



TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend an extraordinary meeting of the Town Council which will be held at the George Watson Memorial Hall, Barton Street, Tewkesbury on **Monday 17th January 2022 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
12th January 2022

1. To receive apologies for absence
2. To receive declarations of interest
3. To consider requests for dispensation
4. To receive written questions from members of the public
5. 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.)*
6. To note the Mayor's announcements
7. To approve the minutes of the meeting held on 29th November 2021
8. Matters arising from the minutes – for information only
9. To note the following Committee Minutes: Planning – 10th & 24th November 2021, Finance – 4th November 2021, Buildings & Moorings – 17th November 2021, Severn Ham – 18th November 2021
10. To receive the finance report for October & November 2021 and earmarked reserves report
11. To receive the payments reports for October & November 2021
12. To receive the bank reconciliations for Q2 as approved by the Finance Committee
13. To review and approve the budget for financial year 2022-23

14. To agree the Council's precept request for financial year 2022-23
15. To agree the scheme of delegation
16. To consider a proposal from Cllr Cody that full council meetings should continue to be held in the Watson Hall, due to accessibility issues at the Town Hall
17. To review and agree grant applications
18. To approve the payments list
19. Correspondence

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 an extraordinary meeting of the Full Council
held at the George Watson Memorial Hall on 29th November 2021 at 6.00pm

Present: Cllrs J Raywood (Chair), P Aldridge, K Brennan, H Bowman, P Brookes, C Danter, R Gurney, K Powell, S Raywood, M Sztymiak, V Smith

In attendance: D Hill (Town Clerk) & J King (Assistant Town Clerk), Rev Cannon P Williams & three members of the public

21/22 - 100 To receive apologies for absence
Apologies were received from Cllrs Cody (work), Davis (personal) & Devine (personal)

21/22 - 101 To receive declarations of interest
Cllr Sztymiak – Tewkesbury Borough Councillor
Cllr S Raywood – Employed by the Planning Inspectorate
Cllr V Smith – Tewkesbury Borough & Gloucestershire County Councillor

21/22 - 102 To consider requests for dispensation
None required.

21/22 - 103 To receive written questions from member of the public
No questions were received.

21/22 - 104 Public Participation
There was no public participation.

21/22 - 105 To note the Mayor's Announcements

- Recent Mayoral engagements – Tewkesbury Together films at the Roses – links to the films are on the Town Council website – Christmas Lights, Relaunch of U3A and the Christmas Fair at the Abbey.
- Upcoming engagements – Opening of the RDA shop, Mitton Manor playgroup concert, Boys Brigade – 65 year anniversary service, Choral Society Concert. The Deputy Mayor will be attending the Town Band Concert at the Roses and the switching on of the Christmas lights at Theoc House.

21/22 - 106 To approve the minutes of the meeting held on 8th November 2021
It was RESOLVED to approve the minutes of the meeting held on 8th November 2021 subject to adding declarations for Cllr Smith.
Proposed by Cllr Gurney, seconded by Cllr Brennan.

21/22 - 107 Matters arising from the minutes – for information only
21/22-74 – Museum Update – Cllr Sztymiak requested report on works done and associated costs –pending final funding from Historic England. Town Clerk advised that Historic England have questioned the use of machine vs hand made tiles which has been answered in conjunction with the architect.
21/22-88 CIL funding feedback diaried for April & September – complete.
21/22-90 Stock accounting for Watson Hall bar – Town Clerk to advise as to whether the system can do this. Town Clerk advised that stock figures are included at the

year end and are properly accounted for. In terms of an ongoing stock figure the system cannot provide this. Complete.

21/22-95 Publication scheme details to be added to each noticeboard – notices are ready to go up in each noticeboard – Complete.

21/22 - 108 To note the following Committee Minutes: Planning – 13th & 27th October 2021
The above minutes were noted.

21/22 - 109 To consider and agree the draft Equality and Diversity Policy
It was RESOLVED to approve the Equality & Diversity Policy.
Proposed by Cllr Aldridge, seconded by Cllr Powell.

21/22 - 110 To receive a report on the feedback from the 2030 event and agree any next steps

Cllr Smith thank all those who had been involved with the organisation of the event on 18th September – The Mayor, Deputy Mayor, Councillors, Officers and Volunteers. It was great to see so many people engaged in planning matters

The report is a factual report of what the feedback forms showed. 520 people attended and 161 feedback forms were received. Some forms were from couples but each form has been counted as one response. Cllr Smith thanked Chris White, Ian Parker and Virginia Kirkham for their help in collating the responses.

On the day there were lots of comments about immediate issues for the police and Highways and these have been taken away and dealt with separately. There were also questions about the flood work at Morrisons, the second phase of which will start in January. It is noted that not everyone completed feedback forms and many responses were made verbally on the day.

Overview of results:

- A46 – majority support option 4 proposed by Cllr Smith. Junction 10 to Teddington Hands solution. The business case in the report outlines the option. Overwhelming response to leave junction 9 open and keep traffic away from A435. Potential issue is the overloading of Junction 10 and it would need to be made four way (Consultation on this is due June 2022).
- Development – Feedback reflects a lack of communication and a negative response to the garden town.
- Flooding – concern that bunds would make Tewkesbury look like a fort and push the problem either up or downstream.
- Town Regeneration – 50:50 split for and against pedestrianisation of the High Street. Tewkesbury in Bloom were thanked for their superb displays.
- Environment – location of charging points, climate actions and recycling all discussed. No overriding theme to responses.
- Cycleways – Strong support for more cycleways and connectivity. The Tewkesbury to Bishop Cleeve link is scheduled to start in March.

52 forms have asked for a response and these will be given to the Council Office to send the report to them. Cllr Smith will send the report on to GCC, the A46 Highways Team, the Environment Agency, Tewkesbury Borough Council & other

local Parish Councils. Cllr Smith asked that the report is shared out to members of the public via Councillors.

Cllrs asked if there would be more of these events, as people may engage with them better next time, perhaps just focussing on one or two areas, for example development or infrastructure. It was agreed that this would be a good way forward and the maps used for this event are stored at the Town Hall. Cllr Smith advised that it had taken six months to organise this event.

Cllrs agreed that this report needs to be circulated as widely as possible and for there to be an opportunity for others to feedback too.

Action: Town Clerk to contact Tewkesbury Direct re: editorial content. Provide the link and also advise that printed copies are available via the Town Hall for those who do not have internet access. Also put notices in noticeboards.

Future Action to consider placing the information in a Town Council newsletter with a questionnaire. There maybe other questions that the Town Council wish to ask in addition to the issues currently raised.

Cllrs asked were the responses all from Tewkesbury Town parish?

Action: Analysis of postcodes from responses to take place.

There is a full council meeting for GCC on 8th December, so if members of the public or Cllrs wanted to ask questions on the back of this report, please let Cllr Smith know.

A Cllr noted that Laurence Robertson MP is linking up with MPs up the Severn Vale regarding flooding. Would it be possible to have an update on this work?

Action: Town Mayor to write to MP to ask for a progress report.

It was RESOLVED to receive the report.

Proposed by Cllr Aldridge, seconded by Cllr Brennan.

Action: Minor amendments to be made to the report and the Town Clerk will then circulate to all Councillors and Rev. Canon Paul Williams.

There being no further business, the meeting closed at 19.02.

Signature of Chairman upon approval of the minutes 17th January 2022



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 10th November 2021

Present: Cllrs. J Raywood, S Raywood, H Bowman

Also present: one member of the public

MINUTES

P.21/22.139 Welcome and introductions.

The meeting commenced at 19:05. The chairman welcomed all present, ensuring that each person present is known to the others.

P.21/22.140 To receive apologies for absence

Cllr R Gurney, R Carey (an apology was received post-meeting from R Maggs)

P.21/22.141 To receive declarations of interest

Re item P.21/22.153 – S Raywood – DPI

P.21/22.142 To receive and consider requests for dispensations

SR

P.21/22.143 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)*

Attention was drawn to activities on land off Walton Cardiff Lane, opposite the Derek Graham Memorial Playing Field. Councillors are already aware of this, as are officers at the Borough Council.



P.21/22.144 To approve the minutes of the Planning Committee meeting held on 27th October 2021

Proposed by HB Seconded by SR
It was **resolved** to approve the **minutes**

P.21/22.145 To receive updates on matters arising from the minutes – for information only

Re. P.21/22.132 the item to ratify didn't make it onto this agenda and will appear next time.

Re. P.21/22.136 the Full Council approved the response, subject to the inclusion of a request for an Environmental Impact Assessment.

Re. P.21/22.138 the amended Pre-applications Policy has been approved by Full Council.

P.21/22.146 To note correspondence

None

P.21/22.147 Tree Preservation Order TBCc/TR/28 - T1 Sycamore - To be reduced back to previous reduction T2 Lime - To be pollarded T3 Horse Chestnut - To be reduced back to previous reduction T4 Lime - to be pollarded (currently overhanging the alleyway) The homeowner would like to retain these trees at a reasonable size in keeping with the compact nature of the garden and surrounding properties

Planning Application
17 York Road Tewkesbury Gloucestershire GL20 5HX
Ref. No: 21/01270/TPO

Observations:

No objection

P.21/22.148 Erection of a single storey rear extension (Retrospective. Alterations to application 20/00939/FUL)

Planning Application
24 Foresters Road Tewkesbury Gloucestershire GL20 5TG
Ref. No: 21/01215/FUL

Observations:

No objection



P.21/22.149 Erection of a front porch extension, re-roof conservatory and installation of a ground floor side opening/window

Planning Application

13 Abbots Road Tewkesbury Gloucestershire GL20 5TB

Ref. No: 21/01309/FUL

Observations:

The Town Council is concerned about the potential impact on neighbours, of the new bedroom window. Please could Planning Officers assess whether or not it would be advisable to have obscure glass, for the sake of mutual privacy. Other than that, the Town Council has no objection.

P.21/22.150 Erection of a single storey rear extension, installation of Juliet balconies at first floor level to rear elevation, internal and external modifications including installation of P.V. on front facing roof and air source heat pump. (retrospective application).

Planning Application

23 Twixtbears Bredon Road Tewkesbury Gloucestershire GL20 5BT

Ref. No: 21/01285/FUL

Observations:

No objection

P.21/22.151 To note any additional applications on the Planning Portal which will expire before 24th November 2021 and agree further actions

None

P.21/22.152 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

Bow Farm 19/000048/CM

The Town Council has been contacted by Twyning Parish Council and asked to object on grounds of dust and noise in an area which, while not within our parish, may be regarded by many parishioners to be a local amenity. The current deadline for responses has, however, now passed.

The committee last responded to this application on 29th September 2021 (P.21/22.106). It acknowledges and sympathises with Twyning Parish Council in its concerns with respect to dust and noise. If there is any further consultation on this application we will look at the issues raised by Twyning PC and see how we can lend our support.



P.21/22.153 To consider Tewkesbury Borough Council's Borough Plan Main Modifications Consultation agree further actions
www.tewkesbury.gov.uk/tewkesbury-borough-plan-main-modifications-consultation

The committee has noted proposed improvements to policies TEW1 (Odessa Farm) and TEW4 (Healings Mill) and is content. TTC has no further comments to make. A response will be made to TBC reflect this view.

The meeting ended at 8.10pm

Signature of Chairman

Date



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 24th November 2021

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

Also present: 2 members of the public

MINUTES

P.21/22.154 Welcome and introductions.

The meeting commenced at 19:07. The chairman welcomed all present, ensuring that each person present is known to the others.

P.21/22.155 To receive apologies for absence

R Carey, Cllr. R Gurney (apology picked up after meeting ended)

P.21/22.156 To receive declarations of interest

S Raywood - DPI, Items P.21/22.165 and P.21/22.166

P.21/22.157 To receive and consider requests for dispensations

None

P.21/22.158 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.21/22.159 To approve the minutes of the Planning Committee meeting held on 10th November 2021

Re. P.21/22.142 – it should be noted that SR’s contribution to the discussion reflected his personal view and not that of the Planning Inspectorate. Subject to the addition of this note, approval of the minutes was **proposed by HB** and **seconded by SR**
It was **resolved** to approve the **minutes**

P.21/22.160 To receive updates on matters arising from the minutes – for information only

None

P.21/22.161 To note correspondence

The Chairman of Bredon Parish Council has written, to draw our attention to 18/00771/OUT and 20/00008/OUT (on land east of Bredon Road). The committee responded to 18/00771/OUT in October and 20/00008/OUT is on this agenda.

P.21/22.162 To ratify the decision, made on 27th October 2021, that the Town Council has no further comment to make on the Ashchurch Rural Neighbourhood Development Plan (P.21/22.132)

Proposed by HB Seconded by SR
It was **resolved** to **ratify** the decision

P.21/22.163 Erection of a bay window extension. Installation of roof lights and dormer extension.

Planning Application
4 Kings Head Cottages Barton Street Tewkesbury Gloucestershire GL20 5PR
Ref. No: 21/01223/LBC

Observations:

No objection

P.21/22.164 Erection of a bay window extension. Installation of roof lights and dormer extension.

Planning Application
4 Kings Head Cottages Barton Street Tewkesbury Gloucestershire GL20 5PR
Ref. No: 21/01222/FUL

Observations:

No objection



P.21/22.165 **20/00008/OUT**

Land East of Bredon Road Off Tewkesbury Road,, Bredons Hardwick Outline application with all matters reserved for a site for a primary school with seven classrooms, nursery and ancillary facilities to serve the local community - use class D1”

(SR stepped out of the meeting for the duration of this item)

Observations:

Objection.

Tewkesbury Town Council has noted the additional information related to the transport assessment and junction layouts. However, it is still not clear how the school will be safely accessed by active modes of travel from the local highway network. There is a suggestion that it would take 20 minutes to walk or 5 minutes to cycle to the site along the Bredon Road. Given the gradient along the route, that seems optimistic, especially for small children. Not all children at the proposed school are likely to be resident in the houses that are proposed to be built between the school site and Mitton. For them, access to the school by active travel means will either be circuitous or inherently dangerous.

The transport assessment relies heavily on the improvement of bus services, as well as the use of sustainable travel packs and other incentives to reduce car usage. The Town Council is not convinced that these strategies will be sufficiently effective.

P.21/22.166 **To consider Tewkesbury Borough Council’s Borough Plan Main Modifications Consultation and agree further actions**

(SR did not speak and did not vote on this item)

Observations:

The committee has noted proposed improvements to policies TEW1 (Odessa Farm) and TEW4 (Healings Mill) and is content. TTC has no further comments to make. A response will be made to TBC reflect this view.

P.21/22.167 **To note any additional applications on the Planning Portal which will expire before 8th December 2021 and agree further actions**

None

P.21/22.168 **To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None

P.21/22.169 **To note that, due to other commitments, Mr Carey will be unable to attend meetings until the beginning of May 2022**



Noted

P.21/22.170 To approve the use of approximately £1,300 from earmarked reserves (347 EMR Pla Comm & Display) to purchase a digital screen with associated accessories and to transfer any remaining funds (approximately £1,200) in 347 EMR into general reserves

Proposed by HB Seconded by SR
It was **resolved** to **approve** the motion.

P.21/22.171 To note decisions made in October 2021 on planning applications to Tewkesbury Borough Council

Noted

There being no further business, the meeting closed at 20.27

Signature of chairman

Date

MINUTES
of the
**Finance Committee meeting held on 4th November 2021 at 4.30PM in the Town Hall,
Tewkesbury**

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

In attendance: Cllr P Brookes, D Hill (Town Clerk)

- F.21.045** **To receive apologies**
Cllr C Danter (health)
- F.21.046** **To receive declarations of interest**
None.
- F.21.047** **To receive dispensations**
None.
- F.21.048** **To approve the Minutes of the Finance Committee meeting held on 30th
September 2021**
Due to a typographical error on the agenda, this item was deferred to the next meeting.
- F.21.049** **Matters arising from the Minutes – for information only.**
20.110 **Applying for a Lloyds Charge card** - online enquiry submitted - carry forward.
20.110 **Expenditure of legal advice for Watson Hall titles** - carry forward.
21.028 **Death of a significant national figure** – the Committee noted that several individual plans will be included in the overall emergency plans of the Town Council. This will be co-ordinated by the Environment & Amenities Committee. **Action E&A committee to co-ordinate.**
- F.21.050** **To receive correspondence relating to the Finance Committee**
None.
- F.21.051** **Public Participation**
None.
- F.21.052** **To review the finance reports for September 2021 and bank reconciliations for the
32 day notice account for August 2021 and all accounts for September 2021**
The finance reports for September 2021 and bank reconciliations for the 32 day notice account for August 2021 and all accounts for September 2021 were reviewed. Queries were raised with the Clerk concerning the Youth budget and Tourism & Marketing budget. The committee requested a breakdown of expenditure posted to the Watson Hall Projects cost centre. **Action: Town Clerk to distribute.**
- F.21.053** **To review the payments report for September 2021**
The payments report for September 2021 was reviewed. A member queried whether Cellar Supplies could issue a monthly invoice rather than invoicing at every

delivery. The Town Clerk advised that all suppliers involved in bar stock invoice on a delivery basis. **Action: Town Clerk to contact Cellar Supplies.**

F.21.054 To review the earmarked reserves report

The earmarked reserves report was reviewed. Members queried the process for the automatic release of earmarked reserves. The Town Clerk advised that the release of earmarked reserves is approved by the relevant committee. **Action: Town Clerk was asked to check whether this is correct.**

F.21.055 To consider and agree grant applications from outside bodies

The committee re-considered the grant application from Plastic Free Tewkesbury in view of the additional information that had been received following the committee's request. It was RESOLVED to award a grant of £113.40 to Plastic Free Tewkesbury. Proposed by Cllr Bowman, seconded by Cllr Brennan.

F.21.056 To note and discuss the Internal Audit Report for 2020/21

The Internal Audit report was reviewed with the following specific points to be actioned:

- **3.5 Does the council carry out an annual review of the effectiveness of their overall internal audit arrangements? Recommend that a review is carried out annually and that the Council confirms and minutes that the external auditor is considered to be independent of council and competent –**
Committee members noted that the internal auditor is appointed each year in a Finance Committee meeting. Members felt that the word 'external' in the recommendation was a mistake. Members also queried whether this was a relevant comment given that the internal audit is carried out by a representative appointed by the County Association. **Action: Town Clerk to query this recommendation with GAPTC.**
- **3.8 Review of investments and bank mandates? Recommend that a review of investments is carried out annually and the outcome recorded in the minutes. Bank mandates are reviewed on an ongoing basis and signatories updated as required.**
Committee Members felt that an investment policy might be required. **Action: Town Clerk to investigate this.**
- **5.2 Reserves: Is there a reserve policy? Were the objectives of the reserves identified? Recommend that a reserves policy is put in place in order to ensure that an appropriate ratio of reserves to precept is maintained. Earmarked reserves are recorded on Rialtas system and transfers approved by the relevant committee, as appropriate.**
Committee Members felt that a reserves policy should be adopted. **Action: Town Clerk to investigate a reserves policy.**
- **5.4 Did the council regularly compare the actual income and expenditure to the budget (as detailed in the financial regulations) and evidenced in the minutes?**
Committee Members requested written reports to be produced for committees where variances of more than £1k occur.
- **6.5 Pension provision – eligible employees a) offered pension scheme? b) outcome minuted? Pension arrangements form part of staff contract**

and payroll provider deals with administration. Recommend that outcome of offers to join pension scheme are formally noted by the Staffing Committee and recorded in the minutes.

This recommendation was noted. **Action: Town Clerk to add to Staffing Committee meeting agenda.**

F.21.057 To note and discuss the Internal Control Check report for Q1 2021/22

Carried forward to the next meeting.

F.21.058 To agree checkers for the Internal Control Check for Q2 2021/22

Cllrs Bowman and Brennan to carry our Q2 checks on Thursday 4th November.

F.21.059 To consider budget requirements for 2022/23 and the forward budget

The draft budget requirements of all committees for 2022/23 and the forward budget were discussed. It was noted that the Buildings & Moorings Committee draft budget had been discussed at a working group meeting and is due to be discussed at the next committee meeting on 17th November. Members discussed the amounts needed to be budgeted in respect of maintenance and repairs of our buildings, all of which are old buildings in need of significant upkeep and investment.

F.21.060 To agree the payments list

It was RESOLVED to approve the payments list totalling £14,412.62.

Proposed by Cllr Bowman, seconded by Cllr Brennan.

Post meeting note: this amount was reduced to £14,392.08 due to a unit price error on a Laithwaite's invoice.

There being no further business the meeting closed at 6.115pm.

Signature of Chairman upon approval of the minutes 21st October 2021

MINUTES
of the
**Buildings & Moorings Committee meeting held on 17th November 2021 at 6pm in the
Town Hall, Tewkesbury**

Present: Cllrs C Danter (Chair); H Bowman, P Devine, R Gurney, K Powell, S Raywood, J Raywood

In attendance: D Hill (Town Clerk)

B&M.21.043 Receive apologies for absence
None.

B&M.21.044 Receive declarations of interest
None.

B&M.21.045 Receive dispensations
None.

B&M.21.046 Approve the minutes of the Building & Moorings Committee meeting held on 22nd September 2021
It was RESOLVED to approve the minutes of the Buildings & Moorings Committee meeting held on 22nd September July 2021. Proposed by Cllr Bowman, seconded by Cllr Brennan.

B&M.21.047 Matters arising from the minutes
B&M.20.093 – Defibrillator quotes: Ongoing enquiries as to best locations. Potential location on High Street to be investigated and one to be sited at Watson Hall. If this cannot be outside then one will be installed inside the building. Carried forward.
B&M.20.127 – Repairs to windows at museum: Croft to attend site to rectify a couple of issues with the downstairs window they replaced. Town Clerk has chased this outstanding item. Carried forward.
B&M.20.139 – Watson Hall balcony handrail: The Events Officer has spoken to Building Control but needs to revert to Structural Engineer as the handrail is not in a new environment. Carried forward.
B&M.20.143 – Back of Avon retaining wall: awaiting quote for work

B&M.21.048 Receive correspondence relating to the Buildings & Moorings Committee
The Assistant Town Clerk has been in correspondence with SUP Gloucester concerning the possibility of as suitable Town Council owned location for paddleboards, kayaks etc to use. **Action** arrange a meeting with SUP Gloucester.

B&M.21.049 Public Participation
There was participation from two members of the public as follows:

1st item

The removal and/or the reduction in height of the then newly installed replacement mooring poles on the Mill Bank Landing Stage. This was first raised within committee on January 27 2021 in the form of a written question from a neighbour and again in a presentation made by Friends of Mill Avon on February 18 2021.

The proposed use to which the Mill Bank Landing Stage will be put.

The timing and plans for the renovation of the Landing Stage.

I formally enquired in July and August of this year as to what progress had been made but received no assurance that anything had been considered and/or done. We, at Mill Bank, are aware that TBC have asked TTC to submit a Planning Application should they wish to retain the mooring poles, that are widely agreed to be an "eye-sore", but we are not aware of any further developments or email correspondence other than the Planning Enforcement email of July 26 from Joe Gibbons at TBC. There was no consultation with local residents as to their installation, nor with the Land Registration of the moorings in front of our cottages in 2017. We hope that the same mistake will not be continued; we are willing participants. What is the current situation please?

In our estimation the Landing Stage has remained underutilised this year, when it could have been a good response to the need for a safe alighting point, near a dangerous weir, for visiting craft to this end of town and for paddle boarders and canoeists to tranship to the lower Mill Avon. Ten months on from when these matters were first raised, nothing has changed, other than the deterioration of the Landing Stage and its riverbank. A minimal response has been given to members of Friends of the Mill Avon's requests and suggestions. Between ourselves we have over 100 years of living on Mill Bank and feel that as locals we might deserve a little consultation on what happens on our patch.

We courteously enquire when will TTC act and when will TTC respond?

2nd item

It is of considerable concern to the Civic Society that an opportunity to improve the Riverside Walk experience is being missed. We note that you are proposing investing nearly £2000 in replacement fencing around your riverside land on St. Mary's Road near the old Halifax Works. The existing fencing does need replacing and you are to be congratulated for recognising that but to simply replace one unattractive cheap looking fence with another such would be a great shame anywhere but on the Riverside Walk is really something that should not be done. It also completely ignores the set of Public Realm standards that were developed at some cost and effort by a sub-group of TTRP comprising an architect, councillors and appropriate skilled officers. The resultant documented set was not adopted as an SPD but was recognized as a set that should be sensibly followed. We sent you copies of these standards some weeks ago in case you had not been appraised of them.

In knowledge of these standards the Riverside Partnership, of which TTC was a member, promoted heavily the use of three-bar railings along the riverside, as existed already at Mill Bank, to give a sense of unity. This standard was followed along the "Missing Link" and around the slipway on the Hangings and the expectation was that all publicly funded future riverside fencing would take that form unless there was an over-riding reason otherwise.

Additionally, the Riverside Partnership, as did the Civic Society, saw an opportunity for TTC to give greater access for the public to that riverside stretch of ground on St. Mary's Road. There are several ways fencing (three bar fencing) and possibly bollards could be arranged that would both allow pedestrian public access whilst also providing security to the moorings. It just requires imagination and the will to do it, in our view. If done that way it would greatly enhance the Riverside Walk experience and respond to public concern, last expressed at a Residents' Consultation some ten or so years ago, that too little was being done to exploit the rivers and riversides for the benefit of the community and visitors alike.

So, our question is:

"Will the committee reconsider this matter and study, with others, the ideas here documented before committing irrevocably to any expenditure?"

B&M.21.050 Review the budget reports and earmarked reserves report and to agree release of earmarked reserves

The budget reports were reviewed. It was RESOLVED to move £11,240 from museum maintenance in earmarked reserves to museum maintenance and £1,697.50 from museum roof project in earmarked reserves to museum maintenance. Proposed by Cllr Brennan, seconded by Cllr S Raywood.

B&M.21.051 Approve payments to be made

It was RESOLVED to approve payments totalling £6,561.61. Proposed by Cllr Devine, seconded by Cllr S Raywood. Members queried the format of the report in respect of the amounts showing under the column heading 'paid'. **Action:** Town Clerk to look into this.

B&M.21.052 Consider budget requirements for 2022/23 and the forward budget as discussed at the working group meeting

The budget requirements and suggestions from the working group meeting were discussed in detail. The committee agreed on their draft budget for consideration by the Finance Committee.

B&M.21.053 Agree the preferred specialist to undertake painting repairs to the damaged portrait in the Council Chamber

Item deferred.

B&M.21.054 Agree to purchase 10 rectangular tables and 4 café style tables for the Town Hall

Item deferred.

B&M.21.055 Review of grant funding and expenditure to date on Watson Hall improvements

Item deferred.

B&M.21.056 Agree to replace lighting in the main hall, under the balcony and the front of the stage at the Watson Hall in order to satisfy the remaining C2 concern identified in the electrical installation inspection report

Item deferred.

B&M.21.057 Agree expenditure related to additional specialist reports at Priors Court

B&M.21.058 Receive updates on the following ongoing matters:

- i. Health & Safety inspection of pictures and hangings in the Council Chamber – item deferred
- ii. Lighting in the Town Hall garden – item deferred
- iii. Improvements to heating in the Town Hall – item deferred
- iv. Historic England funding and work progress in respect of 64 Barton Street – item deferred
- v. 64 Barton Street water ingress – item deferred

B&M.21.059 Agree working group to review the work programme

Item deferred.

B&M.21.060 Consider whether future Moorings working group meetings are required at this point in time

Item deferred.

There being no further business the meeting closed at 8 pm.

Signature of Chairman upon approval of the minutes 1st December 2021



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Severn Ham Committee meeting

Held at Tewkesbury Town Hall on 18th November 2021 at 9.30am

Present: Cllrs P Aldridge (Chair), J Raywood, C Danter, R Gurney, Ms C Corsie, Mr Cluley (Carver Knowles), Mr A Purkiss, Mr T Perry, Mr S Kerr (Severn Trent), Mr T Wright (Severn Trent), Ms Martyn-Smith (Dalcour Maclaren), Mr N McGovern (Geda Construction), Mr T Callaghan (Turner & Townsend), Ms M Gaden (Fisher German), Mr P Herickx (Environment Agency)

In attendance: J King (Assistant Town Clerk), one member of the public

SH 21/018 To receive apologies for absence

Apologies were received from Cllr Cody, Cllr S Raywood & Mr Lucas

SH 21/019 To record declarations of interest

Mr Purkiss – Clerk to the Commoners.

SH 21/020 To consider requests for dispensations

None received.

SH 21/021 To approve the Minutes of the meeting held on 23rd September 2021

It was RESOLVED to approve the minutes of the meeting held on 23rd September 2021. Proposed by Cllr J Raywood, seconded by Cllr Aldridge.

SH 21/022 Matters arising from the previous minutes – for information only

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

SH20/024 ELMS Model for the Severn Ham – ongoing.

SH20/029 Investigating floristic diversity & NE approval – complete see SH21/011

SH21/008 Futureproofing project – Karen Colbourne – ST to report back

SH21/008 Baseline monitoring for Ham – ST to speak to Steve Pullen, JK to speak to Hartpury College

SH21/011 Hay spreading on bund – date to be circulated when conditions are favourable for spreading hay

SH21/012 SUP Access – referred to Buildings & Moorings Committee and Victoria Gardens access referred to Tewkesbury Borough Council. Mr Purkiss advised that the disabled fishing platform is on the wrong side of the barrier across the Avon.

SH 21/023 Public Participation

There was no public participation.



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SH 21/024

To receive an update from Severn Trent and agree any actions

A written report had been provided by Severn Trent. Mr Kerr & Mr McGovern provided the following additional information:

The four connections have been made and the new mains are in use. The old mains have been decommissioned and the risk of burst pipes under the Ham has now been removed.

The plan is to remove the haul road in the spring, due to the risks of topsoil being lost during flooding if the work was done now. The haul road will be wrapped and weighed down to prevent any movement during winter flooding. The road is heavily compacted at this point, so the risk of material washing away is very low. If the Ham floods, the haul road will be monitored each time the site flooding subsides by Geda.

Works will ideally recommence in March 2022, although this is dependent on ground conditions. The haul road will be removed, starting from the south and the topsoil levelled and a green hay donor crop to be spread at the beginning of July. Bird dissuasion work will be required again in Spring 2022.

The Assistant Town Clerk advised that they will be part of the Severn Vale monitoring project for curlew next year in conjunction with WWT, which may make identifying where the birds are nesting easier.

Next steps are to look at the issues from prior to this work:

- Ruts alongside the working strip
- Footpath under the mill
- Docks, caused by wet conditions from previous leaks

It was RESOLVED to approve the actions as detailed in the report from Severn Trent dated November 2021 regarding the proposal for the haul road for the winter and the Spring reinstatement plans.

Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

SH 21/025

To receive an update from the Environment Agency and to agree any actions regarding the proposed eel pass at Abbey Mill

Mr Herickx provided an update on the proposed works for the Environment Agency. Mr Herickx is the Project Lead for the eel passes in Tewkesbury, the Stanchard Pit has been installed and the plans are now in place for the pass around the Abbey Mill, this is the larger and more complex pass.

The initial plan was for work to start in August 2021, but there have been delays in obtaining consents and permissions. Work is now planned to begin in Spring 2022. Installation during the spring and summer means that low river conditions make the



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installation easier. The work should take four to five months to complete. It is proposed that an HDP matting system is used to form the haul road for the project and it would use the previously used route along the inside of the bund. The matting system spreads the weight of the vehicles and causes less compaction. The Environment Agency are mindful of the issues that occurred last time.

Committee members raised the following as considerations for the work programme:

- Lapwing nest on the Ham as well as curlew
- Flooding can affect the Ham at any time of year – consideration for the haul road
- Requirement to use TTC contractor to carry out reinstatement due to their knowledge of the Ham
- Clear information regarding footpath closures, as documents show the closure of both access points for six months, which is not the case
- No soil should be brought on to the Ham
- Have barges been considered as a means of access for plant machinery rather than a haul road. **Action:** Environment Agency to investigate possibility, but it is likely that the environmental impact would be greater due to creating a loading / unloading point.
- Is planning permission required? No, the Environment Agency have their own powers and the consent processes give the public the opportunity to comment

Mr Cluley advised that there has been little communication with the Town Council from the Environment Agency up to this point. The relationship works really well when parties are all kept informed. There is a wealth of knowledge for the Environment Agency to tap into and there have been lessons learned from the work with Severn Trent that will be of benefit.

SH 21/026

To receive an update from Caroline Corsie, Environmental Advisor

Ms Corsie provided an update. The SSSI assent for the Environment Agency work has been received at 9am this morning. This is the first time we have had sight of it. There are conversations being held with Natural England about reinstatement and what this might look like, but no representative of the committee has been involved in these conversations. It would be useful for a site meeting to take place soon with all the parties involved.

The work being planned for during ground nesting bird season (both Severn Trent and Environment Agency) is naturally a concern. The north east corner has had nesting birds in the last couple of years due to it being wet. Now that the leaks have been fixed the birds may not behave in the way we expect due to changing conditions.



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Severn Trent have mentioned spot spraying, as the 75% that has been sown with oats is seeing a large germination of docks. A plan needs to be established for dealing with this. It should involve topping on multiple occasions and potentially spot spraying.

The Higher Level Stewardship requires sward to be a certain length and it is now felt that it is being grazed too tightly. **Action:** Assistant Town Clerk to request removal of sheep.

A concern was raised about the removal of the willow behind the Mill Avon caravan park, as all of the brush and debris has been left below the caravans. If this is not removed, it may end up in the river.

Ms Corsie asked whether the committee was happy for her to feed the birds on the Ham during the winter as in previous years. The committee advised that they were happy for this to take place and it could be covered by nesting project budget.

SH 21/027 To receive an update from Mike Cluley, Carver Knowles
Mr Cluley advised that all items had been covered in previous items.

SH 21/028 To receive the committee budget report
The budget report was received.

SH 21/029 To approve payments list
There was no payments list.

SH 21/030 Correspondence
Questions were received from a member of the public as follows, the Council's responses are shown in blue:

A) Correspondence

Why is the item for Correspondence at the end of the Severn Ham Agenda rather than near the start of the meeting so that any points raised can be included in discussions during the course of the meeting? This seems at odds with the agendas for other Council committees - why is this?

[Reports from external bodies take priority at Severn Ham, as they are not always able to stay for the whole meeting and any written correspondence is dealt with at the end.](#)

B) Attendance by the Public/Press

Presumably members of the public and press are welcome to attend the Severn Ham Committee meetings? There is nothing mentioned in the Agenda to confirm this - unlike other Committee meetings - why is this?

[Press and public are welcome at all Committee meetings – item 6 covers Public Participation.](#)



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C) Single Payment/ELMS

I note that the "Single Payment" income is set to fall over the next four years (according to the proposed budget submission for the SH committee). Is ELMS funding likely to replace this funding - partially or completely? Why is this funding not captured in the Committee's budget? Does the Committee have doubts that ELMS funding will be forthcoming? (I thought that the ELMS scheme was meant to replace funding previously provided by the European Union).

No budgetary provision has been made as there is no information from the Government about how the calculations for ELMS will be made. Therefore any numbers projected would be guesswork. The Severn Ham is in a strong position to qualify for ELMS funding and is part of a local trial ELMS project.

I note the comments in the minutes of the previous meeting that this reduction in funding may have an impact on the Council's precept in future years. Has the Committee raised this concern with the Full Council? Has there been any discussions at Full Council on the priority of funding for the Severn Ham compared with other Council services e.g. Watson Hall events, Youth Services, Children's play areas? No as until a decision is made by the Government on how ELMS funding will be calculated, there is no discussion to be had, as any shortfall or increase is unknown.

D) Funds from Natural England

I also note that the income from Natural England is not planned to rise next year or the year after - based on the budget submission from the Committee. Why is this? I note that it is reported that Natural England is to receive a 47% increase in government funding in 2021.

The Higher Level Stewardship is not increased and will also be phased out as ELMS is introduced.

E) Budgeted increases.

I note that a figure of 2% appears to have been used for budget increases between the current budget and the 2022-2023 budget - is this realistic given the general consensus is that inflation will reach 5% in the next year. Some budget lines have no increase between the current year and 2022-2023. Should the Committee look again at its budget submission? Or is it too late?

The Committee feels that the 2022-23 budget is realistic given the current earmarked reserves.

F) Earmarked Reserves

There are several Earmarked Reserves assigned to the Committee:

- "Severn Ham" £6140
- "Weeding" £3000
- "Severn Ham Tree Maintenance" £8000
- "Hay Sowing Project" £8675
- "Carver Knowles" £2050

I.e. a total of £27865, 76% of the current proposed budget for 2022-2023

Does the Committee have a detailed description of what these earmarked reserves are intended for? If not, what is the justification for having such large reserves? If there is a detailed description where is this information published for viewing by the public of Tewkesbury? Is the Severn Ham Committee the sole authority that can authorise drawdown on these reserves? What's the deadline



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for spending each of these reserve amounts before any unspent reserves go back into the Council's general reserves?

These large earmarked reserves seem to make a mockery of the budget process. Does the Committee agree?

Due to the current Severn Trent works on the Severn Ham it has not been possible to carry out some of the planned work over the last two years. For substantial projects – such as tree work and weeding, it is necessary to build up the reserves before the project can be undertaken. It is also the case that weather conditions impact on the ability to carry out work, both in terms of access to the land and the availability of suitable seed (with reference to the hay sowing project). The reserves are reviewed by the Committee at Year End.

The large reserves are the result of prudent budgeting which means there is sufficient resource for long term projects or for covering shortfalls between the phasing out of the Basic Payment Scheme and the introduction of ELMS, rather than it resulting in a jump in precept request from the Committee.

G) Sewage Storm Overflows

How do storm overflows into the Severn and the Avon affect the Ham? Should the Committee be asking Severn Trent for details of how they plan to reduce the use of storm overflows as a matter of priority?

The Committee is naturally concerned about storm overflows into the Severn and Avon and is watching the outcome of the Government's recent report as to the proposed actions.

<https://www.gov.uk/government/publications/storm-overflows-evidence-project>

<https://deframedia.blog.gov.uk/2021/10/25/defra-response-to-environment-bill-storm-overflows-amendment-coverage/>

H) Tewkesbury Nature Reserve

What proposals are there for working with Tewkesbury Nature Reserve? Tewkesbury Nature Reserve is generally more accessible for people to walk than is the case with the Severn Ham. due to the measures to protect the SSSI status of the Ham. Are there any proposals, now or in the future, to restrict access to the Nature Reserve in order to gain ELMS funding?

The Council is talking with the Nature Reserve about mutual projects that we may work on together. The Council is not able to comment on whether access will be restricted to the Nature Reserve as it is not the owner of this land.

The meeting closed at 10.36am.

Next meetings: 24th February & 12th May 2022.



TEWKESBURY TOWN COUNCIL

Signature of Chairman upon approval of the minutes 24th February 2022

DRAFT

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Finance							
120 Finance	Income	40	320,793	320,816	23		
	Expenditure	1,405	35,158	60,946	25,788	250	25,538
	Net Income over Expenditure	<u>(1,364)</u>	<u>285,635</u>	<u>259,870</u>	<u>(25,765)</u>		
	plus Transfer from EMR	0	600				
	Movement to/(from) Gen Reserve	<u>(1,364)</u>	<u>286,235</u>				
130 Mayor's Charity	Income	0	1,020	0	(1,020)		
	Expenditure	0	1,100	0	(1,100)		(1,100)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(80)</u>				
	Finance Income	40	321,813	320,816	(997)		
	Expenditure	1,405	36,258	60,946	24,688	250	24,438
	Net Income over Expenditure	<u>(1,364)</u>	<u>285,555</u>				
	plus Transfer from EMR	0	600				
	Movement to/(from) Gen Reserve	<u>(1,364)</u>	<u>286,155</u>				
Building & Moorings							
200 Moorings	Income	354	4,186	5,500	1,314		
	Expenditure	231	1,665	10,600	8,935	650	8,285
	Movement to/(from) Gen Reserve	<u>123</u>	<u>2,521</u>				
210 Museum	Income	0	2,000	0	(2,000)		
	Expenditure	(12,068)	42,445	25,000	(17,445)		(17,445)
	Net Income over Expenditure	<u>12,068</u>	<u>(40,445)</u>	<u>(25,000)</u>	<u>15,445</u>		
	plus Transfer from EMR	0	17,053				
	Movement to/(from) Gen Reserve	<u>12,068</u>	<u>(23,392)</u>				
220 Town Hall	Income	1,320	10,922	18,100	7,178		
	Expenditure	930	9,609	38,400	28,791	1,159	27,632
	Movement to/(from) Gen Reserve	<u>390</u>	<u>1,313</u>				
230 War Memorial	Expenditure	0	646	1,000	354		354
	Building & Moorings Income	1,674	17,108	23,600	6,492		
	Expenditure	(10,907)	54,365	75,000	20,635	1,809	18,826
	Net Income over Expenditure	<u>12,581</u>	<u>(37,257)</u>				
	plus Transfer from EMR	0	17,052				
	Movement to/(from) Gen Reserve	<u>12,581</u>	<u>(20,204)</u>				

Environment & Amenities

13:58 Summary Income & Expenditure by Budget Heading as at 31/11/21

Month No: 8 Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
300 Play Parks	Income	0	934	0	(934)		
	Expenditure	0	2,872	11,120	8,248		8,248
	Net Income over Expenditure	<u>0</u>	<u>(1,938)</u>	<u>(11,120)</u>	<u>(9,182)</u>		
	plus Transfer from EMR	0	640				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,298)</u>				
310 Spring Gardens	Expenditure	11,269	11,528	10,863	(665)		(665)
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(11,269)</u>	<u>(11,528)</u>				
320 Gloucester Road	Expenditure	22	(928)	5,100	6,028		6,028
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(22)</u>	<u>928</u>				
330 Cleaning & Consumables	Expenditure	219	3,143	5,304	2,161		2,161
340 Outside Spaces	Expenditure	4,751	12,964	19,105	6,141	2,481	3,660
	plus Transfer from EMR	0	490				
	Movement to/(from) Gen Reserve	<u>(4,751)</u>	<u>(12,474)</u>				
700 Memorial Benches	Income	0	(78)	0	78		
	Environment & Amenities Income	<u>0</u>	<u>857</u>	<u>0</u>	<u>(857)</u>		
	Expenditure	16,260	29,580	51,492	21,912	2,481	19,432
	Net Income over Expenditure	<u>(16,260)</u>	<u>(28,723)</u>				
	plus Transfer from EMR	0	1,130				
	Movement to/(from) Gen Reserve	<u>(16,260)</u>	<u>(27,593)</u>				

Planning

400 Planning	Expenditure	0	229	1,500	1,271		1,271
	Planning Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
	Expenditure	0	229	1,500	1,271	0	1,271
	Net Income over Expenditure	<u>0</u>	<u>(229)</u>				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(229)</u>				

Severn Ham

500 Severn Ham	Income	0	7,266	37,328	30,062		
	Expenditure	1,025	11,311	36,546	25,235	520	24,715
	Net Income over Expenditure	<u>(1,025)</u>	<u>(4,045)</u>	<u>782</u>	<u>4,827</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(1,025)</u>	<u>(4,045)</u>				

13:58 Summary Income & Expenditure by Budget Heading as at 31/11/21

Month No: 8 Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Severn Ham Income	0	7,266	37,328	30,062		
Expenditure	1,025	11,311	36,546	25,235	520	24,715
Net Income over Expenditure	<u>(1,025)</u>	<u>(4,045)</u>				
plus Transfer from EMR	0	0				
Movement to/(from) Gen Reserve	<u>(1,025)</u>	<u>(4,045)</u>				

Watson Hall

600 Watson Hall						
Income	3,491	41,257	72,800	31,543		
Expenditure	3,925	66,198	55,320	(10,878)	13,868	(24,746)
Movement to/(from) Gen Reserve	<u>(434)</u>	<u>(24,942)</u>				

Watson Hall Income	3,491	41,257	72,800	31,543		
Expenditure	3,925	66,198	55,320	(10,878)	13,868	(24,746)
Movement to/(from) Gen Reserve	<u>(434)</u>	<u>(24,942)</u>				

Staffing

110 Staffing						
Income	0	969	0	(969)		
Expenditure	17,127	118,012	195,740	77,728		77,728
Movement to/(from) Gen Reserve	<u>(17,127)</u>	<u>(117,043)</u>				

Staffing Income	0	969	0	(969)		
Expenditure	17,127	118,012	195,740	77,728	0	77,728
Movement to/(from) Gen Reserve	<u>(17,127)</u>	<u>(117,043)</u>				

Grand Totals:- Income	5,205	389,269	454,544	65,275		
Expenditure	28,836	315,952	476,544	160,592	18,928	141,664
Net Income over Expenditure	<u>(23,630)</u>	<u>73,317</u>	<u>(22,000)</u>	<u>(95,317)</u>		
plus Transfer from EMR	0	18,782				
Movement to/(from) Gen Reserve	<u>(23,630)</u>	<u>92,099</u>				

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M Museum Maintenance	11,240.00	-11,240.00	0.00
321 EMR B&M Town Hall Gardens	250.00		250.00
322 EMR B&M Moorings Prior's Court	19,894.23		19,894.23
323 (Not In Use)	0.00		0.00
324 EMR E&A Noticeboards	1,447.00		1,447.00
325 EMR E&A Playground Projects	7,110.00	-640.00	6,470.00
326 EMR E&A Youth	6,615.00		6,615.00
327 EMR Fin Asset Management Proj	3,821.00		3,821.00
328 EMR B&M War Memorial *	5,557.73		5,557.73
329 EMR SH Severn Ham	6,140.00		6,140.00
330 EMR E&A CCTV	3,074.00		3,074.00
331 EMR E&A Tree Maintenance	5,150.00		5,150.00
332 EMR E&A Street Furniture	4,029.00	-490.00	3,539.00
333 EMR E&A Toilet Block Project	6,394.00		6,394.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	2,000.00		2,000.00
336 EMR Fin Regalia	0.00		0.00
337 EMR Fin Website	2,160.00		2,160.00
338 EMR Fin Professional	0.00		0.00
339 EMR Fin Legal	0.00		0.00
340 EMR Fin Elections	3,000.00		3,000.00
341 EMR Fin Tourism & Marketing	1,474.00		1,474.00
342 EMR Fin Newsletter	500.00		500.00
343 EMR SH Weeding	3,000.00		3,000.00
344 EMR SH Severn Ham Tree Maint	8,000.00		8,000.00
345 EMR SH Hay Sowing Project	8,675.00		8,675.00
346 EMR SH Carver Knowles	2,050.00		2,050.00
347 EMR Pla Comm. & Display	2,500.00		2,500.00
348 EMR Pla Outreach Sessions	342.00		342.00
349 EMR B&M Moorings Projects	4,263.00		4,263.00
350 EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351 EMR B&M Moorings St Mary's Lan	2,433.00		2,433.00
352 EMR Insurance	1,556.00		1,556.00
353 EMR Shop Windows Project	3,890.00	-599.98	3,290.02
354 EMR TH Maintenance	5,831.00		5,831.00
355 EMR WH Projects	10,515.00		10,515.00
356 EMR WH Bar Equipment	1,619.00		1,619.00
357 EMR Museum Roof Project	18,750.00	-18,750.00	0.00
	<u>183,279.96</u>	<u>-31,719.98</u>	<u>151,559.98</u>

List of Payments made between 01/10/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2021	Tesco Mobile	OCTOBER 20	22.98		Mobile Phone
01/10/2021	Waterplus (PC Spring Gdns. - 0	INV0532236	359.00		Spring Gardens water
01/10/2021	Little Stars Playgroup	2446	185.00		Cheque 2446
05/10/2021	Opus Gas Supply Limited	26752414	20.33		Town hall Gas
05/10/2021	TBC - Back Of Avon	5105564X	70.00		Back Of Avon Business Rates
05/10/2021	TBC - St Marys Lane	51055668	57.00		St Marys Lane Business Rates
08/10/2021	Becky Blockley	BACS	4.00		Expense Claim
08/10/2021	Becky Blockley	BACS	46.00		Radiator grill
08/10/2021	Charlton Networks	INV-0336	1,236.00		Laptop and set up
08/10/2021	Inty Limited	348595	79.98		Monthly recurring charge
08/10/2021	Haywards Tewkesbury Ltd	Sept INV	445.06		P/Ledger Electronic Payment
08/10/2021	Haywards Tewkesbury Ltd	1955	-445.06		P/Ledger Electronic Payment
08/10/2021	Haywards Tewkesbury Ltd	Overpaymen	150.21		P/Ledger Electronic Payment
11/10/2021	Petty Cash	Petty cash	100.00		Transfer into petty cash
11/10/2021	Petty Cash	2452	100.00		Petty cash
12/10/2021	Waterplus (Toilet Block - 0513	INV0535024	240.69		Glos Rd Water
13/10/2021	Waterplus (Town Hall - 0385036	INV0535834	191.81		Town Hall Water
13/10/2021	Waterplus (Trough B. Avon - 08	INV0535721	39.82		Water trough BOA
14/10/2021	GAB	Std Ord	4,550.00		Contractor costs
14/10/2021	N Davis - GAB	STD ORD	455.00		Increase to standing order
18/10/2021	Securitas Security Services (U	1	63.60		Disconnect zones for new door
18/10/2021	Astralsound	2	270.00		Hire PA system
18/10/2021	Cheltenham & Gloucester Scaffo	3	715.68		High Street Clock
18/10/2021	Clavell and Hind	4	176.40		Bar Stock
18/10/2021	Countrywide Grounds Maintenanc	5	227.59		Grass cutting
18/10/2021		6	100.00		Annual rent - Red Lane
18/10/2021	Dormakaba	7	11,352.00		New front doors at WH
18/10/2021	Glasdon UK Limited	8	409.66		Fusion Bench
18/10/2021	Timber & Hardware Supplies Ltd	9	57.30		Posts and bolts
18/10/2021	Haywards Tewkesbury Ltd	10	294.85		Town hall bell
18/10/2021	Hy-Clean Supplies Limited	11	176.92		Watson hall
18/10/2021	Imex Data & Communications Lim	12	57.60		August Maintenance
18/10/2021	Inferno Brewery Ltd	13	340.00		Bar Stock
18/10/2021	Laithwaites Wine Gloucester Sh	14	165.72		Bar Stock
18/10/2021	Liz O'Sullivan	15	135.00		Calligraphy and frames x3
18/10/2021	Locksmiths Gloucester	16	175.00		Town Hall Key Safe replacement
18/10/2021	Packwood Printers Ltd	17	30.00		Artwork
18/10/2021	PAYROLLS UK LTD	18	115.80		Payroll Bar Staff
18/10/2021	Ben Perry	19	4,500.00		Tree works on Severn ham
18/10/2021	PKF Littlejohn LLP	20	1,200.00		Professional services - Audit
18/10/2021	Play Gloucestershire	21	2,008.00		Playdays in school holidays
18/10/2021	SLCC Enterprises Ltd	22	372.00		Membership fee 2021
18/10/2021	Square One Services	23	216.00		2030 Event posters
18/10/2021	Tewkesbury Borough Council	24	180.00		Annual Premises Licence Fee
18/10/2021	Travis Perkins Trading Company	25	58.53		Paint Samples for WH
18/10/2021	Winnens Ltd	26	1,607.25		Flooring balance
18/10/2021	WPS Insurance Brokers & Risk S	27	95.20		Insurance

List of Payments made between 01/10/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/10/2021	Tewkesbury Battlefield Society	2448	280.00		Grant awarded
20/10/2021	Cellar Supplies Cheltenham Ltd	DD	2,047.53		bar Stock
20/10/2021	TBC - TC	Std Ord	419.00		Non Domestic Rates Town Hall
20/10/2021	Staff Salaries	BACS	6,548.29		Staff Salaries
20/10/2021	Staff Salaries	BACS	1,943.83		Net Wages OCT P7
21/10/2021	Campaign to protect rural engl	419153/622	36.00		P/Ledger Electronic Payment
22/10/2021	Charlton Networks	36755	105.73		September service charges - IT
22/10/2021	Squeaky Clean Energy Ltd	0829501	524.89		Purchase Ledger DDR Payment
26/10/2021	Digital Telecom Ltd	201594	49.80		Watson hall phones
26/10/2021	Digital Telecom Ltd	201589	76.20		Town hall phones
27/10/2021	Cellar Supplies Cheltenham Ltd	206327	860.31		Bar Stock
28/10/2021	Diversity Business Services Lt	4302	165.00		HR-Retainer
28/10/2021	Opus Gas Supply Limited	26815930	58.17		Watson hall
28/10/2021	Lloyds	DD	67.14		Service Charge OCT
01/11/2021	Securitas Security Services (U	1	726.60		Service contract 21/22
01/11/2021	B&S Chains (Midlands) LTD	2	39.60		Hex Key Wrenches
01/11/2021	Blue Moon Cleaning	3	170.00		Bus Shelter cleaning
01/11/2021	Cameron Lawrence Painting	4	960.00		Little barand Hall painting
01/11/2021	Clavell and Hind	5	740.52		Bar Stock
01/11/2021	Caroline Corsie	6	1,250.00		July/Aug/Sept 2021
01/11/2021	Countrywide Grounds Maintenanc	7	455.18		Grass cutting
01/11/2021	Dave Hartell Contracting	8	840.00		Replace damaged kerb blocks
01/11/2021	GN Packaging	9	30.00		Beer hopper + Closure (pk100)
01/11/2021	Matt Hale Tree Surgery Ltd	10	432.00		Ivy removal TH/WH
01/11/2021	Timber & Hardware Supplies Ltd	11	101.49		Paint for Wh
01/11/2021	Haywards Tewkesbury Ltd	12	253.37		September invoices
01/11/2021	Hy-Clean Supplies Limited	13	374.33		Spring Gdns cleaning supplies
01/11/2021	Imex Data & Communications Lim	14	57.60		October till maintenance
01/11/2021	Inferno Brewery Ltd	15	255.00		Bar Stock
01/11/2021	KB Heating	16	494.00		Town hall disabled tap
01/11/2021	Kenelm Joinery Ltd	17	240.00		Window locks/handles adjustmen
01/11/2021	Laithwaites Wine Gloucester Sh	18	1,073.40		Bar stock
01/11/2021	National Association of Local	19	17.00		Annual Magazine Subscription
01/11/2021	Namesco Limited	20	26.38		WH domain name renewal 2021
01/11/2021	NetwiseUK	21	480.00		Annual Support/maint package
01/11/2021	Orchard Fundraising Ltd	22	1,020.00		Professional fund raiser
01/11/2021	PAYROLLS UK LTD	23	56.40		Bar staff payroll
01/11/2021	Proactive Business Supplies Lt	24	739.51		Office supplies
01/11/2021	The Royal British Legion Poppy	25	72.00		4 wreaths
01/11/2021	R.K. Jackson - Hay bales	26	1,000.00		Supply hay bales for seed SH
01/11/2021	Tewkesbury Direct	27	117.30		Promotion of Ceilidh dance
01/11/2021	Travis Perkins Trading Company	28	690.16		Paint for WH
01/11/2021	Xtreme Maintenance	29	75.00		Cast Downpipe works WH
01/11/2021	Tesco Mobile	NOV 2021	22.98		November phones
01/11/2021	Waterplus (Watson Hall - 03850	INV0520928	122.91		Watson hall water August
03/11/2021	Opus Gas Supply Limited	26832309	128.35		Town Hall
05/11/2021	TBC - Back Of Avon	5105564X	70.00		Back Of Avon Business Rates

List of Payments made between 01/10/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/11/2021	TBC - St Marys Lane	51055668	57.00		St Marys Lane Business Rates
08/11/2021	Inty Limited	360598	96.18		NOV service charges
08/11/2021	NEST	DD	115.83		Nest Pension Oct 2021 P7
08/11/2021	Gloucester County Council	2450	780.00		Tewkesbury Library Grant Paid
10/11/2021	Cellar Supplies Cheltenham Ltd	228769	25.80		Bar Stock
11/11/2021	Becky Blockley	BACS	21.24		Expense Claim
14/11/2021	GAB	Std Ord	5,005.00		Contractor costs
16/11/2021	Waterplus (Watson Hall Bar- 03	INV0547188	168.29		Tudor Bar Water
17/11/2021	Cellar Supplies Cheltenham Ltd	228994	9.59		Bar Stock
18/11/2021	Gloucester County Council	BACS	1,928.61		Pensions OCT P7
18/11/2021	HMRC	BACS	2,432.62		Tax/Ni October P7
18/11/2021	Jen King	BACS	16.65		Expenses
18/11/2021	Staff Salaries	BACS	7,200.24		Office Net Wages NOV P8
18/11/2021	Staff Salaries	BACS	2,051.86		Bar Net Wages NOV P8
18/11/2021	Petty Cash	2455	100.00		Petty cash out
18/11/2021	Post Office Ltd	CASH	5.84		stamps
18/11/2021	Post Office Ltd	CASH	-5.84		Stamps
20/11/2021	TBC - TC	Std Ord	419.00		Non Domestic Rates Town Hall
22/11/2021	Sue Handley	2454	60.00		Ticket Refund
22/11/2021	One Stop	CASH	0.90		One Stop
22/11/2021	One Stop	CASH	-0.90		Milk
22/11/2021	Charlton Networks	36875	105.53		service charges
24/11/2021	Cellar Supplies Cheltenham Ltd	229542	300.98		Bar stock
24/11/2021	Squeaky Clean Energy Ltd	on account	571.70		Purchase Ledger DDR Payment
25/11/2021	Tewkesbury Town Band	2453	500.00		Grant Awarded
26/11/2021	Siemens	DD	741.25		Photocopier lease
26/11/2021	Lloyds	DD	48.83		Service charge Nov 2021
29/11/2021	poundland	CASH	1.00		poundland
29/11/2021	poundland	CASH	-1.00		Milk
29/11/2021	Diversity Business Services Lt	4343	165.00		HR retainer
29/11/2021	Opus Gas Supply Limited	226898054	275.95		Watson Hall Gas
30/11/2021	4Luk Lrd	1	108.00		Service call
30/11/2021	Clavell and Hind	2	92.94		bar stock
30/11/2021	A. J. Nicholls	3	3,668.99		Smart Clock repairs
30/11/2021	GlosJobs Limited	4	42.00		job advert
30/11/2021	Gloucester Brewery	5	309.41		Bar Stock
30/11/2021	Haywards Tewkesbury Ltd	6	110.88		Maintenance
30/11/2021	Imex Data & Communications Lim	7	57.60		November Maintenance
30/11/2021	The Photo Studio (Tewkesbury)	8	40.20		Councilgroup photo
30/11/2021	Network Connections Uk Ltd T/A	9	1,804.40		Upgrade cctv at tudor and myth
30/11/2021	SLCC Enterprises Ltd	10	410.00		Qualification fee - Jen King
30/11/2021	Trade UK (T/A Screwfix)	11	7.98		Multipurpose grease
30/11/2021	Tewkesbury Trophies	12	61.99		10" Shield Engraved
30/11/2021	Two Farmers Limited	13	43.02		Bar Stock
30/11/2021	Digital Telecom Ltd	1	126.92		Phones NOV Town Hall
30/11/2021	4Luk Lrd	reverse	-108.00		reverse off payment wrong mont
30/11/2021	Gloucester Brewery	reverse	-309.41		reverse off payment wrong mont

List of Payments made between 01/10/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2021	Post Office Ltd	CASH	15.84		stamps
30/11/2021	Post Office Ltd	CASH	-15.84		Stamps
30/11/2021	Waterplus (Watson Hall - 03850	INV0520928	122.91		Watson hall water August

Total Payments			<u>89,107.87</u>		
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Bank Reconciliation Statement as at 30/09/2021
for Cashbook 1 - Lloyds - Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	30/09/2021		335,869.61
			<u>335,869.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			335,869.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			335,869.61
		Balance per Cash Book is :-	335,869.61
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	30/09/2021	46	112,093.61
			<u>112,093.61</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			112,093.61
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			112,093.61
		Balance per Cash Book is :-	112,093.61
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity	30/09/2021	1	1,281.76
			<u>1,281.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,281.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,281.76
		Balance per Cash Book is :-	1,281.76
		Difference is :-	0.00

Annual Budget - By Committee (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Finance</u>									
<u>120 Finance</u>									
1076 Precept	314,087	314,087	320,716	320,716	0	0	0	0	0
1090 Interest Received	250	84	100	22	0	0	40	0	0
1100 Grants & Donations Received	0	18	0	10,055	0	0	0	0	0
Total Income	314,337	314,189	320,816	330,793	0	0	40	0	0
4100 Professional Fees	2,000	1,678	2,000	-212	0	0	2,000	0	0
4150 Mayors Allowance	1,500	1,500	1,500	1,500	0	0	1,500	0	0
4160 Bank Charges	60	156	80	355	0	0	300	0	0
4170 Audit Fees	2,000	1,300	2,000	1,924	0	0	2,081	0	0
4180 Legal Fees	12,000	4,781	10,000	201	0	0	12,485	0	0
4190 Subscriptions & Memberships	4,000	3,036	4,000	2,896	0	0	4,000	0	0
4195 Health & Safety	0	3	0	123	0	0	0	0	0
4200 Insurance	8,000	6,444	7,000	6,920	0	0	8,323	0	0
4210 Stationery Office Equipment	1,600	951	1,000	1,544	0	0	1,500	0	0
4211 Contingency	0	0	6,000	0	0	0	6,000	0	0
4212 Councillor Expenses	600	0	600	0	0	0	600	0	0
4220 Telephone & Broadband (TC)	800	1,651	816	763	0	0	832	0	0
4230 Photocopier	2,500	2,008	2,500	2,591	0	0	2,601	0	0
4240 Website	350	600	450	400	0	0	500	0	0
4250 IT	3,200	2,202	3,200	3,781	0	0	3,500	0	0
4260 Publications	200	13	200	0	0	0	208	0	0
4270 Newsletter	1,000	0	1,000	0	0	0	1,040	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

	Last Year		Current Year			Next Year			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4280 Events & Services	3,200	58	3,200	756	0	0	3,329	0	0
4290 Regalia	400	0	400	0	0	0	2,000	0	0
4300 Civic	1,000	282	1,000	3,133	0	250	1,000	0	0
4310 Tourism & Marketing	1,000	0	1,000	1,048	0	0	1,040	0	0
4320 Town Crier	1,000	1,000	1,000	1,000	0	0	1,000	0	0
4330 Grants Paid	20,000	17,110	10,000	7,125	0	0	10,000	0	0
4350 Elections	1,000	0	1,000	0	0	0	1,000	0	0
4990 Sundries/Petty Cash	1,000	186	1,000	209	0	0	1,000	0	0
Overhead Expenditure	68,410	44,957	60,946	36,057	0	250	67,839	0	0
120 Net Income over Expenditure	245,927	269,232	259,870	294,736	0	-250	-67,799	0	0
6000 plus Transfer from EMR	0	0	0	600	0	0	0	0	0
Movement to/(from) Gen Reserve	245,927	269,232	259,870	295,336	0	0	(67,799)		
<u>130 Mayor's Charity</u>									
1100 Grants & Donations Received	0	30	0	0	0	0	0	0	0
1200 Mayor's Charity Income	0	1,100	0	1,020	0	0	0	0	0
Total Income	0	1,130	0	1,020	0	0	0	0	0
4410 Mayor's Charity Expenditure	0	4,000	0	1,100	0	0	0	0	0
Overhead Expenditure	0	4,000	0	1,100	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(2,870)	0	(80)	0	0	0	0	0

Annual Budget - By Committee (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Finance - Income	314,337	315,319	320,816	331,813	0	0	40	0	0
Expenditure	68,410	48,957	60,946	37,157	0	250	67,839	0	0
Net Income over Expenditure	<u>245,927</u>	<u>266,362</u>	<u>259,870</u>	<u>294,656</u>	<u>0</u>	<u>-250</u>	<u>-67,799</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	600	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>245,927</u>	<u>266,362</u>	<u>259,870</u>	<u>295,256</u>	<u>0</u>		<u>(67,799)</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Building & Moorings</u>									
<u>200 Moorings</u>									
1300 Moorings Income	5,500	4,461	5,500	4,670	0	0	5,722	0	0
	<u>5,500</u>	<u>4,461</u>	<u>5,500</u>	<u>4,670</u>	<u>0</u>	<u>0</u>	<u>5,722</u>	<u>0</u>	<u>0</u>
4450 Maintenance	4,000	9,009	4,000	707	0	0	4,162	0	0
4460 Rates	1,500	1,098	1,500	958	0	0	1,561	0	0
4470 Mooring Leases	100	100	100	100	0	0	100	0	0
4480 Projects - Moorings	5,000	4,867	5,000	0	0	650	6,500	0	0
4550 Water	0	17	0	0	0	0	0	0	0
4960 Equipment	0	15	0	0	0	0	0	0	0
	<u>10,600</u>	<u>15,105</u>	<u>10,600</u>	<u>1,765</u>	<u>0</u>	<u>650</u>	<u>12,323</u>	<u>0</u>	<u>0</u>
Overhead Expenditure									
	<u>(5,100)</u>	<u>(10,644)</u>	<u>(5,100)</u>	<u>2,905</u>	<u>0</u>		<u>(6,601)</u>		
<u>Movement to/(from) Gen Reserve</u>									
<u>210 Museum</u>									
1100 Grants & Donations Received	0	18,750	0	0	0	0	0	0	0
1420 Museum Income	0	0	0	8,250	0	0	0	0	0
	<u>0</u>	<u>18,750</u>	<u>0</u>	<u>8,250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Income									
	<u>0</u>	<u>18,750</u>	<u>0</u>	<u>8,250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4195 Health & Safety	0	28	0	0	0	0	300	0	0
4450 Maintenance	12,000	12,849	15,000	40,722	0	0	15,000	0	0
4500 Museum Projects	9,000	4,232	10,000	1,188	0	0	25,000	0	0
4590 Projects	0	0	0	850	0	0	0	0	0
	<u>21,000</u>	<u>17,108</u>	<u>25,000</u>	<u>42,760</u>	<u>0</u>	<u>0</u>	<u>40,300</u>	<u>0</u>	<u>0</u>
Overhead Expenditure									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

	Last Year		Current Year			Next Year			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
210 Net Income over Expenditure	-21,000	1,642	-25,000	-34,510	0	0	-40,300	0	0
6000 plus Transfer from EMR	0	849	0	17,053	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(21,000)</u>	<u>2,491</u>	<u>(25,000)</u>	<u>(17,457)</u>	<u>0</u>		<u>(40,300)</u>		
<u>220 Town Hall</u>									
1400 Garden Income	100	0	100	0	0	0	104	0	0
1410 Town Hall Income	18,000	3,743	18,000	11,693	0	0	20,000	0	0
Total Income	<u>18,100</u>	<u>3,743</u>	<u>18,100</u>	<u>11,693</u>	<u>0</u>	<u>0</u>	<u>20,104</u>	<u>0</u>	<u>0</u>
4195 Health & Safety	0	0	500	315	0	0	500	0	0
4450 Maintenance	12,000	5,369	12,000	3,793	0	1,159	12,485	0	0
4460 Rates	4,100	4,192	4,100	3,773	0	0	4,266	0	0
4550 Water	700	908	800	468	0	0	728	0	0
4560 Electric	1,500	861	1,200	724	0	0	2,000	0	0
4570 Gas	2,500	1,675	2,500	709	0	0	3,000	0	0
4580 Garden Expenditure	300	0	300	196	0	0	312	0	0
4590 Projects	15,000	0	15,000	0	0	0	15,606	0	0
4960 Equipment	2,000	1,040	2,000	0	0	0	2,081	0	0
Overhead Expenditure	<u>38,100</u>	<u>14,044</u>	<u>38,400</u>	<u>9,978</u>	<u>0</u>	<u>1,159</u>	<u>40,978</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(20,000)</u>	<u>(10,301)</u>	<u>(20,300)</u>	<u>1,714</u>	<u>0</u>		<u>(20,874)</u>		
<u>230 War Memorial</u>									
1450 Fundraising	200	0	0	0	0	0	0	0	0
1990 Other Income	100	0	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

	Last Year		Current Year			Next Year			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	300	0	0	0	0	0	0	0	0
4450 Maintenance	1,000	0	1,000	646	0	0	1,040	0	0
Overhead Expenditure	1,000	0	1,000	646	0	0	1,040	0	0
Movement to/(from) Gen Reserve	(700)	0	(1,000)	(646)	0	0	(1,040)		
Building & Moorings - Income	23,900	26,955	23,600	24,612	0	0	25,826	0	0
Expenditure	70,700	46,257	75,000	55,149	0	1,809	94,641	0	0
Net Income over Expenditure	(46,800)	(19,303)	(51,400)	(30,536)	0	(1,809)	(68,815)	0	0
plus Transfer from EMR	0	849	0	17,052	0	0	0	0	0
Movement to/(from) Gen Reserve	(46,800)	(18,454)	(51,400)	(13,484)	0	0	(68,815)		

17:20

Annual Budget - By Committee (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environment & Amenities</u>									
<u>300 Play Parks</u>									
1500	0	500	0	0	0	0	0	0	0
1520	0	0	0	934	0	0	0	0	0
	0	500	0	934	0	0	0	0	0
	Total Income								
4590	10,000	5,435	5,000	0	0	0	5,000	0	0
4600	2,000	793	2,040	1,290	0	0	2,081	0	0
4610	1,000	665	1,020	33	0	0	1,040	0	0
4620	1,500	162	1,530	49	0	0	1,561	0	0
4630	1,500	1,500	1,530	1,500	0	0	1,561	0	0
	16,000	8,554	11,120	2,872	0	0	11,243	0	0
	Overhead Expenditure								
	-16,000	-8,054	-11,120	-1,938	0	0	-11,243	0	0
6000	0	-7,110	0	640	0	0	0	0	0
	(16,000)	(15,164)	(11,120)	(1,298)	0	0	(11,243)	0	0
	Movement to/(from) Gen Reserve								
310	<u>Spring Gardens</u>								
4450	3,000	1,671	3,060	2,010	0	0	3,121	0	0
4460	3,000	3,044	3,060	-3,044	0	0	0	0	0
4550	2,000	1,423	2,040	718	0	0	2,081	0	0
4560	650	507	663	739	0	0	1,276	0	0
4590	2,000	0	2,040	11,200	0	0	7,491	0	0
	10,650	6,644	10,863	11,623	0	0	13,969	0	0
	Overhead Expenditure								

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

	Last Year		Current Year			Next Year			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4770 Youth Budget	4,500	492	0	2,008	0	0	3,500	0	0
4775 Insurance - Arrivall	280	0	285	0	0	0	290	0	0
4780 Bus Shelter	3,000	817	1,500	704	0	0	3,000	0	0
4785 GIS	475	450	480	450	0	0	485	0	0
4790 Grass Cutting	2,840	2,276	2,840	1,707	0	0	2,840	0	0
4795 Notice Boards	2,000	2,053	1,000	0	0	197	2,000	0	0
	32,095	17,958	19,105	13,154	0	2,481	25,115	0	0
6000 Overhead Expenditure plus Transfer from EMR	0	-8,155	0	490	0	0	0	0	0
	<u>(32,095)</u>	<u>(26,113)</u>	<u>(19,105)</u>	<u>(12,664)</u>	<u>0</u>		<u>(25,115)</u>		
<u>700 Memorial Benches</u>									
1720 Memorial Benches Income	0	803	0	-78	0	0	0	0	0
	0	803	0	-78	0	0	0	0	0
4725 Memorial Benches Expenditure	0	1,003	0	0	0	0	0	0	0
	0	1,003	0	0	0	0	0	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	0	(200)	0	(78)	0	0	0	0	0
Environment & Amenities - Income	0	1,303	0	857	0	0	0	0	0
Expenditure	68,945	42,325	51,492	30,053	0	2,481	59,050	0	0
Net Income over Expenditure	<u>-68,945</u>	<u>-41,022</u>	<u>-51,492</u>	<u>-29,196</u>	<u>0</u>	<u>-2,481</u>	<u>-59,050</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	(18,465)	0	1,130	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(68,945)</u>	<u>(59,487)</u>	<u>(51,492)</u>	<u>(28,066)</u>	<u>0</u>		<u>(59,050)</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Planning</u>									
<u>400 Planning</u>									
4718 Community Development Planning	2,000	0	1,000	0	0	0	1,000	0	0
4810 Outreach	500	0	500	0	0	0	500	0	0
	<u>2,500</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>0</u>
Overhead Expenditure									
Movement to/(from) Gen Reserve	<u>(2,500)</u>	<u>0</u>	<u>(1,500)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(1,500)</u>		
Planning - Income	0	0	0	0	0	0	0	0	0
Expenditure	2,500	0	1,500	0	0	0	1,500	0	0
Movement to/(from) Gen Reserve	<u>(2,500)</u>	<u>0</u>	<u>(1,500)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(1,500)</u>		

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Annual Budget - By Committee (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Severn Ham</u>									
<u>500 Severn Ham</u>									
1620 Hay Auction	190	2,158	190	5,206	0	0	190	0	0
1630 Basic Payment Scheme	13,000	14,874	13,000	14,150	0	0	11,500	0	0
1640 Wayleaves	390	384	390	377	0	0	390	0	0
1700 Fishing Rights	1,500	1,500	1,500	1,500	0	0	1,500	0	0
1710 HLS Payment	22,248	22,066	22,248	22,066	0	0	22,248	0	0
	<u>37,328</u>	<u>40,981</u>	<u>37,328</u>	<u>43,299</u>	<u>0</u>	<u>0</u>	<u>35,828</u>	<u>0</u>	<u>0</u>
4450 Maintenance	500	139	1,500	67	0	0	1,500	0	0
4550 Water	250	461	255	80	0	0	260	0	0
4850 Commoners Grazing Compensation	5,500	3,683	4,500	600	0	0	4,500	0	0
4855 Hay Sowing Project	5,000	1,325	5,000	2,300	0	0	5,000	0	0
4860 Volunteers (Rec & Prom)	2,000	0	2,000	0	0	0	1,500	0	0
4865 Auction Fees	459	0	468	0	0	0	477	0	0
4870 Weeding	1,000	0	2,500	0	0	0	2,500	0	0
4875 Tree Conservation	3,000	0	3,000	3,200	0	0	3,000	0	0
4880 Ancillary Management	0	0	4,000	0	0	0	4,000	0	0
4885 Nesting Project	2,000	0	2,000	25	0	0	1,500	0	0
4890 Carver Knowles	2,295	400	2,341	500	0	0	2,388	0	0
4895 Cross Compliance Consultant	510	440	520	440	0	0	530	0	0
4900 Conservation Advisor	5,355	5,000	5,462	3,750	0	0	5,571	0	0
4905 Footpath Repairs	0	0	3,000	0	0	0	2,500	0	0
4910 Reinstatement Expenditure	0	0	0	350	0	520	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

	Last Year		Current Year			Next Year			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	27,869	11,448	36,546	11,311	0	520	35,226	0	0
500 Net Income over Expenditure	9,459	29,534	782	31,988	0	-520	602	0	0
6000 plus Transfer from EMR	0	-7,675	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>9,459</u>	<u>21,859</u>	<u>782</u>	<u>31,988</u>	<u>0</u>		<u>602</u>		
Severn Ham - Income	37,328	40,981	37,328	43,299	0	0	35,828	0	0
Expenditure	27,869	11,448	36,546	11,311	0	520	35,226	0	0
Net Income over Expenditure	<u>9,459</u>	<u>29,534</u>	<u>782</u>	<u>31,988</u>	<u>0</u>	<u>-520</u>	<u>602</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	(7,675)	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>9,459</u>	<u>21,859</u>	<u>782</u>	<u>31,988</u>	<u>0</u>		<u>602</u>		

Annual Budget - By Committee (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Watson Hall</u>									
<u>600 Watson Hall</u>									
1100 Grants & Donations Received	0	22,607	0	0	0	0	0	0	0
1150 Staffing Income	0	2,815	0	1,295	0	0	0	0	0
1800 Watson Hall Income	22,000	2,663	22,000	10,830	0	0	22,808	0	0
1810 Leases	135	0	300	0	0	0	300	0	0
1820 Tudor Bar Income	40,000	6,615	40,500	32,116	0	0	50,000	0	0
1825 Bar Equipment Income	0	0	0	50	0	0	0	0	0
1830 Events Income	10,000	1,520	10,000	-228	0	0	7,000	0	0
	<u>72,135</u>	<u>36,219</u>	<u>72,800</u>	<u>44,063</u>	<u>0</u>	<u>0</u>	<u>80,108</u>	<u>0</u>	<u>0</u>
Total Income									
4100 Professional Fees	0	42	0	0	0	0	0	0	0
4195 Health & Safety	1,000	69	500	315	0	0	500	0	0
4221 Telephone/IT (WH)	0	1,476	750	519	0	0	750	0	0
4250 IT	0	0	0	192	0	0	0	0	0
4280 Events & Services	10,000	4,597	10,000	993	0	2,069	7,000	0	0
4450 Maintenance	10,000	11,541	10,000	6,148	0	300	10,000	0	0
4550 Water	700	1,844	700	779	0	0	728	0	0
4560 Electric	1,500	1,679	2,000	2,700	0	0	3,000	0	0
4570 Gas	2,000	656	2,000	696	0	0	2,081	0	0
4590 Projects	18,000	7,485	10,000	17,176	0	11,499	18,000	0	0
4912 Bar Payroll Processing	0	105	100	140	0	0	200	0	0
4913 Bar Equipment	0	1,410	200	887	0	0	1,500	0	0
4914 Bar Card Charges	0	140	200	489	0	0	850	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

	Last Year		Current Year			Next Year			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4915 Events Card Charges	0	14	0	12	0	0	0	0	0
4950 Bar Stock	12,000	5,574	12,240	19,269	0	0	23,000	0	0
4955 Bar Salaries	4,000	5,793	4,080	14,951	0	0	15,000	0	0
4960 Equipment	2,000	381	2,040	3,842	0	0	4,000	0	0
4965 Bar Equipment	0	120	0	0	0	0	0	0	0
4970 Telephone/Broadband	0	0	0	83	0	0	0	0	0
4990 Sundries/Petty Cash	500	2	510	60	0	0	100	0	0
Overhead Expenditure	61,700	42,926	55,320	69,251	0	13,868	86,709	0	0
Movement to/(from) Gen Reserve	10,435	(6,706)	17,480	(25,188)	0		(6,601)		
Watson Hall - Income	72,135	36,219	72,800	44,063	0	0	80,108	0	0
Expenditure	61,700	42,926	55,320	69,251	0	13,868	86,709	0	0
Movement to/(from) Gen Reserve	10,435	(6,706)	17,480	(25,188)	0		(6,601)		

Annual Budget - By Committee (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Staffing</u>									
<u>110 Staffing</u>									
1150 Staffing Income	0	4,320	0	969	0	0	0	0	0
	<u>0</u>	<u>4,320</u>	<u>0</u>	<u>969</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Income									
4000 Staff Salary	101,476	83,700	101,935	57,458	0	0	141,242	0	0
4030 PAYE and NI	16,000	15,976	16,000	21,464	0	0	0	0	0
4040 Pension	23,000	45,074	24,000	8,047	0	0	0	0	0
4050 Staff Travel	150	0	155	20	0	0	161	0	0
4060 Councillor Travel	50	0	52	0	0	0	54	0	0
4070 Staff Other Expenses	100	1,239	103	0	0	0	107	0	0
4080 FM Contractor	46,800	52,000	46,800	42,315	0	0	68,250	0	0
4090 Payroll Processing	500	429	515	308	0	0	535	0	0
4100 Professional Fees	2,500	8,243	3,605	3,968	0	0	3,749	0	0
4110 Training	2,000	311	2,575	1,024	0	0	2,678	0	0
Overhead Expenditure	<u>192,576</u>	<u>206,972</u>	<u>195,740</u>	<u>134,603</u>	<u>0</u>	<u>0</u>	<u>216,776</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(192,576)</u>	<u>(202,651)</u>	<u>(195,740)</u>	<u>(133,635)</u>	<u>0</u>	<u>0</u>	<u>(216,776)</u>	<u>0</u>	<u>0</u>
Staffing - Income	0	4,320	0	969	0	0	0	0	0
Expenditure	192,576	206,972	195,740	134,603	0	0	216,776	0	0
Movement to/(from) Gen Reserve	<u>(192,576)</u>	<u>(202,651)</u>	<u>(195,740)</u>	<u>(133,635)</u>	<u>0</u>	<u>0</u>	<u>(216,776)</u>	<u>0</u>	<u>0</u>

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Annual Budget - By Committee (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	447,700	425,097	454,544	445,614	0	0	141,802	0	0
Expenditure	492,700	398,883	476,544	337,524	0	18,928	561,741	0	0
Movement to/(from) Gen Reserve	<u>(45,000)</u>	<u>26,213</u>	<u>(22,000)</u>	<u>108,090</u>	<u>0</u>		<u>(419,939)</u>		
plus Transfer from EMR	0	(25,291)	0	18,782	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(45,000)</u>	<u>922</u>	<u>(22,000)</u>	<u>126,872</u>	<u>0</u>		<u>(419,939)</u>		

Budget recommendation from Finance Committee

	2021/22	2022/23	% Change
Expenditure	£ 476,544.00	£ 561,741.00	18%

Income	£ 133,828.00	£ 141,802.00	6%
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Precept Calculation			% Change
Total Expenditure	£ 476,544.00	£ 561,741.00	18%
Total Income & reserves used	£ 133,828.00	£ 141,802.00	6%
Difference	£ 342,716.00	£ 419,939.00	
Reserves Used	£ 22,000.00		
Funding required	£ 320,716.00	£ 419,939.00	
Precept	£ 320,716.00	£ 419,939.00	30.94%

Tax Base Calculation			% Change
Council Tax Base	3590.71	3601.41	0.30%
Average Band D Charge	£ 89.32	£ 116.60	30.55%
Household increase (per year)		£ 27.29	
Household increase (per week)		£ 0.52	

Band	A	B	C	D	E	F	G	H	TOTAL
Properties as at 30.11.2021	1740	946	1508	738	370	63	39	6	5411

Charge in 2021/22	£59.58	£69.51	£79.44	£89.32	109.23	129.09	148.95	178.74	
Proposed charge 2022/23	£77.76	£90.72	£103.68	£116.60	142.56	168.48	194.40	233.28	
Household increase year on year	£18.18	£21.21	£24.24	£27.28	£33.33	£39.39	£45.45	£54.54	
Household increase per week	£0.35	£0.41	£0.47	£0.52	£0.64	£0.76	£0.87	£1.05	

Proposed changes to 2022/23 budget from Cllr Sztymiak

	desc	current yr	TC Proposed	Alternative	
Staffing	4080 FM Contractor	46,800	68,250	60,060 based on 77 hrs x 52 weeks x £15 per hr	
	4110 Training	2,575	2,678	2,000 based on current usage	
Finance	4150 Mayors Allowance	1,500	1,500	0 the first saving to look at if you are going for a 30% increase	
	4180 Legal Fees	10,000	12,485	5,000 based on current usage	
	4190 Subscriptions	4,000	4,000	3,100 based on current usage	
	4211 Contingency	6,000	6,000	0 no longer required	
	4290 Regalia	400	2,000	400 based on current usage	
Moorings	4480 Projects Moorings	5,000	6,500	0 replaced with new project to be determined by full council	
Museum	4500 Museum Projects	10,000	25,000	0 replaced with new project to be determined by full council	
Town Hall	4590 Projects	15,000	15,606	0 replaced with new project to be determined by full council	
Play Parks	4590 Projects	5,000	5,000	0 replaced with new project to be determined by full council	
Spring Gardens	4590 Projects	2,040	7,491	0 replaced with new project to be determined by full council	
Outside Spaces	4760 Street Furniture & Clock	6,000	6,000	4,000 based on current usage	
	4780 Bus Shelter	1,500	3,000	1,500 based on current usage	
	4795 Noticeboards	1,000	2,000	1,000 based on current usage	
Severn Ham	4855 Hay Sowing Project	5,000	5,000	2,500 based on current usage	
	4870 Weeding	2,500	2,500	0 based on current usage	
	4890 Carver Knowles	2,341	2,388	600 based on current usage	
Watson Hall	4590 Projects	10,000	18,000	0 replaced with new project to be determined by full council	
New Projects	4590 Council growth projects	0	0	25,000 new project general fund to cover new projects to be determined by full council and produced with fully costed project details and justification	
	Totals	136,656	195,398	105,160	
			My savings=	90,238	
	Total Proposed expenditure =		561,741	471,503	

Amended budget proposal from Cllr Sztymiak

	2021/22	2022/23	% Change
Expenditure	£ 476,544.00	£ 471,503.00	-1%

Income	£ 133,828.00	£ 141,802.00	6%
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Precept Calculation			% Change
Total Expenditure	£ 476,544.00	£ 471,503.00	-1%
Total Income & reserves used	£ 133,828.00	£ 141,802.00	6%
Difference	£ 342,716.00	£ 329,701.00	
Reserves Used	£ 22,000.00		
Funding required	£ 320,716.00	£ 329,701.00	
Precept	£ 320,716.00	£ 329,701.00	2.80%

Tax Base Calculation			% Change
Council Tax Base	3590.71	3601.41	0.30%
Average Band D Charge	£ 89.32	£ 91.55	2.50%
Household increase (per year)		£ 2.23	
Household increase (per week)		£ 0.04	

Band	A	B	C	D	E	F	G	H	TOTAL
Properties as at 30.11.2021	1740	946	1508	738	370	63	39	6	5411

Charge in 2021/22	£59.58	£69.51	£79.44	£89.32	109.23	129.09	148.95	178.74	
Proposed charge 2022/23	£61.03	£71.21	£81.38	£91.55	111.89	132.24	152.58	183.10	
Household increase year on year	£1.45	£1.70	£1.94	£2.23	£2.66	£3.15	£3.63	£4.36	
Household increase per week	£0.03	£0.03	£0.04	£0.04	£0.05	£0.06	£0.07	£0.08	

Scheme of Delegation to cover period 10th January 2022 onwards

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 current sector advice to not hold face to face meetings:

- 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. Where the decision may cause a conflict of interest for the Town Clerk, the Assistant Town Clerk will liaise with the relevant Committee Chair(s).
- Release of earmarked reserves and virements may be undertaken by the Town Clerk or Assistant Town Clerk (Severn Ham and E&A only) and the respective Committee Chair.
- Responses to planning applications will be determined via email or via online working group.
- To delegate responsibility to the Town Clerk to deal with all decisions regarding any works on Town Council owned buildings in conjunction with the Chair of the Building & Moorings Committee.
- To delegate responsibility to the Assistant Town Clerk to deal with all decisions regarding any works on the Severn Ham in conjunction with the Chair of the Severn Ham Committee.

All decisions will be made within budgetary controls as detailed in Financial Regulations. All decisions made using this authority will be reported back to the appropriate Committee / Full Council once sector advice is received to return to face to face meetings, or if remote meetings are re-introduced.