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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 19th December 2023 starting at **6.30pm**.

Mrs K Kearns
Town Clerk

13 December 2023

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

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

CONSULTATION

- a) S.23/2258/HHOLD 1 Dark Lane Nailsworth Stroud Gloucestershire GL6 0DR. Application Household Proposal -Reconfigured vehicular access. Ground floor windows to existing wc and new ensuite.
- 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
- 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.
- d) S.23/2400/PIP Land Adjacent To Gracedale, Old Bristol Road, Nailsworth, Gloucestershire. Application: Permission in Principal. Erection of up to 2no. dwellings.
- 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.

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.

PREVIOUSLY TRACKED APPLICATIONS

- g) S.23/1938/VAR. Nailsworth Garden Centre, Avening Road, Nailsworth, Stroud. Application: Variation of Condition. Description: Variation of condition 2 (approved plans) from application S.21/1934/FUL - alteration to the design of ancillary retail unit (retrospective). Application permitted. NTC comment: Object. In many areas the building does not resemble the one which was approved. There are significant changes from the agreed plan; the finishes, cladding, size of glazed areas and loading bay are different or larger. Three trees were pictured on the front area on the original drawing; there are no trees on the finished building and no evidence of a landscape plan prior to completion. NTC do not approve of the practice of applying for planning permission retrospectively.
- h) S.23/1138/HHOLD. Overden Watledge Road. Nailsworth. Application: householder. New roof and gable entrance to existing link between main house and pool house. Application permitted. NTC: no observations.



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- i) S.21/3066/LBC Springhill Court, Spring Hill, Nailsworth, Stroud. Application: LBC Repairs and alterations. Repairs of roof and wall coatings, repair of electrical installations, sanitary, drains. New flat in the first floor of the Cart House, new bathroom second floor. Application refusal. NTC support the work to this property but would like to request that the work is done in such a way as to prevent disturbing any nesting swifts.
 - j) S.23/1978/TPO. Beaudesert Park School, Box, Stroud, Gloucestershire. Application: Tree Preservation Order. Two Ash Trees - Fell. Application permitted. NTC: Noted.
 - k) S.23/2030/FUL The Maltings, Tetbury Lane, Nailsworth, Gloucestershire. Application: Full. Combine two dwellings with associated amendments. Application permitted. NTC: No Observations
 - l) S.23/2031/LBC The Maltings, Tetbury Lane, Nailsworth, Gloucestershire. Application: Listed Building Application. Alterations to combine two dwellings. Resubmission of S.22/1915/LBC. Application permitted. NTC: No Observations
 - m) S.23/2007/HHOLD Clarebourne, Shortwood Road, Nailsworth, Stroud. Application: Householder. Erection of a replacement single storey extension and alterations to the fenestration. Application permitted. NTC: No Observations
- 5 To confirm the minutes of the Special Budget Meeting on Tuesday 28th November 2023
- 6 To agree the Annual Budget for 2024-2025 and the precept request
- 7 To confirm minutes of the Council meeting and of the Recreation & Amenities meeting held on Tuesday 5th December 2023
- 8 To consider the recommendations of the Recreation & Amenities Committee:
- It was **recommended** to approve contractor 2 to replace the damaged play equipment at a cost of £2,628.
- It was **recommended** to approve a RAAC inspection of the KGV changing rooms be carried out at a cost of £770 +VAT
- 9 To confirm the minutes of the Personnel Committee meeting held on Thursday 23rd November and resumed on Tuesday 5th December 2023
- 10 To consider the recommendations of the Personnel Committee:
- It was **recommended** to confirm the Personnel Committee budget for 2024-2025 as detailed in the Annual Budget.
- 11 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.*
- 12 Accounts:
To agree payments in accordance with the budget as listed in the attached reports
- 13 To consider movements of Reserves
- 14 To consider a Pre-application Policy
- 15 To agree membership of the Town Hall Major Projects working party

Reports for information (no decisions required):

- 16 Financial summary:
- a) Income and Expenditure report
 - b) Budget comparison report



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- c) Main bank account reconciliation report
- d) Premier bank account reconciliation report

17 To review NTC's Risk Assessment

18 To review the Council's [Action Plan](#)

19 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) Report from the Rural Services Network on Rural Health and Care
- g) Report from the Carters Way working party

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
Held at 6.30pm in the Town Hall on Tuesday 28th November 2023

DRAFT

Present:

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

Minutes:

Clerk

Apologies:

Cllr Paul Francis

Public Present

There were no members of the public present.

Verbal Introductions and safety briefing

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

2023/136

Declarations of Interest & Applications for Dispensations

There were none.

2023/137

Consideration of Annual Budget 2024-2025

The Clerk gave a presentation on the annual budget process outlining the timetable during which the budget is considered by the Committees. Any projects or funding which is needed is brought to council for a decision before it's included in the Annual Budget.

There was an in-depth discussion on the Annual Budget during which the following points were discussed;

- The importance in communicating the reasons for precept changes
- The new council in May will have a chance to update NTC's Strategic Plan; a date to be set in June 2024.
- The admin charge to the Arkell Community Centre (which is then donated back to the Centre) was recalculated in 2022. This was done by recording all the hours spent by NTC staff working on the Arkell Centre, applying an hourly rate and calculating an average figure of £14,000 p.a.
- NTC hire charges were reviewed in 2022 and the new charges were introduced in 2023.

The council reviewed each budget line of the Annual Budget in sections;

- Budget lines which are classed as 'Support for Town Services' are under different Committees.
- The Community Development Worker funding comes from the Covid-19 Recovery Reserve

Training budget

There was a proposal to increase the council's training budget (for both staff and cllrs) and it was noted that in 2022-23 £1,135 of the £3,000 training budget was spent. Expenses this year include CiLCA training for the Deputy Clerk. There are plans to draw up a training and development plan for cllrs and staff; revamp the new cllr induction pack and to build a training matrix. There are no costs for this work at present.

It was **agreed** to keep the Training for staff & councillors' budget at £3,000.

NTC 28-11-2023

NTC small grants

There was a proposal to increase NTC's small grants to community groups. The grants are advertised to Nailsworth community groups and, if needed, they are helped to apply. These are one-off grants and not year after year. Funds for Nailsworth festival (as a community event) come from the Tourism Promotion budget. Last year, NTC granted £2,103 from a possible £4,000. This year there is just £220 remaining for the final grant round.

It was **agreed** to keep the NTC grant budget at £4,000.

KGV Buildings project

There was a discussion about this project and the amount of money available in the earmarked reserve. Research for this project is ongoing, and the final cost hasn't yet been determined. The KGV Building working party will need to meet to discuss the options. Currently the costs are around £50,000

It was **agreed** to add £5,000 to the KGV Buildings Reserve in the 2024-25 budget request.

Replacement groundsman's vehicle

The current vehicle was bought in 2018. The Reserve for a replacement vehicle is currently £900.

It was **agreed** to add £1,100 to the Replace Groundsman's Vehicle reserve in the 2024-25 budget request, and to suggest £2,000 for the 2025-26 budget request.

Town Hall retaining wall

There was a discussion about the necessity for this work. Council was reminded that a valuation of the Town Hall had been carried out several years ago and that the future funding of the Town Hall will be looked at in more detail alongside the Civic Centre rebuilding project. The social/community value of the Town Hall was noted, as well as access to performance space.

It was **agreed** to add £15,000 to the Town Hall retaining wall Reserve in the 2024-25 budget request.

After these discussions, the Annual Budget request for 2024-25 came to £435,876. It was acknowledged that this is a large increase and this was being driven by a need to maintain services with increasing costs to utilities, repairs and maintenance and staffing.

The Clerk undertook to carry out final checks on the draft Annual Budget before reissuing it for the 19th December meeting. A decision will be made on the Annual Budget and final precept request at the meeting on Tuesday 19th December.

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

.....
Date



Nailsworth Town Council

Agenda Item 6a

Meeting of Full Council

Meeting date Tuesday 19th December 2023

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

Author Clerk

Status Action

Summary

The final figures for the Annual Budget for 2024-2025 and the recommended precept request.

Detail

At the meeting on 28th November the Council discussed the proposed Annual Budget.

The latest Electoral Register has just been published and shows that the number of electors is 4,571. The Annual Budget spreadsheet has been updated to reflect this and show NTC's precept request for next year will be £1.33 more per month per elector than 2023-2024.

Nailsworth Town Council's precept request for 2024-2025 is therefore **£435,876** which is an increase of 20.5%

Climate Emergency Impact

N/A

Options

1. To agree the proposed Annual Budget 2024-25
2. To agree the precept request of **£435,876**

Recommendation

1. To agree the proposed Annual Budget 2024-25
2. To agree the precept request of **£435,876**

Costs

As shown in the accompanying budget spreadsheet.

Funding Source

Annual Precept request.

ENDS.

ANNUAL BUDGET - NAILSWORTH TOWN COUNCIL 2024-2025

Key														
No estimate given; not possible to estimate the amount e.g. grant income														
% no change; fixed cost, no change forecast or not possible to estimate income from grants, bookings and other payments														
% low change; 1-24% increase or decrease														
% high change; 25 upwards % increase or decrease														
NOTES	Estimated % increase for 2024-2025	BUDGET HEADINGS FOR OFFICE USE												
[COLUMN NUMBERS FOR OFFICE USE]			ACTUAL 2022-23	BUDGET 2023-24	Actual Net APR-OCT 2023-24	Estimated NOV-MAR 2023-24	Total estimated for 2023-24	2024-25	2025-26	VARIANCE 2023-24 vs 2024-25	Budget	Estimated	VARIANCE 2023-24 estimated vs 2024-25 budget	% VARIANCE
			1	2	4	4a	3	6	7					
ANNUAL BUDGET - ESTABLISHMENT														
INCOME														
		105 Refunds, donations grants - Council	-£24,712.23	£0.00	-£31,689.71	£0.00	-£31,689.71	£0.00	£0.00	£0.00	0%	£31,689.71	0%	
	71%	110 ACC-Admin recharge	-£14,000.00	-£14,000.00	-£14,000.00	£0.00	-£14,000.00	-£14,000.00	-£14,000.00	£0.00	100%	£0.00	100%	
	0%	120 Agency services	£0.00	-£100.00	-£100.00	£0.00	-£100.00	-£100.00	-£100.00	£0.00	100%	£0.00	100%	
		130 CIL/Section 106 income	-£2,414.77	£0.00	-£2,170.23	£0.00	-£2,170.23	£0.00	£0.00	£0.00	0%	£2,170.23	0%	
		TOTAL	-£41,127.00	-£14,100.00	-£47,959.94	£0.00	-£47,959.94	-£14,100.00	-£14,100.00	£0.00	100%	£33,859.94	29%	
EXPENDITURE														
ADMINISTRATION														
	0%	1010 Payroll charges	£288.35	£340.00	£150.72	£130.00	£211.00	£360.00	£380.00	£20.00	106%	£149.00	171%	
	0%	1040 Churchyard grants	£1,100.00	£1,100.00	£1,100.00	£0.00	£1,100.00	£1,100.00	£1,100.00	£0.00	100%	£0.00	100%	
	-16%	1050 Subscriptions	£1,933.91	£2,000.00	£0.00	£2,000.00	£2,000.00	£2,100.00	£2,200.00	£100.00	105%	£100.00	105%	
	0%	1060 Grants from NTC	£2,103.73	£4,000.00	£3,780.00	£220.00	£4,000.00	£4,000.00	£4,000.00	£0.00	100%	£0.00	100%	
	0%	1070 Town Crier's expenses	£626.06	£500.00	£500.00	£0.00	£500.00	£500.00	£500.00	£0.00	100%	£0.00	100%	
	0%	1160 Town Mayor's Allowance	£900.00	£900.00	£900.00	£0.00	£900.00	£900.00	£900.00	£0.00	100%	£0.00	100%	
	0%	1090 Civic Fund	£4,951.40	£3,000.00	£735.13	£2,300.00	£3,035.13	£3,500.00	£4,000.00	£500.00	117%	£464.87	115%	
	4%	1100 Insurance	£7,004.91	£7,000.00	£7,303.00	£0.00	£7,303.00	£7,500.00	£8,000.00	£500.00	107%	£197.00	103%	
	55%	1120 Office equipment	£2,751.69	£2,500.00	£837.41	£1,662.59	£2,500.00	£3,000.00	£3,000.00	£500.00	120%	£500.00	120%	
1	135%	1130 Licences, fees, audit fees	£11,940.13	£12,000.00	£9,799.42	£2,200.58	£12,000.00	£12,500.00	£13,500.00	£500.00	104%	£500.00	104%	
		TOTAL	£33,600.18	£33,340.00	£25,105.68	£8,513.17	£33,549.13	£35,460.00	£37,580.00	£2,120.00	106%	£1,910.87	106%	
		TOTAL	-£7,526.82	£19,240.00	-£22,854.26	£8,513.17	-£14,410.81	£21,360.00	£23,480.00	£2,120.00	111%	£35,770.81	-148%	
OFFICE MANAGEMENT														
	20%	1140 Office management (phone, printing, post)	£4,800.30	£3,000.00	£4,279.27	£500.00	£4,779.27	£4,800.00	£5,000.00	£1,800.00	160%	£20.73	100%	
	-33%	1260 Waste/Recycling Collection (Town Hall and Civic centre)	£215.87	£1,000.00	£85.56	£70.00	£155.56	£200.00	£200.00	-£800.00	20%	£44.44	129%	
	-100%	5330 Web site	£119.40	£0.00	£0.00	£0.00	£0.00	£700.00	£1,000.00	£700.00	0%	£700.00	0%	
		TOTAL	£5,135.57	£4,000.00	£4,364.83	£570.00	£4,934.83	£5,700.00	£6,200.00	£1,700.00	143%	£765.17	116%	
CIVIC CENTRE BUILDING EXPENDITURE														
2	50%	1165/1 Civic Centre - electricity	£2,186.72	£3,100.00	£861.74	£1,338.26	£2,200.00	£3,500.00	£3,500.00	£400.00	113%	£1,300.00	159%	
	0%	1165/2 Civic Centre - business rates	£2,986.52	£5,700.00	£0.00	£3,000.00	£3,000.00	£3,500.00	£4,000.00	-£2,200.00	61%	£500.00	117%	
	0%	1165/3 Civic Centre - repairs & maintenance	£837.00	£700.00	£837.00	£1,000.00	£1,837.00	£2,000.00	£1,500.00	£1,300.00	286%	£163.00	109%	
	0%	1165/4 Civic Centre - line rental & broadband	£0.00	£1,500.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	£0.00	100%	£0.00	100%	
	3%	1165/6 Civic Centre cleaning contract (MR/ NTC)	£2,097.73	£1,400.00	£851.55	£450.00	£1,301.55	£1,400.00	£1,400.00	£0.00	100%	£98.45	108%	

3	0%	4030	TIC loan repayment - capital	£6,567.90	£7,753.65	£3,848.54	£3,905.11	£7,753.65	£7,983.29	£8,219.72	£229.64	103%	£229.64	103%
	0%	4040	TIC loan repayment - interest	£3,737.84	£2,552.09	£1,304.33	£1,247.76	£2,552.09	£2,322.45	£2,086.02	-£229.64	91%	-£229.64	91%
	TOTAL			£18,413.71	£22,705.74	£7,703.16	£12,441.13	£20,144.29	£22,205.74	£22,205.74	-£500.00	98%	£2,061.45	110%
	SUPPORT FOR TOWN SERVICES													
	0%	1210	Library extra hours	£3,300.00	£3,400.00	£0.00	£3,400.00	£3,400.00	£3,700.00	£4,000.00	£300.00	109%	£300.00	109%
	0%	1250	Support for Children's Centre (Home Start)	£5,500.00	£5,500.00	£5,500.00	£0.00	£5,500.00	£5,500.00	£5,500.00	£0.00	100%	£0.00	100%
	71%	1195	Support for Arkell Community Centre	£14,000.00	£14,000.00	£14,000.00	£0.00	£14,000.00	£14,000.00	£14,000.00	£0.00	100%	£0.00	100%
	TOTAL			£22,800.00	£22,900.00	£19,500.00	£3,400.00	£22,900.00	£23,200.00	£23,500.00	£300.00	101%	£300.00	101%
	BANK INTEREST INCOME													
			500	interest on main account	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	£0.00	0%
	84%	505	Investment interest Premier Account	-£671.85	-£70.00	-£1,373.69	-£1,700.00	-£3,073.69	-£2,500.00	-£2,500.00	-£2,430.00	3571%	£573.69	81%
			Interest from Income Bonds from Mortimer											
	669%	520	Bequest (paid to main account)	-£183.25	-£100.00	-£213.86	-£270.00	-£483.86	-£450.00	-£450.00	-£350.00	450%	£33.86	93%
TOTAL			-£855.10	-£170.00	-£1,587.55	-£1,970.00	-£3,557.55	-£2,950.00	-£2,950.00	-£2,780.00	1735%	£607.55	83%	
EXPENDITURE														
		1155	Bank charges on main account	£222.60	£300.00	£139.80	£115.00	£254.80	£300.00	£300.00	£0.00	100%	£45.20	118%
TOTAL			£222.60	£300.00	£139.80	£115.00	£254.80	£300.00	£300.00	£0.00	100%	£45.20	118%	
TOTAL			-£632.50	£130.00	-£1,447.75	-£1,855.00	-£3,302.75	-£2,650.00	-£2,650.00	-£2,780.00	-2038%	£652.75	80%	
GRAND TOTAL - Establishment			£37,334.86	£68,805.74	£5,678.43	£21,099.30	£26,708.01	£66,865.74	£69,785.74	-£1,940.00	97%	£40,157.73	250%	
ANNUAL BUDGET - RECREATION & AMENITIES COMMITTEE														
TOWN HALL INCOME														
4	72%	205	Town Hall bookings	-£11,175.50	-£8,000.00	-£7,110.00	-£10,098.00	-£17,208.00	-£17,000.00	-£17,000.00	-£9,000.00	213%	£208.00	97%
5	0%	210	Town Hall rent of offices	-£15,899.88	-£15,900.00	-£7,949.94	-£7,950.00	-£15,899.94	-£15,900.00	-£17,000.00	£0.00	100%	-£0.06	100%
	0%	225	Council bookings (all land and facilities)	-£761.00	-£500.00	-£410.00	-£90.00	-£500.00	-£500.00	-£500.00	£0.00	100%	£0.00	100%
TOTAL			-£27,836.38	-£24,400.00	-£15,469.94	-£18,138.00	-£33,607.94	-£33,400.00	-£34,500.00	-£9,000.00	137%	£207.94	99%	
TOWN HALL EXPENDITURE														
	2%	2000	Town Hall cleaning	£8,186.50	£8,500.00	£3,574.80	£4,925.20	£8,500.00	£8,700.00	£8,800.00	£200.00	102%	£200.00	106%
	14%	2010	Town Hall business rates	£3,962.36	£3,500.00	£0.00	£3,900.00	£3,900.00	£4,000.00	£4,100.00	£500.00	114%	£100.00	0%
2	20%	2020	Town Hall gas	£2,328.14	£3,000.00	£677.10	£2,322.90	£3,000.00	£3,600.00	£3,700.00	£600.00	120%	£600.00	189%
2	20%	2030	Town Hall electricity	£965.00	£3,100.00	£0.00	£3,100.00	£3,100.00	£3,720.00	£3,900.00	£620.00	120%	£620.00	0%
	100%	2040	Town Hall repairs & maintenance	£7,093.93	£8,500.00	£14,734.78	£1,000.00	£15,734.78	£17,000.00	£17,000.00	£8,500.00	200%	£1,265.22	109%
	40%	2050	Town Hall water rates	£432.57	£500.00	£340.35	£400.00	£740.35	£700.00	£800.00	£200.00	140%	-£40.35	88%
	30%	2150	Cleaning materials	£691.42	£1,000.00	£0.00	£500.00	£700.00	£700.00	£700.00	-£300.00	70%	£0.00	0%
TOTAL			£23,659.92	£28,100.00	£19,327.03	£16,148.10	£35,675.13	£38,420.00	£39,000.00	£10,320.00	137%	£2,744.87	108%	
TOWN HALL TOTALS			-£4,176.46	£3,700.00	£3,857.09	-£1,989.90	£2,067.19	£5,020.00	£4,500.00	£1,320.00	136%	£2,952.81	243%	
MORTIMER ROOM														

INCOME														
4	33%	220	Mortimer Room lettings	-£3,610.00	-£4,500.00	-£2,432.00	-£3,622.00	-£6,054.00	-£6,000.00	-£6,000.00	-£1,500.00	133%	£54.00	98%
TOTAL				-£3,610.00	-£4,500.00	-£2,432.00	-£3,622.00	-£6,054.00	-£6,000.00	-£6,000.00	-£1,500.00	133%	£54.00	99%
MORTIMER ROOM EXPENDITURE														
2	20%	2060	Mortimer Room electricity	£16.87	£508.00	£177.52	£330.48	£508.00	£610.00	£450.00	£102.00	120%	£102.00	157%
	0%	2070	Mortimer Room - business rates	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	£0.00	0%
	50%	2080	Mortimer Room repairs & maintenance	£694.75	£2,000.00	£1,040.49	£959.51	£2,000.00	£3,000.00	£3,500.00	£1,000.00	150%	£1,000.00	196%
	0%	2090	Mortimer Room - water rates	£279.03	£500.00	£167.11	£332.89	£500.00	£500.00	£600.00	£0.00	100%	£0.00	100%
2	20%	2100	Mortimer Room gas supply	£697.43	£900.00	£157.97	£600.00	£757.97	£960.00	£1,000.00	£60.00	107%	£202.03	228%
TOTAL				£1,688.08	£3,908.00	£1,543.09	£2,222.88	£3,765.97	£5,070.00	£5,550.00	£1,162.00	130%	£1,304.03	135%
MORTIMER ROOM TOTALS				-£1,921.92	-£592.00	-£888.91	-£1,399.12	-£2,288.03	-£930.00	-£450.00	-£338.00	157%	£1,358.03	41%
KGV FIELD INCOME														
	0%	305/1	Hire - Tennis Courts	-£2,667.19	-£3,500.00	-£1,919.78	-£1,580.22	-£3,500.00	-£3,500.00	-£3,500.00	£0.00	100%	£0.00	100%
	20%	305/2	Hire - KGV football pitch	-£1,041.50	-£1,500.00	-£416.00	-£700.00	-£1,116.00	-£1,200.00	-£1,200.00	£300.00	80%	-£84.00	120%
TOTAL				-£3,708.69	-£5,000.00	-£2,335.78	-£2,280.22	-£4,616.00	-£4,700.00	-£4,700.00	£300.00	94%	-£84.00	102%
KGV FIELD EXPENDITURE														
6	68%	3010/1	KGV Field - Grass Cutting	£2,031.00	£2,500.00	£2,596.00	£0.00	£2,596.00	£4,200.00	£5,000.00	£1,700.00	168%	£1,604.00	162%
	33%	3010/2	KGV Field - Repairs & Maintenance	£6,186.26	£3,000.00	£1,128.42	£500.00	£1,628.42	£4,000.00	£5,000.00	£1,000.00	133%	£2,371.58	310%
	100%	3010/3	KGV Field - Tennis Courts	£2,639.40	£500.00	£1,327.00	£200.00	£1,527.00	£1,000.00	£1,000.00	£500.00	200%	-£527.00	60%
	150%	3010/4	KGV Field - play area/skate ramps	£3,092.13	£2,000.00	£4,141.87	£0.00	£4,141.87	£5,000.00	£6,000.00	£3,000.00	250%	£858.13	121%
	0%	3060	KGV Field changing rooms - maintenance	£671.47	£1,000.00	£1,123.79	£0.00	£1,123.79	£1,000.00	£1,000.00	£0.00	100%	-£123.79	89%
2	0%	3070	KGV Field changing rooms - electricity	£889.85	£1,132.00	£372.85	£400.00	£772.85	£1,360.00	£1,400.00	£228.00	120%	£587.15	257%
	44%	3080	KGV changing rooms - water rates	£468.77	£900.00	£213.37	£300.00	£513.37	£500.00	£600.00	-£400.00	56%	-£13.37	94%
	0%	3090	KGV pavilion - repairs: no longer used	£176.91	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	£0.00	0%
TOTAL				£16,155.79	£11,032.00	£10,903.30	£1,400.00	£12,303.30	£17,060.00	£20,000.00	£6,028.00	155%	£4,756.70	139%
KGV FIELD TOTALS				£12,447.10	£6,032.00	£8,567.52	-£880.22	£7,687.30	£12,360.00	£15,300.00	£6,328.00	205%	£4,672.70	161%
MILES MARLING FIELD														
	9%	3000	Miles Marling Field maintenance	£2,031.00	£2,100.00	£0.00	£2,000.00	£2,000.00	£2,300.00	£2,400.00	£200.00	110%	£300.00	0%
MORTIMER GARDEN INCOME														
	38%	320	Mortimer Garden hire and electricity	£0.00	-£980.00	£0.00	-£600.00	-£600.00	-£600.00	-£600.00	£380.00	61%	£0.00	0%
2		3035	Mortimer Garden electricity	£530.84	£1,125.00	£215.30	£300.00	£515.30	£650.00	£680.00	-£475.00	58%	£134.70	163%
MORTIMER GARDEN TOTAL				£530.84	£145.00	£215.30	-£300.00	-£84.70	£50.00	£80.00	-£95.00	34%	£134.70	163%
TOWN GARDENING														
	0%	3030/1	Plants	£635.25	£1,000.00	£192.00	£808.00	£1,000.00	£1,000.00	£1,000.00	£0.00	100%	£0.00	100%
	0%	3030/2	Equipment	£108.00	£200.00	£101.19	£98.81	£200.00	£200.00	£200.00	£0.00	100%	£0.00	100%
	13%	3030/6	Grass Cutting	£1,489.55	£1,500.00	£1,564.03	£0.00	£1,564.03	£1,700.00	£1,800.00	£200.00	113%	£135.97	109%
	0%	1170	Gardener for town centre	£2,261.17	£6,000.00	£1,104.00	£3,500.00	£4,604.00	£6,000.00	£6,000.00	£0.00	100%	£1,396.00	226%

		TOTAL	£4,493.97	£8,700.00	£2,961.22	£4,406.81	£7,368.03	£8,900.00	£9,000.00	£200.00	102%	£1,531.97	121%
		MARKET STREET GARDEN											
		INCOME											
57%	310	Market Street Garden hire and electricity	£0.00	-£468.00	£0.00	-£200.00	-£200.00	-£200.00	-£200.00	£268.00	43%	£0.00	0%
		TOTAL	£0.00	-£468.00	£0.00	-£200.00	-£200.00	-£200.00	-£200.00	£268.00	43%	£0.00	0%
25%	3110	Market Street garden maintenance	£98.33	£400.00	£0.00	£400.00	£400.00	£500.00	£500.00	£100.00	125%	£100.00	0%
19%	3120	Market Street Garden - electricity	£101.41	£210.00	£30.28	£179.72	£210.00	£250.00	£250.00	£40.00	119%	£40.00	232%
		TOTAL	£199.74	£610.00	£30.28	£579.72	£610.00	£750.00	£750.00	£140.00	123%	£140.00	562%
		MARKET STREET GARDEN TOTAL	£199.74	£142.00	£30.28	£379.72	£410.00	£550.00	£550.00	£408.00	387%	£140.00	562%
		GROUNDS MAINTENANCE EQUIPMENT											
0%	3050/1	Grounds maintenance equipment repairs	£1,336.17	£500.00	£423.80	£76.20	£500.00	£500.00	£500.00	£0.00	100%	£0.00	100%
0%	3050/2	New & replacement equipment	£221.43	£800.00	£72.28	£727.72	£800.00	£800.00	£800.00	£0.00	100%	£0.00	100%
15%	3050/3	Vehicle expenses & repairs	£1,558.85	£1,300.00	£456.45	£843.55	£1,300.00	£1,500.00	£1,500.00	£200.00	115%	£200.00	144%
		TOTAL	£3,116.45	£2,600.00	£952.53	£1,647.47	£2,600.00	£2,800.00	£2,800.00	£200.00	108%	£200.00	108%
		OTHER OPEN SPACE TOTALS	£3,116.45	£2,600.00	£952.53	£1,647.47	£2,600.00	£2,800.00	£2,800.00				
		OTHER PROPERTY											
		EXPENDITURE											
20%	2110	Memorial Clock - electricity	£463.14	£450.00	£174.10	£275.90	£450.00	£550.00	£600.00	£100.00	122%	£100.00	157%
0%	2120	Memorial Clock - repairs	£541.00	£600.00	£0.00	£600.00	£600.00	£600.00	£700.00	£0.00	100%	£0.00	0%
0%	2140	Hazelwood Bungalow	£611.66	£1,500.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£2,000.00	£0.00	100%	£0.00	0%
	3100	Garage storeroom	£0.00	£0.00	£91.66	£0.00	£91.66	£100.00	£100.00	£100.00	0%	£8.34	109%
		TOTAL	£1,615.80	£2,550.00	£265.76	£2,375.90	£2,641.66	£2,750.00	£3,400.00	£200.00	108%	£108.34	104%
		OTHER PROPERTY											
		INCOME											
	245	Leases/Licences//Wayleaves	-£314.00	-£1,000.00	-£100.00	-£900.00	-£1,000.00	-£1,000.00	-£1,000.00	£0.00	100%	£0.00	100%
		TOTAL	-£314.00	-£1,000.00	-£100.00	-£900.00	-£1,000.00	-£1,000.00	-£1,000.00	£0.00	100%	£0.00	100%
		OTHER PROPERTY TOTAL	£1,301.80	£1,550.00	£165.76	£1,475.90	£1,641.66	£1,750.00	£2,400.00	£200.00	113%	£108.34	107%
		SUPPORT FOR TOWN SERVICES											
9%	3130	Playrangers	£2,695.00	£3,234.00	£2,350.00	£0.00	£2,350.00	£3,540.00	£3,700.00	£306.00	109%	£1,190.00	151%
0%	3140	Youth provision	£46,070.00	£46,070.00	£23,035.00	£23,035.00	£46,070.00	£46,070.00	£46,070.00	£0.00	100%	£0.00	100%
100%	3160	Community Development Work	£0.00	£5,000.00	£0.00	£5,000.00	£5,000.00	£0.00	£0.00	£5,000.00	0%	£5,000.00	0%
		TOTAL	£48,765.00	£54,304.00	£25,385.00	£28,035.00	£53,420.00	£49,610.00	£49,770.00	-£4,694.00	91%	-£3,810.00	93%
		GRAND TOTAL - Rec & Am	£66,689.19	£78,749.00	£41,245.79	£33,175.66	£74,621.45	£82,110.00	£86,050.00	£3,361.00	104%	£7,488.55	110%
		ANNUAL BUDGET - PERSONNEL COMMITTEE											
		EXPENDITURE											
3%	1000/1	Salaries	£103,658.80	£143,300.00	£67,094.02	£57,050.00	£124,144.02	£148,500.00	£160,100.00	£5,200.00	104%	£24,355.98	120%
25%	1000/2	Pensions	£34,438.92	£32,000.00	£20,861.85	£15,939.15	£36,801.00	£40,000.00	£41,000.00	£8,000.00	125%	£3,199.00	109%
86%	1000/3	Tax & NI	£34,520.69	£21,500.00	£20,700.08	£16,021.60	£36,721.68	£40,000.00	£41,000.00	£18,500.00	186%	£3,278.32	109%

9	37%	TOTAL	£172,618.41	£196,800.00	£108,655.95	£89,010.75	£197,666.70	£228,500.00	£242,100.00	£31,700.00	116%	£30,833.30	116%
		OTHER											
		1180 Training for staff & councillors	£1,135.07	£3,000.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,500.00	£0.00	100%	£0.00	100%
		TOTAL	£1,135.07	£3,000.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,500.00	£0.00	100%	£0.00	100%
		GRAND TOTAL - Personnel	£173,753.48	£199,800.00	£108,655.95	£92,010.75	£200,666.70	£231,500.00	£245,600.00	£31,700.00	116%	£30,833.30	115%
		ANNUAL BUDGET - ENVIRONMENT COMMITTEE											
		INCOME											
10		405 Grants, donations, refunds	-£600.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	£0.00	0%
		Total Income	-£600.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	£0.00	0%
		TOWN INFORMATION CENTRE											
		INCOME											
		410 Town Information Centre	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	£0.00	0%
		Total income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	£0.00	0%
		TOWN INFORMATION CENTRE											
		EXPENDITURE											
		Contribution to GCC library building costs for											
		13% 4021/9 TIC space in the Library (8%)	£1,713.60	£1,800.00	£856.00	£856.00	£1,712.00	£1,700.00	£2,000.00	-£100.00	94%	-£12.00	99%
		Total TIC Expenditure	£1,713.60	£1,800.00	£856.00	£856.00	£1,712.00	£1,700.00	£2,000.00	-£100.00	94%	-£12.00	99%
		TIC TOTALS	£1,713.60	£1,800.00	£856.00	£856.00	£1,712.00	£1,700.00	£2,000.00	-100	94%	-£12.00	99%
		EXPENDITURE											
		37% 4000 Upkeep council land	£4,046.17	£4,000.00	£2,341.66	£1,658.34	£4,000.00	£5,500.00	£6,000.00	£1,500.00	138%	£1,500.00	164%
		0% 4010 Norton Wood	£5,744.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	£0.00	0%
		100% 4050 Bunting Hill Nature Reserve	£1,507.13	£0.00	£0.00	£0.00	£0.00	£500.00	£1,000.00	£500.00	0%	£500.00	0%
		100% 4060 Environmental enhancement projects	£1,136.13	£500.00	£0.00	£500.00	£500.00	£0.00	£0.00	-£500.00	0%	-£500.00	0%
		0% 4080 Tree maintenance	£0.00	£8,000.00	£1,725.00	£6,275.00	£8,000.00	£8,000.00	£9,000.00	£0.00	100%	£0.00	100%
		11% 4090 Tourism promotion	£2,000.00	£4,500.00	£0.00	£4,500.00	£4,500.00	£5,000.00	£6,000.00	£500.00	111%	£500.00	0%
		14% 4120 Christmas lights	£5,475.19	£8,000.00	£417.23	£7,582.77	£8,000.00	£9,000.00	£10,000.00	£1,000.00	113%	£1,000.00	340%
		0% 4140 Upkeep of All Saints graveyard	£3,190.00	£4,000.00	£1,740.00	£2,260.00	£4,000.00	£4,000.00	£4,500.00	£0.00	100%	£0.00	100%
		20% 1080 Town Archives	£1,480.10	£600.00	£0.00	£600.00	£600.00	£600.00	£800.00	£0.00	100%	£0.00	0%
		Total Expenditure	£24,578.72	£29,600.00	£6,223.89	£23,376.11	£29,600.00	£32,600.00	£37,300.00	£3,000.00	110%	£3,000.00	110%
		GRAND TOTAL - Environment	£25,692.32	£31,400.00	£7,079.89	£24,232.11	£31,312.00	£34,300.00	£39,300.00	£2,900.00	109%	£2,988.00	110%
		Reserves expenditure	£5,377.85	-£18,500.00	£0.00	£0.00	£0.00	£0.00	£0.00				
3		GRAND TOTAL ALL BUDGETS	£308,847.70	£360,254.74	£162,660.06	£170,517.82	£333,308.16	£414,775.74	£440,735.74	£54,521.00	115%	£81,467.58	124%

Total Budget Expenditure

£414,775.74

Reserves top-up

£21,100.00

Supported from Earmarked Reserves

£0.00

PRECEPT REQUEST

£435,876

	LAST YEAR'S PRECEPT	361,635.00		
	VARIANCE	74,240.74	20.5%	12.59
11	Increase per elector	£1.33	per month	
		£0.04	per day	

- Notes**
- 1 Includes Health & Safety and Employment Law contract for three years from 2022
 - 2 Utility cost increases are predicted to slow down, so a 20% increase has been applied
 - 3 Last year, to ease the precept rise, NTC used the Covid-19 Response Reserve to pay support to Home Start and the new Community Development Worker
 - 4 Town Hall bookings have increased, with more parties and the relocation of a dance school. Mortimer Room bookings have also increased.
 - 5 The Town Hall offices are leased out. The leases will expire in 2025.
 - 6 From Spring 2023 KGV grass cutting will be carried out by a contractor
 - 7 The 2023 Service Level Agreement with Gloucestershire Play Rangers was agreed as 6 days of their time at their new day rate of £587.50. So far they have worked 4 days.
 - 8 Youth Provision Service Level Agreement until 1st April 2026
 - 9 This includes the recently agreed national pay award for 2023-24 and the new Project Officer role. It predicts the same pay award for 2024-2025.
 - 10 NTC staff are always looking for grant opportunities to support the council's work
 - 11 The December 2023 Electoral Register states the number of electors is 4,571. Last year the precept increased by 12.7%; 82p per elector per month.

RESERVES

EXPENDITURE Heading	1			Proposed Top-up 2025- 26	Proposed Top-up 2026- 27
	2023-2024 Balance	2024-2025 Proposed Top- up	2024-2025 Proposed balance		
6000 Election expenses RESERVE	£3,420.00	£0.00	£3,420.00		
6010 Play/tennis court RESERVE	£7,120.00	£0.00	£7,120.00	2000	2000
6020 Town improvements RESERVE	£4,048.20	£0.00	£4,048.20		
6030 Town Hall repairs RESERVE	£7,753.03	£0.00	£7,753.03		
6050 Hazelwood Bungalow RESERVE	£16,335.86	£0.00	£16,335.86		
6060 Miles Marling Field improvements RESERVE	£6,247.80	£0.00	£6,247.80		
6120 Shortwood Churchyard RESERVE	£500.00	£0.00	£500.00		
6130 Replace groundsman's vehicle RESERVE	£900.00	£1,100.00	£2,000.00	2000	1000
6140 Town centre/Mkt St improvements RESERVE	£62,888.10	£0.00	£62,888.10		
6150 Clock tower refurbishment RESERVE	£500.00	£0.00	£500.00		
6220 Dunkirk Museum RESERVE	£0.00	£0.00	£0.00		
6240 Emergency tree work RESERVE	£5,883.80	£0.00	£5,883.80		
6300 KGV buildings RESERVE	19,516.51	£5,000.00	£24,516.51		
6330 Contingency RESERVE	£3,196.59	£0.00	£3,196.59		
6350 Staff Recruitment RESERVE	£177.20	£0.00	£177.20		
6380 War Memorial refurb RESERVE	£7,201.23	£0.00	£7,201.23		
6430 Tourism Promotion RESERVE	£1,859.00	£0.00	£1,859.00		
6450 Heritage Open Day RESERVE	£60.00	£0.00	£60.00		
6460 Town Archive RESERVE	£30.20	£0.00	£30.20		
6500 CIL Projects	£1,446.90	£0.00	£1,446.90		
6510 Climate Emergency RESERVE	£4,659.11	£0.00	£4,659.11		
6520 Covid-19 Response RESERVE	£6,188.08	£0.00	£6,188.08		
6540 Welcome Back Fund	£2,263.27	£0.00	£2,263.27		
6550 UKSPF Carters Way allotment garden	£4,259.00	£0.00	£4,259.00		
6560 Highways improvements	£0.00	£0.00	£0.00		
6570 Registering NTC Land	£5,000.00	£0.00	£5,000.00		
6580 Town Hall retaining wall	£5,000.00	£15,000.00	£20,000.00		
TOTAL	£176,453.88	£21,100.00	£197,553.88		

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 December 2023
DRAFT

Present:

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

Minutes:

Deputy Clerk

Apologies:

Cllr Peter Bodkin
Cllr Natalie Bennett
Cllr Patsy Freeman
Cllr Colleen Rothwell
Cllr Angela Norman

Introductions**2023/138****Declarations of Interest & Applications for Dispensations**

County Cllr would like to speak from a County Council perspective with regards to TCAs

2023/139**Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.23/2300/LBC Location: Weavers House, Horsley Road, Nailsworth, Stroud. Application Type: Listed Building Application Description: Erection of replacement gates.

No comment

TREES IN A CONSERVATION AREA

- b) S.23/2315/TCA 1 Egypt, Stroud Road, Nailsworth, Stroud. Application Type: Trees in a Conservation Area. Description: 2 Ash trees - complete dismantle and removal to ground level.

No comment

- c) 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.

County Cllr highlighted that the TCA has been raised due to health and safety concerns.

PREVIOUSLY TRACKED APPLICATIONS

- d) S.23/1938/VAR Nailsworth Garden Centre Avening Road Nailsworth Stroud GL6 0BS. Proposal: Variation of condition 2 (approved plans) from application S.21/1934/FUL - alteration to the design of ancillary retail unit (retrospective). Status: Permitted.

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

2023/140

To confirm minutes of the Full Council meeting held on 21st November 2023.

The minutes were approved.

2023/141

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.

It was raised that there had been another burglary in Nailsworth over the night 4th-5th December. This is the 6th over the last few weeks, residents should be made aware and are asked to remain vigilant

Friday 15th December 13:00 TIC Christmas gathering, Councillors are requested to attend and show support.

Sunday 17th December town carol service at St Georges.

Thanks to Cllr Freeman for organising the councillor surgery for the 9th December.

2023/142

To consider removal of the storage building at the rear of the Town Hall

To **recommend** accepting the quote from contractor 2 to carry out the work to remove the storage shed at a cost of £2205 plus VAT

All agreed

2023/143

To consider a Major Projects Town Hall retaining wall working party to oversee the work needed to the Town Hall retaining wall

A discussion was held regarding the TORs. It was agreed that that TOR's refer specifically to the retaining wall. Therefore, the WP will be specific for the retaining wall. Additional, TOR's can be added to the WP TOR's later to allow for additional projects to be added in the future.

It was **recommended** to agree:

1. To agree the Terms of Reference of the Town Hall major projects working party
2. To appoint at least three cllrs to the working party

All agreed

The working party will consist of:

Cllr Duckworth

Cllr Robinson

Final member to be decided at a later date

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

.....
Date



NAILSWORTH TOWN COUNCIL

Minutes of the Recreation and Amenities Committee

Held at 7.30pm in the Town Hall on Tuesday 5th December 2023

DRAFT

Present:

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

Minutes:

Deputy Clerk

Apologies:

None

To consider replacing the damaged piece of play equipment at Shortwood Green

To **recommend** contractor 2 to replace the damaged play equipment at a cost of £2,628

All agreed

To consider a Reinforced Autoclaved Aerated Concrete (RAAC) inspection of the King George V Playing Field Changing Rooms

To **recommend** a RAAC inspection of the KGV changing rooms be carried out at a cost of £770 +VAT.

All Agreed

To review the Recreation & Amenities Committee Action Plan

A review was carried out, several entries were discussed and an update provided.

.....
Chair of Recreation and Amenities committee
Nailsworth Town Council
Civic Centre, Old Market, Nailsworth, GL6 0DU

.....
Date



NAILSWORTH TOWN COUNCIL
Minutes of the Personnel Committee
DRAFT

Meeting in the Town Hall at 2pm on Thursday 23rd November 2023. The meetings of this Committee will be confidential and are not open to the public.

Present:

Cllr Jonathan Duckworth (Chair)
Cllr Ros Mulhall
Cllr Shelley Rider
Cllr Colleen Rothwell
Cllr Angela Norman
Cllr Mike Kelly (Mayor)
Cllr Patsy Freeman

Minutes:

Clerk

Apologies:

None.

Declarations of Interest and Dispensations

There were none.

To review the Project Officer role

The new Project Officer role has meant that projects are running more smoothly with monitoring methods put in place to track progress. Regular property safety and maintenance tasks are programmed in. NTC is in much more of a proactive rather than reactive role.

There was a discussion about whether it's necessary to review the role further in the future. It was considered that the Project Officer role might change in the future, being the kind of role that will expand to fit the speed and breadth of council's plans. The current arrangement allows for specialist project managers to be brought in for specific work.

A full Job Description needs to be drawn up after reflection on how the role has been carried out. This will be done by the Clerk in consultation with the Deputy Clerk.

With extra responsibilities coming from H&S work, legal responsibilities and proactive maintenance, NTC will benefit from looking more closely at the 'outdoor' roles in the coming year, and how these fit with service delivery.

To consider the draft Personnel Committee budget for 2024-2025

It was confirmed that NTC follow the NALC terms and conditions and therefore the annual pay award. Next year's pay award is expected to be the same as this year. The Annual Budget for 2024-25 includes the new part time Project Officer role. This year the role has been supported from 10% of Earmarked Reserve budgets.

The Training Budget refers to training for both cllrs and staff.

There was a discussion on how decisions are made on the salary budget, based on evidenced staff reviews. Staff levels are based on the work which the council needs to do; the only flexibility in that budget is for the council to agree to no longer carry out some of that work. NTC sometimes use contractors to carry out work when there is no capacity or there are other advantages to doing this work by specialists.



There was a discussion about some large projects on the horizon for NTC which will need to include resources for feasibility and public consultation. Sometimes it's possible for cllrs to take on some work, but this relies on cllrs with specific expertise and can be a weakness if that cllr moves on. After discussion;

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

All agreed

To consider a review of the cllr induction pack and to introduce a training and development plan

There was a discussion on information available to people thinking of becoming a cllr. This is usually handled by SDC, with an article in Nailsworth news by NTC. There was interest in including 'how to become a cllr' in monthly cllrs surgeries. The next local elections will be Thursday 2nd May 2024.

The clerk undertook to send an article to Nailsworth News for February's edition encouraging people to become a town cllr.

Some feedback was given on the New Cllr Induction Pack which was introduced in 2021. The comments were noted by the Clerk for the next version.

Those cllrs who had most recently joined (Cllrs Ros Mulhall, Patsy Freeman and Colleen Rothwell) agreed to consider how new cllr mentoring might be improved.

***The meeting was adjourned at this point and was resumed at 11am on Tuesday 5th December.**

Present:

Cllr Jonathan Duckworth (Chair)
Cllr Ros Mulhall
Cllr Shelley Rider
Cllr Colleen Rothwell

Apologies:

Cllr Angela Norman
Cllr Mike Kelly (Mayor)
Cllr Patsy Freeman

The meeting resumed with a discussion about introducing a training and development plan. The following points were discussed;

- That it should include both cllrs and staff
- This will include training essential plus other training which will develop over time
- The plan to be described as 'Council training' so as to include both new and more established cllrs, plus staff
- For records to be kept of training; these might be published on the NTC website
- For the training plan to be regularly reviewed [by the Personnel Committee]
- For new cllrs, there is a lot of new information; to seek ways to include briefings in the council year which will inform cllrs
- That the aim of training is to empower cllrs by showing them the responsibilities of the role and how to get the most out of their time with the council

The Clerk undertook to draft an amendment to Standing Orders to set out the expectation that cllrs take part in training and development. For this to be brought to the Full Council meeting in February.



The Clerk undertook to work with the Deputy Clerk on a draft training and development plan and to bring this back to Personnel Committee for review in February.
For the plan to be implemented in end March/start of April.

To review the management and treatment of council employees and consider implementing a 'standards' process to this aim

There was a discussion about the purpose of this item;

- To manage the development of the town council as it has grown in both size and professionalism
- The change from a smaller council where cllrs are expected to do more, to a larger council where staff are employed and trained
- To examine the best way to approach the council's role as employer and how to look after staff
- To consider what process is appropriate for the size of the council
- One method is the HSE Management Standards Process
- A Wellbeing Strategy was discussed, to support staff and cllrs when needed

There was a discussion about what is missing from NTC as an organisation at present, and how best to engender a culture where each role understands their boundaries (cllrs and staff). It was considered how best to address this so that the burden of responsibility doesn't fall on one role or person. The overall aim of this process is to have a functional council where cllrs and staff get the best from their roles and therefore does the best for the town.

It was **agreed** that Cllrs Jonathan Duckworth, Colleen Rothwell and Shelley Rider research methods and processes and bring these to the next Personnel Committee meeting.

Cllr Ros Mulhall undertook to review the Wellbeing Strategy example.

ENDS.

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
16604		£4,920.00	6500	27/11/23	AES Maintenance - Mortimer electrical work and christmas lights	72
		£4,920.00			AES Maintenance - Total	
16617		£30.00	6550/2	01/12/23	Arkell Community Centre - Room hire - Carters Way	1250
		£30.00			Arkell Community Centre - Total	
16605		£580.00	4140	27/11/23	Avendale Garden Maintenance Service - grass cutting Oct and Nov	231127
		£580.00			Avendale Garden Maintenance Service - Total	
16606		£728.20	2000	30/11/23	A-Z Cleaning - Office clean - Nov	9126
		£728.20			A-Z Cleaning - Total	
16634	DD231211 BRIT	£31.97	3070	28/11/23	British Gas - KGV electricity	844858461
16637	DD231215 BGAS	£71.28	2100	05/12/23	British Gas - Mortimer room Gas	830467346
		£103.25			British Gas - Total	
16607		£233.26	1120	30/12/23	Brutons Hardware Ltd - various	775641
		£233.26			Brutons Hardware Ltd - Total	
16608		£36.00	2120	21/11/23	Chinnick Theatre Services - reconnect lighting at clock tower	10175
		£36.00			Chinnick Theatre Services - Total	
16609		£1,176.00	1165/3	26/11/23	D & D Flooring - matting in the entrance of CC	9091
		£1,176.00			D & D Flooring - Total	
16610		£636.00	3000	13/10/23	Discovery Timber - Miles Marling zip wire	0955
		£636.00			Discovery Timber - Total	
16611		£966.00	1170	30/11/23	Down To Earth Gloucestershire CIC - maintaining town borders	1123A
		£966.00			Down To Earth Gloucestershire CIC - Total	
16635	DD231210 EE	£79.89	1140/1	02/12/23	E E - Groundsman and Deputy phone	VO2173051338
		£79.89			E E - Total	
16590		£288.00	1165/4	08/11/23	Easyspace t/a HostingUK - Domain renewal	1373138

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
16603	DD231222 HOST	£167.16	1165/4	03/12/23	Easyspace t/a HostingUK - cPanel Pro	1378243
		£455.16	Easyspace t/a HostingUK - Total			
16655		£23.45	1120	13/12/23	Emily Dolphin - window display materials	ED EXP
		£23.45	Emily Dolphin - Total			
16612		£788.00	4090	24/11/23	Four Point Mapping - Green plaque walks leaflets	0381
		£788.00	Four Point Mapping - Total			
16645		£600.00		07/12/23	Frampton Consultants - Hazelwood Bungalow	595/596
1		£1,200.00	2140		invoice 595	
2		£600.00	2140		credit note 596	
		£600.00	Frampton Consultants - Total			
16220		£500.00	1060	19/04/23	Friday Market - Grant for marketing materials	01
		£500.00	Friday Market - Total			
16613	DD231205 FUEL	£24.59	3050/3	30/11/23	Fuel Card Services Ltd - fuel for groundman's vehicle	9006421441
		£24.59	Fuel Card Services Ltd - Total			
16614		£428.40	4021/9	21/11/23	Gloucestershire County Council - service charge relating to Nailsworth Library - quarter April to June	1800729694
16615		£292.34	1165/6	24/11/23	Gloucestershire County Council - cleaning CC&MR	1800729936
16616		£3,960.00	4021/9	08/11/23	Gloucestershire County Council - Annual library contribution	1800725777
		£4,680.74	Gloucestershire County Council - Total			
16653	DD231220 GRENKE	£89.00	1120	03/12/23	Grenke Leasing Ltd - equipment protection	014071/2024
		£89.00	Grenke Leasing Ltd - Total			
16638	DD231217 GRUN	£9.88	1260	30/11/23	Grundon Waste Management - waste collection TH	PSI-0959908
16639	DD231217 GRUN	£13.10	1260	30/11/23	Grundon Waste Management - waste collection CC	PSI-0959909
		£22.98	Grundon Waste Management - 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
16650		£130.52		11/12/23	Katherine Kearns - various expenses	EXP
1		£15.59	1165/4		zoom	
2		£3.04	1120		washing up liquid refil	
3		£72.29	1140/5		TIC Volunteer gifts	
4		£39.60	1090		Mince pies	
		£130.52	Katherine Kearns - Total			
16640		£833.00	1130/2	07/12/23	Land & Property Registration - professional charges	NAIL/03
		£833.00	Land & Property Registration - Total			
16641		£136.00	3010/3	06/12/23	LTA Operations Ltd (North Region) - registration fee	GLO43523
		£136.00	LTA Operations Ltd (North Region) - Total			
16652		£100.00	1090	12/12/23	Market Street Markets - Christmas window winners prizes	006
		£100.00	Market Street Markets - Total			
16643	DD231212 OCTOPUS	£30.29	2060	07/12/23	Octopus - Mortimer room	KI-A3005C22-0035
16618	DD231214 CTOP	£548.62		05/12/23	Octopus - TH Gas and electricity	1I-5C5DCFF8-0030
1		£175.97	2030		TH Electricity	
2		£372.65	2020		TH Gas	
16642	DD231221 OCTO	£53.75	3035	06/12/23	Octopus - Mortimer garden electricity	KI24066B24-0030
16619	DD231221 OCTOPUS	£28.12	3070	04/12/23	Octopus - Changing rooms Elec	KI-94567F80-0034
		£660.78	Octopus - Total			
16644		£42.00	1165/3	16/12/23	PR Fletcher - window cleaning	17841
		£42.00	PR Fletcher - Total			
16620		£50.00	1090	20/11/23	Royal British Legion - Remembrance wreaths	231120
		£50.00	Royal British Legion - Total			
16621		£3,969.80	4120	29/11/23	S P Electrical - Christmas light erection	27589
16649		£236.09	4120	11/12/23	S P Electrical - Christmas light timer repairs	27628
		£4,205.89	S P Electrical - 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
16651		£411.00		11/12/23	SLCC - Practioners conference	BK213813-1
1		£105.00	1180		Accomodation	
2		£306.00	1180		Conference	
		£411.00			SLCC - Total	
16646		£77.51	2040/1	22/07/23	Spot On Supplies (Cleaning & Packaging) Ltd - supplies	12193463
16647		£74.82	2040/1	07/12/23	Spot On Supplies (Cleaning & Packaging) Ltd - supplies	12193529
		£152.33			Spot On Supplies (Cleaning & Packaging) Ltd - Total	
16623		£33.00	3010/1	13/11/23	T W Hawkins & Sons SGMS - football pitch marking	012938
		£33.00			T W Hawkins & Sons SGMS - Total	
16622		£119.58	3030/1	29/11/23	Tortworth Plants Limited - Town Garden beds	005533
		£119.58			Tortworth Plants Limited - Total	
16624	DD231205 WATER	£40.28	3080	18/11/23	Water Plus - Changing rooms	INV-03942326
16636	DD231205 WATER	£48.49	2050	19/11/23	Water Plus - TH water	INV03947598
16648	DD231222 WATER	£22.60	2090	08/12/23	Water Plus - Mortimer Room	INV-04164534
		£111.37			Water Plus - Total	
16625		£169.77	3050/2	29/11/23	Workwear Express Ltd - Richard Highways uniform.	1743787
		£169.77			Workwear Express Ltd - Total	
		£20,025.90			Confidential transactions	
Total		£43,853.66				

Signature

Signature

Date



Nailsworth Town Council

Agenda Item 13

Meeting of Full Council

Meeting date Tuesday 19th December 2023

Subject To consider movements of Reserves

Author Clerk

Status Action

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

Summary

A suggested movement in Reserves for the KGV Building project for approval, and the Reserves report.

Detail

The Clerk would like permission to make some movements in NTC's funds.

From the 6050 Hazelwood Bungalow Reserve, to move £16,335 to the 6300 KGV Buildings Reserve to bring the total to £35,852. This fund will be used to demolish the wooden pavilion, build a new store room on KGV playing field.

The KGV Building project is currently estimated at £50-70,000. Grant funding is being applied for to make up the shortfall and £5,000 will be requested as part of the precept request for 2024-2025.

The Hazelwood Bungalow Reserve was created several years ago when the council were considering selling the building and buying a different property. These funds were set aside to meet costs and any shortfall. The council decided not to pursue this project.

A report showing the status of Earmarked Reserves is attached.

Options

1. To approve the movement in Reserves:

£16,335 from 6050 Hazelwood Bungalow Reserve to 6300 KGV Buildings Reserve

2. To not approve the movement in Reserves.

Recommendation

To approve the movement in Reserves:

£16,335 from 6050 Hazelwood Bungalow Reserve to 6300 KGV Buildings Reserve

Costs

As above.



Nailsworth Town Council

Funding Source

As above.

ENDS.



Nailsworth Town Council

Agenda Item 14a

Meeting of Full Council

Meeting date Tuesday 19th December 2023

Subject To consider a Pre-application Policy

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

NTC doesn't have an impartial and clear method for dealing with requests from developers to meet prior to submitting a planning application to SDC. A Preapplication Policy has been drafted for council to debate.

Detail

NTC has recently been approached by two developers who wish to have a discussion prior to submitting a planning application to SDC. Currently, NTC has no rules in place to make sure this is a fair process for all.

Developers are encouraged to engage with councils and neighbours before putting in planning applications. Some developers interpret this by approaching the town or parish council in the area, even though it is Stroud District Council (in Nailsworth's case) who will make decisions on planning. Developers can also pay a fee to SDC Planning Department to have a 'pre-application discussion' with a Planning Officer.

Without a Preapplication Policy, NTC is exposed to several risks;

- that cllrs will be approached directly by developers (or individuals)
- that cllrs will give the impression of supporting (or being against) an application and can then be accused of predetermination. This means they wouldn't be able to vote on the application
- the developer may be under the impression that NTC has more influence over the outcome of the application than it has
- private conversations with developers go against the Transparency Code
- private conversations with developers can lead to accusations and complaints from residents
- the council doesn't have the opportunity to hear the views of members of the public who may wish to share their views in a public meeting

A Pre-application Policy sets out a clear method for developers to engage with the council which is the same for all.

Advice was sought from GAPTC in drafting this policy and examples were taken from large and small councils on their policies (Cornwall Council, Sway, Mistley, and Drayton Parslow Parish Councils)

Council is asked to consider the draft Pre-application Policy for approval.



Nailsworth Town Council

Options

1. To agree a Pre-application Policy
 2. To make amendments to the draft Pre-application Policy
 3. To not have a Pre-application Policy
-

Recommendation

1. To agree a Pre-application Policy
-

Costs

None

Funding Source

n/a

ENDS.



Nailsworth Town Council

Pre-application Policy

Draft

1. Introduction

Nailsworth Town Council (NTC) recognise that developers may wish to consult with the local community in addition to discussing their application with the district council planning authority (Stroud District Council). However, the Council is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the Council is conducting secretive negotiations or colluding with developers.

2. Scope

This Policy covers meetings between NTC and developers for any size of development or alteration. It includes discussions on community infrastructure and improvements to the parish which may result from the proposed development.

This Policy applies to all NTC Councillors, committees, working parties, staff, contractual third parties and agents of the council who work and act on behalf of the council.

It applies to all developers, landowners, their employees and agents that act on their behalf.

3. Procedure

The developer, landowner or their agent must contact the Clerk in the first instance to arrange a suitable date for a meeting. A description of the proposal, previous related planning reference numbers and a site plan must be sent to the Clerk in writing (email) prior to the meeting.

The pre-application meeting will be held in an accessible venue and will be advertised at least in the same way as council meetings. The developer or NTC may wish to advertise the meeting more widely, according to the public interest and strategic importance for the development. The meeting will be open to the public. The meeting will be minuted and those minutes will be available to the public.

Communications (including informal comments and briefings) between the developer and the council (or with individual Councillors and staff) shall not bind the council to make a particular decision, recommendation or action. Any views expressed at a pre-application meeting shall be deemed as provisional. No opinion on whether NTC support or object to the application will be given at a pre-application meeting.

4. Individual Discussions

Councillors must be aware of their obligations under the NTC's Code of Conduct. Individual Councillors, or groups of Councillors, must not enter into informal discussions on possible future applications with a developer, landowner or agent; to do so may lead to a complaint against them for a potential breach of the Code.



Nailsworth Town Council

Pre-application Policy

Draft

If it is considered that a site meeting is needed with the developer, this will be done with the Clerk or Deputy Clerk present. Notes of the meeting will be circulated to the whole council after the meeting and will be available to the public on request.

5. Pre-Determination

In all meetings with developers, Councillors are reminded of the importance of not predetermining their position on any future application. Predetermination will require Councillors to take no part in the discussion when it is brought to a formal council meeting.

It is noted that expressing a prior view, or pre-disposition, for example of either 'welcome in principle' or 'concerns', is permissible. Taking a closed position to the development and adopting an 'over my dead body' approach to it may well be viewed as predetermination, and if this is the case a Councillor would be unable to vote on the matter when it comes before their council.

6. Supporting Policies and Frameworks

National Planning Policy Framework paragraphs 39-41 encourages early engagement by all parties at the pre-application stage. Under S42 of the Planning Act 2008 (the 2008 Act) a developer must consult with a local planning authority. By virtue of S43 of the Act, this **does not** include town and parish councils, and consultation with NTC cannot be seen to replace the duty of a developer to submit proper applications and undertake consultation through the local planning authority.

This Policy is in line with Nailsworth Town Council's Standing Orders and Code of Conduct. It is part of the council's commitment to the Transparency Code.

This Policy supports **Vision 8: A Council working towards LGA Quality Gold status** in the Town Action Plan.

Policy Title:		Pre-application Policy			Updated by:
Version, Date and Change History:		Version 1.0	December 2023	Minute:	Clerk KK
		Review Date: March 2025			
Author		Clerk			



Nailsworth Town Council

Agenda Item 15

Meeting of Council

Meeting date Tuesday 19th December 2023

Subject To agree membership of the Town Hall major projects working party

Author Clerk

Status Action

Summary

The working party membership needs to be confirmed by Full Council resolution.

Detail

At the meeting on 5th December 2023, the council agreed to form a Town Hall Major Projects working party. The initial purpose of this working party is to oversee the work required for the retaining wall at the back of the Town Hall. The Terms of Reference were agreed as follows:

- *To establish the extent of work needed to repair the retaining wall*
- *To research and advise the council on how to finance the work*
- *To delegate the power to spend the Town Hall retaining wall Reserve to carry out surveys, technical and design work*
- *To research and recommend a specialist Structural Engineer/Project manager if needed to oversee this work*

As this project progresses, the working party will return to council to agree new Terms of Reference, until this project is complete. The Town Hall Major Projects working party means only one working party is needed, rather than several different working party as new projects related to the Town Hall occur.

Although the Terms of Reference were agreed, no membership was agreed. The council is now asked to agree membership of at least three cllrs to this working party.

Options

1. To appoint at least three cllrs to the working party
 2. To delegate decision making and powers to spend entirely to the Deputy Clerk
-

Recommendation

1. To appoint at least three cllrs to the working party
-

Costs

Earmarked Reserve of up to £20,000.

Funding Source

6580 Town Hall Retaining Wall

ENDS.

Income and Expenditure Account

31/03/23 £		11/12/23 £
	INCOME	
25,312.23	Grants	31,939.71
14,000.00	Arkell Centre Trust	14,001.00
36,841.07	Bookings - all	25,932.66
320,927.00	Precept	361,635.00
855.10	Interest on Investments	2,431.01
2,414.77	Other income	2,170.23
314.22	Rights of way/Wayleaves	200.00
<hr/> 400,664.39	TOTAL INCOME	<hr/> 438,309.61
	EXPENDITURE	
31,289.45	General Administration	22,974.43
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	10,305.74
173,352.41	Staff costs	129,006.86
7,513.93	Insurance	7,303.00
19,208.89	Repairs & maintenance - buildings	28,530.92
20,232.66	Utilities & Rates	10,808.66
47,561.96	Maintenance of Open Spaces	29,436.51
55,474.52	Special projects and miscellaneous	44,616.87
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	15,956.27
<hr/> 441,668.66	TOTAL EXPENDITURE	<hr/> 370,407.46
127,374.76	Balance as at 01/04/23	109,531.14
400,664.39	Add Total Income	438,309.61
<hr/> 528,039.15		<hr/> 547,840.75
441,668.66	Deduct Total Expenditure	370,407.46
<hr/> 0.00	Stock Adjustment	<hr/> 0.00
23,160.65	Transfer to/ from reserves	9,387.44
<hr/> 109,531.14	Balance as at 11/12/23	<hr/> 186,820.73

Financial Budget Comparison

Comparison between 01/04/23 and 11/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Council						
100	Precept - Council	£361,635.00	£0.00	£361,635.00	£0.00	0.00%
105	Refunds,donations grants - Council	£0.00	£30,000.00	£31,939.71	£1,939.71	100.00%
110	ACC-Admin recharge	£14,000.00	£0.00	£14,001.00	£1.00	0.01%
120	Agency services	£100.00	£0.00	£0.00	£-100.00	-100.00%
130	CIL income	£0.00	£1,518.60	£2,170.23	£651.63	100.00%
Total Council		£375,735.00	£31,518.60	£409,745.94	£2,492.34	0.66%
Property Management						
200	Town Hall precept	£0.00	£0.00	£0.00	£0.00	0.00%
205	Town Hall bookings	£8,000.00	£0.00	£8,638.00	£638.00	7.98%
210	Town Hall rent of offices	£15,900.00	£0.00	£10,870.75	£-5,029.25	-31.63%
215	Mortimer Room precept	£0.00	£0.00	£0.00	£0.00	0.00%
220	Mortimer Room bookings	£4,500.00	£0.00	£2,739.00	£-1,761.00	-39.13%
225	Council bookings (all land and facilities)	£500.00	£0.00	£445.00	£-55.00	-11.00%
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	£22,892.75	£-7,007.25	-23.44%
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	£3,029.91	£-1,970.09	-39.40%

Financial Budget Comparison

Comparison between 01/04/23 and 11/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
310	Market Street Garden - hire and electricity	£468.00	£0.00	£0.00	-£468.00	-100.00%
320	Mortimer Garden - hire/electricity charge	£980.00	£0.00	£210.00	-£770.00	-78.57%
Total Recreation & Amenities Committee		£6,448.00	£0.00	£3,239.91	-£3,208.09	-49.75%
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	£2,133.15	£2,063.15	2947.36%
520	Interest from Income Bonds (paid to main account)	£100.00	£0.00	£297.86	£197.86	197.86%
Total Bank Interest		£170.00	£0.00	£2,431.01	£2,261.01	1330.01%
Earmarked Reserves						
600	Precept - Earmarked Reserves	£0.00	£0.00	£0.00	£0.00	0.00%
Total Earmarked Reserves		£0.00	£0.00	£0.00	£0.00	0.00%
Total Income		£412,253.00	£31,518.60	£438,309.61	-£5,461.99	-1.32%

Financial Budget Comparison

Comparison between 01/04/23 and 11/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
EXPENDITURE						
Council						
1000	Salaries - all	£196,800.00	£0.00	£129,006.86	£67,793.14	-34.45%
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	£785.13	£2,214.87	-73.83%
1100	Insurance	£7,000.00	£0.00	£7,303.00	-£303.00	4.33%
1120	Office equipment	£2,500.00	£0.00	£1,161.66	£1,338.34	-53.53%
1130	Licences,fees and allowances	£13,000.00	£0.00	£12,757.42	£242.58	-1.87%
1140	Office management	£3,000.00	£0.00	£4,616.76	-£1,616.76	53.89%
1160	Town Mayor's Allowance	£900.00	£0.00	£900.00	£0.00	0.00%
1165	Civic Centre	£12,400.00	£0.00	£2,136.10	£10,263.90	-82.77%
1170	Gardening contract for town centre	£6,000.00	£0.00	£2,667.33	£3,332.67	-55.54%
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 11/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
1230	Support for Citizens Advice Bureau	£0.00	£0.00	£0.00	£0.00	0.00%
1240	Support for Credit Union	£0.00	£0.00	£0.00	£0.00	0.00%
1250	Support for Childrens Centre	£0.00	£0.00	£5,500.00	-£5,500.00	100.00%
1260	Waste/Recycling Collection	£1,000.00	£0.00	£142.82	£857.18	-85.72%
5330	Web site and Hosting	£0.00	£0.00	£0.00	£0.00	0.00%
Total Council		£274,540.00	£0.00	£188,432.04	£86,107.96	-31.36%
Property Management						
2000	Town Hall cleaning	£8,500.00	£0.00	£5,726.30	£2,773.70	-32.63%
	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	£1,931.50	£1,068.50	-35.62%
2030	Town Hall electricity	£3,100.00	£0.00	£167.59	£2,932.41	-94.59%
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	£482.27	£17.73	-3.55%
2060	Mortimer Room electricity	£508.00	£0.00	£344.28	£163.72	-32.23%
2070	Mortimer Room - business rates	£0.00	£0.00	£0.00	£0.00	0.00%
2080	Mortimer Room repairs & maintenance	£2,000.00	£0.00	£1,364.38	£635.62	-31.78%
2090	Mortimer Room - water rate	£500.00	£0.00	£235.56	£264.44	-52.89%
2100	Mortimer Room gas supply	£900.00	£0.00	£289.99	£610.01	-67.78%
2110	Memorial Clock - electricity	£450.00	£0.00	£221.46	£228.54	-50.79%
2120	Memorial Clock - repairs	£600.00	£0.00	£30.00	£570.00	-95.00%

Financial Budget Comparison

Comparison between 01/04/23 and 11/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
2140	Hazelwood Bungalow	£1,500.00	£0.00	£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	£29,330.68	£10,668.99	-30.87%
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	£9,992.06	£1,992.06	24.90%
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	£315.25	£809.75	-71.98%
3050	Grounds maintenance equipment	£2,600.00	£0.00	£2,287.02	£312.98	-12.04%
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	£587.95	£544.05	-48.06%
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 11/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
3150	Dunkirk Museum maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
3160	Community Development Worker (2yrs)	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Recreation & Amenities Committee		£74,471.00	£0.00	£68,219.63	£6,251.37	-8.39%
Environment Committee						
4000	Upkeep council land (not grasscutting)	£4,000.00	£494.00	£2,341.66	£2,152.34	-53.81%
4010	Norton Wood (not tree maintenance)	£0.00	£0.00	£0.00	£0.00	0.00%
4021	Town Information Centre	£1,800.00	£0.00	£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	£2,520.00	£5,480.00	-68.50%
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	£31,076.98	£10,522.76	-25.60%
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 11/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
6000	Election expensesRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6010	Play & tennis court equipmentRESERVE	£0.00	£0.00	£494.00	-£494.00	100.00%
6020	Town improvementsRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6030	Town Hall repairs RESERVE	£3,000.00	£0.00	£5,441.67	-£2,441.67	81.39%
6040	Mortimer Room repairs RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6050	Hazelwood Bungalow RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6060	Miles Marling Field improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6090	Arkell Community Centre RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6100	Energy efficiency improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6120	Shortwood Churchyard RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6130	Replace groundsman's vehicle RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6140	Town centre/Mkt St improvements RESERVE	£0.00	£0.00	£460.00	-£460.00	100.00%
6150	Clock tower refurbishment RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6170	20mph town scheme RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6220	Dunkirk Mill MuseumRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6240	Emergency tree work RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6280	WW1 & II plaques project RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/23 and 11/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
6300	KGV buildings RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6310	Civic Centre RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6330	CONTINGENCY	£0.00	£0.00	£0.00	£0.00	0.00%
6340	KGV Extension Field RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6350	Staff Recruitment RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6380	War Memorial refurbishmentRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6390	PCC SIDS grant RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6400	PCC Rebuilding Trust grantRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6420	6420 WWII Renishaws grantDONOTUSE	£0.00	£0.00	£0.00	£0.00	0.00%
6430	6430 Tourism promotion RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6450	6450 Heritage Open Day RESERVE	£0.00	£0.00	£270.83	£-270.83	100.00%
6460	6460 Town Archives	£0.00	£530.19	£0.00	£530.19	100.00%
6500	6500 CIL projects	£0.00	£10,080.00	£15,956.27	£-5,876.27	100.00%
6510	6510 Climate Emergency Reserve	£0.00	£0.00	£0.00	£0.00	0.00%
6520	6520 COVID-19 response	£0.00	£0.00	£10,156.73	£-10,156.73	100.00%
6530	6530 Build Back Better Fund	£0.00	£0.00	£100.00	£-100.00	100.00%
6540	6540 Welcome Back Fund	£0.00	£0.00	£0.00	£0.00	0.00%
6550	6550 UKSPF grants	£30,000.00	£13,909.13	£13,939.13	£29,970.00	-99.90%
6560	6560 Highway improvements	£0.00	£6,000.00	£6,350.00	£-350.00	100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 11/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance	Bal %age
6570	6570 Registering NTC Land	£0.00	£0.00	£0.00	£0.00	0.00%
6580	6580 Town Hall retaining wall	£0.00	£0.00	£0.00	£0.00	0.00%
Total Earmarked Reserves		£33,000.00	£30,519.32	£53,168.63	£10,350.69	-31.37%
Total Expenditure		£457,974.74	£36,454.99	£370,407.46	£143,373.07	-31.31%
Total Income		£412,253.00	£31,518.60	£438,309.61	-£5,461.99	-1.32%
Total Expenditure		£457,974.74	£36,454.99	£370,407.46	£124,022.27	-27.08%
Total Net Balance		-£45,721.74		£67,902.15	-£129,484.26	

Bank Account Reconciled Statement

Main Account	2040157	30-98-29
Statement Number	203	Bank Statement No. 203
Statement Opening Balance	£13,721.39	Opening Date 01/11/23
Statement Closing Balance	£32,601.66	Closing Date 30/11/23
True/ Cashbook Closing Balance	£32,601.66	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/11/23	DD231105WATER	Water Plus	84.42	0.00	13,636.97
01/11/23	FPI231101STRIPES	Stripes Payments	0.00	216.75	13,853.72
01/11/23	SO231102EMMA	Emma-Accountants-Admin Centre	0.00	270.83	14,124.55
06/11/23	DD231129FUEL	Fuel Card Services Ltd	25.80	0.00	14,098.75
06/11/23	PAY231106LLOYD S	Lloyds Bank	20.70	0.00	14,078.05
07/11/23	DD231107PWL B	PWL B	5,152.87	0.00	8,925.18
08/11/23	PAY231106LLOYD S	Lloyds Bank	19.00	0.00	8,906.18
10/11/23	DD231105EE	E E	81.31	0.00	8,824.87
10/11/23	DD231110OCTOPU S	Octopus	26.17	0.00	8,798.70
10/11/23	DD231112OCTOPU S	Octopus	113.84	0.00	8,684.86
10/11/23	DD231114CTOP	Octopus	123.65	0.00	8,561.21
10/11/23	DD231121OCTOPU S	Octopus	35.90	0.00	8,525.31
11/11/23	DD231111BRIT	British Gas	45.08	0.00	8,480.23
13/11/23	SO231112MIKE	Mike Jefferies-Accountants	0.00	1,054.16	9,534.39
17/11/23	BGC231107NATSA V	National Savings	0.00	42.69	9,577.08
17/11/23	DD231115BGAS	British Gas	44.76	0.00	9,532.32
17/11/23	DD231119SGC	SGC Payroll	3,187.83	0.00	6,344.49
20/11/23	DD231120SGC	SGC Payroll	12,912.24	0.00	-6,567.75
21/11/23	TRANS231121LLOYDS		0.00	65,000.00	58,432.25
22/11/23	DD231117GRUN	Grundon Waste Management	23.58	0.00	58,408.67
22/11/23	DD231120SGC	SGC Payroll	3,204.32	0.00	55,204.35
22/11/23	DD231122WATER	Water Plus	23.25	0.00	55,181.10
22/11/23	FP[O231122GAPTC	GAPTC	450.00	0.00	54,731.10
22/11/23	FPO231122A-Z	A-Z Cleaning	728.20	0.00	54,002.90
22/11/23	FPO231122AZI	Azimuth Structural Engineering Ltd	1,104.00	0.00	52,898.90
22/11/23	FPO231122BLACH	Blachere Illumination UK Ltd	7,335.60	0.00	45,563.30
22/11/23	FPO231122BLUE	Blue Diamond Garden Centre (Nailsworth)	112.00	0.00	45,451.30

Bank Account Reconciled Statement

22/11/23	FPO231122BRUT	Brutons Hardware Ltd	58.75	0.00	45,392.55
22/11/23	FPO231122DOWN	Down To Earth Gloucestershire CIC	910.00	0.00	44,482.55
22/11/23	FPO231122FLETC H	PR Fletcher	50.00	0.00	44,432.55
22/11/23	FPO231122GAL	Gloucester Asbestos Ltd	264.00	0.00	44,168.55
22/11/23	FPO231122GAPTC	GAPTC	35.00	0.00	44,133.55
22/11/23	FPO231122GBF	Green Britain Foundation	5,000.00	0.00	39,133.55
22/11/23	FPO231122GCC	Gloucestershire County Council	642.34	0.00	38,491.21
22/11/23	FPO231122GLAS	Glasdon UK Ltd	1,013.09	0.00	37,478.12
22/11/23	FPO231122GPFA	GPFA	100.00	0.00	37,378.12
22/11/23	FPO231122J&M	J & M Turner Ltd	918.48	0.00	36,459.64
22/11/23	FPO231122KKEAR NS	Katherine Kearns	15.59	0.00	36,444.05
22/11/23	FPO231122LAND	Land & Property Registration	1,075.00	0.00	35,369.05
22/11/23	FPO231122NET	Net World Sports Ltd	245.91	0.00	35,123.14
22/11/23	FPO231122PLAY	Play Gloucestershire	2,350.04	0.00	32,773.10
22/11/23	FPO231122RMC	RMC Gas Services	182.40	0.00	32,590.70
22/11/23	FPO231122SGC	SGC Payroll	90.06	0.00	32,500.64
22/11/23	FPO231122TAG	TAG Heating Services	346.78	0.00	32,153.86
22/11/23	FPO231123STC	Stroud Town Council	60.00	0.00	32,093.86
23/11/23	FPO231122FLETC H	PR Fletcher	42.00	0.00	32,051.86
27/11/23	DD231125CLARITY	Clarity Copiers Ltd	96.80	0.00	31,955.06
27/11/23	DD231126FUEL	Fuel Card Services Ltd	28.40	0.00	31,926.66
30/11/23	FPI231101ARTY	Arty Moose	0.00	80.00	32,006.66
30/11/23	FPI231101BEAN	ELIZABETH BEAN	0.00	40.00	32,046.66
30/11/23	FPI231101DOG	Dog Training	0.00	128.00	32,174.66
30/11/23	FPI231101FILM	Film Club	0.00	20.00	32,194.66
30/11/23	FPI231101FLEA	Flea market	0.00	40.00	32,234.66
30/11/23	FPI231101HALL	J Hall and Son Bakers LTD	0.00	15.00	32,249.66
30/11/23	FPI231114NCAN	Nailsworth Climate Action Network	0.00	20.00	32,269.66
30/11/23	FPI231114NDS	Nailsworth Dramatic Society	0.00	236.00	32,505.66
30/11/23	FPI231114NEWS	Nailsworth News	0.00	48.00	32,553.66
30/11/23	FPI231114TAI	Tai Chi	0.00	48.00	32,601.66

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
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Bank Account Reconciled Statement

Total debits / credits 48379.16 67259.43

Reconciled by Sara Haynes _____

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Premier 4282	07154282	30-98-29
Statement Number	97	Bank Statement No. 97
Statement Opening Balance	£421,878.20	Opening Date 01/11/23
Statement Closing Balance	£357,346.35	Closing Date 30/11/23
True/ Cashbook Closing Balance	£357,346.35	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
09/11/23	INTEREST231110	Lloyds Bank	0.00	468.15	422,346.35
21/11/23	TRANS231121LLO YDS		65,000.00	0.00	357,346.35

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	65000	468.15

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____



Nailsworth Town Council

Agenda Item 17

Meeting of Full Council

Meeting date Tuesday 19th December 2023

Subject To note NTC's Risk Assessment

Author Clerk

Status Information

Summary

The risk assessment for NTC activities.

Detail

Identified Area and Risk

Governance and Management

1. Activities outside objectives/budget

Potential Impact

- Breach of regulations
- Unlawful spending

Management/Control of Risk. Action Required.

- NTC's Policies have been reviewed and some new policies introduced in accordance with NALC guidance.
- Reviews of maintenance budgets being carried out to ensure sufficient funds are allocated for maintenance and repairs. To allow for building age and condition.
- The Annual Audit was completed in October with minor matters brought to NTC's attention.
- Council has delegated decision making on utilities contracts to office staff.
- Council has made an amendment to Financial Regulations to clarify that expenditure on revenue items in the Annual Budget are delegated to the Clerk.
- Policies are amended and new policies brought to council as legislation changes (e.g. Biodiversity Policy)
- Continuous training and development of both cllrs and staff to ensure understanding of regulations
- Preparation for local elections in May: review of cllr induction pack and training
- 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 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.

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.

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).	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 19a

Meeting of Full Council

Meeting date Tuesday 19th December 2023

Subject To receive the Mayor's monthly report

Author Cllr Mike Kelly

Status Information

Summary

The Mayor's report for December.

Detail

24 Nov. Went into town and enjoyed the fantastic Goodwill Evening event.

27 Nov. Had a pre-budget meeting to discuss and agree the format of the following budget setting meeting.

28 Nov Budget meeting.

05 Dec. Met with reps from Guide Dogs and Beaudesert School to discuss arrangements for a presentation of £10k which the school has raised for the charity. This will take place sometime in the New Year and will, hopefully, be a good opportunity for NTC and the school to start forging closer links.

15 Dec. dropped into the NIB Christmas get-together at the garden centre.

15 Dec. Attended the TIC and library volunteers Christmas get-together in the library.

17 Dec. Attended the annual Town Carol Service at St. George's Church, at which Wendy read a lesson on my behalf.

Ends



Nailsworth Town Council

Agenda Item 19b

Meeting of Full Council

Meeting date Tuesday 19th December 2023

Subject To receive the Deputy Mayor's monthly report

Author Cllr Shelley Rider

Status Information

Summary

The Deputy Mayor's report for December.

Detail

- 16 Nov PCSO community meeting at Youth Club all day event
- 20 Nov Transition Stroud E-Bike hire project meeting
- 24 Nov Went into town and enjoyed the Goodwill Evening event.
- 27 Nov Had a pre-budget meeting to discuss and agree the format of the following budget setting meeting.
- 28 Nov Budget meeting.
- 01 Dec Met with NCAN co-chair, re E-bike hire scheme
- 07 Dec NCAN Christmas drinks
- 15 Dec Attended the TIC and library volunteers Christmas get-together in the library.
- 17 Dec Attended the annual Town Carol Service at St. George's Church

ENDS.



Nailsworth Town Council

Agenda Item 19c

Meeting of Full Council

Meeting date Tuesday 19th December 2023

Subject To receive the District Councillors monthly report

Author District Councillors Natalie Bennett, Norman Kay and Steve Robinson

Status Information

Summary

The District Councillors report for 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

Strategy & Resources Committee – 23 November

Kingshill House Dursley

Approval was given for Stroud DC to enter into a new lease with Kingshill House Ltd for 7 years for their continued use of this Georgian Grade II* listed mansion, to provide a valued programme of cultural, artistic and community activities and events.

Economic Development priority updates

Progress was noted on the economic development priorities in the Council Plan. This covered improving business services, digital and online support, the Shop Local campaign, keeping wealth in the district, skills and training, and growing the visitor economy (including engagement with Visit England and Visit Britain, and reviewing how filming permissions are managed).

Market Towns Vitality Funding

Agreement to support the development of proposals for a Market Town Vitality Fund, to be presented in February 2024. This is work in progress, and there will be engagement with the market towns before the fund is finalised. The Committee paper says:

With the ongoing transition of high streets nationally from retail to experience destinations, there is the need to support our district's Market Towns. Combined with the growing concern as businesses leave the high streets due to factors such as inflation, high energy costs, wider cost of living pressures, and the continued growth of online retail provision, it is important to continue developing our work with our town and parish council partners and other key stakeholders, to ensure that we are doing all we can to promote thriving market towns for our residents, businesses and visitors.



Nailsworth Town Council

National data identifies that high street closures peaked in 2022 and figures for 2023 are expected to be similar, with retail, restaurants, department stores, bank branches and coffee shops shutting for good.

Our Council Plan outlines our commitment to support high street businesses in the area, to deliver local incentives to increase footfall, and to grow a sustainable visitor economy, including the night-time economy. Similarly, the Economic Development Strategy prioritises boosting our market towns and rural vitality. To deliver against these priorities, and to respond to the challenge of empty shops given the decline of retail in many places, we are proposing to introduce a Market Town Vitality Fund aimed at supporting the vitality of our market towns during the ongoing challenging economic climate.

The Committee is asked to support further engagement with our Market Towns and other partners about their priorities for high streets in Stroud district, to help shape the design and operation of the funding. The scale of funding will not be confirmed until we have received confirmation of the Local Government funding settlement, which is expected in late December 2023. Detailed proposals about the fund will also be subject to review by our Finance Team and One Legal to ensure compliance with all statutory provisions and a further report will be presented to this Committee with the budget in February 2024.

Community Funding (Crowdfunding)

Committee agreed to purchase a new Community Funding platform, and to allocate £100,000 to match fund successful community-led campaigns. The new supplier will also provide support to organisations to set and reach their funding target. Further details of the scheme will be shared in March 2024.

SDC website improvements

Update on upgrades to the council's main website and the development of the website strategy to improve customer experience, and on the work to strengthen the Council's customer contact centre.

Extension of Berkeley Car Park

At the request of Berkeley Town Council, the Committee agreed to purchase a garage site (owned by the Stroud DC Housing Revenue Account) to extend the existing 24-space Marybrook Street car park in the town. The total project cost will be £145,000, with between £25k and £45k to be contributed by the Town Council.

Procurement Strategy and Social Value Update

The new strategy for 2023 -2028 was approved. For Social Value, since the last annual update, seven tenders more than £75,000 have gone through the Social Value Portal. As a result £3.29 million has been committed in Local Economic Value and over £121,000 in social value.

- Local Economic Value is defined as the monetised value of local jobs and local spending resulting in additional economic value locally.
- Social Value is defined as the monetised value of additional benefits created for communities and society directly.

Member / Officer Reports were shared for information on Performance Management; Gloucestershire Economic Growth Scrutiny Committee (GEGSC); Regeneration and Investment Board; Canal Update.



Nailsworth Town Council

Community Services & Licensing Committee – 30th November

Financial reports - for Quarter 2 and Committee Revenue Estimates for 2023/24 and 2024/25

Committee discussed the 2023/24 forecast outturn position against the revenue budgets and Capital Programme that the Committee is responsible for, in order to give an expectation of possible variances against budget.

Member/Officer reports were shared for information: on Citizens Advice, Cost of Living, the Leisure Service, and the Cultural Strategy.

Local Plan Review

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

The inspectors requested that additional information be submitted by Stroud District Council, Gloucestershire County Council, South Gloucestershire Council and National Highways by 30th November. A response is now awaited from the Inspectors in the coming weeks, to confirm whether or not they will allow a 6 month pause in the Examination in Public of the draft Local Plan. All the information can be found in the Examination Library. Once the Planning Inspectors have authorised publication of the most recent responses from the councils, they will also be published here:

<https://www.stroud.gov.uk/environment/planning-and-building-control/planning-strategy/stroud-district-local-plan-review/local-plan-examination/examination-library>

Other issues

Swimming pools receive £176k funding boost

Local swimming pools have received a share of £20 million in central Government funding to help keep them afloat in response to increased operating costs. Stroud District Council has successfully bid for £176,000 from the Swimming Pool Support Fund which will help pay for heating, maintenance and chemicals at the Pulse leisure centre pool in Dursley, and the community-run Wotton Pool in Wotton-under-Edge.

Operating costs including but not limited to heating, alongside general inflationary pressure has increased considerably over recent months, with local authorities facing greater challenges to make ends meet as a result. £165,000 has been secured for The Pulse, and £11,000 for Wotton Pool. Stratford Park Leisure Centre was not eligible for this fund.

Natural Flood Management – graphic comic: The Sound of a River

A new free-of-charge comic book aims to change the way young people understand climate challenges. An innovative downloadable graphic comic based in the Stroud district has been released with the aim of inspiring a new generation of environmental managers.



Nailsworth Town Council

The Sound of a River was written by Stroud District Council officer Chris Uttley and illustrated by local artist Joe Magee. The book tells the story of Monica, a girl who sets out to find out why her house has flooded. She travels back in time to learn that historical changes made to the river have not only resulted in the loss of wildlife and plants, but also increased the likelihood of flooding.

The title is based on the idea that a healthy river generates a variety of sounds, therefore the healthier and more natural the river, the more sounds it creates. Historical land drainage and river engineering have simplified and deepened channels, causing the river to fall silent. Each page of the book is accompanied by illustrations from the Stroud district and some pages have explanatory notes.

SDC's Stroud Valleys Natural Flood Management project was initiated by community groups after areas of Stroud were flooded in 2007 and 2012. The award-winning project implements nature-based measures such as creating 'leaky dams' - positioning fallen trees across water courses to slow the flow of flood water - resulting in less water travelling downstream and so reducing the risk of flooding. Working in partnership with landowners, more than 900 natural flood interventions have been installed so far.

Sound of a River is hosted on the NBS Comics website and can be downloaded [here](#).

Museum in the Park – Annual closure

Following a Festive Winter Weekend event on 2-3rd December, the Council-run museum will close for two months from 4 December 2023 to 27 January 2024 for the installation of a low carbon heating system, and its usual conservation clean. The museum's annual closure for deep cleaning and essential maintenance will be extended this year as the Grade II listed building is part of an ambitious [£5million project to replace aging gas boilers with brand new renewable heating systems](#) at three Stroud District Council-owned sites – Stratford Park Leisure Centre and The Museum in the Park in Stroud and The Pulse leisure centre in Dursley. The cutting-edge green technology will be supplemented by additional solar panels.

People can stay in touch with the museum while it is closed by opening a daily advent calendar on Facebook and Instagram, and by joining the Museum's [free-of-charge membership](#).

The Museum in the Park, managed by Stroud District Council in collaboration with the Stroud District (Cowle) Museum Trust, is situated in a Grade II listed 17th Century former wool merchant's house. The museum tells the extraordinary and diverse history of Stroud district and has over 4,000 objects and artefacts on display – from dinosaur bones to one of the world's first lawnmowers.

Recognition for Stroud DC work to tackle the climate emergency

Stroud District Council's actions towards tackling the climate emergency have earned it joint 8th place among all councils in the UK and the highest performing council in Gloucestershire.

The council has jumped two places on last year. The assessment was carried out by Climate Emergency UK, which measures the strength of council's written climate action plans. It consisted of more than 90 questions over seven areas of activity that councils have control or influence over: Buildings & Heating, Transport, Governance & Finance, Planning, Biodiversity, Collaboration & Engagement and Waste Reduction & Food, between January and August 2023.



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Stroud District Council was the first in Europe to become carbon neutral for emissions in its direct control. In November 2018 it declared a climate change emergency and pledged to do everything within its power to make the Stroud district carbon neutral by the year 2030.

The website resource is a great starting point for anyone looking to make a positive impact on the environment: <https://www.stroud.gov.uk/environment/building-a-sustainable-future-together/what-can-you-do>.

Ends



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Agenda Item 19e

Meeting of Full Council

Meeting date Tuesday 19th December 2023

Subject To receive an update on NTC office activities.

Author Clerk/Deputy Clerk/Office staff

Status Information

Summary

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

Detail:

Facilities

The cost of living crisis is having some impact on bookings. Groups hoping to start up have not been able to attract the numbers so have cancelled their bookings. Most groups will close for the festive period so this is an opportunity for the cleaning contractors to do some deeper cleaning.

NTC Land Registration

The consultants working to register all the council's land and property have visited the Town Hall several times to view documents and confirm plans of each piece of land. They have reviewed all the Deed packets and plans have been agreed for all land and property owned by NTC. Where NTC leases property (rooms at the Town Hall) to others, the leases will be registered with HM Land Registry.

The consultants are now drafting Statutory Declarations and the Clerk is gathering evidence of NTC's ownership of the land, including excerpts of minutes, photos of improvements and financial records. This will go with each application to register the land.

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.....

Rural SPF grant

An application has been submitted to SDC for round one of the Rural SPF. If successful, the application for £20,000 will be a contribution to the KGV Buildings project which will include accessible toilets in a new storeroom. The project will also include removing the derelict wooden pavilion. There was a short deadline for round one of the Rural SPF and the results should be announced by 15th December.

Funding for future NTC projects

The Clerk met with a grant funding specialist to discuss possible Lottery funding bids for the Town hall and other NTC projects. The Heritage Lottery Fund is ending its ten year funding strategy and it's not clear which projects they will favour in the future. Part of this is due to uncertainty with next year's election. While it's unlikely that Nailsworth Town Hall would be successful in an HLF bid, the specialist offered to visit Nailsworth in early February to explore other options.

Buildings and facilities: repair and maintenance

The inspection of the roof at the KGV changing rooms is due to be carried out the week of 11-15 December. A report will be provided in due course.



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Removal of the storage building at the Town Hall has been awarded and we await a start date. Once the building has been removed the office will hasten the contractor with regards to the ground and stone surveys.

Due to delivery dates during the festive period the replacement of the wooden bridge at Shortwood will take place in late January. An application was submitted by the office to support this project, the sum of £500 was awarded. This sum is more than initially thought and has therefore brought the cost down.

Health and Safety Training

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

Community Policing

There is an increase in thefts and burglaries and residents are being cautioned to stay alert.

Green spaces work

To ensure NTC green spaces remain in the best condition, the groundsman has started the agreed winter works.

The works includes:

Fence repairs

Tree branch trimming around the paths in the extension field at KGV

Water butt removal MM

Path regeneration

Ivy cutting back

General tidiness and maintenance works

Christmas leave and opening hours

As usual, the Civic Centre office will be closed to the public between Christmas and the New Year (Monday 25th December 2023 to Monday 1st January 2024 inclusive). NTC staff receive two extra statutory days holiday (Wednesday 27th and Thursday 28th December). The office will reopen to the public on Tuesday 2nd January.

ENDS.



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Agenda Item 19f

Meeting of Full Council

Meeting date Tuesday 19th December 2023

Subject To receive a report on Rural Health and Care

Author Cllr Colleen Rothwell

Status Information

Summary

A report from the Rural Services Network on Rural health and care.

Detail

Introduction

This Zoom seminar was a series of four lectures from various experts on the state and requirements of **Rural Health and Care** from the **Rural Services Network**.

*"**RSN** is the national champion for rural services, ensuring that people in rural areas have a strong voice. We are fighting for a fair deal for rural communities to maintain their social and economic viability for the benefit of the nation as a whole."*

There were around sixty attendees, and subject was the inadequate state of the workforce.

There were Four Presentations

The issues analysed were :

1. The difficulties of providing the full menu of services – esp compared to the city;
2. Transport and road networks and the varied assortment of ambulance services;
3. Rural spaces are attractive to live in and visit, but poorly serviced;
4. Research is taking place on 'remote medicine' derived from space research;
5. The demographics : rural populations are older, poorer and sicker BUT have fewer services esp diagnostics;
6. What has developed is the 'hub + spoke' system for very rural networks. It has been agreed that more centralisation = less benefit;
7. Rural healthcare workforce is not as good as it should be + GP shortage;



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8. There appears to be a need for funding incentives for staff;
9. Examples given were to facilitate specialty-training for non-consultant doctors ->consultants = rural medicine.
10. Report that we need to grow from 1.4 million in 2021/22 to 2.2-2.3 million in 2036/37 – but need to address the '**leaking bucket syndrome**' to maintain a **permanent workforce**;
11. *"Whilst the NHS Long Term Workforce Plan provides a framework for application, its success is dependent upon our ability to attract and engage with our target audience";*
12. *"By reforming our approach and harnessing the local talent within our rural communities, we have the ability to attract, train and retain our future workforce".*

Ends



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Agenda Item 19g

Meeting of Full Council

Meeting date: Tuesday 19th December 2023

Subject Report from Carters Way Allotments Working Party

Author Cllr Peter Bodkin

Status Information

Summary

A meeting of the Carters Way working party with the Executive Committee of FGCA, to discuss their constitution and a lease with NTC.

Detail

Our first meeting was held on the 19th of October. The Working Party reviewed papers submitted by the Forest Green Community Allotments (FGCA) regarding its constitution, the composition of the group's management committee, the tenancy agreement between members and rules for tenants on the use of the allotments. We also began to consider a potential template for the lease agreement between NTC and the Management Committee using an example from another Council.

At our second meeting on the 17th of November, we conducted a site visit. A quote for supplying running water to the allotments had been obtained and was prohibitively expensive. Large water butts would seem to be a potential alternative and can be funded from the existing budget. The Working Party is also delighted to hear that FGCA has recently been successful in obtaining a grant for £1000 for a poly-tunnel from the Build Back Better Fund operated by GCC.

We then reviewed paperwork obtained from a community allotment group in Minchinhampton and considered how their constitution and rules could be helpful to FGCA. Our next steps are to meet with members of the Management Committee of FGCA to discuss our findings, suggest improvements to their constitution and their rules for tenants, and to conclude a draft lease agreement with FGCA for approval by Council.

Update:

The Carters Way working party met with members of the Executive Committee of FGCA on Tuesday 12th December to discuss their constitution, rules and some of the conditions which will be included in the lease with NTC. The meeting was a very positive exchange of information and discussions. The working party will continue to work directly with the Executive Committee to complete the constitution, rules and lease agreement.

The Executive Committee are the direct contact for all decision making on the group's business, including membership, lettings, grant applications and finances. This will be either via the Carters Way working party or the Clerk/Deputy Clerk.

ENDS.