



# TEWKESBURY TOWN COUNCIL AGENDA

## To: Town Councillors

You are summoned to attend the Annual Meeting of the Town Council which will be held remotely via Zoom, on **Monday 19<sup>th</sup> April 2021 commencing at 6:00 pm.**

Zoom meeting ID: 843 1229 1074

Password: 559282

Members of the public and press are welcome to attend. Telephone dial in details are available on request, please contact the office for more information.

Debbie Hill  
Town Clerk  
14<sup>th</sup> April 2021

1. To formally appoint the Town Mayor for 2021-2022
2. To formally appoint the Deputy Town Mayor for 2021-2022
3. To receive apologies for absence
4. To receive declarations of interest
5. To consider requests for dispensation
6. To receive written questions from members of the public
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. To note the Mayor's announcements
9. To approve the minutes of the meeting held on 8<sup>th</sup> March 2021
10. To note the following Committee Minutes: Planning – 3<sup>rd</sup> & 17<sup>th</sup> February 2021, Finance – 1<sup>st</sup> February 2021, Staffing – 26<sup>th</sup> February 2021, Severn Ham – 4<sup>th</sup> February 2021.
11. Matters arising from the minutes – for information only
12. To receive written Councillor reports for Tewkesbury Borough Council from Cllr Cody and Gloucestershire County Council from Cllr Cromwell
13. To receive the finance report for February 2021

14. To agree an update to Standing Orders section 18, subsections (f) & (g), as approved by the Finance Committee
15. To approve the scheme of delegation for 6<sup>th</sup> May – 21<sup>st</sup> June 2021
16. To agree the proposed meeting dates for 2021/2022
17. To agree a response to the South Worcestershire Development Plan Regulation 18(III) Sustainability Appraisal
18. To resolve to petition Tewkesbury Borough Council for the release of 'Welcome Back' funds to the Town Council as directed by NALC and to report to the County Association if not forthcoming, as directed by Robert Jenrick MP
19. To approve the payment of the annual stipend to the Town Crier & the Mayor's allowance
20. To review and agree membership of each Committee
21. To review the Committee terms of reference for 2021/22
22. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities
23. Review of representation on or work with external bodies and arrangements for reporting back
24. To resolve to refer the review of inventory of land and assets to the Finance Committee
25. Confirmation of arrangements for insurance cover in respect of all insured risks
26. Review of the Council's and / or staff subscriptions to other bodies
27. Review of the Council's complaints procedure
28. Review of the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation
29. Review of the Council's policy for dealing with the press / media
30. Review of the Council's employment policies and procedures
31. Review of the Council's expenditure incurred under the general power of competence
32. To note that the GAPTC AGM will take place on 24<sup>th</sup> July 2021 and to agree any resolutions that the Town Council wishes to put forward for debate
33. To receive written reports from members representing the Town Council on outside bodies
34. To receive the internal control check report for Q3
35. Correspondence

The next Full Council meeting will be  
**July 12<sup>th</sup> 2021**

Final date for agenda items and accompanying papers for the Meeting is **7 clear days before the meeting.**

As part of managing the Council's Risk Assessment, Councillors are reminded to ensure they keep their register of interests up to date.

If you have any questions, please contact the Town Clerk.

The Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights. Anyone wishing to attend any meetings of the Town Council who need ground floor access to do so, should inform the Clerk three days in advance of the meeting so that arrangements can be put into place.

**MINUTES**  
**of the Full Council meeting held remotely via Zoom**  
**on 8<sup>th</sup> March 2021 at 6pm**

**Present:** Cllrs P Aldridge (Chair), H Davis, S Raywood, M Sztymiak, J Raywood, K Powell, C Cody, H Bowman, C Danter, S Raywood, R Gurney, K Brennan, A Rudge, A Carter, P Devine, T Fowler

**In attendance:** D Hill (Town Clerk), J King (Assistant Town Clerk), Borough Cllr Workman & County Cllr Cromwell. Two members of the public.

**20/21 - 185 To receive apologies for absence**

Apologies were received from Cllr Smith (personal).

**20/21 - 186 To receive declarations of interest**

Cllr S Raywood, J Raywood & Sztymiak declared an interest in the election of the Mayor & Deputy Mayor.

**20/21 - 187 To consider requests for dispensation**

None requested.

**20/21 - 188 To receive written questions from member of the public**

None received.

**20/21 - 189 Public participation**

One member of the public raised questions regarding the legal position of the Watson Hall and the proposed changes to financial regulations; particularly those relating to bad debts, audit reports, and publishing lists of payments.

**20/21 - 190 To note the Mayor's announcements**

- Tewkesbury High Street regeneration – proposed initiative to fill the windows of empty shops to make the High Street still look appealing.
- Annual Town Meeting – this will be delayed until the end of May as recommended by National Association of Local Councils (NALC) to enable the safest opportunity in the required timescale to hold a community meeting.
- Remote Council meetings – current legislation allowing us to meet remotely ends on 7th May. We will therefore discuss options at the Full Council meeting in April, when hopefully there will be some clearer information available from NALC. This will obviously have an impact on Mayor Making and probably the Annual meeting of the Town Council.

**20/21 - 191 To approve the Minutes of the meetings held on 8<sup>th</sup> February 2021**

There were three proposed amendments to the minutes:

Item 20/21-181: for clarity for the following will be included:

It was noted that this item is for Cllrs to report back on meetings with outside bodies that they have attended in their role as Cllrs. It was also noted that there may be occasion where a Cllr has attended a meeting where the information is useful for the whole Council to be aware of, but they should disclose that they did not attend as a Cllr.

Item 20/21-171: Typographical error 'wii' to 'will'.

Item 20/21-174: Include the words 'for the Watson Hall' after the words 'lockdown grant'.

It was RESOLVED to approve the minutes of the meeting held on 8<sup>th</sup> February 2021.  
Proposed by Cllr Sztymiak, seconded by Cllr Brennan.

**20/21 - 192 To note the following Committee Minutes:**

**Planning – 6<sup>th</sup> & 20<sup>th</sup> January 2021**

**Finance – 11<sup>th</sup> January 2021**

**Environment & Amenities – 12<sup>th</sup> January 2021**

**Staffing – 26<sup>th</sup> January 2021**

**Buildings & Moorings – 27<sup>th</sup> January 2021**

The above minutes were noted.

Questions raised:

Re: Planning on 20<sup>th</sup> January. Why did the Council withdraw objection to outline planning at the Garden Centre. The lead flood authority had given their approval and it was not possible to use flooding as a reason to object to this part of the application.

Finance on 11<sup>th</sup> January. Why was £6000 used from contingency rather than ear marked reserves for the museum work? Cllrs can propose that ear marked reserves are used, but as it is period 11, it is unlikely that the contingency will be used for any other work. The overall cost of the works will require both the contingency and the ear marked reserves to be used.

Staffing on 26<sup>th</sup> January – Cllrs will be informed of when staff are on annual leave. How many staff have been furloughed? All bar staff have been furloughed. All are employed on zero hours contracts, so have been furloughed based on past hours. This was done following advice from HR. Events officer was furloughed (part time) and another member of staff was furloughed, as they were advised to shield. Is the furlough in addition to the business interruption grant? Yes.

**20/21 - 193 Matters arising from the Minutes – for information only**

20/21- 176 – Ex-officio roles – to be discussed at May meeting.

**20/21 - 194 To receive Councillor reports for Tewkesbury Borough Council from Cllr Sztymiak and Gloucestershire County Council from Cllr Smith**

Cllr Sztymiak provided an update from Tewkesbury Borough Council.

- 4.02% increase in Council tax
- Small portion of land being sold to Tewkesbury Cricket Club
- Cllr Andrew Reece is the next Borough Mayor
- Covid cases continue to fall

Cllr Smith provided a written report from GCC:

- Flooding update provided from December 2020

- Highways update

**20/21 - 195 To receive the finance reports for January 2021**

The finance reports to the end of January 2021 were received.

The Town Clerk advised that there was a one off pension payment shown in salary expenditure this month, regarding a historical redundancy that was unbudgeted. The budget for 21/22 was set based on £22,000 going in to general reserves at the end of the year and are currently on track for this.

A Cllr asked about the figure for the redundancy and the reason for the £4000 overspend on the moorings. **Action:** Town Clerk to circulate details to Councillors.

**20/21 - 196 To note the recommendations of the Finance Committee regarding the external audit report from 2019/2020**

The recommendations were noted.

The Mayor thank the Town Clerk for the progress made on the external audit report. The only issue raised by the audit report is the ongoing status of the Watson Hall; which has been in the report for years. It had been hoped that more progress would have been made to resolve it, but lockdown has slowed the process. The intention is to resolve it by the end of the next financial year.

**20/21 - 197 To receive and vote on nominations for the positions of Mayor & Deputy Mayor**

It was RESOLVED that Cllr J Raywood will be Mayor for the year 2021/22.

Proposed by Cllr Aldridge, seconded by Cllr Brennan.

It was RESOLVED that Cllr S Raywood will be Deputy Mayor for the year 2021/22.

Proposed by Cllr Davis, seconded by Cllr Bowman.

**20/21 - 198 To agree a response to the Government consultation: National Planning Policy Framework and National Model Design Code**

Thanks were given to planning committee for the time they had put into this.

It was RESOLVED to approve the Planning Committee response to the Government consultation: National Planning Policy Framework and National Model Design Code.

Proposed by Cllr J Raywood, seconded by Cllr Cody.

**20/21 - 199 To receive and update from the Climate Change Working Group**

Cllr Cody provided an update. It has been difficult to progress many items due to Covid restrictions although it is now possible to recycle natural corks and resealable cheese wrappers at the Town Hall.

Plastic Free Tewkesbury is also making good progress. Three out of five elements to achieve plastic free status have been completed and the final two are in progress.

Next meeting of Climate Change Working Group will be 26<sup>th</sup> April at 6pm, all Councillors are welcome to attend.

**20/21 - 200 To discuss and agree the updated Financial Regulations**

Following the recent Finance Committee meeting, item 4.1 was clarified and item 7.8 added that 'Cllrs will be informed of decisions made'.

Cllrs discussed delegated authority, particularly with regard to events at the Watson Hall and whether there should be a limit. The Town Clerk advised that the spending parameters are set by the budget and then monitored by the individual Committees, Finance Committee and Full Council.

It was RESOLVED that writing off bad debts should be agreed by Full Council rather than the Finance Committee (as at present). Section 1.14 to be updated to reflect this. Proposed by Cllr Sztymiak, seconded by Cllr Powell.

The Town Clerk advised that the model document provides guidelines and that larger Councils have more complex processes and responsibilities that require a deviation from the model document thus tailoring Financial Regulation to the specific needs of the Council.

Cllrs asked about events and liability and the limits for stocking the bar.

The Town Clerk advised that the bar at the Watson Hall is now run by the Town Council. Historically it was run by a third party and in the seven years before it was taken over by the Council the Council received zero income. In the first year that it was run by the Town Council the income was circa £11,000. The Watson Hall had historically been neglected and since the Town Clerk has been in post, improvements have been made and the building has been made safe again and able to be utilised by the Town Council. Local community and other third parties.

The Town Clerk provided some historical figures for the Watson Hall.

Financial Year 2015/16 – budgeted £15,000 – actual income £9,013

Financial Year 2016/17 – budgeted £15,000 – actual income £9,937

Financial Year 2017/18 - budgeted £15,000 – actual income £6,040

Financial Year 2018/19 - budgeted £8,500 - actual income £13,142

Financial Year 2019/20- budgeted £15,000 - actual income £16,552

The staff are beginning to make the Watson Hall work and generate income, if the hall is not used properly it will need subsidising. It was an asset that was not properly used, and the team have worked hard to turn it around. Delegated Authority is required in order to be able to do this. We are now in a position where promoters are booking the Hall for events; such as Martin Kemp 80's DJ Set. This is the ideal situation where they take the risk on the events, but the Council gets the income from the bar. Events are also organised directly on behalf of the Town Council, Covid restrictions have set this back, but the staff continue to work on rebuilding.

It was RESOLVED to extend the meeting by thirty minutes.

Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.

Cllrs discussed payments lists and a Cllr requested that payments lists should accompany the agenda. The Town Clerk advised that this is logistically very difficult and that the internal auditor advised that it would be more appropriate to minute the total amount approved.

It was RESOLVED that the payments list be published with the minutes.

Proposed by Cllr Sztymaik, seconded by Cllr Rudge.

Proposed Amendments

4.1 insertion of the words 'at the Watson Hall' after 'booking events'

4.8 Any variances over £1000, Clerk give written report to finance committee.

4.9 List of outstanding EMR should accompany the income and expenditure reports.

It was RESOLVED to agree the updated Financial Regulations, subject to the amendments listed above.

Proposed by Cllr Aldridge, seconded by Cllr Brennan.

- 20/21 - 201 To receive reports from members representing the Town Council on outside bodies**  
Cllr J Raywood provided a written report on the South Worcestershire Development Plan briefing. She advised that there had been lots of discussions about flooding, but that there is not a lot of consideration about what happens outside of the border. As a Council we need to be aware of this and work towards better cross border co-operation in terms of flood water impact and also understand how flood alleviation schemes are passed for their efficacy.
- 20/21 - 202 To review and agree grant applications**  
There were no grant applications.
- 20/21 - 203 To approve the payments list**  
No payments list.
- 20/21 - 204 Correspondence**  
A further £2096 will be paid or lost income at the Watson Hall, as part of the Covid-19 Business Continuation Grants. This payment is up to 31<sup>st</sup> March 2021.
- 20/21 - 205 To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. subsection 2.**  
It was RESOLVED that the press and public be excluded.  
Proposed by Cllr Brennan, seconded by Cllr Sztymiak.
- 20/21 - 206 To discuss and agree the nominations for the Tewkesbury Town Covid-19 Community Response Awards**  
The nominations were discussed. It is hoped that it will be possible to recognise the individuals in person, later on in the year.  
It was RESOLVED that all nominees should be recognised in the Covid-19 Community Response Awards.  
Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.

There being no further business, the meeting closed at 7.45pm.

Signature of Chairman upon approval of the minutes ..... 19<sup>th</sup> April 2021



## TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 3<sup>rd</sup> February 2021

Present: Cllrs. J Raywood, S Raywood, H Bowman, Mr R Maggs and Mr R Carey

In attendance: Mrs D Hill, Town Clerk

Also present: One member of the public

### MINUTES

The meeting commenced at 19:00.

**P.20.280 Welcome and a reminder of how the meeting will be conducted.**

After welcoming everyone to the meeting and it was established that everyone present could hear everyone else, the chairman explained that, in the event of a loss of connection, everyone should try to reconnect as soon as possible. If this could not be achieved within 10 minutes, then the meeting would be deemed to have been adjourned and would be reconvened on another occasion.

**P.20.281 To receive apologies for absence**

None

**P.20.282 To receive declarations of interest**

None

**P.20.283 To receive and consider requests for dispensations**

None

**P.20.284 Public participation** *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*

None

**P.20.285 To approve the minutes of the Planning Committee meeting held on 20<sup>th</sup> January 2021**

Proposed by Cllr. H. Bowman    Seconded by Cllr. S. Raywood

**It was resolved to approve the minutes.**





**P.20.286** To receive updates on matters arising from the minutes – for information only

None

**P.20.287** To note correspondence

None

**P.20.288** Installation of a through fireplace and double sided stove by exposing and renewing the existing fireplace, repair surrounding structure and exposing and reinstating the adjacent cellar archway.

Planning Application

The Heritage 38A Barton Street Tewkesbury Gloucestershire GL20 5PR

Ref. No: 20/01008/LBC

Observations:

No objection, subject to the comments of the Conservation Officer

**P.20.289** Erection of a single storey rear extension

Planning Application

3 Clarence Road Tewkesbury Gloucestershire GL20 5TD

Ref. No: 21/00048/FUL

Observations:

No objection

**P.20.290** External stair lift fitted on to existing steel steps and installation of gates & railings.

Planning Application

The Cottage Red Lane Tewkesbury Gloucestershire

Ref. No: 20/01237/FUL

Observations:

No objection



**P.20.291 External stair lift fitted on to existing steel steps and installation of gates & railings.**

Planning Application

The Cottage Red Lane Tewkesbury Gloucestershire

Ref. No: 20/01238/LBC

Observations:

No objection

**P.20.292 Erection of a two storey side and rear extension**

Planning Application

100 Carrant Road Mitton Tewkesbury Gloucestershire GL20 8AD

Ref. No: 21/00014/FUL

Observations:

No objection

**P.20.293 Erection of a side extension (revised application)**

Planning Application

121 Canterbury Leys Newtown Tewkesbury Gloucestershire GL20 8BP

Ref. No: 21/00037/FUL

Observations:

No objection

**P.20.294 Variation of conditions 1, 5, 10, 11, 15, 16 and 17 of the planning application ref number 15/01326/FUL for layout and design changes associated with the phased redevelopment of Cotteswold Dairy (amendments to Phases 1 and 2 of the development only)**

Planning Application

Cotteswold Dairy Estate Northway Lane Newtown Tewkesbury Gloucestershire

Ref. No: 20/01180/FUL

Observations:

No objection.

We note that the Environmental Health Officer has requested a full noise report and the Town Council would welcome that.



**P.20.295 To note any additional applications on the Planning Portal which will expire before 17<sup>th</sup> February 2021 and agree further actions**

None

**P.20.296 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None

**P.20.297 To agree a draft response to the government consultation: - [Right to Regenerate: reform of the Right to Contest - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/right-to-regenerate-reform-of-the-right-to-contest) for submission to Full Council for approval on 8<sup>th</sup> February 2021**

The proposed response was discussed, developed further and agreed by the committee.

There being no further business, the meeting closed at 20:28.

Signature of Chairman

Date



## TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 17<sup>th</sup> February 2021

Present: Cllrs. J Raywood, S Raywood, H Bowman and Mr R Carey

Also present: One member(s) of the public

### MINUTES

The meeting commenced at 19.02

**P.20.298 Welcome and a reminder of how the meeting will be conducted.  
(1)**

After welcoming everyone to the meeting and it was established that everyone present could hear everyone else, the chairman explained that, in the event of a loss of connection, everyone should try to reconnect as soon as possible. If this could not be achieved within 10 minutes, then the meeting would be deemed to have been adjourned and would be reconvened on another occasion.

**P.20.299 To receive apologies for absence  
(2)**

None

**P.20.300 To receive declarations of interest  
(3)**

Item 12 – JR and SR – the agent is a near neighbour.

**P.20.301 To receive and consider requests for dispensations  
(4)**

None

**P.20.302 Public participation (to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)  
(5)**

None

**P.20.303 To approve the minutes of the Planning Committee meeting held on 3<sup>rd</sup> February 2021  
(6)**

Proposed by Mr. R. Carey    Seconded by Cllr. S. Raywood  
**It was resolved to approve the minutes.**



**P.20.304 To receive updates on matters arising from the minutes – for information only (7)**

Item P.20.297 – two small amendments were made to the answers to questions 3 and 6, in order to provide greater detail. The responses have now been submitted to the Government.

**P.20.305 To note correspondence (8)**

JR has received copies of email correspondence between the Borough and Ashchurch Rural Parish Council. The Parish Council was greatly concerned about recent additions to the Borough Plan on which they felt they had not been consulted, but which would have a serious impact on the area. These additions have now been withdrawn.

With regard to the Borough Plan policy TEW4, the Town Council and the Borough Council have agreed a statement of common ground. The map has been redrawn so that none of the Town Council's property on the Severn Ham is now included in the land allocation for housing. It has also been agreed that all proposed schemes for landscaping and increased biodiversity on the Healing's Mill site must be subject to the approval of the Town Council's Conservation Advisor.

**P.20.306 Cut down to trunk of 2 Leylandii trees located at the bottom of garden (Number 1 and 2 in orange on sketch plan) due to large size causing excessive shade in garden and neighbours gardens. Spoken to Matt Hale tree surgeon who is able to fell trees. (9)**

Planning Application

2 Abbey Cottage Abbey Precinct Tewkesbury Gloucestershire GL20 5SR

Ref. No: 21/00094/TCA

Observations:

No objection. The Town Council hopes that the applicant will, however, consider planting replacement trees of a more slow-growing nature.

**Cllr Bowman entered at this point (19.17)**

**P.20.307 Erection of single storey rear extension, first floor side extension and front porch extension. Alterations to existing windows and doors. (10)**

Planning Application

42 Springfield Tewkesbury Gloucestershire GL20 8EP

Ref. No: 21/00083/FUL

Observations:

No objection



- P.20.308**    **Erection of a first floor side extension**  
**(11)**        Planning Application  
16 Wellfield Newtown Tewkesbury Gloucestershire GL20 8BY  
Ref. No: 21/00130/FUL

Observations:

No objection

- P.20.309**    **Extension to existing pavilion.**  
**(12)**        Planning Application  
Tewkesbury Cricket Club Swilgate Ground Gander Lane Tewkesbury Gloucestershire GL20  
5PQ  
Ref. No: 21/00119/FUL

Observations:

No objection

- P.20.310**    **Application for approval of details subject to conditions 4 (External Joinery), 5**  
**(13)**        **(Schedule of materials/finishes and Samples), 8 (Foul and Surface Water Drainage) 9**  
**(Secure Cycle Storage Facilities) & 10 (Waste & Recycling Storage Facilities) of the**  
**planning application ref number 16/01175/FUL**  
66 High Street Tewkesbury Gloucestershire GL20 5BJ  
Ref. No: 19/00002/CONDIS

Observations:

From the information supplied, it is difficult to ascertain whether or not the cycle storage is adequate. It also appears doubtful that the bin storage facilities are adequate for the number of dwellings within the development (2 bins per dwelling), plus the larger type of bins that restaurants tend to use. The Town Council is concerned that there doesn't appear to be an easy route by which to get the bins to and from the street side on collection days and this may lead to them being left out on the public pavement for longer than is desirable, both from an aesthetic point of view and also considering the comfort of pedestrians, pushchairs and wheelchair users.

(There being no facility available to enter this comment onto the Planning Portal, this observation is to be sent directly to the Planning Officer by email.)

- P.20.311**    **To note any additional applications on the Planning Portal which will expire before 3<sup>rd</sup>**  
**(14)**        **March 2021 and agree further actions**

None



**P.20.312 (15) To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

20/01106/FUL - The Town Council has complied with the request of the Planning Officer to review its opinion in light of the Conservation Officer's comments. In doing so it finds that the opinion of the Planning Committee remains unchanged and it stands by its earlier objection.

**P.20.313 (16) To note the decisions made in January 2021, in respect of planning applications to Tewkesbury Borough Council**

Noted

**P.20.314 (17) To agree a draft response to the government consultation: - National Planning Policy Framework and National Model Design Code: consultation proposals - GOV.UK ([www.gov.uk](http://www.gov.uk)) for submission to Full Council for approval on 8th March 2021**

Following discussion of this complex, muddled and multi-faceted consultation, it was agreed that suggested draft answers would be circulated that evening, for comments and changes, then brought back to the next meeting for further consideration.

The being no further business to be conducted the meeting was closed at 20:19.

## MINUTES

### *of the*

#### **Remote Finance Committee meeting held on 1st February 2021 at 6:00PM via Zoom**

**Present:** Cllrs P Aldridge (Chair), H Bowman, K Brennan, C Danter, J Raywood, S Raywood, M Sztymiak

**In attendance:** D Hill (Town Clerk)

**F.20.091 To receive apologies**

None

**F.20.092 To receive declarations of interest**

None

**F.20.093 To receive dispensations**

None

**F.20.094 To approve the Minutes of the Finance Committee meeting held on 11<sup>th</sup> January 2021**

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 11<sup>th</sup> January 2021. Proposed by Cllr Bowman, seconded by Cllr Brennan.

**F.20.095 Matters arising from the Minutes – for information only.**

20.044 **Applying for a Lloyds Charge card:** Carry Forward

20.045 **Expenditure of legal advice for Watson Hall titles:** Carry Forward

**F.20.096 To receive correspondence relating to the Finance Committee**

None

**F.20.097 Public Participation**

None.

**F.20.098 To review the financial reports, bank reconciliations and financial position of the Town Council to 31<sup>st</sup> December 2020**

The financial reports, bank reconciliations and financial position of the Town Council to 31<sup>st</sup> December 2020 were reviewed. The Town Clerk reported that £6,377 grant income in respect of the Watson Hall had been received from Tewkesbury Borough Council. It was noted that the Mayor's Allowance payment of £1,500 seems to be appearing twice. **Action:** Town Clerk to investigate this anomaly.

**F.20.099 To consider and agree grant applications from outside bodies**

None

**F.20.100 To agree to the payments list**

It was RESOLVED to approve the payments list totalling £3,877.40. Proposed by Cllr S Raywood, seconded by Cllr Danter.



- F.20.101      To receive an update from the Town Clerk in respect of the External Audit 2019/20**  
The Town Clerk reported that she had received an email from the external auditor and that this had been replied to on 27<sup>th</sup> January 2021.
- F.20.102      To appoint GAPTC as the Internal Auditor**  
It was RESOLVED to appoint GAPTC as the internal auditor for 2020/21. Proposed by Cllr J Raywood, seconded by Cllr Brennan.
- F.20.103      To receive the Internal Control Checkers report relating to Q1 and Q2 2020/21**  
The committee thanked Cllrs J Raywood and S Raywood for understanding the internal control checks. Cllr J Raywood advised that VAT reclaims were all up to date and extended her thanks to the staff for working hard in difficult circumstances. It was noted that the checking process will need to be reviewed.  
Cllrs Bowman and Brennan happy to become checkers and the requirement for more checkers will be added as an agenda item at Full Council.
- F.20.104      To authorize year end close down work**  
It was RESOLVED to authorize Plain English Accounting to complete the year end closedown work for 2020/21 at a cost of £375. Proposed by Cllr Aldridge, seconded by Cllr Brennan.
- F.20.105      To approve to release £7,321 from Earmarked Reserves to Buildings & Moorings, Museum Maintenance**  
Cllr Brennan proposed an amendment to release £849 from Earmarked Reserves for Museum Maintenance. It was RESOLVED to release £849 from Earmarked Reserves to Buildings & Moorings Museum Maintenance. Proposed by Cllr Brennan, seconded by Cllr Danter.

There being no further business the meeting closed at 6.27 pm.

Signature of Chairman upon approval of the minutes ..... 25<sup>th</sup> February 2021

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON FRIDAY 26<sup>TH</sup> FEBRUARY 2021 VIA ZOOM AT 4.00 PM

**Present:** Cllrs J Raywood (Chair), K Brennan, H Davis, S Raywood, D Hill (Town Clerk)

- 1) **To receive apologies**  
Cllr Powell was absent.
- 2) **To receive declarations of interests**  
None received.
- 3) **To receive dispensations**  
None.
- 4) **To approve the minutes of the Staffing Committee meeting held on 26<sup>th</sup> January 2021**  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 26<sup>TH</sup> January 2021. Proposed by Cllr Davis, seconded by Cllr Brennan.
- 5) **Public participation**  
None.
- 6) **To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2**  
Proposed by Cllr S Raywood, seconded by Cllr Davis.
- 7) **Matters arising from the last meeting – for information only**  
Purchase of mobile telephone – carry forward due to lockdown. Cllr J Raywood to have a conversation with the Events Officer about her need for a mobile phone.  
The pension payment made recently was in respect of one former member of staff.
- 8) **Staffing Matters**
  - i. **Administration Assistant** – Appraisal due for Administration Assistant by 31st March 2021.
  - ii. **Finance Assistance** – The Town Clerk confirmed that work to bring the system up to date was complete except for one matter relating to holding deposits and this will be dealt with on 9<sup>th</sup> March.
  - iii. **Annual Leave** – Remaining annual leave needing to be taken by 31<sup>st</sup> March is being managed.
  - iv. **Town Crier** – It is not anticipated that the Town Crier will be able to resume normal duties until 21<sup>st</sup> June. It was suggested that the Town Crier may be able to do some recordings that could potentially be played.
  - v. **Pay Claim 2021/22** – It was noted that negotiations had recently commenced between the Unions and NJC.

**TEWKESBURY TOWN COUNCIL**

- vi. **Real Living Wage** – It was RESOLVED to increase the Town Council’s minimum salary level to the Real Living Wage of £9.50 per hour from 1<sup>st</sup> April 2021. Proposed by Cllr Davis, seconded by Cllr Brennan.
- vii. **LGPS Pension Cap** – The committee noted recent communication concerning this matter.
- viii. **Furlough** – Bar staff will remain furloughed until such time as the restrictions are lifted. The Bar Manager may need to undertake some duties in respect of waste and cleaning. The Town Clerk will manage the return from furlough for the Events Officer in terms of her personal situation and business requirements.
- ix. **Returning to the office** – Staff will gradually return to the office from 29<sup>th</sup> March depending on business requirements. It was noted that current guidelines still recommend working from home where possible until 21<sup>st</sup> June.

There being no further business the meeting closed at 4.50pm.

Signature of Chairman upon approval of Minutes .....

## TEWKESBURY TOWN COUNCIL

### MINUTES

*of the*

Severn Ham Committee meeting

Remotely via Zoom on 4<sup>th</sup> February 2021 at 9.00am

**Present:** Cllrs P Aldridge (Chair), J Raywood, C Cody, S Raywood, K Brennan, Ms C Corsie, Mr J Lucas, Mr A Purkiss, Mr M McKenna, Mr S Kerr, Mr O Fielding, Cllr Danter, Mr M Cluley

**In attendance:** J King (Assistant Town Clerk)

**SH 20/049 To receive apologies for absence**

No apologies were received.

**SH 20/050 To record declarations of interest**

Mr Purkiss – Clerk to the Commoners

**SH 20/051 To consider requests for dispensations**

None received.

**SH 20/052 To approve the Minutes of the meeting held on 12<sup>th</sup> November 2020**

It was RESOLVED to approve the minutes of the meeting held on 12<sup>th</sup> November 2020. Proposed by Cllr J Raywood, seconded by Cllr Cody.

**SH 20/053 Matters arising from the minutes – for information only**

SH19/051 Additional Trough – ST investigating – ongoing.

SH19/056 Land ownership issue – has been submitted – ongoing.

SH19/082 Environmental Watching Brief – with Severn Trent – ongoing.

SH19/084 Boost for Diversity funding – ongoing.

SH20/008 Drone operator – ongoing – footage required for Southern end of Ham

SH20/024 ELMS Model for the Severn Ham - ongoing

SH20/027 Acre trial site – letter sent - complete

SH20/029 Investigating floristic diversity & NE approval – ongoing

SH20/043 Tewkesbury Popular Angling – contact made and posters displayed - complete

**SH 20/054 Public Participation**

There was no public participation.

**SH 20/055 To receive an update from the Chair**

The Chair reported that any items he wished to raise were covered in the rest of the agenda.

**SH 20/056 To receive an update from Severn Trent Water**

Mr Kerr & Mr Fielding attended the meeting and provided an update.

## TEWKESBURY TOWN COUNCIL

Scheme of work has been sent out to tender and a preferred contractor appointed. Final forms need to be submitted to EA and NE, as well as the official land entry notices. Letters have been sent to the residents of Tewkesbury regarding the planned works. The pipes have been ordered and delivery of them has commenced. Work is expected to commence on 6<sup>th</sup> April on Breakingstone Meadow and approximately two weeks later on the Ham. Bird dissuasion measures will start in March. The weather continues to be the main risk to the project.

Penny Anderson has been appointed as the Ecological Consultant. Section 38 Commons Consent application form submitted and the representation period ends on 12<sup>th</sup> February. Public rights of way closure has been submitted and there will be five crossing sites. The committee advised that no gravel or stone may be brought on to the Ham, it was suggested that metal track matting was used in the crossing places.

Committee would like to meet with the contractor before the work starts. It was noted that the next meeting of the Severn Ham Committee may be after the commencement of the work. It may be necessary to hold a pre-works meeting in March. Severn Trent support taking soil samples prior to the work commencing.

**SH 20/057**

**To receive an update from Caroline Corsie, Environmental Advisor, including the current status of the Higher Level Stewardship scheme**

Ms Corsie advised that the pollarding work has been unable to take place due to the weather. The derogation will now have to be reapplied for, for the work to take place late July / August.

There will be a significant amount of plastic that will be left on the Ham when the water subsides, which will have an impact on the hay making. It was suggested that Tewkesbury Litter Pickers and Friends of the Earth may be able to assist with this.

The extension to the Higher Level Stewardship (HLS) forms have been received from the Rural Payments Agency. This extension will take it through to the end of December 2022. Forms will be submitted this week. The key points of the HLS were discussed including the fact that there should be no supplementary feeding on site without a derogation from Natural England, the need to have a process for monitoring grass height and that soil pH and phosphate levels should be monitored.

The Severn Ham continues to be part of the Defra test and trial site for ELMS. The link with Karen Colburn (appointed by Severn Trent to look at the vision for the Severn Ham) will be a key part of the process and it is hoped that a meeting between Karen and the Committee to kick off the process could be arranged.

**SH 20/058**

**To receive an update from Mike Cluley, Carver Knowles**

Due to a bad connection, Mr Cluley will circulate a written report.

## TEWKESBURY TOWN COUNCIL

**SH 20/059 To consider and agree the number and cost of soil samples to be taken prior to the Severn Trent works commencing on the Severn Ham**

It is necessary to have a baseline detail for the soil, in both disturbed and undisturbed areas, so that after the restoration work it can be compared to the soil before the works commence.

It was REOLVED that 20 soil samples at a cost of £30 each will be taken prior to the Severn Trent works commencing on the Severn Ham. This sampling will continue each year for five years.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

**SH 20/060 To receive the committee budget report**

The committee budget report was received. £910 reinstatement expenditure reimbursement has been submitted to Severn Trent.

**SH 20/061 To consider and agree preliminary figures for earmarked reserves**

It was RESOLVED to agree the following preliminary earmarked reserves:

4855 Hay sowing - £3675 for floristic diversity work on bund.

4870 Weeding - £1000 to treat weeds when work becomes viable.

4875 Tree conservation - £3000 for riparian works that will not be completed this year due to the flooding.

Proposed by Cllr Danter, seconded by Cllr Cody.

**SH 20/062 To approve the payments list**

The payments list totalling £7667.74 was approved.

Proposed by Cllr J Raywood, seconded by Cllr Aldridge.

**SH 20/063 Correspondence**

Gloucestershire Wildlife Trust have approached the Committee regarding the possibility of running youth volunteering (post Covid) on the Severn Ham and at the Nature Reserve. It is anticipated that there will be two groups, one for 15-18 year olds and the second for 18-24 year olds. It was felt this would be of benefit to the Ham, an opportunity to get young people engaged with nature and there was no objection in principle.

The meeting closed at 10.07 am.

Next meeting Thursday 22<sup>nd</sup> April at 9am

Signature of Chairman upon approval of the minutes .....22<sup>nd</sup> April 2021

## County Council report – April 2021

### 1 Covid-19 response

The GCC website is regularly updated inline with Government restrictions and advice for Gloucestershire residents: <https://www.gloucestershire.gov.uk/covid-19-information-and-advice/>

The link in Tewkesbury will be the location of the county's fourth COVID-19 community testing site, which opens this Wednesday 24 March. Testing at this site is for people with no symptoms, but who still have to leave the house for essential reasons.

For further information on testing, please visit:  
[www.gloucestershire.gov.uk/testing](http://www.gloucestershire.gov.uk/testing)

### 2 Call for Gloucestershire economy-boosting ideas

The county council is inviting organisations to submit schemes which can boost Gloucestershire's economy. This competitive funding opportunity is intended for projects that focus on the removal of barriers to employment.

What type of bids are we looking for?

Projects must deliver activity that is line with the UK Community Renewal Fund prospectus and align with at least one, or ideally cover a range of, these investment priorities:

- Investment in skills
- Investment for local business
- Investment in communities and place
- Supporting people into employment

**Bids must be submitted to the county council by midnight on Sunday 9 May 2021**

For more information on the bid process, assessment criteria and how to submit, please visit [www.gloucestershire.gov.uk/business-property-and-economy/uk-community-renewal-fund/](http://www.gloucestershire.gov.uk/business-property-and-economy/uk-community-renewal-fund/)

### 3 Extra money to fight Covid in Gloucestershire's care homes

The county council has distributed more than £500,000 additional funding to support Gloucestershire care homes in the controlling the spread of Coronavirus.

The money, part of a total of £6.6m the council has distributed so far, will be paid to care providers in the county so that they can prevent the spread of infection to some of our most vulnerable Gloucestershire residents.

This includes: supporting staff to travel safely and providing accommodation for those who choose to stay separately from their families to protect the residents they work with.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-march-2021/extra-money-to-fight-covid-in-gloucestershire-s-care-homes/>

#### **4 Schools urged to get active in Big Pedal 2021 19 to 30 April**

Organised by walking and cycling charity Sustrans, it is the UK's largest inter-school cycling, walking, wheeling and scooting challenge and aims to encourage active travel to and from school.

Gloucestershire County Council's Thinktravel team is helping to promote the scheme by encouraging schools to take part, in line with the council's climate change strategy which aims to increase walking and cycling in the county. The council is also investing in extra infrastructure and projects to support this aim, including the proposed Gloucester to Cheltenham cycleway and the School Streets initiative.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-march-2021/schools-urged-to-get-active-in-big-pedal-2021/>

#### **5 Approval of new mental wellbeing grants**

Gloucestershire County Council and Gloucestershire's NHS are pleased to announce a wide range of community based projects and activities which will be funded by the GloW (Gloucestershire Wellbeing) Community Grant programme over a three year period to help improve mental wellbeing in the county.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-march-2021/approval-of-new-mental-wellbeing-grants/>

#### **6 Gloucestershire County Council is set to invest an extra £1.8 million in the county in the next financial year**

A report presented at cabinet in March showed a projected underspend of around £1.79 million in the 2020/21 financial year, which will be allocated into the following areas:

- £1 million to create a 'Gloucestershire Restart Fund', which will allow for a range of activities to help the county get back to normal as quickly as possible following the COVID-19 pandemic. Further details of this scheme will be announced at a later date.
- £220,000 to the Electric Vehicle Infrastructure Fund to fund 500 new charging points around the county, to continue ongoing efforts to tackle



climate change. It is estimated there are currently in the region of 50 to 60 public charging points in the county and these extra ones will aim to encourage greater take-up of electric vehicles.

- A £10,000 increase per councillor for Highways Local schemes in 2021/22, totalling £530,000. The initiative will then provide each councillor with £30,000 to fund local works, including resurfacing, road safety and drainage repairs.

Any additional underspend by the end of the financial year will be used to help fund the ongoing costs of the pandemic.

**7 On Monday 12 April, county council-run libraries across the county will open their doors again, enabling you to browse, borrow and return items and use a computer**

The popular Off the Shelf and Reserve & Collect services will also still be available for all customers.

For further information and the latest opening times for all libraries, including community libraries, please visit [www.gloucestershire.gov.uk/libraries](http://www.gloucestershire.gov.uk/libraries). Posters showing updated opening times will be displayed at each library.

If you haven't yet joined your local library and wish to take advantage of the services on offer, please go to [www.gloucestershire.gov.uk/libraries/join-the-library/](http://www.gloucestershire.gov.uk/libraries/join-the-library/)

Thanks  
Kevin

Cllr Kevin Cromwell  
Email [Kevin.Cromwell@gloucestershire.gov.uk](mailto:Kevin.Cromwell@gloucestershire.gov.uk)

## Summary Income &amp; Expenditure by Budget Heading End of February 2021

Month No: 11

## Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>Finance</b>							
120 Finance	Income	0	314,275	314,337	62		
	Expenditure	2,419	34,643	68,410	33,767		33,767
	Net Income over Expenditure	<u>(2,419)</u>	<u>279,631</u>	<u>245,927</u>	<u>(33,704)</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(2,419)</u>	<u>279,631</u>				
130 Mayor's Charity	Income	0	1,100	0	(1,100)		
	Expenditure	0	4,000	0	(4,000)		(4,000)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,900)</u>				
	Finance Income	<b>0</b>	<b>315,375</b>	<b>314,337</b>	<b>(1,038)</b>		
	Expenditure	<b>2,419</b>	<b>38,643</b>	<b>68,410</b>	<b>29,767</b>	<b>0</b>	<b>29,767</b>
	Net Income over Expenditure	<u>(2,419)</u>	<u>276,731</u>				
	plus Transfer from EMR	<b>0</b>	<b>0</b>				
	Movement to/(from) Gen Reserve	<u>(2,419)</u>	<u>276,731</u>				
<b>Building &amp; Moorings</b>							
200 Moorings	Income	435	4,029	5,500	1,471		
	Expenditure	92	14,902	10,600	(4,302)	650	(4,952)
	Movement to/(from) Gen Reserve	<u>343</u>	<u>(10,873)</u>				
210 Museum	Expenditure	28	(2,854)	21,000	23,854		23,854
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(28)</u>	<u>2,854</u>				
220 Town Hall	Income	(4)	3,743	18,100	14,357		
	Expenditure	501	13,533	38,100	24,567	800	23,767
	Movement to/(from) Gen Reserve	<u>(504)</u>	<u>(9,790)</u>				
230 War Memorial	Income	0	0	300	300		
	Expenditure	0	0	1,000	1,000		1,000
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
	Building & Moorings Income	<b>431</b>	<b>7,772</b>	<b>23,900</b>	<b>16,128</b>		
	Expenditure	<b>620</b>	<b>25,581</b>	<b>70,700</b>	<b>45,119</b>	<b>1,450</b>	<b>43,669</b>
	Net Income over Expenditure	<u>(189)</u>	<u>(17,809)</u>				
	plus Transfer from EMR	<b>0</b>	<b>0</b>				
	Movement to/(from) Gen Reserve	<u>(189)</u>	<u>(17,809)</u>				

**Environment & Amenities**

## Summary Income &amp; Expenditure by Budget Heading End of February 2021

Month No: 11

## Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
300 Play Parks	Income	0	500	0	(500)		
	Expenditure	0	4,718	16,000	11,282		11,282
	Net Income over Expenditure	<u>0</u>	<u>(4,218)</u>	<u>(16,000)</u>	<u>(11,782)</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(4,218)</u>				
310 Spring Gardens	Expenditure	74	6,376	10,650	4,274		4,274
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(74)</u>	<u>(6,376)</u>				
320 Gloucester Road	Expenditure	125	4,629	5,000	371		371
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(125)</u>	<u>(4,629)</u>				
330 Cleaning & Consumables	Expenditure	86	3,233	5,200	1,967		1,967
340 Outside Spaces	Expenditure	4,423	14,153	32,095	17,942	2,669	15,273
	plus Transfer from EMR	3,024	5,620				
	Movement to/(from) Gen Reserve	<u>(1,399)</u>	<u>(8,533)</u>				
700 Memorial Benches	Income	0	803	0	(803)		
	Expenditure	0	1,003	0	(1,003)		(1,003)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(200)</u>				
	Environment & Amenities Income	<u>0</u>	<u>1,303</u>	<u>0</u>	<u>(1,303)</u>		
	Expenditure	<u>4,708</u>	<u>34,112</u>	<u>68,945</u>	<u>34,833</u>	<u>2,669</u>	<u>32,165</u>
	Net Income over Expenditure	<u>(4,708)</u>	<u>(32,809)</u>				
	plus Transfer from EMR	<u>3,024</u>	<u>5,620</u>				
	Movement to/(from) Gen Reserve	<u>(1,684)</u>	<u>(27,189)</u>				

**Planning**

400 Planning	Expenditure	0	0	2,500	2,500		2,500
	Planning Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
	Expenditure	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>
	Net Income over Expenditure	<u>0</u>	<u>0</u>				
	plus Transfer from EMR	<u>0</u>	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				

**Severn Ham**

## Summary Income &amp; Expenditure by Budget Heading End of February 2021

Month No: 11

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
500 Severn Ham						
Income	0	40,981	37,328	(3,653)		
Expenditure	0	12,516	27,869	15,353	3,720	11,633
Net Income over Expenditure	<u>0</u>	<u>28,465</u>	<u>9,459</u>	<u>(19,006)</u>		
plus Transfer from EMR	0	0				
Movement to/(from) Gen Reserve	<u>0</u>	<u>28,465</u>				
Severn Ham Income	<b>0</b>	<b>40,981</b>	<b>37,328</b>	<b>(3,653)</b>		
Expenditure	<b>0</b>	<b>12,516</b>	<b>27,869</b>	<b>15,353</b>	<b>3,720</b>	<b>11,633</b>
Net Income over Expenditure	<u><b>0</b></u>	<u><b>28,465</b></u>				
plus Transfer from EMR	<b>0</b>	<b>0</b>				
Movement to/(from) Gen Reserve	<u><b>0</b></u>	<u><b>28,465</b></u>				

**Watson Hall**

600 Watson Hall						
Income	(82)	27,864	72,135	44,271		
Expenditure	2,888	39,755	61,700	21,945	2,069	19,876
Movement to/(from) Gen Reserve	<u>(2,970)</u>	<u>(11,891)</u>				
Watson Hall Income	<b>(82)</b>	<b>27,864</b>	<b>72,135</b>	<b>44,271</b>		
Expenditure	<b>2,888</b>	<b>39,755</b>	<b>61,700</b>	<b>21,945</b>	<b>2,069</b>	<b>19,876</b>
Movement to/(from) Gen Reserve	<u><b>(2,970)</b></u>	<u><b>(11,891)</b></u>				

**Staffing**

110 Staffing						
Expenditure	14,077	184,015	192,576	8,561		8,561
Staffing Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Expenditure	<b>14,077</b>	<b>184,015</b>	<b>192,576</b>	<b>8,561</b>	<b>0</b>	<b>8,561</b>
Movement to/(from) Gen Reserve	<u><b>(14,077)</b></u>	<u><b>(184,015)</b></u>				

Grand Totals:- Income	<b>349</b>	<b>393,295</b>	<b>447,700</b>	<b>54,405</b>		
Expenditure	<b>24,712</b>	<b>334,622</b>	<b>492,700</b>	<b>158,078</b>	<b>9,908</b>	<b>148,170</b>
Net Income over Expenditure	<u><b>(24,363)</b></u>	<u><b>58,672</b></u>	<u><b>(45,000)</b></u>	<u><b>(103,672)</b></u>		
plus Transfer from EMR	<b>3,024</b>	<b>5,620</b>				
Movement to/(from) Gen Reserve	<u><b>(21,339)</b></u>	<u><b>64,292</b></u>				

## Update to Standing Orders

### Current wording for section 18

- f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

To be updated with the revised wording from NALC

- f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

**Scheme of Delegation to cover period 7<sup>th</sup> May 2021 – 21<sup>st</sup> June 2021** (or later if the restrictions on indoor meetings are not relaxed at this date to allow Council meetings to take place)

Financial regulations currently state the following delegated authority:

The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for items below £1,500

The Clerk, for any items in relation to the day-to-day running of the Council, Council's buildings and public facilities, up to £1,500

The Clerk, for any items in relation to stocking the bar at the Watson Hall, up to £2,500

The Clerk, in conjunction with the Chair of Buildings & Moorings Committee and/or Events sub-committee, for booking events at the Watson Hall up to £5,000

In cases of extreme risk to the delivery of council services and for matters of health and safety, the Clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the relevant committee chairman as soon as possible and to the council as soon as practicable thereafter.

Due to the legislation regarding remote meetings not being extended beyond 7<sup>th</sup> May, the following items are proposed:

Payments lists will be sent to all Committee Chairs to authorise.

Any staffing issues to be dealt with by all Committee Chairs.

For expenditure up to £2,000 the Town Clerk will liaise with the relevant Committee Chair, for expenditure above £2,000 the Town Clerk will liaise with all committee chairs.

Responses to planning applications will be obtained via email.

To delegate responsibility to deal with all decisions regarding the Museum and building repairs to the Town Clerk in conjunction with the Chair of the Building & Moorings Committee.

To delegate responsibility to deal with all decisions regarding any works on the Severn Ham in conjunction with the Chair of the Severn Ham Committee.

To delegate responsibility for any spend regarding 'Welcome Back' funding to the Town Clerk and Committee Chairs.

All decisions will be made within the restrictions of the budget allocations for the next financial year and will be taken only if it is not possible to delay the decision until the next meeting of the appropriate committee. All decisions made using this authority will be reported back to the appropriate Committee / Full Council.

# TEWKESBURY TOWN COUNCIL SCHEDULE OF MEETINGS 2021/22 (DRAFT)

		Year/Month												
		2021						2022						
Day	Time	Meeting	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Monday	6:00pm	Annual Assembly											4 <sup>th</sup>	
	6:00pm	Full Council	14 <sup>th</sup>	12 <sup>th</sup>		13 <sup>th</sup>	11 <sup>th</sup>	8 <sup>th</sup>	13 <sup>th</sup>	17 <sup>th</sup>	14 <sup>th</sup>	14 <sup>th</sup>	11 <sup>th</sup>	9 <sup>th</sup> 16 <sup>th</sup>
	4:00pm	Staffing	28 <sup>th</sup>			27 <sup>th</sup>			20 <sup>th</sup>			21 <sup>st</sup>		
Tuesday	6:00pm	Environment & Amenities		6 <sup>th</sup>		7 <sup>th</sup>		2 <sup>nd</sup>		4 <sup>th</sup>		1 <sup>st</sup>		3 <sup>rd</sup>
Wednesday	6:00pm	Buildings & Moorings	30 <sup>th</sup>	28 <sup>th</sup>		22 <sup>nd</sup>	20 <sup>th</sup>		1 <sup>st</sup>		2 <sup>nd</sup>		13 <sup>th</sup>	25 <sup>th</sup>
	7:00pm	Planning	9 <sup>th</sup> 23 <sup>rd</sup>	7 <sup>th</sup> 21 <sup>st</sup>	11 <sup>th</sup>	1 <sup>st</sup> 15 <sup>th</sup> 29 <sup>th</sup>	13 <sup>th</sup> 27 <sup>th</sup>	10 <sup>th</sup> 24 <sup>th</sup>	8 <sup>th</sup> 22 <sup>nd</sup>	12 <sup>th</sup> 26 <sup>th</sup>	9 <sup>th</sup> 23 <sup>rd</sup>	9 <sup>th</sup> 23 <sup>rd</sup>	6 <sup>th</sup> 20 <sup>th</sup>	4 <sup>th</sup> 18 <sup>th</sup>
Thursday	9:30am	Severn Ham	17 <sup>th</sup>			23 <sup>rd</sup>		18 <sup>th</sup>			24 <sup>th</sup>			12 <sup>th</sup>
	6:00pm	Finance	10 <sup>th</sup>	8 <sup>th</sup>		9 <sup>th</sup> 30 <sup>th</sup>		4 <sup>th</sup>	9 <sup>th</sup>	13 <sup>th</sup>	10 <sup>th</sup>	10 <sup>th</sup> 31 <sup>st</sup>	28 <sup>th</sup>	

Note: This timetable of meetings reflects a planned schedule. However, please check the notice board or website for an agenda before attending as meetings are subject to cancellation or change.  
Updated 17/03/2021

## **Tewkesbury Town Council – Draft response to the South Worcestershire Development Plan Regulation 18 (III) Sustainability Appraisal**

Tewkesbury lies immediately to the south of the Worcestershire/Gloucestershire border, immediately to the east of the confluence of the rivers Severn and Avon and immediately to the west of the M5, junction 9. Although Tewkesbury is not situated within the districts that have jointly prepared this Development Plan it is extremely vulnerable to the potential impacts of it; possibly more so than any settlement within the districts themselves.

The Town Council notes that the nine potential development sites under consideration in the consultation document are ranked in three tiers. Of greatest concern is Mitton, which is the highest scoring site in the middle tier. The sites at Strensham and Hanley Castle would also be of concern, were it not that they are placed in the bottom tier and have the status of 'reasonable alternatives', but for the purposes of this response Tewkesbury Town Council will confine its observations to the appraisal of the Mitton site although, to some extent, our comments will also apply to the other two sites.

Starting on page 45 of the consultation document, the twelve Sustainability Appraisal (SA) objectives are considered in turn, comparing the nine sites in the light of each objective. Tewkesbury Town Council wishes to comment as follows:

For **SA objective 1** – climate change mitigation, Mitton ranks just above the middle. This is because of its proximity to the railway station at Ashchurch. The Town Council wishes to know what data was taken into account while drawing this conclusion. Was, for example, consideration given to the fact that, in order to reach the railway station most travellers are likely to resort to using their cars? The planning application to Wychavon District in 2018 (for half the number of dwellings that are now being planned-for) suggested that the increased traffic volumes on the Bredon Road would lead to an increase in queueing time at the Black Bear roundabout, of about 4 minutes in the morning peak, for people coming northbound off the High Street, in 2022. The Black Bear roundabout already lies within an air quality action zone. The Town Council would argue that the adverse impacts on climate change will be considerably greater off-site, to the south, than on-site and therefore wishes to challenge the appraisal on this point. In addition, the proposal to develop such a large site at Mitton would impose additional strain on Shannon Way, Ashchurch Road and junction 9 of the M5, which are already running over, or close to, capacity. Tewkesbury School and Alderman Knight School are situated on Ashchurch Road, close to the M5 and many children walk or cycle to school, not only from Tewkesbury, but from Northway, and Ashchurch. An increased negative impact on air quality around the school would be unacceptable to the Town Council.

It should also be borne in mind that, just because we have a station, we cannot assume that most people will use it, opting instead to take full journeys by private car. If there were frequent, accessible, reliable, quick route buses, priced reasonably then a lot more people might be encouraged to use them and not clog up the roads with their cars.



For **SA objective 2** – climate change adaptation (basically flood risk), the Mitton site is ranked at the bottom, despite being at the top of a hill. The problem for the Town Council is that Tewkesbury Parish lies at the bottom of that hill and is already undoubtedly at considerable risk from flooding. This is an objective that absolutely cannot be considered solely from the perspective of the site itself. In response to recent Government consultations the Town Council has repeatedly made the point that, where a proposed development lies within a river catchment area, its potential flood risk impact on settlements that lie downstream must be carefully considered. It has also called for flood risk assessments to be assessed independently and rigorously, as new developments (no matter how well-designed they are) still seem to adversely affect flooding in Tewkesbury.

At the launch of this consultation, it was made clear that the officers who presented this document do not know who is responsible for considering the flood impacts of developments on settlements that are situated in adjacent authorities. The Town Council argues that it would be negligent for 1,000 houses to be built so close to what is not only a district border, but also a county border and a regional border, without a clear understanding of what the consequences are likely to be for the settlements on the other side. It is noted that the notion of building on this particular site arose from a duty to cooperate in order to meet the housing need of the JCS but none of the local parishes considers that this site can be developed without putting them at risk.

It is noted that a significant proportion of the Mitton site lies in flood zones 2 and 3, and suspects that developers might be tempted to locate surface water management measures in this part of the site. If this was so, it would not be acceptable to the Town Council, because SUDs etc will cease to be effective once they themselves are submerged.

For **SA objective 3** – biodiversity and geodiversity, Mitton is ranked third from bottom. Situated between Bredon Hill, Strensham and Tewkesbury, close to the Carrant Brook, it provides an important environmental corridor for wildlife. Yet, all other things considered, this site is a preferred option for development. The Town Council wishes to know how green corridors will be maintained if this site is developed, as substantial numbers of mammals, amphibians and birds are killed on UK roads every year.

For **SA objective 4** – landscape and townscape, Mitton scores highest, the suggestion being that development on this site would not be detrimental to the area, in a visual sense. The Town Council would disagree. While the town centre is compact and teeming with historical character, the houses to the north of the Carrant Brook are relatively large and enjoy generous gardens and an open aspect. Further development to the north would result in sprawl which, in time, would stretch close to Bredon, and blur the edges of these two very distinct and separate communities.

For **SA objective 5** – pollution and waste, Mitton ranks just above the middle, because it is largely not situated near a source of air pollution. This figure assumes that all the sites will have a negative impact on their local area, although it is not clear what has been taken into account when the size of that impact has been determined. The Town Council wishes to refer the South Worcestershire councils back to its comments on SA objective 1 as the Mitton site has the potential to create a significant negative impact on air quality around the main roads in Tewkesbury and we want to know if this has been taken into account.

The Town Council is also concerned that the existing sewerage infrastructure in Mitton is already overstretched and we do not know whether this aspect of waste has been taken into account within this appraisal. Again, the impact of an ill-considered judgement in this respect will fall, not so much on the development itself, but on the town of Tewkesbury.

For **SA objective 6** – natural resources, Mitton is deemed to be the best performer, because it will occupy the smallest area of ‘best and most versatile’ agricultural land. The Town Council, as the owner of a SSSI, is well aware that the way in which agricultural land is valued is changing rapidly and would therefore wish to know what criteria were used to assess the quality and versatility of the land at Mitton.

For **SA objective 7** – housing, Mitton is ranked fourth from bottom for its potential contribution to residential growth and because the development would be expected to be denser than at Rushwick, which would deliver about the same number of houses. The Town Council would like to know how the anticipated density of housing on the Mitton site, within those areas of the site that would actually be built upon, would compare with that of existing development immediately to the south. It should not be denser.

For **SA objective 8** – health and wellbeing, Mitton is again ranked fourth from bottom, because it is thought not to have access to a local hospital. The Town Council notes that new residents would use the GP services that currently exist in Tewkesbury and that the most local hospital with an A&E facility is in Cheltenham but would point out that, currently, medical services within Gloucestershire are about to undergo a reorganisation, with some services being moved from Cheltenham to Gloucester. It seems inappropriate to the Town Council, that an authority would plan new developments that would have to rely on services which would have to be provided by other authorities over which it has no influence at all.

For **SA objective 9** – cultural heritage, Mitton is again deemed to be the best performer, because it is further away from scheduled monuments and listed buildings than the other sites and is considered to have the potential to draw further development away from such heritage sites. Once again, the Town Council would argue that the potential impact on Tewkesbury itself has not been properly considered. It is an ancient market town with a substantial offering of unique shops, fine architecture, a fascinating history and varied range of sporting and entertainment venues. For part of each year, it is almost an island, surrounded by water. To make it an island, surrounded perpetually by suburban sprawl, would seriously detract from its charms.

For **SA objective 10** – transport and accessibility – Mitton scores highly, again, because of its proximity to Ashchurch for Tewkesbury Railway Station. That might well be true, as the crow flies, but people in the proposed development will need to follow existing routes. Currently, the site is not conveniently accessible from the railway station on foot. Bus provision along the Bredon Road has declined in recent years, rather than increased. It is not clear to the Town Council how bus companies will be encouraged to develop and maintain bus routes that will necessarily have to cross

a significant administrative border. The impact on the Black Bear roundabout, of travel to the station by car has already been raised in response to SA objective 1. However, it must be noted that the proposal to develop land at Mitton will impose additional strain on Shannon Way, Ashchurch Road and junction 9 of the M5, all of which are already over, or close to, capacity. The Town Council understands that Highways England have delayed determination of the 2018 application for 500 dwellings at Mitton, for this very reason. Such congestion will inevitably lead to drivers seeking alternative routes and the formation of 'rat-runs' along nearby estate roads in neighbouring parishes and this will be a particular concern for parents of children making their way to and from school. Prior to the pandemic, the railway station carpark was over capacity and opportunities to enlarge it were being investigated.

For **SA objective 11** – education – Mitton tops the list again, because of the proximity of local primary and secondary schools. The Town Council understands that Worcestershire operates a three-tier education system, while Gloucestershire operates a two-tier one and does not know how the two will be reconciled for children in the new Mitton development. Since the nearest Secondary School lies in Tewkesbury, as do all but one of the nearest primary schools, it would appear that, again, the South Worcestershire Districts are relying on authorities which are beyond their direct influence, to provide the necessary services. For the benefit of their health, wellbeing and growing independence it is desirable that children should be able to walk to school. Currently, there is no footpath between the site and the school in Bredon. Neither is there an appropriate footpath across the Carrant Brook that will enable children to access the schools along Ashchurch Road. The Town Council wishes to know what authority would bear the responsibility for ensuring that children from the new dwellings would be able to gain access to their schools in a safe and healthy way?.

On **page 55** of the appraisal document there is a numerical overall score for each site. All objectives considered Mitton appears to be the third best option amongst the locations under consideration, from the viewpoint of the South Worcestershire authorities. However, the Town Council believes that development at the Mitton site would be seriously detrimental to Tewkesbury itself.

The case for Mitton's overall score is summarised on page 58. The Town Council strongly disagrees with the final paragraph of that summary. The distance from the Black Bear to the closest access point of the development site is actually well over 1 kilometre. It is also an uphill walk, so even the fittest pedestrians would struggle to achieve that in 10 minutes. For the Town Council, this calls into question the quality of the data upon which this whole assessment has been made, and we would be interested in seeing the evidence base from on-the-ground research.

For that reason and all the arguments hitherto expressed, the Town Council objects strongly to the conclusions drawn within this appraisal.

**TEWKESBURY TOWN COUNCIL  
COMMITTEE MEMBERSHIP 2020/2021**

<b>Environment &amp; Amenities:</b>	<b>TUESDAY</b>
8 Councillors	Quorum: 4
<p><b>S. Raywood</b> (Chair), H. Davis, J. Raywood, M. Sztymiak, P. Aldridge, P. Devine and K. Powell.</p> <p style="text-align: right;"><b><i>Mayor and Deputy Mayor are ex-officio.</i></b></p>	
<b>Planning:</b>	<b>WEDNESDAY</b>
7 Councillors	Quorum: 3
<p><b>Cllrs J. Raywood</b> (Chair), H. Bowman, S. Raywood, Mr R Maggs &amp; Mr R Carey (H. Davis &amp; C. Danter – ad-hoc members)</p> <p style="text-align: right;"><b><i>Mayor and Deputy Mayor are ex-officio.</i></b></p>	
<b>Buildings &amp; Moorings:</b>	<b>WEDNESDAY</b>
9 Councillors	Quorum: 4
<p><b>C. Danter</b> (Chair), A. Carter, A. Rudge, K. Powell, S. Raywood, P. Devine, R. Gurney and K. Brennan.</p> <p style="text-align: right;"><b><i>Mayor and Deputy Mayor are ex-officio.</i></b></p>	
<b>Finance:</b>	<b>THURSDAY</b>
7 Councillors – (Chair Mayor plus 5 Chairs plus one Councillor)	Quorum: 5
<p><b>P. Aldridge</b> (Chair), J. Raywood, M. Sztymiak, H. Bowman, K. Brennan, C. Danter and S. Raywood</p>	
<b>Severn Ham:</b>	<b>THURSDAY</b>
8 Members including 3 co-opted	Quorum: 3
<p><b>P. Aldridge</b> (Chair), C. Danter, C. Cody, V. Smith and J. Raywood <i>Mr A. Purkiss, Mr J. Lucas, and Mr T. Perry are co-opted members</i></p> <p style="text-align: right;"><b><i>Mayor and Deputy Mayor are ex-officio.</i></b></p>	
<b>Staffing Committee:</b>	<b>Ad Hoc</b>
5 Councillors – (Chair Deputy Mayor plus 4 Councillors))	Quorum: 3
<p><b>J. Raywood</b> (Chair), K. Brennan, S. Raywood, K Powell, H. Davis</p> <p style="text-align: right;"><b><i>Mayor is ex-officio.</i></b></p>	

# TEWKESBURY TOWN COUNCIL OUTSIDE BODIES 2019/2020

## *Representation on External and Partner Organisations*

### 1. Outside Bodies

<b>Organisation</b>	<b>#</b>	<b>Representative(s)</b>
The Almhouse Trust	3	<b>J Badham &amp; C Monk</b>
Gloucestershire Association of Parish & Town Councils	1	<b>S Raywood</b>
League of Friends of Tewkesbury Hospital	2	<b>C Danter &amp; J Raywood</b>
Tewkesbury & District Wheelchair Bus Association	1	<b>P Aldridge</b>
Gloucestershire Market Towns Forum	2	<b>K Powell</b>
Trustees of Tewkesbury Museum	2	<b>A Carter &amp; G Preedy</b>
Chartered Parishes Group <i>(run by Gloucestershire County Council)</i>	2	<b>P Aldridge</b>
Tewkesbury Town Band	1	<b>T Walker</b>
Tewkesbury Town Regeneration Partnership	4	<b>C Cody, J Raywood, S Raywood &amp; D Hill (Town Clerk)</b>
Friends of the Town Hall Garden		<b>C Danter, P Aldridge &amp; K Brennan</b>
War Memorial Committee Tewkesbury		<b>C Danter &amp; P Aldridge</b>
Royal British Legion		<b>K Powell</b>
Priors Park Neighbourhood Project		<b>C Danter</b>
Gloucestershire Playing Fields Association		<b>Ad Hoc</b>
Campaign for the Protection of Rural England		<b>Ad Hoc</b>
Gloucestershire Rural Community Council	1	<b>S Raywood</b>
Tewkesbury Christmas lights	1	<b>R Blockley (Events Officer)</b>
20.21	1	<b>D Hill (Town Clerk)</b>

### 2. Charitable Trusts

<b>Organisation</b>	<b>Representative(s)</b>
George Watson Memorial Hall (Town Council is Sole Trustee)	<b>All Town Councillors</b> (meeting once yearly)
The Anglo American Garden of Remembrance & Riverside Walk (Town Council is Sole Trustee)	<b>All Town Councillors</b> (meeting once yearly)

# Tewkesbury Town Council

## Financial checking report

1<sup>st</sup> October 2020 to 31<sup>st</sup> December 2020

Authors: Councillor Joanne Raywood and Councillor Simon Raywood

The latest financial check was carried out, for Quarter 3, on 15<sup>th</sup> March 2021 by Councillors J Raywood and S Raywood in accordance with the established procedure, based on Tewkesbury Town Council's Finance Procedure Manual. This procedure had last been carried out for Quarters 1 and 2 by Councillors J and S Raywood in December 2020. During the current financial year, the challenges of keeping both councillors and council employees safe during the Covid-19 pandemic have made it extremely difficult to maintain our customary financial processes, as laid out in the Council's Financial Regulations. It has been possible to carry out this financial check and also the last two, because the two checkers are members of the same family bubble. A further check, for Q4, will be due in April. On this occasion the checking procedure was used to train more councillors. A preliminary meeting was held on Zoom, between Cllrs. J Raywood, S Raywood, K Brennan, H Bowman and R Gurney to determine which receipts and payments would be examined and for training. The actual checking process was carried out with Cllrs J and S Raywood in the Town Hall and the remaining three councillors observing and asking question via Zoom. Thanks are due to Cllrs. Brennan, Bowman and Gurney for undertaking the observation and training.

### Payments

The following payments from Q3 were examined:-

Month	Date	Reference	Source	Transaction detail	Debit
8	24/11/2020	HAR001 NOV	Cashbook	Harcourt Players	250.00
8	24/11/2020	MATCH	Cashbook	Haywards Tewkesbury Ltd	149.51
8	24/11/2020	1108879756	Cashbook	Trade UK (T/A Screwfix)	39.98
8	25/11/2020	320409	Cashbook	Squeaky Clean Energy Ltd	76.74
8	25/11/2020	5238	Cashbook	Croft Building & Conservation	15,418.20
8	30/11/2020	POA	Cashbook	Waterplus (Watson Hall - 03850	38.01
8	30/11/2020	25832824	Cashbook	Opus Gas Supply Limited	281.69
8	12/11/2020	17878	Cashbook	Notice Board (UK) Limited	2,169.60
8	26/11/2020	INV-8818	Cashbook	Hillside Brewery	128.5
8	26/11/2020	INV-0022	Cashbook	Plain English Accounting	300.00

## Observations:

One of the practical challenges of the current pandemic is that payment lists are approved during meetings that are held remotely and it is difficult to get the Town Clerk and two signatories safely together to sign everything, as is required by our financial regulations. One invoice (from Waterplus) had been signed by the Town Clerk only and paid by direct debit. Councillors might consider whether or not it is necessary for direct debit payment to be authorised by three separate people. Another invoice (from the Noticeboard Company) had been signed by the Town Clerk and only one councillor. As it had been amongst a batch of payments, of which all the others had been signed by two councillors, this was deemed to have been an oversight. The checkers advise that the two councillors should double check, to ensure that such oversights do not happen but recognise that social distancing measures are an impediment to this.

Although there were no cheque payments on the list, the cheque book was looked at and all cheque stubs bore the requisite signatures. There were very few cheque payments in Quarter 3.

## Income

The following receipts from Q3 were examined:

Month	Date	Reference	Source	Transaction detail	Credit
8	02/11/2020	IB001	Sales Ledger	Invoice No:-1312	101.25
7	22/10/2020	DOVECOTEW	Sales Ledger	Invoice No:-1308	15.75
7	28/10/2020	TPAC001	Sales Ledger	Invoice No:-1309	1,500.00
7	01/10/2020	PUB	Sales Ledger	Invoice No:-1294	200.00
9	6/12/2020	WH COVID	Cashbook	WH COVID Grant	1,334.00

Tudor Bar takings are proving difficult to track properly to the bank statements. There is a very clear link between the net takings and the VAT, but the associated card charges are much more difficult to trace. It was intended that, following a discussion with the Events Officer, a separate procedure would be agreed for checking the bar accounts but since, due to the pandemic, this discussion has not yet taken place and events in the Tudor Bar have been very much curtailed, bar takings were not examined on this occasion.

## Observations:

All the income receipts that were examined are in good order. It was good to see that all closed invoices were clearly marked with a 'PAID' stamp and most of them also carried the date on which the income was received, which made locating them on the bank statement much easier. Only one receipt was difficult to cross-reference with council documentation – invoice 1308. This was because it related to one of two booking fees from the same hirer, who then had to cancel and be refunded, due to the closing of the Town Hall for events. The checkers thank the administrative assistant for her help in locating the digital documentation behind this transaction.

## **Salary payments**

Salaries, PAYE, NIC and pensions payments were found to meet the required criteria. All staff appraisals for the year have been carried out.

## **Petty cash**

The petty cash folder was checked and the cash itself was counted.

### **Observations:**

The use of petty cash during this financial year has, so far, been greatly reduced in comparison with previous years, due to the pandemic. A discrepancy of £2.04 was found, between the amount of cash in the box and the amount indicated in the accompanying paperwork. Entries for the months 7, 8 and 9 were all in order, but there was some confusion in the entries for month 11, which will be revisited in the forthcoming Quarter 4 control check. It has been requested that the confusion be cleared up before that check takes place.

## **Budget control**

All budgets are regularly reviewed and monitored, with due consideration being given to budgets when authorising expenditure. There were no budget transfers during quarter 3.

## **VAT**

VAT returns are usually submitted quarterly. The last reclaim payment, for £4,177.08 was received on 18<sup>th</sup> January 2021, so this work is complete and up to date.

## **Asset register**

The asset register is regularly updated. The proposed purchase of asset register software that will speak to the new accounting software has been delayed while office staff have been mostly working from home. When the new software package is installed, it should be a straightforward operation to migrate the data contained in the spreadsheets into it. However, for the time being, the spreadsheets will probably still be required for the purpose of condition checking and also for monitoring the locations of street furniture and play equipment.

## **Financial Regulations**

These should be reviewed and approved annually. They have been reviewed during the past year and amendments have been proposed but were not approved before the end of Quarter 3.



## Budget

The time schedule allowed for budgeting, within our Financial Regulations was missed by two committees, due to the practical difficulties presented by the pandemic. The budget and precept requirement were not due to be determined before the end of quarter 3. The three year position was considered during the budget-setting process by all committees which met the deadline.

## Audit

The Council did not receive the external auditor's comments before the end of Quarter 3, but it has reviewed the most recent internal auditor's comments and is in the process of taking the necessary actions – those of clarifying the legal position of the George Watson Memorial Hall Trust and the Anglo-American Garden of Remembrance and Riverside Walk Trust, in respect of the Town Council's position as sole trustee and the separation of the accounts of the Trusts from the Town Council accounts. The Council has also yet to review its Code of Conduct (awaiting the new draft model document). The Council did not approve its Financial Regulations before the end of Quarter 3.

Since the last internal control check the Council has not actioned any further changes in line with Transparency requirements. Those requirements with which the Town Council could appropriately comply are a declaration of trade union facility time and the publication of its pay multiple ratio. The Council could also consider whether it should submit nil return statements where appropriate, in order to show that they have been considered.

## Review of recommendations from previous internal financial control checks:

- **'The checkers strongly advise that the authorisation box is fully completed for future transactions in order to facilitate the linking of expenditures with decisions made.'**  
A strong improvement has been demonstrated in this respect.
- **'The Financial Regulations should be reviewed and approved as a matter of urgency.'**  
These had been reviewed and amended in respect of spending authorities, but not yet approved before the end of Quarter 3.
- **'There ought to be, at the least, an events sub-committee, reporting to either the Buildings and Moorings Committee or the Finance Committee.'** There is no sub-committee, as yet and event activity has been severely curtailed by the pandemic, but communication in this area has improved.
- **'It is recommended that officers make a point of ensuring that income vouchers are annotated to indicate that they have been paid.'** The existence of separate folders for transactions that are still 'open' is very useful in this respect. Income vouchers are now annotated to indicate the date on which they were paid.
- **'It is recommended that income codes are amended to signify the type of income referred to, eg Watson Hall Income, Mayor's Charity Income.'** This recommendation has been actioned.

- **‘It may prove less time-consuming if regular purchases, such as for stamps and milk, could be managed differently. For example, the use of prepaid franking of letters and the placing of a regular order to have milk delivered once a week.’** This recommendation is currently not applicable, while staff are working from home and the use of petty cash is much reduced.
- **‘It may be that the current accounting system may not easily facilitate this, but the possibility of transferring future cash purchases to appropriate cost centres in the new software ought to be explored.’** Again, this recommendation is currently not applicable.
- **‘The checking process, which was designed for the Scribe system, needs to be amended to reflect the way in which the Rialtas system works and also the recent appointment of an external contractor to process the payroll.’** The current checking team will work with new volunteers to amend the process in time for the Quarter 4 check.
- **‘The Town Council should formulate an agreed emergency plan for financial processes, to identify a way forward when staff members/councillors have to self-isolate and/or work from home, and meetings have to be held remotely. This could include a set of criteria which, if met, could activate delegated authorities.’** Historical studies have shown that pandemics tend to occur in clusters and this current pandemic may be with us for some time to come. Majority scientific opinion appears to concur with this view. There are also other occasions, such as during flooding and adverse weather events, when it is not possible to gather Councillors and the Town Clerk/Assistant Town Clerk into one place and yet a rapid response is required.
- **‘The accounting of bar takings needs to be presented in a way that is more clearly understood.’** Currently, it is extremely difficult to equate the numbers in the accounting system with those on the bank statement, because of card charges etc.

#### **Further recommendation resulting from this check:**

- **A schedule, listing all payments made during the previous month, should be presented at every meeting of the Full Council.** The current procedure asks whether or not payment schedules are presented to Full Council. If the term ‘payment schedule’ is considered to be the same as a ‘payment list’, then the answer is that they are presented frequently, either to Full Council or to any of the spending committees, except for Planning, to enable payments to be made in a timely manner. If those two terms do not mean the same thing, then the answer is no. In making the above recommendation the checkers give their support to the request of Cllr Szymiak on 08/03/2021 and provide greater clarity to the checking process.

#### **Other comments:**

The checkers would like to thank the Town Clerk, the Assistant Town Clerk, the Events Officer and the Administration Assistant for their hard and cheerful work in keeping the Town Council’s processes functioning during what has been a very difficult year for everyone.

## **Financial Control checking at the end of Quarter 4**

This process will be carried out by Cllrs K Brennan and H Bowman, with either Cllr J Raywood or Cllr S Raywood available to advise if required, during the month of April. The use of Zoom in this process has proved so successful that it is considered possible to carry out the next check with one councillor in the Town Hall and the other at home.

## **Get familiar with the Nominal Ledger**

Who can resist an invitation like that? It is good to welcome new members to the checking team, but you can never have too many and it is hoped that all councillors will consider engaging with the training for this. The benefits to councillors are an enhanced understanding of the Town Council's financial processes and a greater appreciation of the demands we place on our officers. Please do indicate to the Town Clerk if you are willing to be involved in this.