

2024-03-19 NTC_meeting agenda _____	2
2024_03_05_NTC_minutes_DRAFT _____	4
2024_03_05_NTC_minutes_Env_DRAFT _____	9
2024-03-19 NTC Item 8 Payment approval list _____	10
2024-03-19 NTC Item 9 GAPTC motion _____	13
2024-03-19 NTC Item 10 D-Day 80 _____	16
2024-03-19 NTC Item 11a I&E report _____	18
2024-03-19 NTC Item 11b Main Bank reconciliation _____	19
2024-03-19 NTC Item 11c Premier bank reconciliation _____	22
2024-03-19 NTC Item 12 Internal Checker report _____	23
2024-03-19 NTC Item 13 NTC Risk Assessment _____	25
2024-03-19 NTC Item 14 Action Plan _____	33
2024-03-19 NTC Item 15a Mayors Report _____	34
2024-03-19 NTC Item 15b District Councillor Report _____	35
2024-03-19 NTC Item 15c Office Activities _____	38
2024-03-19 NTC Item 15d Town Improvements working party _____	40
2024-03-19 NTC Item 15e Carters Way working party _____	42
2024-03-19 NTC Item 15f MRC advisory committee report _____	43



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 19th March 2024 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
12th March 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

None

TREES IN A CONSERVATION AREA

- a) S.24/0384/TCA. Brockley House, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Fell Leylandi (T1) to ground level.

PREVIOUSLY TRACKED APPLICATIONS

- b) 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. Application approved. NTC notes that it's good to see investment in this property.
 - 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. Application approved. NTC: Noted.
 - d) S.24/0238/TCA. Coopers Mill , Dunkirk Mills, Inchbrook, Gloucestershire. Application: Trees in a Conservation Area. Description: T1 - Ash. Remove. T9 - Ash. Remove. T10 - Ash. - Remove. T11 -Ash. Remove. T12 - Ash. Remove. T13 - Crack Willow. Reduce to 12m. T17 - Black Poplar. Remove. T18 - Sycamore. Remove entirely the compromised western stem with bark loss (facing the parking area) to 1.5m above the trifurcation. T19 - Sycamore. Pollard western stem showing signs of a phytopthera or Kretzmaria. T20 - Ash. Remove. T21 - Ash. Remove. Application approved. NTC Comment: noted
 - e) S.24/0295/TCA. The Old George, Tabrams Pitch, Nailsworth, Gloucestershire.
 - f) Application: Trees in a Conservation Area. T1 Crack willow: Crown reduce by 4m. T2 Crack willow: Crown reduce by 4m. T3 Crack willow: Crown reduce by 4m. Application permitted. NTC comment: noted.
 - g) S.24/0426/T5DAY. 7 Whitecroft, Forest Green, Nailsworth. GL6 0NS. Application 5 day notice – trees. TPO/0174 Fallen Cedar. Application approved as no extension given on emergency works.
- 5 To confirm minutes of the Council meeting held on Tuesday 5th March 2024
 - 6 To confirm the minutes of the Environment Committee meeting held on Tuesday 5th March 2024



NAILSWORTH TOWN COUNCIL

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

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Clerk to Council: Katherine Kearns

- 7 To consider the recommendations of the Environment Committee;

It was **recommended** that Designer 3 be approached to produce the new map and artwork for the Town Maps.

- 8 Accounts:
 - To agree payments in accordance with the budget as listed in the attached reports
- 9 To consider submitting a resolution to GAPTC's AGM
- 10 To receive a brief on the plans for the D-Day 80th Commemoration and consider a budget for the event.

Reports for information (no decisions required):

- 11 Financial summary:
 - a) Income and Expenditure report
 - b) Main bank account reconciliation report
 - c) Premier bank account reconciliation report
- 12 To receive a report from the cllr acting as internal checker
- 13 To review NTC's Risk Assessment
- 14 To review the Council's [Action Plan](#)
- 15 Reports:
 - a) Report from Town Mayor
 - b) Report from Deputy Mayor
 - c) Report from District Councillors
 - d) Report from County Councillors
 - e) To receive an update on NTC office activities
 - f) To receive a report from the Town Improvements working party
 - g) To receive a report from Carters Way working party
 - h) To receive a report on Minchinhampton and Rodborough Common Advisory Committee

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
Held at 6.30pm in the Town Hall, Old Bristol Road
on Tuesday 5th March 2024
DRAFT

Present:

Cllr Mike Kelly (Chair)
 Cllr Shelley Rider
 Cllr Jonathan Duckworth
 Cllr Peter Bodkin
 Cllr Colleen Rothwell
 Cllr Ros Mulhall
 Cllr Patsy Freeman
 Cllr Natalie Bennett
 Cllr Angela Norman

Minutes:

Clerk

Apologies:

Cllr Steve Robinson
 Cllr Paul Francis

Verbal Introductions

These were made.

2023/207**Public Participation**

According to NALC Legal Topic Note 5E 43, the public participation part of a meeting;

- a) is included as an item in the agenda
- b) forms part of the council meeting in law.

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

There were five members of the public present concerning planning appeal consultation S.23/0237/PIP Land North of Windsoredge Lane. The members of the public outlined their reasons why the appeal should be rejected, and there was a discussion about these reasons.

2023/208**Declarations of Interest & Applications for Dispensations**

Cllr Peter Bodkin declared an interest in S.23/0237/PIP Land North of Windsoredge Lane, being a neighbour to the site.

2023/209**Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.24/0296/FUL. Beechcroft, Harley Wood, Nailsworth, Stroud. Application: Full Installation of decking, storage area and steps to the rear of the property. Dropped kerb to the existing driveway.

NTC comments:

Object. NTC has concerns that this will overlook neighbouring properties to an unacceptable level.

- b) S.18/0815/OUT. Forest Green Rovers FC, The New Lawn, Smiths Way, Forest Green. Application: Outline Planning Application. Description: Resubmission of S.17/0850/OUT - The demolition of The New Lawn Football Stadium.(Forest Green Rovers FC) and re-development

to provide the erection of up to 95 dwellings, up to 0.11 hectares of community uses (which may include D1/D2/A3/B1 uses), landscaping, open space, associated access, parking and infrastructure. All matters reserved except access (using existing access).

NTC comments:

Object.

The following comments were submitted;

Material considerations

Nailsworth Town Council has serious concerns about the outline planning application in a number of areas:

1. Stroud Local Plan and density of proposed development

(NPPF 2: Achieving sustainable development)

Land at The New Lawn, Nailsworth is identified in the Local Plan for a development comprising 80 dwellings and associated community and open space uses.

This application is for significantly more (95 dwellings) and with no significant on site community open space contribution.

Core Policy CP8 states that Residential Development proposals will need to be built at an appropriate density that is acceptable in townscape, local environment, character and amenity terms.

This development is over 15 units above that recommended by the Local Plan.

2. A priority flood risk town

(NPPF 2: Achieving sustainable development)

The proposed development must demonstrate how it will mitigate increased flood risk from surface water drainage, in view of Nailsworth's status as a high priority flood risk town (one of six in the county).

Recent floods (June 2020 and onwards) highlighted the need to tackle both town centre flooding by improving drainage, and by mitigating measures in the surrounding higher land.

Flooding has been reported to properties in Forest Green, inevitably affected by increased run off from hardstanding. Nailsworth acts as a bowl with rainwater run off collecting from higher ground to lower properties.

There is ongoing work by GCC and SDC to decrease flood risk with interventions on higher land and in the surrounding valleys. The FGR development must show how rSUDS, SUDS and rainwater harvesting will be used in the new development.

With more sustained rainfall and increased flood risk, robust measures for water attenuation will be needed on site.

3. Pre-app consultation/Community-led housing

(Delivery Policy DHC4: supporting the delivery of community-led housing)

NTC would have been keen for the applicant to engage in pre-application consultation, both with the Town Council and Nailsworth CLT, but this didn't happen. The CLT is keen to explore partnering with Ecotricity to include CLT properties in this development and have raised this matter with Ecotricity.

4. Contribution to community facilities/CIL and Section 106 contributions

The 0.11 hectares which have been identified for 'community use' is on the left-hand side of the site and currently has an electricity substation on it. It's very hard to work out what community use this land might be put to.

Within walking distance of the site there is:

- Beechwood Close play area (LAP: Local Area of Play 2 minutes walk)
- Miles Marling Field (LEAP: Local Equipped Area of Play 3 minutes walk)
- Arkell Community Centre (5 minutes walk)
- Badgers Way (LEAP: Local Equipped Area of Play 5 minutes walk)
- Bunting Hill nature reserve (13 minutes walk)

From previous conversations between NTC and Ecotricity about community contributions, NTC would prefer off-site contributions to their existing assets (Arkell Centre, Miles Marling Field, Beechwood Close play area and Bunting Hill being the sites identified for contributions).

5. Loss of social amenities

When the New Lawn was built, the Section 106 agreement detailed community contributions to include green space for a MUGA, a gym and community room (inside the New Lawn) and a public bar. All of these have since been removed to the disadvantage of residents in Forest Green. The removal of the New Lawn itself will result in a further loss of amenities which include the only blood donation location possible in the town, conference rooms, the historic football club and football pitch, and related employment. All of these will be completely lost, with no equivalent facilities available anywhere else in the town.

6. Highways considerations

The proposed development could result in a couple of hundred additional cars and other vehicles making journeys up and down the single approach road into and out of town, which is narrow in places. For much of its length, pavements are only on one side of the road, are also very narrow and there are no safe places where pedestrians can cross the road. The town centre currently suffers with traffic congestion, especially at peak times, and an additional large number of cars on the narrow roads and junctions will only exacerbate the situation.

Car parking facilities in the town centre are barely adequate at busy times now and no other provision is possible due to limitations of space. Additional large numbers of cars wishing to park in the town will create unmanageable stresses on existing facilities.

7. Deficiencies of existing school facilities

There is already pressure on the local school for the provision of additional places for pupils but, so far, there is no strategic plan for developing and funding any scheme for enlargement. The proposed development would potentially add extra unmanageable numbers of young children who need school placements.

The information on school capacity is out of date, being gathered in 2016-2018, since which time St Dominic's Primary School has closed; Nailsworth Primary School is now close to capacity and considerations for bussing levies and school places need to be recalculated for children and young people of all ages.

8. Biodiversity Net Gain

There is a good opportunity for S-boxes (universal bird boxes) to be included on the new dwellings and we would like to see their provision recognised in the application. There are small, active colonies of Swifts in Forest Green, which could potentially use the S-boxes, and larger Swift colonies in Nailsworth town centre. There is also an opportunity for Bunting Hill to benefit from BNG rather than for contributions to be put into a general district-wide mitigation pot. This site is a Key Wildlife Site – limestone grassland and home to the heath snail (*Helicella italia*).

APPEALS

- c) S.23/0237/PIP Land North Of, Windsoredge Lane, Nailsworth, Gloucestershire. Application: Permission in Principle. Between 2 and 4 custom build houses. S.23/050/APPREF
NTC comments: NTC previously made strong objections to this application based on material planning matters.

Four reasons for objecting were outlined;

1. nothing material has changed in the application since it was refused by SDC and no new information has been provided. The application is still against the following policies in Stroud's Local Plan: CP1, CP2, CP3, CP15, HC3, LTP PD01, LTP PD02, NPF 104 and NPF 110
2. Contrary to the claims in the appeal, SDC maintains its self-build register appropriately and is meeting all respective targets.

- a) the 'tilted balance' concept does not apply. SDC has met and continues to meet the district's self-built targets. This information was readily available during the previous consultation period (specifically 2nd March 2023).
- b) SDC's charge for a self-build registration is £25, which is affordable and not a deterrent
3. the suitability of the local area for development has been overstated as reasons to allow the appeal, with misleading information on the local bus service and pedestrian accessibility, being in an area with no pavements and steep gradients.
4. The area is typified by being surrounded by green space, significantly the development area is in the AONB and outside the permitted settlement development limits.

Council **resolved** to submit these objections to the appeal.

All agreed

TREES IN A CONSERVATION AREA

- d) S.24/0295/TCA. The Old George, Tabrams Pitch, Nailsworth, Gloucestershire.
Application: Trees in a Conservation Area. T1 Crack willow: Crown reduce by 4m. T2 Crack willow: Crown reduce by 4m. T3 Crack willow: Crown reduce by 4m.
NTC comment: noted.

2023/210

To confirm minutes of the Full Council meeting held on Tuesday 20th February 2024.

These were approved.

All agreed

2023/211

To confirm the minutes of the Personnel Committee meeting held on Friday 23rd February 2024.

These were approved.

All agreed

2023/212

To consider the recommendations of the Personnel Committee;

It was **recommended** that the Project Officer job description is adopted.

All agreed

It was **recommended** that the reviewed policies are adopted in line with the AGAR and best practice.

All agreed

It was **recommended** to adopt the Stress Policy

All agreed

It was **recommended** to adopt the Gifts and Hospitality Policy

All agreed

It was **recommended** to adopt the Council Training Plan

All agreed

It was **recommended** to introduce a new council induction and refresher evening on Tuesday 7th May
All agreed

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

.....
Date



NAILSWORTH TOWN COUNCIL
Minutes of the Environment Committee
Held at 7pm in the Town Hall on Tuesday 5th March 2024

Present:

Cllr Angela Norman (Chair)
Cllr Patsy Freeman
Cllr Mike Kelly
Cllr Colleen Rothwell
Cllr Peter Bodkin
Cllr Natalie Bennett
Cllr Shelley Rider

Minutes:

Clerk

Apologies:

None.

Declarations of Interest & Applications for Dispensations

There were none.

To consider redesigning the Town Maps

As previous agreed, the Clerk has approached three designers.

There was a discussion about ensuring the new design considers people with visual impairments; Accessible Gloucestershire to be approached for guidance.

After a discussion;

It was **recommended** that Designer 3 be approached to produce the new map and artwork for the Town Maps.

To report on Summer events to promote biodiversity

Stroud Valleys Project have agreed to run a 'bioblitz' at KGV field and a bumblebee safari at Miles Marling Field on the weekend of Saturday 13th/ Sunday 14th July. This will be included in their Garden Guardians project, with no charge to NTC.

After a visit by Stroud Landscape Project to KGV extension field on Monday 4th March, various actions were suggested by the National Trust officers which will increase biodiversity on the site. These will be noted in NTC's draft Biodiversity Action Plan.

To review Environment Committee [Environment Action Plan](#)

The replacement play equipment at Shortwood Green is already being appreciated by residents.

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

.....
Date

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16787		£290.00	4140	25/02/24	Avendale Garden Maintenance Service - grass cutting Feb	240225
		£290.00			Avendale Garden Maintenance Service - Total	
16791		£695.10	2000	29/02/24	A-Z Cleaning - Office clean - Feb	9148
		£695.10			A-Z Cleaning - Total	
16788	DD240312 BRIT	£27.76	3070	27/02/24	British Gas - KGV electricity	859251333
16812	DD240327 GAS	£65.20	2100	05/03/24	British Gas - Mortimer room Gas	848056136
		£92.96			British Gas - Total	
16792		£51.04	1120	29/02/24	Brutons Hardware Ltd - various	795080
		£51.04			Brutons Hardware Ltd - Total	
16793		£31.02	4000	29/02/24	Chalford Building Supplies - Town hall car park wall repair	SIN086620
		£31.02			Chalford Building Supplies - Total	
16782		£52.08	1140/5	21/02/24	Cliff Christie - Eye test and folders	EXP240221
		£52.08			Cliff Christie - Total	
16783	DD240327 COMM	£54.00	1140/1	23/02/24	Communicate Better - Technological services	188571
		£54.00			Communicate Better - Total	
16794		£752.10	1170	29/02/24	Down To Earth Gloucestershire CIC - maintaining town borders	0224A
		£752.10			Down To Earth Gloucestershire CIC - Total	
16795	DD240311 EE	£70.79	1140/1	02/03/24	E E - Groundsman and Deputy phone	VO2202819464
		£70.79			E E - Total	
16796	DD240311 FUEL	£28.73	3050/3	25/02/24	Fuel Card Services Ltd - fuel for groundman's vehicle	9006918703
		£28.73			Fuel Card Services Ltd - Total	
16784		£292.34	1165/6	19/02/24	Gloucestershire County Council - cleaning CC&MR	1800744200
		£292.34			Gloucestershire County Council - Total	
16785		£2,628.00	4000	26/02/24	Greenfields Garden Services - Shortwood green wobble log bridge	INV-3860

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
		£2,628.00	Greenfields Garden Services - Total			
16805	DD240317 GRUN	£12.66	1260	29/02/24	Grundon Waste Management - waste collection CC	PSI-1015147
16806	DD240320 GRUN	£10.12	1260	29/02/24	Grundon Waste Management - waste management TH	PSI 1015146
		£22.78	Grundon Waste Management - Total			
16749	DD240303I CO	£35.00	1140/5	05/02/24	Information Commissioner's Office - GDPR	
		£35.00	Information Commissioner's Office - Total			
16813		£15.59	1120	12/03/24	Katherine Kearns - zoom	EXP
		£15.59	Katherine Kearns - Total			
16797		£740.00	1130/2	05/03/24	Land & Property Registration - professional charges	NAIL/05
		£740.00	Land & Property Registration - Total			
16798		£52.04	1180	27/02/24	NALC - Webimar on community transport.	9027009639
		£52.04	NALC - Total			
16799	DD240310 OCTOPUS	£47.48	2110	04/03/24	Octopus - Clock tower elec	<I-01B53B5D-0038
16800	DD240321 OCTOPUS	£32.78	3070	05/03/24	Octopus - Changing rooms Elec	KI-94567F80-0037
16804	DD240320 CTOPUS	£28.00	2060	11/03/24	Octopus - Mortimer room	KI-A3005C22-0038
		£108.26	Octopus - Total			
16801		£34.54		06/03/24	Sara Haynes - Womble badges and wireless keyboard and mouse	EXP Mar 24
	1	£15.55	1140/5		Womble badges	
	2	£18.99	1120		Wireless keyboard and mouse	
		£34.54	Sara Haynes - Total			
16807		£3,976.79	2010	06/03/24	SDC - Non domestic rate demand for Town Hall offices	PR842011006
16808		£3,285.17	1165/2	06/03/24	SDC - Non domestic rate demand for Civic Centre office	PR842058004
		£7,261.96	SDC - Total			
16773		£4.41	1010	21/02/24	SGC Payroll - Under payment on invoice ending 060 dated 12.7.23	underpayment

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
16802		£450.00	1130/2	05/03/24	SLCC - membership	QL204969-1
		£450.00			SLCC - Total	
16803		£271.61	2040/1	29/02/24	Spot On Supplies (Cleaning & Packaging) Ltd - supplies	12200361
		£271.61			Spot On Supplies (Cleaning & Packaging) Ltd - Total	
16786		£50.98		21/02/24	Trade UK Ltd - work boots for Richard and soil pipe clips	1467326399
	1	£39.99	3050/2		Workboots	
	2	£10.99	3050/2		soil pipe clip	
		£50.98			Trade UK Ltd - Total	
16809	DD240323 WATER	£50.65	2050	08/03/24	Water Plus - TH water	INV05048905
16810	DD240325 WATER	£35.62	3080	11/03/24	Water Plus - Changing rooms	INV-04
16811	DD240327 WATER	£25.04	2090	13/03/24	Water Plus - Mortimer Room	INV-048
		£111.31			Water Plus - Total	
		£16,491.12			Confidential transactions	
Total		£30,687.76				

Signature _____

Signature _____

Date _____



Nailsworth Town Council

Agenda Item 9

Meeting of Full Council

Meeting date Tuesday 19th March 2024

Subject To consider submitting a resolution to GAPTC's AGM

Author Clerk

Status Action

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

Summary

Every year GAPTC asks parish and town council's to submit a resolution to their AGM. The 'resolution' becomes a proposal to their AGM where it is presented by a member of the council who is putting it forward.

There is a proposal which will allow the Annual Town Meeting to be held at a time, day and venue most suited to each parish.

Detail

Every year GAPTC asks parish and town council's to submit a resolution to their AGM. The 'resolution' becomes a proposal to their AGM where it is presented by a member of the council who is putting it forward. The motion is debated and any action agreed.

The topic for debate can be one which affects national or local policies, or the way GAPTC itself is run. If it relates to the work of NALC it should not be one which is already included in NALC's current list of policies

The following motion is suggested for submission.

Currently the law requires parishes to have an Annual Meeting of the Parish. The legislation states that this meeting shall be held after 6pm; presumably this time was fixed when most people worked closer to home and an evening meeting was more achievable for residents. Now, working patterns have changed; more home working, but more pressures on time and longer commutes and working days for those who work out of the parish. Some parishes have a very high number of second homes, with part time residents disengaged from their 'other community' – not so available during the week.

Nailsworth TC's motion is to allow the spirit of legislation to be followed to achieve the best results for each individual parish. The purpose of the Annual Meeting of the Parish is;

- For the town or parish council to present its annual report
- To allow for a parish poll
- To engage a diverse range of residents

The Annual Town Meeting has the potential to be a vibrant, interesting and informative community event; a place for a council to engage with its residents.



Nailsworth Town Council

Nailsworth TC has changed the format of their Town Meeting, from an event which only attracted those present to read their community group's annual report. These groups often left after their allotted 3 minute speech. There was very little benefit to and engagement with the wider community.

NTC's current event is in the form of market stalls in the centre of town. Each stall represents one of many community groups and is a chance to exchange information and recruit new members and volunteers. There is a formal address by the Mayor and public questions, in accordance with the legislation for Annual Town Meetings. There are also community awards and lively discussions.

In 2017 NTC trialled this format in the evening, in the Town Hall. While it was much more successful than previous years – allowing for more networking between groups – it didn't attract any passing residents. In 2018 it was decided to transfer the event to a day and time more conducive to attracting our residents, especially younger people. Since then the Annual Town Meeting has become a popular town event attracting a wider age range with much more engagement in community issues.

To comply with legislation, NTC issue an agenda on the Tuesday prior to the Annual Town Meeting (the same date as a regular council meeting, after 6pm) and the meeting is immediately adjourned to Saturday morning. While there may be no reference in legislation to being able to adjourn an Annual Town Meeting, nor is there any reference to *not* being able to adjourn the meeting.

Every community is different. One parish may find that a weekday evening is the best time to attract residents. Another may find it better in the daytime, or on the same day as another event in their parish. NTC moves that it should be up to each parish to decide what time gets the best results.

The proposal is that the legislation allow for the Annual Meeting of the Parish to be held at a time, day and venue most suited to engaging the community and enacting the spirit of the legislation.

Options

1. To submit the following resolution to GAPTC's AGM:

To propose that the legislation allows for the Annual Meeting of the Parish to be held at a time, day and venue most suited to engaging the community and to enacting the spirit of the legislation.

1. To not submit a resolution.

Recommendation

1. To submit the following resolution to GAPTC's AGM:

To propose that the legislation allows for the Annual Meeting of the Parish to be held at a time, day and venue most suited to engaging the community and to enacting the spirit of the legislation.

Costs

None



Nailsworth Town Council

Funding Source

N/A

ENDS.



Nailsworth Town Council

Agenda Item 10

Meeting of Full Council

Meeting date Tuesday 19th March 2024

Subject To receive a brief on the plans for the D-Day 80th Commemoration and consider a budget for the event.

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

As agreed during the 16th January meeting, NTC are keen to support the D-Day 80 commemorations on the 6th June. The event is being planned in conjunction with Nailsworth RBL. There are costs involved in the event and NTC are requested to consider creating a fund.

Detail

As discussed in January the D-Day 80 commemoration to be held on the 6th June 2024 a schedule of events for the day is detailed below. The schedule has been agreed in collaboration with the president of the Nailsworth RBL.

0800	Town crier reads the D-Day 80 proclamation
0900	Raising of the D-Day 80 commemoration flag
0900-1600	Mortimer Room Tea and coffee, Friday market, D-Day display
0900	Green Plaque walk 1
1100	Three Local schools to read out the Poem for Schools (we are yet to hear back)
1300	Green plaque walk 2
1800	Mortimer Room, showing of a WWII film
2000	Gather in the Mortimer Gardens for fish and chips
2100	Piper will play from St Georges Church
2115	Reading of the Internation tribute and lighting of the Lantern of Peace

During the day local restaurants will be encouraged to promote and sell fish and chips. They will be provided with a poster to display in their premises to show support for the event.

In addition to the lighting of the lantern at 2115, the plan is for an article to placed in the Nailsworth News by the RBL. This will have a tear out lantern that can be coloured in and displayed in homes to shows support.

The event will come at a cost, for merchandise and a piper for the evening event.

2 x Red Lanterns £28 (these are LED not paraffin) One will be displayed in the Civic Centre window and one to be lit at 2115.

2 x 6x4 feet D-Day 80 flags £70.00. Again one for the window display in the Civic Centre and one to be raised at 0900.



Nailsworth Town Council

Several pipers have been approached and requested to provide a quote for the event. The average cost is approx. £300 plus travel.

With the above costs in mind the council are requested to approve a budget of £500 for the event. This will allow for possible additional costs that are currently unforeseen.

The Nailsworth Branch of the Royal British Legion have been approached with regards to making funds available. We are yet to hear back from them.

It is recommended that a budget of £500 be agreed for the D-Day 80 Commemorations on the 6th June 2024.

Options

1. To approve a budget of £500 for the D-Day 80 commemorations
 2. To not approve the budget
 - 3.
-

Recommendation

1. To approve a budget of £500 for the D-Day 80 commemorations
-

Costs

£500

Funding Source

General Fund

ENDS.

Income and Expenditure Account

31/03/23 £		11/03/24 £
	INCOME	
25,312.23	Grants	32,574.03
14,000.00	Arkeil Centre Trust	14,001.00
36,841.07	Bookings - all	37,016.61
320,927.00	Precept	361,635.00
855.10	Interest on Investments	3,699.23
2,414.77	Other income	2,170.23
314.22	Rights of way/Wayleaves	214.22
400,664.39	TOTAL INCOME	451,310.32
	EXPENDITURE	
31,289.45	General Administration	27,156.11
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	10,305.74
173,352.41	Staff costs	180,492.24
7,513.93	Insurance	7,303.00
19,208.89	Repairs & maintenance - buildings	40,323.53
20,232.66	Utilities & Rates	20,587.70
47,561.96	Maintenance of Open Spaces	41,696.15
55,474.52	Special projects and miscellaneous	51,616.83
611.66	Hazelwood Bungalow	652.00
1,713.60	Town Information Centre	1,713.60
49,370.00	Support for town services	50,030.00
14,000.00	Arkeil Community Centre	14,001.00
5,533.84	Expenditure	15,983.77
441,668.66	TOTAL EXPENDITURE	467,361.67
127,374.76	Balance as at 01/04/23	109,531.14
400,664.39	Add Total Income	451,310.32
528,039.15		560,841.46
441,668.66	Deduct Total Expenditure	467,361.67
0.00	Stock Adjustment	0.00
23,160.65	Transfer to/ from reserves	16,166.81
109,531.14	Balance as at 11/03/24	109,646.60

Bank Account Reconciled Statement

Main Account	2040157	30-98-29
Statement Number	206	Bank Statement No. 206
Statement Opening Balance	£15,919.49	Opening Date 01/02/24
Statement Closing Balance	£36,024.86	Closing Date 29/02/24
True/ Cashbook Closing Balance	£36,024.86	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/02/24	FPI240201STRIPES	Stripes Payments	0.00	178.27	16,097.76
01/02/24	SO240201EMMA	Emma-Accountants-Admin Centre	0.00	270.83	16,368.59
05/02/24	BGC240105NATSA V	National Savings	0.00	42.69	16,411.28
05/02/24	DD240203WATER	Water Plus	26.52	0.00	16,384.76
05/02/24	FPI240205ADAMS	Jennifer Adams	0.00	40.00	16,424.76
06/02/24	PAY240206LLOYD S	Lloyds Bank	19.00	0.00	16,405.76
08/02/24	DD240209BRIT	British Gas	27.44	0.00	16,378.32
08/02/24	PAY240208LLO	Lloyds Bank	20.90	0.00	16,357.42
12/02/24	DD240211EE	E E	66.50	0.00	16,290.92
12/02/24	DD240211FUEL	Fuel Card Services Ltd	30.11	0.00	16,260.81
12/02/24	FPI240212PAINS	Painswick Parish Council	0.00	150.00	16,410.81
12/02/24	SO240212MIKE	Mike Jefferies-Accountants	0.00	1,054.16	17,464.97
13/02/24	DD240210OCTOPU S	Octopus	87.41	0.00	17,377.56
13/02/24	DD240214CTOP	Octopus	523.95	0.00	16,853.61
13/02/24	DD240221OCTOPU S	Octopus	56.87	0.00	16,796.74
14/02/24	DD24022OCTOPUS	Octopus	31.84	0.00	16,764.90
15/02/24	DD240215BGAS	British Gas	2,011.17	0.00	14,753.73
15/02/24	FPI240201CREA	Creative Writing	0.00	60.00	14,813.73
15/02/24	FPI240201DAZZ	Dazzle Workshops	0.00	96.00	14,909.73
15/02/24	FPI240201ELIZ	Pilates Elizabeth Williams	0.00	96.00	15,005.73
15/02/24	FPI240201FLEA	Flea market	0.00	40.00	15,045.73
15/02/24	FPI240201MEN	Mens Talking Group	0.00	60.00	15,105.73
15/02/24	FPI240201TAI	Tai Chi	0.00	48.00	15,153.73
15/02/24	FPI240202FRI	Friday Market	0.00	100.00	15,253.73
15/02/24	FPI240202PROB	Probus Nailsworth Valley	0.00	80.00	15,333.73
15/02/24	FPI240205BARN	Barnabas Painters	0.00	60.00	15,393.73
15/02/24	FPI240205FUS	Julie Spivey - Fusion	0.00	48.00	15,441.73
15/02/24	FPI240205MIN	Minchinhampton U13S	0.00	34.00	15,475.73
15/02/24	FPI240205NDS	Nailsworth Dramatic Society	0.00	20.00	15,495.73

Bank Account Reconciled Statement

15/02/24	FPI240205NFM	Nailsworth Farmers Market	0.00	170.00	15,665.73
15/02/24	FPI240205NWI	Nailsworth WI	0.00	40.00	15,705.73
15/02/24	FPI240205PLAY	Play Circle Drop In	0.00	400.00	16,105.73
19/02/24	DD240219SGC	SGC Payroll	3,386.23	0.00	12,719.50
20/02/24	DD240217GRUN	Grundon Waste Management	14.18	0.00	12,705.32
20/02/24	DD240220GRUN	Grundon Waste Management	11.00	0.00	12,694.32
20/02/24	DD240220SGC	SGC Payroll	9,712.99	0.00	2,981.33
20/02/24	FPO240220NOV	Novalis Trust	0.00	60.00	3,041.33
21/02/24	FPI240221Wotton	Wotton Under Edge Council	0.00	50.00	3,091.33
21/02/24	TRANSF240221LLOYDS		0.00	60,000.00	63,091.33
22/02/24	DD240220SGC	SGC Payroll	3,391.30	0.00	59,700.03
22/02/24	FPI240222KATY	Katy Walton Theatre School	0.00	156.00	59,856.03
23/02/24	DD240223WATER	Water Plus	48.49	0.00	59,807.54
23/02/24	FPO240118AES	AES Maintenance	82.50	0.00	59,725.04
23/02/24	FPO240223ACER	Acerola Telecom	291.19	0.00	59,433.85
23/02/24	FPO240223ASH	Ashwell Building Contractors	7,920.00	0.00	51,513.85
23/02/24	FPO240223AVEN	Avendale Garden Maintenance Service	3,641.00	0.00	47,872.85
23/02/24	FPO240223A-Z	A-Z Cleaning	728.20	0.00	47,144.65
23/02/24	FPO240223BLUE	Blue Diamond Garden Centre (Nailsworth)	139.44	0.00	47,005.21
23/02/24	FPO240223BRUT	Brutons Hardware Ltd	53.51	0.00	46,951.70
23/02/24	FPO240223CLIFF	Cliff Christie	5.07	0.00	46,946.63
23/02/24	FPO240223CRSIGNS	C R Signs	108.00	0.00	46,838.63
23/02/24	FPO240223DENIS	Denis Brown and Son	493.64	0.00	46,344.99
23/02/24	FPO240223DOWN	Down To Earth Gloucestershire CIC	1,138.50	0.00	45,206.49
23/02/24	FPO240223FEN	Online Playgrounds	335.60	0.00	44,870.89
23/02/24	FPO240223FRFA	FRFA	421.20	0.00	44,449.69
23/02/24	FPO240223GCC	Gloucestershire County Council	859.40	0.00	43,590.29
23/02/24	FPO240223KEARNS	Katherine Kearns	20.58	0.00	43,569.71
23/02/24	FPO240223LAND	Land & Property Registration	760.00	0.00	42,809.71
23/02/24	FPO240223MCT	Minchinhampton Christmas Tress	812.00	0.00	41,997.71
23/02/24	FPO240223NFEST	Nailsworth Festival	2,200.00	0.00	39,797.71
23/02/24	FPO240223NMBC	Nailsworth Mills Bowling Club	220.00	0.00	39,577.71
23/02/24	FPO240223PRFLET	PR Fletcher	237.00	0.00	39,340.71
23/02/24	FPO240223SARA	Sara Haynes	63.57	0.00	39,277.14

Bank Account Reconciled Statement

23/02/24	FPO240223SCOTT	Scott Total Security	110.40	0.00	39,166.74
23/02/24	FPO240223SDC	SDC	100.00	0.00	39,066.74
23/02/24	FPO240223SFS	Stroud Farm Services	57.33	0.00	39,009.41
23/02/24	FPO240223SGC	SGC Payroll	85.32	0.00	38,924.09
23/02/24	FPO240223SPELE C	S P Electrical	1,967.35	0.00	36,956.74
23/02/24	FPO240223SPOT	Spot On Supplies (Cleaning & Packaging) Ltd	70.13	0.00	36,886.61
23/02/24	FPO240223TRADE	Trade UK Ltd	375.96	0.00	36,510.65
23/02/24	FPO240223TRADE GEAR	Trade Gear Ltd	245.99	0.00	36,264.66
23/02/24	FPO240223VIK	Viking	753.60	0.00	35,511.06
23/02/24	FPO240223YARD	Yard House Nursery	92.00	0.00	35,419.06
26/02/24	DD240225CLARITY	Clarity Copiers Ltd	56.88	0.00	35,362.18
27/02/24	DD240225WATER	Water Plus	40.28	0.00	35,321.90
27/02/24	DD240227GAS	British Gas	44.79	0.00	35,277.11
27/02/24	DD240227WATER	Water Plus	23.25	0.00	35,253.86
29/02/24	FPI210229NFC	Nailsworth Football Club	0.00	139.00	35,392.86
29/02/24	FPI240229BARN	Barnabas Painters	0.00	80.00	35,472.86
29/02/24	FPI240229COTS	Cotswold Craftsmen	0.00	20.00	35,492.86
29/02/24	FPI240229FLEA	Flea market	0.00	40.00	35,532.86
29/02/24	FPI240229FUS	Julie Spivey - Fusion	0.00	36.00	35,568.86
29/02/24	FPI240229MEN	Mens Talking Group	0.00	40.00	35,608.86
29/02/24	FPI240229NFC	Nailsworth Football Club	0.00	278.00	35,886.86
29/02/24	FPI240229PROB	Probus Nailsworth Valley	0.00	80.00	35,966.86
29/02/24	FPI240229TAI	Tai Chi	0.00	48.00	36,014.86
29/02/24	FPI240229YOG	Hirers	0.00	10.00	36,024.86

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	44019.58	64124.95

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Premier 4282	07154282	30-98-29
Statement Number	100	Bank Statement No. 100
Statement Opening Balance	£320,129.93	Opening Date 01/02/24
Statement Closing Balance	£260,487.88	Closing Date 29/02/24
True/ Cashbook Closing Balance	£260,487.88	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
11/02/24	INTEREST	Lloyds Bank	0.00	357.95	320,487.88
21/02/24	TRANSF240221LLO YDS		60,000.00	0.00	260,487.88

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	60000	357.95

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____



Nailsworth Town Council

Agenda Item 12

Meeting of Full Council

Meeting date Tuesday 16th March 2024

Subject To receive a report from the cllr acting as internal checker

Author Cllr Colleen Rothwell

Status Information

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

Each year a cllr is appointed as an internal checker and is asked to examine different procedures and policies throughout the year. The most recent internal checker visit was made on Tuesday 20th February 2024.

Detail

The Town Clerk had selected ticket sales in 2023 as a useful demonstration of the operational efficiency of the NTC processes which were public facing. Thus, the objectives were clear. Points highlighted are outlined below:

1. In agreeing to do this [ticket sales for outside organisations], NTC had to clarify the methodology, noting that cash transactions were no longer possible. The events considered were Nailsworth Festival and the Nailsworth School fireworks.
2. Online sales were encouraged through commercial suppliers e.g. Eventbrite, to enable separation of funds.
3. NTC staff operate as a team with well understood protocols, so no one person is in sole charge of information.
4. The Festival provided a float to enable actual cash ticket sales which are only handled by a named volunteer who is responsible for this.
5. Both Festival volunteers and NTC staff point to alternative means of buying tickets.
6. The cash is kept safe in a locked drawer in the library.
7. Sometimes volunteers can be reluctant to handle cash. There is a written table of names of volunteers and transactions.
8. Cheques are accepted but not encouraged.
9. A Ticket Sales Day is encouraged – as there are many varieties of tickets for the Festival.
10. There is currently no assessment of how much office staff time is dedicated to this – but only two events have been handled.
11. NTC have had positive feedback from Nailsworth Festival and the School about the sales service.
12. The precedents and protocols of room hire were adapted usefully.



Nailsworth Town Council

A further question was asked about how complaints are handled:

1. There is a low complaint rate.
2. The first step is to calm down the complainant.
3. Then, address the problem – usually signposting.
4. There is a Complaints Procedure – in which the matter can be escalated, which culminates in being presented to a Councillor.
5. The procedure is working.
6. There are Freedom of Information provisions which are handled according to procedure.

ENDS.



Nailsworth Town Council

Agenda Item 13

Meeting of Full Council

Meeting date Tuesday 29th March 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.
- Grit bins have been filled by GCC in preparation for colder weather

Impact: 3

Probability: 1

Rate: **Low**

3. Project or service development

Potential Impact

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

Management/Control of Risk. Action Required

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

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.



Nailsworth Town Council

- Staff can work flexibly. Contingencies for home working include existing remote access to Edge software, use of webmail and Dropbox
- Staff stay in contact daily, sharing training and information on new systems.
- Staff workloads have increased as projects and events gain momentum. Specialist resources will be needed to progress some projects
- A Staff Handbook is in place.
- Staff will be under increased pressure until the new Deputy Clerk is fully trained to the correct level. Deputy Clerk starts CiLCA training 31 January 2024.
- During times of staff absence there may be a delay in project movement due to increased work loads on staff.
- Staff need to book remaining annual leave before 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 set against projects.



Nailsworth Town Council

- An amendment to Financial Regulations has improved response times to repair and maintenance work
- Six monthly building inspections introduced to identify any possible issues.

Impact: 3

Probability: 3

Rate: **Medium**

7. Employment issues

Potential Impact

- Health & Safety issues
- Loss of staff

Management/Control of Risk. Action Required

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

Impact: 3

Probability: 4

Rate: **High**

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

Potential Impact

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

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



Nailsworth Town Council

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

Impact: 3

Probability: 2

Rate: **Medium**

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

Potential Impact

- Computer system failure or loss of data

Management/Control of Risk. Action Required

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

Impact: 3

Probability: 3

Rate: **Medium**

10. Procedural and Compliance Risk (law and regulation)

Potential Impact

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

Management/Control of Risk. Action Required

- 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



Nailsworth Town Council

- New Policies (Predetermination and Biodiversity) are being brought to Council as needed
- NTC's Policies are reviewed annually; next review due in February 2024.
- Cllrs have been advised not to work outside of NTC's Health & Safety Policy
- Information booklet to be created for volunteers working on the highway
- Cllrs are advised not to act as individuals and without a remit from the council.
- New Stress Policy to be reviewed and agreed.

Impact: 3

Probability: 4

Rate: **High**

11. Insurance Risks/uninsured losses

Potential Impact

- Inadequate Cover
- Areas not covered
- Financial Loss

Management/Control of Risk. Action Required

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

Impact: 3

Probability: 3

Rate: **Medium**

12. Budgetary control and financial reporting/ adequacy of precept

Potential Impact

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

Management/Control of Risk. Action Required

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



Nailsworth Town Council

- There is uncertainty due to rising costs nationally and how NTC's income will be affected due to the effects on small businesses and NTC's increase in hire charges.
- Another Internal Check and Internal Control visit by an appointed cllr needs to be arranged.
- The Annual Budget for 2024-2025 has been prepared, ready for the precept request to be submitted before Christmas.

Impact: 3

Probability: 3

Rate: [Medium](#)

13. Banking/Cash and Petty Cash

Potential Impact

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

Management/Control of Risk. Action Required

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

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



Nailsworth Town Council

Probability: 2

Rate: Medium

15. Public concern and fear

Potential Impact

- Increase in panic and confusion
- Mistrust of the council

Management/Control of Risk. Action Required

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

Impact: 1

Probability: 2

Rate: Low

Ser No	Date added	Strategic Plan	Vision	Priority	Risk	Committee	Task detail	Comments	Budget	Estimated Cost	Minute Reference	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. 14 Feb All land can be registered in 8 registrations. Clerk gathering information required.	General Fund	£5,000.00	2023/108	Clerk	01-Oct-24	Not started		
38	09-Oct-23	N	8	Medium	Medium	Full Council	Internal audit checks by cllr	09 Oct. Next appointment to be arranged (quarterly checks and reports). 02 Jan Inspection due for December was daleyed until January, date not yet set. 14 Feb audit scheduled for 20th Feb. 11 Mar. Check crried out and report passed to council.	none	£0.00		Cllr Colleen Rothwell		ongoing		
39	09-Oct-23	Y	8	Low	Low	Full Council	Local Council Award Scheme									
41	09-Oct-23			High	Medium	Full Council	Support for Town Services monitoring	09 Oct. First meeting held. Monitoring forms being drafted and discussed.	Annual Budget			STS working party				



Nailsworth Town Council

Agenda Item 15a

Meeting of Full Council

Meeting date Tuesday 19th March 2024

Subject To receive the Mayor's monthly report

Author Cllr Mike Kelly

Status Information

Summary

The Mayor's report for March.

Detail

26 Feb Civic Centre/CLT initial planning meeting.

27 Feb Had to leave the GAPTC Annual Town Meeting online workshop early due to the inaccessibility of its IT format.

02 Mar The planned green plaques walk with Mike Harvey was cancelled due to adverse weather conditions and is due to be re-scheduled.

05 Mar NTC meeting.

06 Mar Online Market Street feasibility scheme update meeting.

09 Mar Councillors' surgery session in the library.

19 Mar Full NTC meeting.

Ends



Nailsworth Town Council

Agenda Item 15b

Meeting of Full Council

Meeting date Tuesday 19th March 2024

Subject To receive the District Councillors monthly report

Author District Councillors Natalie Bennett and Steve Robinson

Status Information

Summary

The County Councillor's report for February.

Detail

Housing Committee – 6th February

New homes for Afghan and Ukrainian refugees – The district council has bid for further money from the Local Authority Housing Fund to part-fund (40%) of the purchase cost of homes for people who have arrived in the UK, via the Ukrainian and Afghan resettlement and relocation schemes. The properties purchased will be added to the council housing stock, and will then be available to any households in housing need, once they are no longer required by refugees. The remaining cost of the house purchase will be funded by borrowing, from the Housing Revenue Account.

From previous rounds of this fund, Stroud DC has so far purchased 16 properties. A sale is agreed and due to be completed for five additional properties by the end of March. This means that £2.49m has been secured by the council to part fund the purchase of these properties. The latest grant in January, resulted from a short notice request from the Department for Levelling up, Housing and Communities, due to underspend on the fund. It is difficult for councils which do not manage their own housing stock to find the match funding required.

Changes to the regulation of social housing – update on the preparations that are underway at Stroud District Council in response to the regulatory changes resulting from the Social Housing Regulation Act, which come into force in April 2024. This act requires four new standards:

- The Safety and Quality Standard requires landlords to provide safe and good quality homes and landlord services to tenants.
- The Transparency, Influence and Accountability Standard requires landlords to be open with tenants and treat them with fairness and respect so that tenants can access services, raise complaints when necessary, influence decision making and hold their landlord to account.
- The Neighbourhood and Community Standard requires landlords to engage with other relevant parties so that tenants can live in safe and well-maintained neighbourhoods and feel safe in their homes.
- The Tenancy Standard sets requirements for the fair allocation and letting of homes and for how those tenancies are managed and ended by landlords.



Nailsworth Town Council

Housing Service Review – following consultation with staff, a new staffing structure for the tenancy management service will take effect in March. Housing Officers previously had to manage around 900 homes each which was difficult to sustain. The new structure involves a focus on resident engagement and more cross team working with the creation of new Housing Assistant roles to support the wider team.

Council 22nd February

Council approved the following reports:

- **Council Tax Support** Schemes for 2024/25 were confirmed as follows:
 - Committee agreed to extend the current Council Tax **Support Scheme** for another year. This provides up to 100% support to around 2,900 working age households in Stroud district who are on low incomes. Government has committed that all eligible residents over the state pension will continue to be entitled to up to 100 % support with their council tax bill (approx. 2,600 households), regardless of local policy.
 - A new Council Tax **Premium on second homes** will apply from 01 April 2025
 - The Council Tax **Premium for empty homes** will be amended to be 100% for properties empty between one and five years (currently two and five years) from 01 April 2025.
 - The Council Tax **Discount for Care Leavers** will extend the qualifying age from 21 to 24 and include care leavers from outside of Gloucestershire.

- **General Fund Budget 2024/25**, Capital Programme and Medium-Term Financial Plan
Council press releases contain the highlights of the budget:
 - Investment in community projects in the new SDC budget
<https://www.stroud.gov.uk/news-archive/investment-in-community-projects-agreed-in-the-new-sdc-budget>
 - Car parking charges frozen again in 85% of spaces in Stroud:
<https://www.stroud.gov.uk/news-archive/car-parking-charges-frozen-again-in-85-of-spaces>

Council tax rates for each parish are shown in the [appendix here](#).

Strategy & Resources Committee – 1st February

- **Community Infrastructure Levy (CIL)** - Spending allocations for 2024/2025 were approved. This funding supports additional demand placed on local infrastructure created by new housing growth, in accordance with adopted planning policy. Following a recommendation from the Environment Committee, £1.2 m has been allocated to seven projects:
 - Standish multi-user path – Gloucestershire County Council: £400,000.
 - New entrance/reception/office at Gastrells Community Primary School - Gloucestershire County Council: £228,000.
 - Berkeley Town Improvement Plan (detailed design) – Berkeley Town Council: £200,000.
 - Berkeley Community Hub – Berkeley Books: £170,000.
 - Stroud Merrywalks Interchange Hub - Gloucestershire County Council: £98,000.



Nailsworth Town Council

- Stroud Subscription Rooms' new catering kitchen and toilets – Subscription Rooms Trust: £66,759.
- Sustainable drainage for water quality and habitat at Stratford Park – Stroud District Council: £45,852.

- **Market Towns Vitality Fund** - £200k was allocated to this fund. £150k will be allocated to projects, and £50k will cover district council officer time for engagement and administrative costs. ([Link to paper.](#)) Officers will engage with the towns, Chamber of Trade and other stakeholders. Priorities and potential actions to be supported by the fund will be identified during the spring and summer, with decisions on funding support to be made in Autumn 2024. There may be some projects that are more appropriate to deliver on a wider geographic basis, potentially even district-wide, to benefit more than one market town.

Other news

Low-income families urged to check whether they could get help to buy food and milk

Almost 200 low-income families in the Stroud district are missing out on financial support which would help them buy healthy food, milk and vitamins.

The NHS Healthy Start scheme is available to people who are more than 10 weeks pregnant or have a child under four and receive qualifying benefits, and anyone who is under 18 and more than 10 weeks pregnant. It can be used to buy fresh, frozen, and tinned fruit and vegetables, fresh, dried and tinned pulses, plain cow's milk and infant formula. Healthy Start vitamins for pregnant and breastfeeding women and vitamin drops for children under four years old are also included in the scheme.

According to data 187 people in the Stroud district that are eligible for the scheme have not applied.

You can find out if you are eligible on the NHS Healthy Start website www.healthystart.nhs.uk or by emailing healthy.start@nhsbsa.nhs.uk or phoning 0300 330 7010. Successful applicants will receive a discreet, prepaid card which can be used in any shop that sells healthy food and accepts Mastercard.

The card will be topped up every four weeks to a value of:

- £4.25 each week of your pregnancy from the 10th week
- £8.50 each week for children from birth to one year old
- £4.25 each week for children between one and four years old

For other sources of support see www.stroud.gov.uk/costofliving

Ends.



Nailsworth Town Council

Agenda Item 15c

Meeting of Full Council

Meeting date Tuesday 19th March 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

We have some new potential hirers bringing new experiences to Nailsworth, Superstrickers (pre school football skills) will be starting in the Town Hall after Easter.

With the very wet weather the football pitch has not been fit to play on, it has been waterlogged. There will be a back log of matches once it all starts to dry out again.

Buildings and facilities: repair and maintenance

The building in the Town hall courtyard is in process of being dismantled and should be complete within a 2 week timeframe.

Our follow up health and safety audit is being completed with Worknest on April 3rd and 4th.

The wall in the town hall car park has been repaired after a collision on the 4th March. The corners have been reinforced with metal posts to provide additional strength. The posts will be painted white and reflective material added to make the wall more visible to drivers.

Health and Safety Training

A member of staff has attended a First Aid course. This ensures we are compliant with H&S regulations with regards to having a dedicated First Aider.

Green spaces work

Work has started on the winter tree works the office will be updated on progress. The fence in the Mortimer Gardens has been redesigned and repaired to allow for plants to grow along the fence. A meeting was held with the National trust to discuss the KGV extension field and how best it can be utilised enhance biodiversity. There has been a marked increase in graffiti across all of our areas. The groundsman is removing any offensive material as soon as possible when discovered. The replacement balance bridge at Shortwood Green was installed on the 23rd February and has been well received.

Funding

SDC have announced a Market Town Vitality Fund for town and parish councils. Discussions have started between NTC and other market towns to see if there is a proposal which will pool all of our resources and help make the fund go further. Other possibilities are also being explored solely for NTC. The allocation of £150,000 will be decided by SDC in Autumn 2024.

Website

Work will soon begin to migrate NTC's website to a new host. The change will bring a new look to the website and modernise some of the pages. This work was kickstarted by information from the recent SLCC Practitioners Conference. The website cost is within the existing budget line for NTC's website,



Nailsworth Town Council

and will be carried out by a not-for-profit company who already work closely with town and parish councils. The plan is for the new website to go live before 1st May 2024.

CiLCA training

The Deputy Clerk has begun CiLCA training. The Certificate in Local Council Administration set the professional standard for clerks nationally, covering local government legislation, roles, responsibilities, finance and community engagement.

There is one year to complete the course with all units submitted for marking online and with mentoring sessions run by GAPTC.

ENDS.



Nailsworth Town Council

Agenda Item 15d

Meeting of Full Council

Meeting date Tuesday 19th March 2024

Subject To receive a report from the Town Improvements working party

Author Clerk

Status Action

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

Summary

Town Improvements working party progress.

Detail

The Town Improvements working party have commissioned design and feasibility work to increase accessibility, improve drainage and improve the appearance of market Street, in accordance with the working party's terms of reference.

There was a meeting of the project team and working party on Wednesday 6th March with an update on the work so far. Draft design proposals were presented with an on screen 'walk through' of the details, from the Cossack Square end to the Fountain Street end.

The draft designs focused on improvements to the pavement width specifically at either end of the street. They also detailed improvements to drainage, to reduce flood risk to properties and surface water run off.

The team had hoped to be able to include rain garden features in several places, however due to the extensive underground services (electric, gas etc) this won't be possible. The only location where rain water storage may be possible is in Market Street garden. The project team are exploring a scheme to install crates underground to slow the flow of surface water, and to supply water to a new tree and planting. Details to be drawn up.

Next steps:

It had been hoped the design work would be completed before the end of March, however this won't be possible and it will go into the new financial year. There are no financial implications for NTC; just the wish to move this work forward.

There was a discussion about a timetable for completing the design work, the need for community engagement/consultation and getting the work costed, so that a funding bid for CIL Infrastructure can be submitted in September 2024.



Nailsworth Town Council

The project team was asked to investigate why traffic access options have not been included (closing off or partially closing off the road to vehicles and creating a pedestrian priority). The project team was also asked to investigate the request to explore the feasibility of making Butcher Hills Lane one way.

ENDS.



Nailsworth Town Council

Agenda Item 15e

Meeting of Full Council

Meeting date Tuesday 19th March 2024

Subject To receive a report from Carters Way working party

Author Cllr Peter Bodkin (Chair of Carters Way working party)

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

Carter Way working party meetings and progress.

Detail

The Carters Way Working Party (Cllrs Ros Mulhall, Colleen Rothwell and Peter Bodkin) have now met twice more with representatives from FGCA's Management Committee to discuss their proposals for their Constitution and their proposed Tenancy agreement with plot holders. These are now finalised and the outline terms of a lease between the Management Committee and Nailsworth Town Council were discussed at our most recent meeting in February.

The Clerk is now in touch with NTC's solicitors and is awaiting a response with a draft lease. Once this is finalised, our work will be complete.

ENDS.



Nailsworth Town Council

Agenda Item 15f

Meeting of Full Council

Meeting date Tuesday 16th March 2024

Subject To consider a report from the cllr acting as internal checker

Author Cllr Colleen Rothwell

Status Information

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

Each year a cllr is appointed as an internal checker and is asked to examine different procedures and policies throughout the year. The most recent internal checker visit was made on Tuesday 20th February 2024.

Detail

Minchinhampton & Rodborough Common Advisory Committee for NTC March 2024

Topics covered :

1. Is the cttee fit for purpose – short discussion – not resolved;
 2. AGM could not proceed for lack of attendance;
 3. Ecological Surveys are being pursued over road use : to answer the question : effects of roads on grass; pollution; affecting both commons. The County Council will hold a hearing in April. There will also be a plan to devote Citizen Science to soil sampling.
 4. Construction of and Induction pack for NT volunteers. Various members offered to draft this;
 5. How to address inconstant attendance at meetings which were quarterly- >gentle nudging;
 6. Agreed to hold a public open event later in the year;
 7. Marking day event Sat 18 May – lots of activities for adults and children;
 8. Set up a strategy mtg – use Googledocs for storage;
 9. Conservation of skylark nesting pitches and the danger of dogs – SHOULD THERE BE NOTICES ABOUT THIS : VOTE TAKE : ALL IN FAVOUR OF **WARNING SIGNS** for this purpose only. This is a departure from the history of the cttee which had always been against signage.
-

ENDS.



Nailsworth Town Council