

NAILSWORTH TOWN COUNCIL
MINUTES OF SPECIAL COUNCIL MEETING
HELD ON MONDAY 12 DECEMBER 2011

Present: Cllr S Robinson Town Mayor
Cllr P Carter
Cllr N Dart*
Cllr JL Duckworth
Cllr Mrs A Elliott
Cllr NI Kay
Cllr MJ Kelly
Cllr MM Rahman
Cllr Mrs SM Reed
Cllr Mrs SE Thorpe

Apologies: Cllr MP Robinson

2011/171 BUDGET ESTIMATES FOR FINANCIAL YEAR 2011/12

Members considered the budget proposals prepared by the Finance Committee mindful of the need to be prudent and achieve balance in their desire to maintain/improve council facilities in the current difficult financial climate. Considerable discussion ensued with a range of opinions being expressed from reducing the current precept to increasing the precept by a higher percentage than the level proposed. It was noted that if the ever present prospect of the government introducing capping for parish and town councils became a reality it would seriously affect NTC's ability to raise funds in the future.

Cllr Kay proposed, seconded by Cllr Mrs Reed that the budget proposals prepared by the Finance Committee be adopted.

Cllr Carter proposed an amendment that the precept should remain at its current level of £216,000. The proposal was not seconded and was therefore dismissed.

When put to the vote, by 9 -1 in favour, it was RESOLVED THAT:

- The budget proposals as set out in the schedule attached to these minutes be approved;
- To precept upon Stroud District Council for the sum of £223,500 in respect of financial year 2012/13;
- With effect from 1 April 2012 the salary of the Clerk to be calculated on spinal column point SP36 based on 34 hours per week;
- From 1 April 2012 the wages of the caretaker at the Town Hall to be £42.84 per week based on a notional 6 hours per week;
- From 1 April 2012 the wages for the cleaner of the Mortimer Room to be £6.58 per hour;
- From 1 April 2012 the honorarium for cleaning the TIC to be £85.54 per qtr.

.....
Date

.....
Town Mayor

**NAILSWORTH TOWN COUNCIL
SUPPORTING NOTES FOR 2011/2012**

1 ASSETS

AT 31 MARCH 2012 THE FOLLOWING ASSETS WERE HELD:

COMMUNITY ASSETS		
Mortimer Gardens	- Amenity garden area	
Shortwood Green	- Open amenity space - Children's swing, slide and 2 springers - Adventure trail	
Green, Forest Green	- Open amenity space	
Norton Wood	- Small woodland	
Miles Marling Field	- Enclosed amenity space - Top half of field owned by NTC - Lower half leased from SDC (para.3) - Youth shelter - BMX ramps	
King George V Field	- 2 x tennis courts/open wood pavilion - Children's play area with roundabout, swings, 2 springers, adventure trail, 4 climbing frames - Half pipe & base installed this year - £25,202 - Skateboard ramps/hard surface - Football pitch/car parking - Changing rooms and showers - Pavilion for community use - Open amenity space	
Miscellaneous parcels of land including Lord of the Manor land around the town		
Hazelwood Bungalow	- Accommodation for caretaker of KGV Field	
Forest Green Community Hall	Now called the Arkell Community Centre and ownership of land & ex-site office transferred to the Arkell Community Centre Trust Fund on 29 October 2011	
Clock tower/garden	- War memorial and garden	
War memorial	- Stone cross	
1 x bus shelter	- 1 wooden shelter	
OTHER FIXED ASSETS		
Town Hall Old Bristol Road	- Council offices and chamber on 1 st floor - Rented offices on 1 st floor - Meeting rooms on ground and lower ground floors, toilets, kitchen - Furniture and fittings including office equipment	£1,563,371.00 £43,092.00
Mortimer Room Old Market	- Meeting room, kitchen, toilet - Furniture and fittings	£92,193.00 £13,353.00

Kawasaki Mule	- Grounds maintenance vehicle purchased in 2006 at a cost of £6845	
---------------	--	--

The assets listed under Community Assets are assets which have no determinable commercial value and therefore have been included at NIL values. All the other assets held are listed under Other Fixed Assets. The valuations shown are based on insurance values. The Council's assets have not been valued professionally because of the cost of so doing.

2 LEASES

The Council has no equipment leases.

3 TENANCIES

During the year the following tenancies were held:

COUNCIL AS LANDLORD	Nailsworth Accountancy – non repairing The Admin Centre – non repairing	£4,000 p.a. £2,450 p.a
----------------------------	--	---------------------------

The owner of the Old Cottage Shortwood Green pays the Council £5 per annum for the right of way over Council land at Shortwood.

The owners of Yew Tree Cottage and Cherry Trees at Walkley Wood rent garden land from the Council at 50pence per annum.

COUNCIL AS TENANT		
From Stroud District Council	Miles Marling Field lower half – repairing	£65 p.a.
From Namulas Pension Trustees Ltd	Town Information Centre, Old George, Fountain Street – repairing	£5,750 p.a

4 ADVERTISING & PUBLICITY

The following costs were incurred on advertising or publicity in the year:

Advert for assistant to Town Clerk	£397.00
------------------------------------	---------

5 CONTINGENT LIABILITIES

None.

6 AGENCY WORK

The Council undertook the following agency work during the year:

On behalf of Gloucestershire County Council	The maintenance of land at the junction of the A46/Butcher Hill's Lane	£100 p.a.
---	--	-----------

7 BORROWINGS

At the close of business on 31 March 2012 there was one loan outstanding to the Council. A variable rate loan over 10 years of £149,788.79 (£150,000 less arrangement fee) effective from 11 January 2011 was negotiated with the Public Works Loan Board to provide working capital for building the Arkell Community Centre.

8 MOVEMENTS ON CAPITAL AND RESERVE FUNDS

	Actual Bal. 31/3/11	Actual Add. 11/12	Actual Expend. 11/12	Actual Bal. 31/3/12
INVESTMENTS				
Mortimer Bequest	14,000	-	-	14,000
Sub total	14,000	-	-	14,000
DESIGNATED/EARMARKED FUNDS				
Hazelwood Bungalow	1,300	-	800	500
HB boiler	1,000	1,000	-	2,000
Mortimer Room repairs	2,646	-	-	2,646
Town Hall - ext. painting	3,500	-	1,693	1,807
Gents GF roof	2,000	-	-	2,000
LG floor	244	-	-	244
Chamber windows	5,915	4,000	-	9,915
Green Room	1,000	-	-	1,000
Rear wall	1,358	-	1,142	216
Energy efficiency improvements	2,793	-	-	2,793
Forest Green Community Centre	34,073	-	11,741	22,332
Miles Marling Field equipment	2,500	-	-	2,500
Play/leisure equipment	5,697	*26,890	25,202	7,385
Tennis courts	4,452	1,000	300	5,152
Town improvements	4,265	1,000	1,000	4,265
Avening Road bank and wall	4,155	-	-	4,155
Tourism signage	1,618	-	1,618	-
A46/Market Street garden	19,866	*10,000	29,866	-
Nailsworth Games	394	-	-	394
Norton Wood	4,995	-	-	4,995
Election expenses	2,943	1,500	-	4,443
Pension for Clerk	5,000	-	-	5,000
Dunkirk Museum	1,000	-	-	1,000
Shortwood Church	3,500	-	-	3,500
MUGA	5,000	-	-	5,000
Town centre re-development	2,500	-	-	2,500
Sub total	123,714	45,390	73,362	95,742
Total	137,714	45,390	73,362	109,742

* includes Arkell Bequest

9 SUPERANNUATION

In respect of the Town Clerk, the Council made contributions of £5,818.92 to the Local Government Pension Scheme administered by Gloucestershire County Council.

In respect of the Groundsman/Caretaker, the Council made contributions of £630 to a pension scheme administered by Barclays Bank.

10 DEBTS OUTSTANDING

There were 30 debtors at 31 March 2012 of which:

Less than 30 days	21	£17,690.77
30 – 60 days	5	£ 314.00
Over 90 days	4	£ 699.50

		£18,704.27

11 DEBTORS & CREDITORS

The I&E Account of the Council is maintained on an accruals basis. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid during the year. Exceptions to this are payment of insurance premiums, regular quarterly accounts (eg. telephone, electricity, gas) and monthly payments to employees. This policy is applied consistently each year. Therefore it will not have a material effect on the year's accounts or on the Council's annual budget.

12 SECTION 137

Section 137 of the Local Government Act 1972 enables the Council to spend up to the product of £6.44 per elector as at 1 April in the relevant year for the benefit of residents on activities. The limit for the Council in the year ended 31/3/12 was £30,358.16.
(no of electors – 4714 x £ 6.44)

Grants were made to the following voluntary non-profit making bodies:

CPRE subscription	29.00
Victim Support	100.00
Rockness Trust	160.00
Gloucester Chest Fund	200.00
Five Valley Sounds	150.00
	639.00
Provision of Christmas lights	6,060.60
Total	£6,699.60

13 STOCKS

All stocks (town guides, maps, postcards, leaflets, town appraisal reports, commemorative poems, garden sacks) have been treated as consumed because their value was not material; that is, was less than £1000.

14 COST OF SUPPORT SERVICES

Because of the size of the Council, the cost of general administration has not been apportioned to services.

Mrs LPA Meletiou
Responsible Financial Officer
June 2012

Cllr S Robinson
Town Mayor
June 2012

NAILSWORTH TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT YEAR ENDING 31 MARCH 2012

2010/2011	INCOME	Notes	2011/2012
100.00	Agency Services reimbursements	6	100.00
0.00	Hazelwood Bungalow		0.00
407.92	Interest on Investments		588.63
4,664.38	King George V Field – lettings		3,989.01
25,238.92	Town Hall, Mortimer Room & Forest Green Community Hall – lettings		24,629.83
180,000.00	Precept		216,000.00
357,393.32	Refunds, grants, donations		23,083.94
5.00	Rights of Way		5.00
668.58	Sale of guides, poems, sacks, payphone		834.17
838.68	Town Information Centre		1,171.20
391.46	Town Newsletter		0.00
60.00	Maintenance war graves		60.00
149,932.50	Loan receipt	7	0.00
719,700.76	INCOME TOTAL		270,461.78

2010/2011	EXPENDITURE		2011/12
8,565.66	Business rates - Town Hall + Town Information Centre		8,958.77
3,337.30	General Administration	14	3,613.14
843.04	Hazelwood Bungalow		988.00
6,729.79	Heating, lighting, water, cleaning materials		3,512.40
9,637.64	Insurance		11,199.96
6,524.60	KGV Field grounds & buildings repair & maintenance inc. business rates		3,297.08
5,014.62	Licences, fees, allowances, civic fund		6,825.09
9,807.20	Norton Wood, Shortwood, misc. land maintenance		35,188.15
948.50	Purchase of trade & garden sacks		1,325.00
13,431.98	Forest Green Regeneration		169,991.62
0.00	Interest on PWLB loan	7	2,474.00
318,535.71	Repairs & Maintenance – buildings excl KGV		15,178.26
6,213.86	S.137 Payments	12	6,699.60
3,872.47	Special projects and miscellaneous		32,606.72
214.70	Street lighting/bus shelters		0.00
8,743.94	Subscriptions and grants		11,747.16
2,131.34	Tourism Promotion		2,096.24
4,548.34	Town gardening, incl. Mortimer Gardens		6,468.16
8,254.16	Town Information Centre		10,665.43
4,180.00	Town newsletter		0.00
67,046.29	Wages and salaries		68,002.21
23,434.10	Youth provision		37,367.87
3,435.00	Upkeep closed churchyard at Shortwood		12,748.75
515,450.24	EXPENDITURE TOTAL		450,953.61

204,250.52	(Deficit) / surplus	(180,491.83)
203,120.76	Retained surplus brought forward	407,371.28
407,371.28	Retained surplus carried forward	226,879.45

**NAILSWORTH TOWN COUNCIL
BALANCE SHEET AS AT 31 MARCH 2012**

2010/2011		NOTES	2011/2012
£	LONG TERM ASSETS		£
14,000.00	Investments – Mortimer Bequest		14,000.00
	CURRENT ASSETS		
15,852.63	Debtors	10,11	18,704.27
231,850.54	Cash and bank balances		196,607.35
2,593.86	Payments in advance		1,437.50
264,297.03	TOTAL ASSETS		230,749.12
	LIABILITIES		
0.00	Receipts in advance		0.00
6,864	Creditors	11	4,824.15
-149,938.25	Loan received		-954.48
143,074.25	TOTAL LIABILITIES		3,869.67
407,371.28	NET ASSETS		226,879.45
	REPRESENTED BY		
14,000.00	Mortimer Bequest		14,000.00
123,714.00	Designated/earmarked funds		95,742.00
119,719.03	Working balances		116,182.87
149,938.25	Loan account		954.58
407,371.28			226,879.45

Mrs LPA Meletiou
Responsible Financial Officer
June 2012

CLlr S Robinson
Town Mayor
June 2012

WORKINGS FOR BALANCE SHEET

1 DEBTORS	
Rowan Tree Kindergarten	181.50
Nailsworth FC	112.00
Nailsworth Guides & Brownies	48.50
Ruskin Mill	73.50
Transform	189.00
Nailsworth Country Market	148.50
Nailsworth Dramatic Society	1,246.00
Fay Reynolds	207.00
Bridge Improvers	148.50
Tennis court receipts	344.19
Yoga	66.00
Hirers	33.00
Forest Green Rovers FC Girls	122.00
Tai Chi Class	92.00
Nailsworth Flower Club	61.00
Nailsworth Society	148.50
Nailsworth Valley Probus Club	99.00
Dog Training	356.50
Taverners AFC	128.00
Nailsworth Art Group	181.50
Brandon Trust	16.50
St Georges PCC	9,600.00
VAT refund due	5,101.58
	£18,704.27
2 PAYMENTS IN ADVANCE	
Namulas Pension Fund	1,437.50
	£1,437.50
3 CREDITORS	
Moore Stephens	850.00
Cotswold Cleaning	24.00
Brutons Hardware	9.17
Clarity Copiers	45.00
Conservation Volunteers	450.00
Veolia	286.35
Downing Bentley	850.00
Five Valleys Natural Pools	517.87
A-Z Cleaning	451.00
Mayfield Books	149.15
Mr G Brookes	286.25
Mrs D Beale	85.54
Npower	114.82
Tree Maintenance	480.00
	£4,824.15
4 RECEIPTS IN ADVANCE	
NIL	
5 RETAINED SURPLUS	
Cash at bank & in hand at 31/3/11	231,850.54
ADD: investments	14,000.00
2010/11 debtors	18,446.49
	£264,297.03
LESS: 2010/11 creditors	143,074.25

Retained reserves at 31/3/11 (reserves b/fwd on I&E Account)	£407,371.28
Surplus for 2011/12 (per I&E Account)	(180,491.83)
Retained reserves at 31/3/12	£226,879.45
BANK RECONCILIATION	
Balances at bank as at 31 March 2012	
Lloyds Bank - current account	2,000.00
- premier interest	193,516.74
- imprest account	269.14
- loan account	954.48
National Savings account	17,150.72
	£213,891.08
LESS: un-presented cheques	
Cheque no 006592	168.00
006655	57.60
006662	420.00
006663	29.38
006665	129.16
006668	240.00
006671	168.00
006674	634.28
006679	150.00
006686	2,827.23
006687	11,520.00
	(16,343.65)
ADD: petty cash	14.40
	£ 197,561.83
Balance at bank & cash in hand 31/3/11	231,850.54
ADD: income as per cash book	291,621.31
LESS: expenditure as per cash book	475,848.27
Loan outstanding	149,938.25
	£ 197,561.83