part in D-Day 80 on 6th June next year, as we would like to achieve the lighting of at least 80 Beacons per County, within England and Wales, as part of this 80th Anniversary event, so would be extremely grateful if you would be kind enough to discuss your possible involvement with your Council members at your earliest convenience please, with the view to ensuring we achieve the lighting of this number of Beacons in your County at 9.15pm on 6th June 2024.

Those taking part will be sent the Certificate of Grateful Recognition found on page 46 of the Guide, enabling them to frame and display it as a lasting reminder of this moment in history commemorated/celebrated. The Guide, message from the Prime Minister encouraging local communities to take part in lighting Beacons and the logo for your use, are available to download from the D-Day 80 website - www.d-day80beacons.co.uk.

From pages 24 through to 28, you will see there are various types of Beacons that can be used on 6th June, which could be lit on town and village greens, local farms and country estates, or other locations of your choice that night, so we do hope that your Town and Parish Council will take part, and look forward to hearing from you in due course.

Details of the planned events and how NTC can be involved can be found in a comprehensive guide which can be found here: [D-Day-80-Anniversary-Guide.pdf](#)



Nailsworth Town Council

The following are scheduled to be carried out on the 6th June

At 8am on 6th June the Town crier reads the D-Day 80 proclamation. This will be done around the world. Our town crier is mentioned in the information pack and therefore, may be aware. Contact will be made to ensure this.

At 11am Schools will be asked to read the poem for D-Day heroes. Pre-Schools are encouraged to read the poem.

At 6:30pm World in Ringing Out for Peace. Bellringers around the world are encouraged to ring their bells and make a joyful noise.

At 9:10pm just before beacons are lit, pipers across the country and the world will play a tribute to piper William Millin. His amazing story can be found on page 20 of item 3a.

At 9:15pm beacons will be lit across the country and on the 5 beaches in Normand. There are several types of beacons that can be used. Information is in the guide pages 40 – 46. At the same time The International Tribute is read out.

During the 6th June 2024, the hope is for 150,000 portions of fish and chips be sold to commemorate the 150,000 servicemen that participated in D-Day.

Further investigation into which type of beacon will be required. Should NTC decide to participate communications with the RBL will be established to assist in the event.

Costs of lights/braziers

Gas brazier	£549
Lamp light of Peace	£55
Beacon Brazier	Approx £7,000

NTC are requested to consider participating in this historic event and by the lighting of a beacon and encouraging the local community involvement. This could include liaising with school's reference reading of the poems, encouraging local businesses to sell fish and chips or to light a 'lamp light of peace in their windows.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?

Local Economy: Welcoming visitors to the town and encouraging them to participate in the event.

Resilience: Building a strong local economy and strengthening our local community.

Options

1. To participate and encourage the local community to be involved in D-Day 80 on the 6th June 2024.
2. To not be involved.

Recommendation

1. To participate and encourage the local community to be involved in D-Day 80 on the 6th June 2024.

Costs unknown at this time



Nailsworth Town Council

Funding Source

To be decided

ENDS.



Nailsworth Town Council

Agenda Item 4

Meeting of Environment Committee

Meeting date Tuesday 16th January 2024

Subject To report on renewing the Town Maps

Author Clerk

Status Information

Summary

The Town maps are being renewed, with new Perspex fronts and a new map inside.

Detail

The Perspex has been replaced on the front of the three Town Maps located in the Town Square, near the Fountain and at Market Street Garden. It was degrading and scratched and the maps are now much easier to see. The next stage is to replace the map itself with a more up to date design and information.

Three designers have been approached for prices to carry out a new design, illustrations and provide a 'print ready' format. The new design will be printed and installed to replace the old designs. The cost of design and illustration work will be approximately £1,500 and the funds will come from the Tourism Promotion budget or an external grant.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?

Local Economy: Welcoming visitors to the town and encouraging tourism.

Resilience: Building a strong local economy and a well-cared for town; strengthening our local community.

ENDS.



Nailsworth Town Council

Agenda Item 5

Meeting of Environment Committee

Meeting date Tuesday 16th January 2024

Subject To report on creating a swale and tree planting at Forest Green greens (Star Hill)

Author Clerk

Status Information

Summary

To create a swale and plant trees at Forest Green to assist in flood alleviation within the area.

Detail

In September 2022 the Environment Committee considered a number of changes to Forest Green Green (Star Hill). This including potential for tree planting and flood alleviation.

During consultation with local residents on work to the green, a resident had raised the potential for Forest Green greens to help alleviate flooding. In heavy rain, rain water runs in a fast stream from Nortonwood and Colliers Wood, and down Star Hill.

Unblocking the silted up concrete pipes and creating a 'swale' (shallow ditch with a mounded edge) will decrease flooding further down the road. A swale holds water for a short time allowing it to soak into the ground. A swale will help retain water for new trees planted on the edge of the green.

The cost of creating the swale will be £500 and a local contractor can carry out this work when the weather conditions are suitable. There are funds in the Upkeep of Council Land budget to do this work.

A letter will be sent to residents adjoining the green before the work is carried out, to inform them of the work and the reasons for doing it.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?

Nature Restoration and Biodiversity: A swale will provide occasional wetland habitat with a possible slight increase in biodiversity. Tree planting will increase the biodiversity of the green and provide 'succession planting' for the nearby trees which are reaching the end of their lives.

Resilience: Unblocking the pipes and creating a swale will help reduce surface water run off and localised flooding further down Star Hill. Trees will help absorb surface water run off.

ENDS.



Nailsworth Town Council

Agenda Item 6a

Meeting of Environment Committee

Meeting date Tuesday 16th January 2024

Subject Acknowledge the emergency tree work carried out at Norton Wood

Author Deputy Clerk

Status Information

Summary

The recent bad weather caused damage to 2 trees at Norton Wood. Our contractor was called out to assess and carry out emergency works to make the trees safe.

Detail

On the 21st December NTC were informed of 2 damaged trees at Norton Wood. A contractor was called and agreed that the work should be carried out as an emergency as the tree were a danger and to the public. Due to the nature of the works and the need for no delay the work was approved.

The work was carried out on the 22nd December and between 27th and 29th December by GCC's approved tree surgeon.

An invoice of £1150 plus VAT has been received for the call out and works to be carried out.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?

Health & Wellbeing: e.g. The works allows for a safe environment for walkers

Nature Restoration and Biodiversity: e.g. Demonstrates NTCs commitment to tree management and conservation of our wooded areas.

Recommendation

1. Acknowledge the emergency tree works to be carried out.
-

Costs

£1150 plus VAT

Funding Source

6240 Emergency Tree works

ENDS.

Item 6b Photographs of the damaged trees at Norton Wood.



27	29-Aug-23	Y		Low		Environment	Definitive footpath map; footpaths not formally registered as Public Rights of Way by 2026 will not be included in the Definitive Footpath Map											
28	29-Aug-23	Y		Low		Environment	Landscape Management Plan for Bunting Hill Nature Reserve											
30	29-Aug-23	Y	6	Low		Environment	Flood alleviation and emergency plan											
31	29-Aug-23	Y	2, 6, 7	Low	Low	Environment	Shortwood Green improvements	Consult residents on improvements to Shortwood Green for all ages e.g. seating, mowing regime, tree planting and play equipment. (Shortwood Green is Common land and cannot be fenced).					WP required		Ongoing			
32	29-Aug-23	Y	2	Low		Environment	Forest Green wildflower display and roundabout enhancement											
33	29-Aug-23	Y		Low		Environment	All Saints Churchyard improvements	Contractor trimming hedge back on neighbours property. Delay due to storms: new date 26th Sept. 05 Oct Winter work to boundary hedge to be identified.										
40	09-Oct-23	N	1, 6	Medium	Low	Environment	Star Hill Green flood swale and tree planting	09 Oct. Quote sought for creating swale on Star Hill Green to cope with surface rainwater.	4000: Upkeep of Council Land	£1,000.00	Council meeting 06.09.2022: 2022/096		Environment Committee	01-Mar-24			Quote for tree planting needed. 4x trees on Star Hill including 2 x Tilia (Lime); 3x small trees (Rowan/Birch/Bird Cherry) on Moffatt Rd green.	
42	24-Oct-23	N		High	Low	Environment	Biodiversity action	Biodiversity Policy and Action Plan needed under new government guidance. Council to consider biodiversity by 1st January 2024.	n/a	n/a	Environment meeting 07.11.23		Environment Committee/ Clerk	01-Jan-24	started		Biodiversity will be considered at Environment Committee meeting 7.11.23. Biodiversity Policy being drafted. Action Plan will be required in the New Year.	