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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 18th June 2024 starting at **6.30pm**.

Mrs K Kearns
Town Clerk
12th June 2024

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

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

CONSULTATION

- a) S.24/0929/HHOLD. 34 Park Road, Nailsworth Stroud. Application: Householder. Erection of a single storey rear extension, raised level area of front garden and dropped kerb.
- b) S.24/0919/HHOLD Harley Wood House, Bath Road, Nailsworth, Stroud. Application: Householder. Erection of a replacement garage.
- c) S.24/0991/LBC. Park Hill Cottage , Cow Lane, Inchbrook, Stroud. Application: Listed Building Application. Conversion of the existing garage into an accessible bedroom and en-suite
- d) S.24/0990/HHOLD Park Hill Cottage, Cow Lane, Inchbrook, Stroud. Application: Householder. Conversion of the existing garage into an accessible bedroom & ensuite
- e) S.24/0983/LBC. Barley House, Horsley Road, Nailsworth, Stroud. Application: Listed Building Application. Installation of an EV charger (Ohme ePod) on the side rear wall
- f) S.24/0982/HHOLD Barley House, Horsley Road, Nailsworth, Stroud. Application: Householder. Installation of an EV charger (Ohme ePod) on the side rear wall

TREES IN A CONSERVATION AREA

None

PREVIOUSLY TRACKED APPLICATIONS

- g) S.24/0120/FUL. Land At Old Bristol Road, Nailsworth, Gloucestershire. Application: Full. Erection of 4 no. dwellings. Application refused. NTC: NTC asks that S106/CIL is allocated to Nailsworth parish for this development. As there is an active Swift colony in the nearby Town Hall, NTC request that S-brick (Swift boxes) be included in these new dwellings.
 - h) 4/0838/TCA. Bramshaw, Theescombe, Amberley, Stroud. Application: Trees in a Conservation Area. Yew (T1) - fell. Silver birch (T2) - fell. Application consent NTC: No Observations
- 5 To confirm minutes of the Full Council meeting on Tuesday 6th June 2024
 - 6 To confirm minutes of the Recreation & Amenities Committee on Tuesday 6th June 2024
 - 7 Accounts
To agree payments in accordance with the budget as listed in the attached reports



NAILSWORTH TOWN COUNCIL

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

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

Clerk to Council: Katherine Kearns

- 8 To confirm the disposal of the ride on mower and its removal from NTC's Asset Register.

Reports for information (no decisions required):

- 9 Financial summary:
 - a) Income and Expenditure report
 - b) Budget comparison report
 - c) Main bank account reconciliation report
 - d) Premier bank account reconciliation report
- 10 To review NTC's Risk Assessment
- 11 To receive an update on NTC office activities

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Town Council
 Held at 6.30pm in the Town Hall, Old Bristol Road
on Tuesday 4th June 2024
DRAFT

Present:

Cllr Peter Bodkin (Chair)
 Cllr Ros Mulhall
 Cllr Julian Dennis
 Cllr Paul Francis
 Cllr Shelley Rider
 Cllr Steve Robinson
 Cllr Phil Sullivan
 Cllr Tyler White

Minutes:

Deputy Clerk

Apologies:

Cllr Tyler White

Verbal Introductions

These were made.

2024/029**Public Participation**

There were no members of the public present.

2024/030**Declarations of Interest & Applications for Dispensations**

There were none

2024/031**Consideration of Planning Applications received as follows:****CONSULTATION**

- a) S.24/0590/FUL. 1 Brewery Gardens, Brewery Lane, Nailsworth. Application: Full planning application. Description: Erection of a garage (retrospective).

A discussion was held regarding the material used, proximity to listed buildings and within a conservation area. Structure is not in keeping with the area.

Comment: NTC object to this application

- b) S.24/0856/HHOLD. Briar Bank, Bath Road, Nailsworth. Application: Householder. Description: Erection of a detached two-storey garden room.

Comment: NTC request a condition that the building is ancillary to the main dwelling is implemented.

- c) S.24/0817/OUT. Land Adjacent To Gracedale, Old Bristol Road, Nailsworth. Application: Outline Planning Application. Description: Outline application for 1no. self-build dwelling with all matters reserved for future consideration.

Comment: NTC object to this application due to the loss of green space and lack of parking spaces.

- d) S.24/0873/HHOLD Prencott, Harley Wood, Nailsworth, Stroud. Application Type: Householder Demolition of single storey extension and erection of a replacement two storey extension. Installation of roof lights and landscaping works.

Comment: No Observations

TREES IN A CONSERVATION AREA

- e) S.24/0853/TPO. 29 Whitecroft, Forest Green, Nailsworth. Application: Tree Preservation Order.
Description: T1 - Ash tree – fell
Comment: No Observations
- f) 24/0838/TCA. Bramshaw, Theescombe, Amberley, Stroud. Application: Trees in a Conservation Area
Description: Yew (T1) - fell. Silver birch (T2) - fell.
Comment: No Observations
- g) S.24/0878/TPO. 6 Vicarage Gardens, Nailsworth, Stroud, Gloucestershire. Application: Tree Preservation Order. T1 Beech tree - Inner crown thin by 30%. T2 Lime tree - Pollard by 5m canopy and 2m lateral. Lower Large epicormic limb to be felled to ground.
Comment: No Observations

PREVIOUSLY TRACKED APPLICATIONS

- h) S.24/0719/TCA Upper House, Spring Hill, Nailsworth, Stroud. Application: Trees in a Conservation Area
Description: Silver birch (T1) - fell. Silver birch (T2) - remove the limb overhanging next door. Atlas cedar (T3) - raise the crown to 2.5m above ground level. Yew (T4) - directional prune. Application consent. NTC: Noted.
Comment: No Observations
- i) a) S.24/0716/TPO. The Steppes Residential Care Home, Cossack Square, Nailsworth, Stroud. Application: Tree Preservation Order. Yew tree - Trim hard all over to tidy and contain. Application consent. NTC: noted
Comment: No Observations
- j) S.24/0796/TCA Overden, Watledge Road, Nailsworth, Stroud. Application: Trees in a Conservation Area. Large Mature beech tree - Fell. Application consent. NTC noted
Comment: No Observations
- k) S.24/0032/FUL. Land Off Tinkley Lane, Nympsfield, GL10 3UH, (The Majority Of The Former Thistledown Farm And Part Of Woodchester Park). Application: FULL. Use of land and buildings for National Trust access-to-nature site (sui-generis), including cafe, camping, car park alterations, and internal access improvements into Woodchester Park. Application permitted. NTC: Resolve to support the planning application.
Comment: No Observations

APPEALS

- l) S.24/016/APPREF The Coach House Spring Hill Nailsworth Stroud Insertion of dormer window and re-roofing. Resubmission of S.22/2073/HHOLD
Comment: No Observations

2024/032

To confirm minutes of the Annual Meeting held on Tuesday 14th May 2024.

These were noted.

All agreed

2024/033

To confirm minutes of the Full Council meeting held on Tuesday 21st May 2024.

These were noted.

All agreed

2024/034

To consider changing the terms of reference for the KGV Buildings Working Party.

It was **agreed** to approve the additional entry to the terms of reference to the KGV Buildings Working Party.

2024/035

To consider changing the Mortimer Room charge for use in an election in line with the Facilities Review.

The charges for other venues were discussed and the intricacies of use of the Mortimer Room prior to, during and after an election were highlighted.

It was **agreed** to increase the charge for the Mortimer Rooms for elections to £300.

2024/036

To consider a change to the council’s insurance costs

It was **agreed** to accept the increase in costs and keep legal protection

2024/037

To consider the installation of a map on NTC land at Rockness.

Councillors commented on the benefits of map being placed at Rockness. This included for delivery drivers, visitors and police who are unfamiliar with he area.

It was **agreed** to approve the installation of a map of Rockness residential area on NTC land at Rockness Hill Lane

.....
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 7.00pm in the Town Hall on Tuesday 4th June 2024
DRAFT

Present:

Clr Ros Mulhall (Chair)
Clr Steve Robinson
Clr Paul Francis
Clr Shelley Rider
Clr Peter Bodkin (ex officio as Mayor)

Minutes:

Deputy Clerk

Apologies:

None

Public Participation

None

To approve payment for the stone works carried out on the War Memorial

It was agreed to approve the payment of £9,690 for the work carried out to repair the War memorial.

To consider a request for a commemorative tree in KGV Field

Comment: To approve a request for a commemorative tree in KGV Field

To review the Recreation & Amenities Committee [RAM Action Plan](#)

The action plan was briefed, and requests made for possible changes to the presentation of the action plan.
Noted

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

.....
Date

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16950		£49.08	4000	04/06/24	A E Evans LTD - Shortwood repair of play equipment	81752
		£49.08	A E Evans LTD - Total			
16976		£655.47		12/06/24	Acerola Telecom - Telephone and broadband	
	1	£165.47	1140/1		March 2024 invoice for Feb useage	
	2	£162.72	1140/1		April invoice for march useage	
	3	£164.10	1140/1		May invoice for April use	
	4	£163.18	1140/1		June invoice for May useage	
		£655.47	Acerola Telecom - Total			
16924		£67.00	2040/1	19/05/24	AES Maintenance - Town hall electrical work	82
16939		£42.50	2040/1	27/05/24	AES Maintenance - Town hall electrical work	83
16963		£57.50	2040/1	06/06/24	AES Maintenance - Town hall electrical work	84
16964		£63.00	2080	06/06/24	AES Maintenance - Mortimer room electrical work	85
		£230.00	AES Maintenance - Total			
16943		£200.00	1090	28/05/24	Ali Heywood - Poet laureate honoraruim	PO 200
		£200.00	Ali Heywood - Total			
16948		£54.00	6550/2	01/04/24	Arkell Community Centre - Room hire - Carters Way	1054
16949		£23.00	6550/2	01/04/24	Arkell Community Centre - Room hire - Carters Way	1071
		£77.00	Arkell Community Centre - Total			
16962		£1,912.50	6550/2	05/06/24	Ashwell Building Contractors - Bases and water butt installation at Carters Way allotments	978/06.24
		£1,912.50	Ashwell Building Contractors - Total			
16940		£290.00	4140	22/05/24	Avendale Garden Maintenance Service - All Saints Church, Shortwood grass cutting -MAY	240522
16941		£290.00	4140	11/04/24	Avendale Garden Maintenance Service - All Saints Church, Shortwood grass cutting - April	240411
		£580.00	Avendale Garden Maintenance Service - Total			
16951		£805.00	2000	31/05/24	A-Z Cleaning - Office clean - May	9166
		£805.00	A-Z Cleaning - Total			
16975		£122.00	3030/2	07/05/24	Blue Diamond Garden Centre (Nailsworth) - Compost for town planters	104459

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£122.00	Blue Diamond Garden Centre (Nailsworth) - Total			
16959	DD2406112 BRIT	£26.50	3070	28/05/24	British Gas - KGV electricity	809757896
		£26.50	British Gas - Total			
16952		£152.80	3050/2	30/04/24	Brutons Hardware Ltd - various	813631
		£152.80	Brutons Hardware Ltd - Total			
16957		£40.00	1180	05/06/24	Cainscross Town Council - Better Councillor training	CTC621
		£40.00	Cainscross Town Council - Total			
16970		£92.06		11/06/24	Cliff Christie - expenses	EXP240611
	1	£60.98	3010/4		KGV repairs work	
	2	£31.08	4000		flag pole weight	
		£92.06	Cliff Christie - Total			
16946		£468.00	1170	30/05/24	Down To Earth Gloucestershire CIC - maintaining town borders	0524R
		£468.00	Down To Earth Gloucestershire CIC - Total			
16958	DD240610 EE	£75.90	1140/1	02/06/24	E E - Groundsman and Deputy phone	VO2232349760
		£75.90	E E - Total			
16930		£2,301.96	1130/2	20/05/24	Edge IT Systems - 5 Year contract - year 2	37870
		£2,301.96	Edge IT Systems - Total			
16944	DD240602 FUEL	£32.33	3050/3	26/05/24	Fuel Card Services Ltd - Fuel	9007488183
		£32.33	Fuel Card Services Ltd - Total			
16971		£292.36	1165/6	24/05/24	Gloucestershire County Council - cleaning CC&MR	1800758891
		£292.36	Gloucestershire County Council - Total			
16966	DD240617 GRUN	£13.55	1260	31/05/24	Grundon Waste Management - waste collection CC	PSI-1068483
16965	DD240620 GRUN	£10.12	1260	31/05/24	Grundon Waste Management - waste management TH	PSI 1068482
		£23.67	Grundon Waste Management - Total			
16926		£94.08	3010/2	20/05/24	Hailey Wood Sawmill Ltd - Wood for play park	302-023
		£94.08	Hailey Wood Sawmill Ltd - Total			

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice	
16925		£600.00	1130/4	20/05/24	Ian Crowe FFA - Internal audit		
		£600.00	Ian Crowe FFA - Total				
16916	PAY240605 LLOYDS	£19.85	1155	15/05/24	Lloyds Bank - Bank account charges for	426964508	
		£19.85	Lloyds Bank - Total				
16974		£390.00	3050/2	11/06/24	Nailsworth Garden Machinery - Stihl KM 94 RC Power unit	64250	
		£390.00	Nailsworth Garden Machinery - Total				
16327	DD230621 OCTO	£60.92	3035	06/06/23	Octopus - Mortimer garden electricity	KI24066B24-0024	
16931	DD240528 OCT	£905.09		21/05/24	Octopus - Gas	1-5C5DCFF8-0033	
1		£18.94	2020		Gas		
2		£323.69	2020		Gas		
3		£562.46	2020		Gas		
16932	DD240528 OCT	£508.48		20/05/24	Octopus - Electricity	1-5C5DCFF8-0033	
1		£91.48	2030		Electricity		
2		£13.44	2030		Electricity		
3		£136.20	2030		Electricity		
4		£267.36	2030		Electricity		
16953	DD240610 OCTOPUS	£33.76	2110	03/06/24	Octopus - Clock tower elec	1-01B53B5D-0041	
16961	DD240614 OCT	£27.29	1165/1	06/06/24	Octopus - Civic Centre electricity	KI A3005C22-0041	
16960	DD240614 OCTO	£7.14	3035	06/06/24	Octopus - Mortimer garden electricity.	KI24066B24-0035	
16956	DD240621 OCTOPUS	£24.35	3070	03/06/24	Octopus - Changing rooms Elec	KI-94567F80-0040	
16954	DD240628 OCTOPUS	£381.56	2020	04/06/24	Octopus - Gas	1-5C5DCFF8-0034	
16955	DD240628 OCTOPUS	£150.80	2030	04/06/24	Octopus - Electricity	1-5C5DCFF8-0034	
		£2,099.39	Octopus - Total				
16927		£42.00	1165/6	16/05/24	PR Fletcher - Window cleaning at CC	18276	
		£42.00	PR Fletcher - Total				

Signature _____

Signature _____

Date _____

Nailsworth Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
16972		£85.32	1010	29/05/24	SGC Payroll - Payroll fees	3900004345
16942		£5,191.38	3010/1	23/05/24	T W Hawkins & Sons SGMS - 2024/2025 ground maintenace contract	013345
		£5,191.38	T W Hawkins & Sons SGMS - Total			
16928		£28.44	3030/1	30/04/24	Tortworth Plants Limited - Town planting	005824
		£28.44	Tortworth Plants Limited - Total			
16945		£139.99	3050/2	28/05/24	Trade UK Ltd - Makita impact driver	1500167452
		£139.99	Trade UK Ltd - Total			
16967	DD240623 WATER	£114.17	2050	08/06/24	Water Plus - TH water	INVO5948134
16973	DD240624 WATER	£41.75	3080	11/06/24	Water Plus - CR water	INV05969977
16977	DD240626 WATER	£52.83	3080	12/06/24	Water Plus - MR water	INV06005669
		£208.75	Water Plus - Total			
16947		£7,830.34		31/05/24	Zurich Municipal - Annual insurance	533906099
	1	£6,267.46	1100		Insurance	
	2	£675.65	1100		Inspection contract	
	3	£135.13	1100		inspection contraction VAT	
	4	£752.10	1100		Insurance premium tax	
		£7,830.34	Zurich Municipal - Total			
		£16,679.08	Confidential transactions			
Total		£41,545.25				

Signature _____

Signature _____

Date _____



Agenda Item 8

Meeting of Full Council

Meeting date Tuesday 4th June 2024

Subject To confirm the disposal of the ride on mower and its removal from NTC's Asset Register.

Author Deputy Clerk/Clerk

Status Action

Summary

With the change to the grass cutting contract, Council agreed to dispose of the ride on mower. This has now been actioned.

Detail

Background

With the ride on mower beginning to cost more in repairs, the council agreed to dispose of it and to rationalise NTC's grass cutting contracts, bringing all grass cutting under two local contractors (minute 2023/031).

The Deputy Clerk sought a valuation from a local machinery supplier and was offered £500 for the mower, with an estimated resale value of £1,000. The Deputy Clerk also received an offer of £1,000 for a direct sale to a local charity. The original cost of the mower in 2017 was £2,500.

Council is asked to confirm the disposal of the ride on mower. The council's Asset Register will be updated to reflect this.

Climate Emergency and Biodiversity Impact

What are the Climate Emergency benefits or impacts?

Carbon Reduction: Changing the grass cutting contract means more efficient use of resources and equipment.

Local Economy: A local contractor will benefit from additional work for this part of the grounds maintenance contract.

Resilience: Disposal of the mower reduces the risk of theft from the storeroom in KGV; high value tools and equipment are currently kept in a more secure building.

Options

1. To confirm the disposal of the ride on mower and its removal from NTC's Asset Register.
-

Recommendation

1. To confirm the disposal of the ride on mower and its removal from NTC's Asset Register.
-

Costs

£1,000 (Income)



Nailsworth Town Council

Funding Source

Income

ENDS

Income and Expenditure Account

31/03/24 £		10/06/24 £
	INCOME	
33,709.03	Grants	3,166.00
14,001.00	Arkeil Centre Trust	14,000.00
40,620.27	Bookings - all	8,284.37
361,635.00	Precept	217,938.00
4,050.27	Interest on Investments	520.16
2,170.23	Other income	5,737.00
214.22	Rights of way/Wayleaves	0.00
456,400.02	TOTAL INCOME	249,645.53
	EXPENDITURE	
30,540.75	General Administration	10,294.09
5,500.00	S. 137 Payments	5,500.00
10,305.74	Loan interest/Capital repayments	5,152.87
196,983.76	Staff costs	33,558.73
7,303.00	Insurance	7,830.34
42,800.74	Repairs & maintenance - buildings	1,125.29
21,658.79	Utilities & Rates	4,883.18
50,891.19	Maintenance of Open Spaces	9,292.17
55,356.83	Special projects and miscellaneous	2,533.84
652.00	Hazelwood Bungalow	0.00
1,713.60	Town Information Centre	428.40
50,030.00	Support for town services	23,035.00
14,001.00	Arkeil Community Centre	14,000.00
15,983.77	Expenditure	0.00
	Capital reduction long term borrowing	0.00
503,721.17	TOTAL EXPENDITURE	117,633.91
109,531.14	Balance as at 01/04/24	85,196.80
456,400.02	Add Total Income	249,645.53
565,931.16		334,842.33
503,721.17	Deduct Total Expenditure	117,633.91
0.00	Stock Adjustment	0.00
22,986.81	Transfer to/ from reserves	-25,737.00
85,196.80	Balance as at 10/06/24	191,471.42

Financial Budget Comparison

Comparison between 01/04/24 and 10/06/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Council						
100	Precept - Council	£434,776.00	£0.00	£217,938.00	£-216,838.00	-49.87%
105	Refunds,donations grants - Council	£0.00	£0.00	£3,066.00	£3,066.00	100.00%
110	ACC-Admin recharge	£14,000.00	£0.00	£14,000.00	£0.00	0.00%
120	Agency services	£100.00	£0.00	£0.00	£-100.00	-100.00%
130	CIL income	£0.00	£5,737.00	£5,737.00	£0.00	0.00%
Total Council		£448,876.00	£5,737.00	£240,741.00	£-213,872.00	-47.65%
Property Management						
205	Town Hall bookings	£17,000.00	£0.00	£2,888.00	£-14,112.00	-83.01%
210	Town Hall rent of offices	£15,900.00	£0.00	£2,649.98	£-13,250.02	-83.33%
220	Mortimer Room bookings	£6,000.00	£0.00	£1,818.50	£-4,181.50	-69.69%
225	Council bookings (all land and facilities)	£500.00	£0.00	£40.00	£-460.00	-92.00%
245	Leases/Licences//Wayleaves	£1,000.00	£0.00	£0.00	£-1,000.00	-100.00%
Total Property Management		£40,400.00	£0.00	£7,396.48	£-33,003.52	-81.69%
Recreation & Amenities Committee						
305	Hire KGV Field facilities	£4,700.00	£0.00	£607.89	£-4,092.11	-87.07%
310	Market Street Garden - hire and electricity	£200.00	£0.00	£0.00	£-200.00	-100.00%
320	Mortimer Garden - hire/electricity charge	£600.00	£0.00	£280.00	£-320.00	-53.33%
Total Recreation & Amenities Committee		£5,500.00	£0.00	£887.89	£-4,612.11	-83.86%
Environment Committee						

Financial Budget Comparison

Comparison between 01/04/24 and 10/06/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
405	Grants, donations, refunds - Environment	£0.00	£0.00	£100.00	£100.00	100.00%
410	Town Information Centre	£0.00	£0.00	£0.00	£0.00	0.00%
Total Environment Committee		£0.00	£0.00	£100.00	£100.00	100.00%
Bank Interest						
500	interest on main account	£0.00	£0.00	£0.00	£0.00	0.00%
505	Investment interest Premier Account	£2,500.00	£0.00	£520.16	-£1,979.84	-79.19%
520	Interest from Income Bonds (paid to main account)	£450.00	£0.00	£0.00	-£450.00	-100.00%
Total Bank Interest		£2,950.00	£0.00	£520.16	-£2,429.84	-82.37%
Total Income		£497,726.00	£5,737.00	£249,645.53	-£253,817.47	-51.00%

Financial Budget Comparison

Comparison between 01/04/24 and 10/06/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
EXPENDITURE						
Council						
1000	Salaries - all	£228,500.00	£0.00	£33,558.73	£194,941.27	-85.31%
1010	Payroll charges	£360.00	£0.00	£0.00	£360.00	-100.00%
1040	Churchyard grants	£1,100.00	£0.00	£1,100.00	£0.00	0.00%
1050	Subscriptions	£2,100.00	£0.00	£0.00	£2,100.00	-100.00%
1060	Grants from NTC	£4,000.00	£0.00	£340.00	£3,660.00	-91.50%
1070	Town Crier's expenses	£500.00	£0.00	£500.00	£0.00	0.00%
1080	Town Archives	£600.00	£0.00	£0.00	£600.00	-100.00%
1090	Civic Fund	£3,500.00	£0.00	£1,011.93	£2,488.07	-71.09%
1100	Insurance	£7,500.00	£0.00	£7,830.34	£-330.34	4.40%
1120	Office equipment	£3,000.00	£0.00	£564.41	£2,435.59	-81.19%
1130	Licences,fees and allowances	£12,500.00	£0.00	£7,637.68	£4,862.32	-38.90%
1140	Office management	£4,800.00	£0.00	£500.37	£4,299.63	-89.58%
1160	Town Mayor's Allowance	£900.00	£0.00	£0.00	£900.00	-100.00%
1165	Civic Centre	£11,900.00	£0.00	£380.29	£11,519.71	-96.80%
1170	Gardening contract for town centre	£6,500.00	£0.00	£982.25	£5,517.75	-84.89%
1180	Training for staff & councillors	£3,000.00	£0.00	£40.00	£2,960.00	-98.67%
1195	Support for Arkell Community Centre	£14,000.00	£0.00	£14,000.00	£0.00	0.00%
1210	Library extra hours	£3,700.00	£0.00	£0.00	£3,700.00	-100.00%
1250	Support for Childrens Centre	£5,500.00	£0.00	£5,500.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/24 and 10/06/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
1260	Waste/Recycling Collection	£200.00	£0.00	£39.97	£160.03	-80.02%
5330	Web site and Hosting	£700.00	£0.00	£0.00	£700.00	-100.00%
Total Council		£314,860.00	£0.00	£73,985.97	£240,874.03	-76.50%
Property Management						
2000	Town Hall cleaning	£8,700.00	£0.00	£1,575.00	£7,125.00	-81.90%
	Town Hall cleaning					
	Town Hall cleaning					
2010	Town Hall business rates	£4,000.00	£0.00	£0.00	£4,000.00	-100.00%
2020	Town Hall gas	£3,600.00	£0.00	£1,072.21	£2,527.79	-70.22%
2030	Town Hall electricity	£3,720.00	£0.00	£627.88	£3,092.12	-83.12%
2040	Town Hall repairs & maintenance	£17,000.00	£0.00	£582.00	£16,418.00	-96.58%
2050	Town Hall - water rates	£700.00	£0.00	£225.39	£474.61	-67.80%
2060	Mortimer Room electricity	£610.00	£0.00	£28.18	£581.82	-95.38%
2070	Mortimer Room - business rates	£0.00	£0.00	£0.00	£0.00	0.00%
2080	Mortimer Room repairs & maintenance	£3,000.00	£0.00	£163.00	£2,837.00	-94.57%
2090	Mortimer Room - water rate	£500.00	£0.00	£0.00	£500.00	-100.00%
2100	Mortimer Room gas supply	£960.00	£0.00	£819.11	£140.89	-14.68%
2110	Memorial Clock - electricity	£550.00	£0.00	£104.96	£445.04	-80.92%
2120	Memorial Clock - repairs	£600.00	£0.00	£0.00	£600.00	-100.00%
2140	Hazelwood Bungalow	£1,500.00	£0.00	£0.00	£1,500.00	-100.00%
2150	Cleaning materialsDO NOT USE	£0.00	£0.00	£0.00	£0.00	0.00%
Total Property Management		£45,440.00	£0.00	£5,197.73	£40,242.27	-88.56%
Recreation & Amenities Committee						

Financial Budget Comparison

Comparison between 01/04/24 and 10/06/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
3000	Miles Marling Field maintenance	£2,300.00	£0.00	£0.00	£2,300.00	-100.00%
3010	KGV Field maintenance	£14,200.00	£0.00	£5,054.55	£9,145.45	-64.40%
3030	Town Gardening (incl Mortimer Gardens)	£2,900.00	£0.00	£23.70	£2,876.30	-99.18%
3035	Mortimer Garden electricity	£650.00	£0.00	£82.77	£567.23	-87.27%
3050	Grounds maintenance equipment	£2,665.00	£0.00	£620.77	£2,044.23	-76.71%
3060	KGV Field changing rooms - maintenance	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
3070	KGV Field changing rooms - electricity	£1,360.00	£0.00	£145.09	£1,214.91	-89.33%
3080	KGV changing rooms - water rates	£500.00	£0.00	£131.70	£368.30	-73.66%
3100	Garage storeroom	£100.00	£0.00	£0.00	£100.00	-100.00%
3110	Market Street garden maintenanceDO NOT USE	£0.00	£0.00	£0.00	£0.00	0.00%
3120	Market Street Garden - electricity	£250.00	£0.00	£30.92	£219.08	-87.63%
3130	Playrangers - support	£3,540.00	£0.00	£0.00	£3,540.00	-100.00%
3140	Youth provision	£46,070.00	£0.00	£23,035.00	£23,035.00	-50.00%
3150	Dunkirk Museum maintenance	£0.00	£0.00	£0.00	£0.00	0.00%
3160	Community Development Worker (2yrs)	£0.00	£0.00	£0.00	£0.00	0.00%
Total Recreation & Amenities Committee		£75,535.00	£0.00	£29,124.50	£46,410.50	-61.44%
Environment Committee						
4000	Upkeep council land (not grasscutting)	£5,500.00	£0.00	£40.90	£5,459.10	-99.26%

Financial Budget Comparison

Comparison between 01/04/24 and 10/06/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
4010	Norton Wood (not tree maintenance)	£0.00	£0.00	£0.00	£0.00	0.00%
4021	Town Information Centre	£1,700.00	£0.00	£428.40	£1,271.60	-74.80%
4030	TIC loan repayment - capital	£7,983.29	£0.00	£3,962.52	£4,020.77	-50.36%
4040	TIC loan repayment - interest	£2,322.45	£0.00	£1,190.35	£1,132.10	-48.75%
4050	Bunting Hill Nature Reserve (not tree maintenance)	£500.00	£0.00	£0.00	£500.00	-100.00%
4060	Environmental enhancement projects	£0.00	£0.00	£0.00	£0.00	0.00%
4070	Tree maintenance (all NTC land)	£8,000.00	£0.00	£0.00	£8,000.00	-100.00%
4090	Tourism promotion	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
4120	Christmas lights	£9,000.00	£0.00	£493.09	£8,506.91	-94.52%
4140	Upkeep of All Saints graveyard	£4,000.00	£0.00	£870.00	£3,130.00	-78.25%
Total Environment Committee		£44,005.74	£0.00	£6,985.26	£37,020.48	-84.13%
Bank Interest						
1155	Bank charges on main account	£300.00	£0.00	£39.70	£260.30	-86.77%
Total Bank Interest		£300.00	£0.00	£39.70	£260.30	-86.77%
Earmarked Reserves						
6000	Election expensesRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6010	Play & tennis court equipmentRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6020	Town improvementsRESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6030	Town Hall repairs RESERVE	£3,150.00	£0.00	£0.00	£3,150.00	-100.00%
6040	Mortimer Room repairs RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

Comparison between 01/04/24 and 10/06/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
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%
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	£1,100.00	£0.00	£0.00	£1,100.00	-100.00%
6140	Town centre/Mkt St improvements RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6150	Clock tower refurbishment RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6170	20mph town scheme RESERVEDO NOT USE	£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	£600.00	-£600.00	100.00%
6280	WW1 & II plaques project RESERVE	£0.00	£0.00	£0.00	£0.00	0.00%
6300	KGV buildings RESERVE	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
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%

Financial Budget Comparison

Comparison between 01/04/24 and 10/06/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance	Bal %age
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	£0.00	£0.00	0.00%
6460	6460 Town Archives	£0.00	£0.00	£0.00	£0.00	0.00%
6500	6500 CIL projects	£0.00	£0.00	£0.00	£0.00	0.00%
6510	6510 Climate Emergency Reserve	£0.00	£0.00	£0.00	£0.00	0.00%
6520	6520 COVID-19 response	£0.00	£0.00	£0.00	£0.00	0.00%
6530	6530 Build Back Better Fund	£0.00	£0.00	£0.00	£0.00	0.00%
6540	6540 Welcome Back Fund	£0.00	£0.00	£0.00	£0.00	0.00%
6550	6550 UKSPF grants	£31,500.00	£0.00	£1,700.75	£29,799.25	-94.60%
6560	6560 Highway improvements	£0.00	£0.00	£0.00	£0.00	0.00%
6570	6570 Registering NTC Land	£0.00	£0.00	£0.00	£0.00	0.00%
6580	6580 Town Hall retaining wall	£15,000.00	£0.00	£0.00	£15,000.00	-100.00%
Total Earmarked Reserves		£55,750.00	£0.00	£2,300.75	£53,449.25	-95.87%
Total Expenditure		£535,890.74	£0.00	£117,633.91	£418,256.83	-78.05%
Total Income		£497,726.00	£5,737.00	£249,645.53	£-253,817.47	51.00%
Total Expenditure		£535,890.74	£0.00	£117,633.91	£418,256.83	-78.05%
Total Net Balance		-£38,164.74		£132,011.62	-£672,074.30	

Bank Account Reconciled Statement

Main Account	2040157	30-98-29
Statement Number	209	Bank Statement No. 209
Statement Opening Balance	£253,112.11	Opening Date 01/05/24
Statement Closing Balance	£40,223.97	Closing Date 31/05/24
True/ Cashbook Closing Balance	£40,223.97	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/05/24	BGC240501HMRC	HMRC	0.00	1.71	253,113.82
01/05/24	TRANSF240501LLOYDS		210,000.00	0.00	43,113.82
02/05/24	FPI240501STRIPES	Stripes Payments	0.00	267.26	43,381.08
07/05/24	BGC240605NAT	National Savings	0.00	41.31	43,422.39
07/05/24	DD240327COMM	Communicate Better	54.00	0.00	43,368.39
07/05/24	DD240507PWLBS	PWLB	5,152.87	0.00	38,215.52
07/05/24	PAY240707LLOYDS	Lloyds Bank	19.85	0.00	38,195.67
08/05/24	FPI242508JENN	Jenna Jamal	0.00	100.00	38,295.67
10/05/24	DD230505OCTO	Octopus	15.75	0.00	38,279.92
10/05/24	DD240510OCTOPUS	Octopus	34.15	0.00	38,245.77
10/05/24	DD240521OCTOPUS	Octopus	29.87	0.00	38,215.90
10/05/24	DD25011EE	E E	75.90	0.00	38,140.00
13/05/24	DD2405112BRIT	British Gas	27.44	0.00	38,112.56
13/05/24	DD240514FUEL	Fuel Card Services Ltd	48.30	0.00	38,064.26
13/05/24	SO240512MIKE	Mike Jefferies-Accountants	0.00	1,054.16	39,118.42
15/05/24	DD240514OCT	Octopus	28.00	0.00	39,090.42
15/05/24	DD240514OCTO	Octopus	8.00	0.00	39,082.42
16/05/24	FPI240516MARIO	Mario Peters	0.00	1,000.00	40,082.42
17/05/24	FPI240501DOGS	Dog Training	0.00	128.00	40,210.42
17/05/24	FPI240501FILM	Film Club	0.00	10.00	40,220.42
17/05/24	FPI240501PROB	Probus Nailsworth Valley	0.00	80.00	40,300.42
17/05/24	FPI240502FRI	Friday Market	0.00	100.00	40,400.42
17/05/24	FPI240502NFC	Nailsworth Football Club	0.00	139.00	40,539.42
17/05/24	FPI240502YOGA	Theresa Banovic (YOGA)	0.00	60.00	40,599.42
17/05/24	FPI240507FLEA	Flea market	0.00	40.00	40,639.42
17/05/24	FPI240509TAI	Tai Chi	0.00	48.00	40,687.42
17/05/24	FPI240513NWI	Nailsworth WI	0.00	40.00	40,727.42
17/05/24	FPI240513RANGER	Minchinhampton Rangers Youth FC	0.00	34.00	40,761.42
17/05/24	FPI240516KATY	Katy Walton Theatre School	0.00	380.00	41,141.42

Bank Account Reconciled Statement

17/05/24	SO240501EMMA	Emma-Accountants-Admin Centre	0.00	270.83	41,412.25
20/05/24	DD240519SGC	SGC Payroll	3,423.55	0.00	37,988.70
20/05/24	DD240520SGC	SGC Payroll	10,105.12	0.00	27,883.58
20/05/24	Transfer		0.00	50,000.00	77,883.58
21/05/24	DD240517GRUN	Grundon Waste Management	13.30	0.00	77,870.28
21/05/24	DD240520GRUN	Grundon Waste Management	11.00	0.00	77,859.28
22/05/24	DD240520SGC	SGC Payroll	3,146.81	0.00	74,712.47
22/05/24	DD240523WATER	Water Plus	56.18	0.00	74,656.29
22/05/24	FPO202522RMC	RMC Gas Services	120.00	0.00	74,536.29
22/05/24	FPO210522EMILY	Emily Dolphin	30.58	0.00	74,505.71
22/05/24	FPO240522ACC	Arkeil Community Centre	14,180.00	0.00	60,325.71
22/05/24	FPO240522ASH	Ashwell Building Contractors	120.00	0.00	60,205.71
22/05/24	FPO240522AVEN	Avendale Garden Maintenance Service	290.00	0.00	59,915.71
22/05/24	FPO240522A-Z	A-Z Cleaning	770.00	0.00	59,145.71
22/05/24	FPO240522BRUT	Brutons Hardware Ltd	100.56	0.00	59,045.15
22/05/24	FPO240522CHIN	Chinnick Theatre Services	598.06	0.00	58,447.09
22/05/24	FPO240522CRS	C R Signs	108.00	0.00	58,339.09
22/05/24	FPO240522DOWN	Down To Earth Gloucestershire CIC	710.70	0.00	57,628.39
22/05/24	FPO240522FGC	Forest Green Cemetery	450.00	0.00	57,178.39
22/05/24	FPO240522GCC	Gloucestershire County Council	720.76	0.00	56,457.63
22/05/24	FPO240522HOME	Homestart	5,500.00	0.00	50,957.63
22/05/24	FPO240522JAMES	James & Owen	191.47	0.00	50,766.16
22/05/24	FPO240522KEARN S	Katherine Kearns S	79.14	0.00	50,687.02
22/05/24	FPO240522MAST	Master Cobbler	60.00	0.00	50,627.02
22/05/24	FPO240522MID	Midland Forestry Ltd	720.00	0.00	49,907.02
22/05/24	FPO240522NQM	Nailsworth Quaker Meeting	200.00	0.00	49,707.02
22/05/24	FPO240522NSB	Nailsworth Silver Band	200.00	0.00	49,507.02
22/05/24	FPO240522PLAY	Playsafety Ltd	780.00	0.00	48,727.02
22/05/24	FPO240522TONY	Town Crier - Tony Evans	500.00	0.00	48,227.02
22/05/24	FPO240522TRADE	Trade UK Ltd	326.97	0.00	47,900.05
22/05/24	FPO240524CCC	Christ Church Nailsworth	450.00	0.00	47,450.05
22/05/24	FPO240524FLET	PR Fletcher	42.00	0.00	47,408.05
23/05/24	FPI240520PIL	Pilates Elizabeth Williams	0.00	96.00	47,504.05
23/05/24	FPI240521CREAT	Creative Writing	0.00	100.00	47,604.05
23/05/24	FPI240522CREAT	Creative Writing	0.00	60.00	47,664.05

Bank Account Reconciled Statement

23/05/24	FPI240522THER	Theresa Banovic (YOGA)	0.00	30.00	47,694.05
23/05/24	TFR240523NTC		10,000.00	0.00	37,694.05
28/05/24	DD240524WATER	Water Plus	37.74	0.00	37,656.31
28/05/24	DD240525CLARITY	Clarity Copiers Ltd	115.22	0.00	37,541.09
28/05/24	DD240526WATER	Water Plus	26.62	0.00	37,514.47
31/05/24	BGC240531GBF	Green Britain Foundation	0.00	554.00	38,068.47
31/05/24	FPI20528FEST	Nailsworth Festival	0.00	464.00	38,532.47
31/05/24	FPI20528KATY	Katy Walton Theatre School	0.00	384.00	38,916.47
31/05/24	FPI20530MEN	Mens Talking Group	0.00	40.00	38,956.47
31/05/24	FPI20530NCAT	Nailsworth Climate Action Network	0.00	20.00	38,976.47
31/05/24	FPI20530NFM	Nailsworth Farmers Market	0.00	70.00	39,046.47
31/05/24	FPI20530SDC	Stroud District Council Elections	0.00	53.50	39,099.97
31/05/24	FPI20530STORY	The StoryMongers	0.00	20.00	39,119.97
31/05/24	FPI20530YOGA	Yoga With Miranda	0.00	20.00	39,139.97
31/05/24	FPI20531DOGS	Dog Training	0.00	144.00	39,283.97
31/05/24	FPI240528PLAY	Play Circle Drop In	0.00	560.00	39,843.97
31/05/24	FPI240531BARN	Barnabas Painters	0.00	60.00	39,903.97
31/05/24	FPI240531COTS	Cotswold Craftsmen	0.00	20.00	39,923.97
31/05/24	FPI240531CRAFT	Nailworth craft market	0.00	140.00	40,063.97
31/05/24	FPI240531CREAT	Creative Writing	0.00	80.00	40,143.97
31/05/24	FPI240531FLEA	Flea market	0.00	40.00	40,183.97
31/05/24	FPI240531YOGA	Yoga With Miranda	0.00	40.00	40,223.97

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	269677.91	56789.77

Reconciled by Sara Haynes

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Premier 4282

07154282

30-98-29

Statement Number	103	Bank Statement No.	103
Statement Opening Balance	£181,045.92	Opening Date	01/05/24
Statement Closing Balance	£351,319.15	Closing Date	31/05/24
True/ Cashbook Closing Balance	£351,319.15		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/05/24	TRANSF240501LLO YDS		0.00	210,000.00	391,045.92
09/05/24	INTEREST	Lloyds Bank	0.00	273.23	391,319.15
20/05/24	Transfer		50,000.00	0.00	341,319.15
23/05/24	TFR240523NTC		0.00	10,000.00	351,319.15

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	50000	220273.23

Reconciled by Sara Haynes

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____



Nailsworth Town Council

Agenda Item 10

Meeting of Full Council

Meeting date Tuesday 18th June 2024

Subject To note NTC's Risk Assessment

Author Clerk/Deputy 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 were reviewed at the start of the year and some new policies introduced in accordance with NALC guidance.
- Policies are amended and new policies brought to council as legislation changes (e.g. Biodiversity Policy)
- Council has delegated decision making on utilities contracts to office staff.
- Financial Regulations clarify that expenditure on revenue items in the Annual Budget are delegated to the Clerk.
- Continuous training and development of both cllrs and staff to ensure understanding of regulations
- 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.
- The new council has had an introduction evening with a presentation on the Cllr Information pack. The Cllr Information Pack is available to all cllrs – new and existing.
- Briefings are planned throughout the year to keep cllrs up to date on current best practice
- Councillors are requested to review all Policies and the information pack provided to ensure any impact on council activities is kept to a minimum.
- The Internal Audit has been carried out and the Annual Audit (AGAR) has been submitted
- NALC has made significant changes to the Financial Regulations template for town and parish councils. This will be brought to the Personnel Committee in due course.
- A Strategic Planning session has taken place to draft a plan for the next 4 years.
- There are 3 cllr vacancies. Council will make a decision on co-option of new cllrs at the meeting at the end of July.

Impact: 4

Probability: 3

Rate: **High**



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2. Service provision/customer satisfaction

Potential Impact

- Complaints from hirers
- Loss of income
- Lack of service provision due to stretched resources at all levels
- 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 office staff.
- The Town Meeting was a chance for residents to meet and speak to cllrs and staff, as well as community groups.

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; progress is reported on Action Plans at each meeting.
- 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
- There may be an impact on the work of committees and working group due to changes in council members.
- Councillors are requested to review all Policies and the information pack provided to ensure any impact on committees and working groups is minimal.
- A Strategic Planning session has taken place to draft a plan for the next 4 years. This will ensure the council has a clear direction.
- There are 3 cllr vacancies, putting extra pressure on the 8 existing cllrs.

Impact: 3

Probability: 3

Rate: **Medium**

4. Loss of key people.



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Potential Impact

- Staff/cllrs off sick
- Change of cllrs due to the election
- 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.
- 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.
- Deputy Clerk is progressing with CiLCA training.
- Due to the change in cllrs, there will be a reduced number of bank payment authorisers. This may impact on payments.
- There are 3 cllr vacancies, putting extra pressure on the 8 existing cllrs.

Impact: 3

Probability: 3

Rate: **Medium**

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 costed and carried out and is ongoing
- Staff are prioritising repair and maintenance work according to contractor availability as well as urgency.
- 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 cost and contractor availability
- Emergency closure of buildings due to maintenance issues
- Loss of income

Management/Control of Risk. Action Required

- 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 updated regularly and new maintenance tasks added.



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- Some major repair and maintenance projects are being scoped with a view to creating a programme of future projects spread across several years.
- An amendment to Financial Regulations has improved response times to repair and maintenance work.
- Six monthly building inspections introduced to identify any possible issues.
- Major work to the back of the Town Hall is being planned and costed with involvement of NTC's insurers. The work will consider the impact on hirers and tenants.

Impact: 3

Probability: 3

Rate: **Medium**

7. Employment issues

Potential Impact

- Health & Safety issues
- Grievances raised against the council
- Loss of staff

Management/Control of Risk. Action Required

- Payroll outsourced to a larger council to ensure timely payment.
- A Staff Handbook is in place.
- Contracts and Job Descriptions are in place for all staff.
- Payroll and pensions information has been updated for the new financial year.
- A HR and Health & Safety support contract for three years (2022-2025) provides employment and legal advice.
- Staff have access to counselling services.
- Consideration should be given to employee workloads and the additional pressure this brings.
- Online training courses for all staff to ensure all relevant H&S subjects are covered.
- Personnel Committee have agreed a staff and cllr training and development plan
- Cllr briefings planned for the next year; cllr training available from GAPTC.
- An amendment to Standing Orders states that there is an expectation that cllrs will undergo training.

Impact: 3

Probability: 3

Rate: **Medium**

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 updated regularly.
- Play areas are regularly inspected
- Information for cllrs is circulated via Dropbox
- Legionella and other building safety checks are regularly carried out
- Staff monitor and maintain buildings
- Risk assessments are carried out for activities and events



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- All members of staff check in with the team every morning
- Any staff who are lone working are checked on periodically during the working day
- Staff are flexible in where they work, according to the needs of the service and their safety
- A HR and Health & Safety support contract for three years (2022-2025) has been agreed.
- Issues raised during the Health and Safety audit are being addressed by staff.

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 is online and is backed up and can be used remotely. Remote servers are in place to back up the system, to ensure business continuity.
- 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.
- Council emails and documents are being transferred to Sharepoint and will be administered by a safe outside organisation, taking pressure off staff.

Impact: 3

Probability: 2

Rate: Low

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.
- New Policies are brought to Council as needed; NTC's Policies are reviewed annually. Next review due in February 2025.
- 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.
- NALC have updated Financial Regulations and these will be brought to Council for agreement.

Impact: 3

Probability: 3

Rate: Medium

11. Insurance Risks/uninsured losses

Potential Impact



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- Inadequate Cover
- Areas not covered
- Financial Loss

Management/Control of Risk. Action Required

- 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 work 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 are updated with changes to the council's assets.
- Compliance inspections for insurance are 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: 2

Rate: **Low**

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
- In the event of an emergency, Council may need to reprioritise activities and projects
- Council has sufficient reserves in place.
- Grant applications are made where possible.
- The Internal Auditor has carried out an inspection and report.
- 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.
- An Internal Check and Internal Control visit by an appointed cllr needs to be arranged.
- The first half of the precept has been received.

Impact: 3

Probability: 2

Rate: **Low**

13. Banking/Cash and Petty Cash

Potential Impact

- Payments not made by hirers
- 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



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- Expenses claims are used instead of petty cash
- 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.
- Due to the change in cllrs, there will be a reduced number of bank payment authorisers. This could impact on payments.
- Councillors are reminded to ensure any banking paperwork requested is submitted on time.
- NTC will be changing banking supplier. This will be a planned process so that NTC's many customers are kept informed.

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 isn't solely reliant on hirer income to operate
- Town Hall business tenants offer a regular source of income; tenancies will need to be reviewed in 2025.
- The Annual Budget for 2024-2025 reflects changes in income from hire charges.
- Grants are applied for where possible.

Impact: 2

Probability: 2

Rate: Low

15. Public concern and fear

Potential Impact

- Increase in panic and confusion
- Mistrust of the council

Management/Control of Risk. Action Required

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



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Impact: 1
Probability: 2
Rate: Low



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Agenda Item 11

Meeting of Full Council

Meeting date Tuesday 18th June 2024

Subject To receive an update on NTC office activities.

Author Clerk/Deputy Clerk/Office staff

Status Information

Summary

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

Detail:

Facilities:

The new hire agreements have been sent out to our regular hirers. This process is time consuming but essential to the smooth running of our hired out spaces. This also ensures all the groups insurance requirements are in place and refreshes the terms and conditions to our annual hirers. The halls are busy and occasional hire is on the increase, for parties and one-off events.

Buildings and facilities: repair and maintenance

Some electrical work has been carried out in the Town Hall with the lighting system along with a repair in the Mortimer room on a damaged socket.

The fire extinguisher and PAT testing have been booked in for June and July. These are annual requirements. We have the annual legionella chlorination of the changing room tank booked in for August, this is before the football season starts up again.

Anti-social behaviour

There has been a rise in anti-social behaviour; in the town centre this is in Mortimer Garden. Each incident has been reported to the police but none have progressed further. Users of the garden are also seeing an escalation of the behaviours. These include removal of the flag from the pole, the flag holster being stolen, vodka bottles glued to the garden walls, smashing the electrical cabinet to gain access to plug in music devices, general glass debris and littering.

Email migration and IT changes

The office is in the process of upgrading to Microsoft 365 and SharePoint as part of an overhaul of our IT. This has naturally been disruptive as laptops have been out of action while the new upgrades have been installed remotely. The staff emails and IT upgrade are being actioned first, followed by cllr emails. This work is part of NTC's move to systems which are in line with best practice for local authorities.

New council induction, training and planning

With a new council the Clerk and Deputy Clerk have been working on induction, information and training for new and existing cllrs. The Strategic Planning session on Tuesday 11th June will form the backbone for a 4 year plan. There will be more work on this over the next couple of months.

External funding



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Council has had a briefing from the Clerk on SDC's CIL Infrastructure Fund and there will be some work in the next 6-12 months to explore whether this fund can be used for any part of NTC's work.

Over the next few months staff will be preparing bids for the Rural SPF and GCC's Climate Fund (tree planting).

The clerk has been in conversation with other town and parish councils, and also SDC, about the Market Town Vitality Fund. The fund totals £150,000 and up to 10 town and parish council can apply for this funding. It is hoped that by collaborating with other market towns a suitable proposal can be put forward so that there can be some benefit to high street businesses.

Dunkirk Mill Museum connections

Stroudwater Textile Trust (who look after NTC's Dunkirk Mill Museum) have been discussing with NTC how to improve the route from the town centre along the cycle path to Dunkirk Mill Museum, and also to Gigg Mill. A walk along the route revealed a lack of signage, no indication of distance to the Museum, few resting points for people with mobility issues and some 'grot spots' which could be tidied up. The route has the potential to be an attractive, gentle walking route, and to highlight Nailsworth's connection to textile history. More information and potential funding options will be brought to the Environment Committee in due course.

Green Spaces

Now that the football season has ended, work has been carried out the KGV to rejuvenate the children's football goals and also routine pitch aeration. Football will resume at the end of July, giving the pitch a chance to rest between seasons. As the weather improves work will be carried out around our green spaces in preparation for the summer. Routine work to maintain benches and wooden notice boards is being carried out during dry spells. Nailsworth in Bloom planters and hanging baskets have been refreshed to make the town look colourful. NTC's lightweight flags have been placed in groups around the town centre to 'dress' the town for Summer.

D Day

The town paid its respects on the 80th anniversary of the D Day landings with a day of remembrance. This started with the cry from Tony Evans at 8am, the D-Day 80 flag was raised at 0900. Both Nailsworth Primary and The Acorn School's held a special D-Day 80 assembly, where the children read out a poem written by a Chelsea pensioner at 11:00am. RBL representatives and a member of NTC staff attended the reading at NPS. The Mortimer room had a small display and was open throughout the day providing tea, coffee and biscuits. In the evening the RBL played music in the Mortimer Gardens while those attending had fish and chips. The poet laureate read the D-Day proclamation at 9:15pm, the lantern of peace was lit, and the D-Day 80 flag was lowered to a rendition of "We'll meet again".

ENDS.