

TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held at the Town Hall, High Street, Tewkesbury on **Monday 15**th **May 2023 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

D. M. Lill

Debbie Hill Town Clerk 9th May 2023

- 1. Election of Town Mayor
- 2. Election of Deputy Town Mayor
- 3. To receive apologies for absence
- 4. To receive declarations of interest
- 5. To consider requests for dispensation
- **6**. To consider the application for co-option to Tewkesbury Town Council and to receive a short presentation from the applicant
- 7. To receive written questions from members of the public
- 8. 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.)
- 9. To note the Mayor's announcements
- 10. To approve the minutes of the meeting held on 13^{th} March 2023
- 11. To note the following Committee Minutes: Buildings & Moorings 7th February & 28th March 2023, Planning 8th & 22nd February 2023, 8th & 22nd March 2023, Finance 2nd February & 2nd March 2023, Environment & Amenities 21st March 2023, Severn Ham 16th March 2023
- **12**. Matters arising from the minutes for information only
- 13. To receive the finance reports for February & March 2023 and earmarked reserves report

- 14. To receive the payments report for February & March 2023
- 15. To approve the payment of the annual stipend to the Town Crier and the Mayor's allowance
- 16. To note the meeting schedule for 2023/24
- 17. To agree the committee membership and terms of reference for 2023/24
- 18. To agree the signatories for the Town Council's bank account and the Mayor's Charity Account
- 19. Tewkesbury Town Council resolves that from 15th May 2023 until the next relevant Annual meeting of the Council, that having met the conditions of eligibility (at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification) as defined under the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed Conditions) Order 2012, to adopt the General Power of Competence
- 20. To agree the internal control checkers for 2023/24
- 21. To approve the community speed watch camera operating policy
- 22. To review and agree a new copier contract
- 23. To consider and agree grant applications from outside bodies
- 24. To approve the payments list
- 25. Correspondence
- 26. Review of standing orders (no change recommended) and financial regulations to amend financial regulation 4 Budgetary control and authority to spend, 4.1 to read 'the council for all items over £5,000 not budgeted for'
- 27. 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 (none undertaken by Tewkesbury Town Council)
- 28. Review of representation on or work with external bodies and arrangements for reporting back
- 29. Review of inventory of land and assets including buildings and office equipment (online system adopted, now covered in automated year end process)
- 30. Confirmation of arrangements for insurance cover in respect of all insured risks (policy in force with three year rate agreement, due for renewal in July 2023)
- 31. Review of the Council's and / or staff subscriptions to other bodies
- 32. Review of the Council's complaints procedure
- 33. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
- 34. Review of the Council's policy for dealing with the press / media
- 35. Review of the Council's employment policies and procedures

The next Full Council meeting will be 12th June 2023

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.

MINUTES

of a meeting of the Full Council held at the Tewkesbury Town Hall on 13th March 2023 at 6.00pm

Present: Cllrs S Raywood (Chair), P Aldridge, H Bowman, P Brookes, C Cody, C Danter, P Jones,

J Raywood, C Robertson, M Sztymiak.

In attendance: D Hill (Town Clerk), J King (Assistant Town Clerk) and two members of the public.

22/23 - 174 To receive apologies for absence

Apologies received from Cllr Hayes (personal), Cllr Brennan (health), Cllr Langdon

(work) & Cllr Smith (personal)

22/23 - 175 To receive declarations of interest

Cllrs Sztymiak & Cody – Tewkesbury Borough Councillors

Cllr Cody – Gloucestershire County Councillor

22/23 - 176 To consider requests for dispensation

None required.

Cllr Danter joined the meeting.

22/23 - 177 To receive written questions from members of the public

The following correspondence was received from a member of the public. Post meeting responses have been added in blue.

'I note agenda item 18: "To adopt the updated code of members' conduct as recommended by GAPTC and Tewkesbury Borough Council". I think changes should also be made to the policies covering officer conduct.

The 1972 Local Government Act 117.1 states:

"If it comes to the knowledge of an officer employed, whether under this Act or any other enactment, by a local authority that a contract in which he has any pecuniary interest, whether direct or indirect (not being a contract to which he is himself a party), has been, or is proposed to be, entered into by the authority or any committee thereof, he shall as soon as practicable give notice in writing to the authority of the fact that he is interested therein.

For the purposes of this section an officer shall be treated as having indirectly a pecuniary interest in a contract or proposed contract if he would have been so treated by virtue of section 95 above had he been a member of the authority."

Note this covers contracts with both suppliers and customers of the Council.

Have any officers of Tewkesbury Town Council provided such notice to the Council as required by the 1972 Act? If yes, which councillors are aware of this notice? As a result of such notice, what risk analysis has been carried out on the contracts involved? What changes or actions have been made as a result of this risk analysis? Officers of Tewkesbury Town Council have declared interests to the relevant committees or committee chair.

I have looked at the Council's Employee Handbook and I can't find any section that covers this legal obligation on officers. Although the law is clear in the 1972 Act, do councillors believe that additional policies are required in the Employee Handbook to plug this gap to ensure that employees fully understand their responsibilities?

Employment policies are reviewed by the Staffing Committee and this matter will be discussed at the next meeting of that committee.

Tewkesbury Borough Council does have policies covering this area within a Code of Conduct document; here are some key sections:

"Employees involved in the tendering process and dealing with contractors must be clear on the separation of client and contractor roles within the council. You must declare any financial interest to your Head of Service, whether direct or indirect, that you or your partner may have in any contract or proposed contract with the council." "You should also consider declaring non-financial interests, for example, where you do voluntary work for an organisation in receipt of a grant from the council. If you are in any doubt then you should make a declaration."

"If a conflict occurs between your private interests and public duties you must resolve the conflict in favour of your public duties. You must advise your manager in writing of any personal or immediate family private interests that may give rise to a conflict of interest with your official duties, particularly if you are involved in making decisions affecting contracting, tendering or regulatory functions."

TBC also asks officers to complete forms covering these obligations:

- 1) officers are required to give details of employment/businesses/consultancies/advisory roles/interest in any company (e.g. director or company secretary)
- 2) officers are required to provide details of any member of your household that have any connections to organisations which have received grants or are aware of any other organisation which have been supported by the council
- 3) officers are required to provide details if they, or any member of your household, have any connections to companies, businesses or organisations not listed above which received funds or traded with the Council

Do councillors believe they should adopt similar forms for Town Council officers? If not, why are councillors confident that the risks mitigated by such officer declarations are not required for Tewkesbury Town Council? For example, risks of influencing a tendering exercise (either deliberately or unconsciously), or using delegated powers to place contracts with suppliers prior to authorisation by councillors. As above, this will be reviewed by the Staffing Committee.

I would like a written response to each of the points I have raised.'

Action: The Town Clerk will respond.

22/23 - 178 Public Participation

A member of the public stated that they were interested to see that the new code of conduct alongside standing orders and financial regulations. They were disappointed about the latest George Watson Trustee meeting and that previous meetings were not held as a trust and this goes against the Charities Commission advice. They stated that they hoped all councillors had seen the correspondence from the external auditor as this should be circulated as soon as available.

22/23 - 179 Correspondence

Update on the A435 Cheltenham – Bishops Cleeve cycle track has been received and will be circulated to all Councillors.

Press release from Tewkesbury Borough Council regarding the shop front restoration grants – one of which was awarded for the Town Hall. Work has already started to restore the stone façade on the front of the building.

22/23 - 180 To receive a presentation from Tewkesbury Borough Council regarding flooding and hydrology reports

Sandra Ford (Head of Development Services at Tewkesbury Borough Council) and lan Owen (Planning Policy Manager at Tewkesbury Borough Council) kindly attended the meeting to provide an overview of how flood risk is dealt with by Tewkesbury Borough Council (TBC). The Joint Core Strategy (JCS) was adopted in 2017. TBC together with Gloucester and Cheltenham Councils, are working together to undertaking a full review of the plan and are also looking at allocating sites for development up to 2041. There are a number of houses and infrastructure that the area has to accommodate, and a strategic flood risk assessment (SFA) is carried out for these.

There is a statutory land use planning system, which ensures that people and properties are safeguarded for the future from flooding. National Planning Policies are clear that flood risk; and climate change more widely, are one of the most important things that the planning process should address. There is a systematic set of policies through which developer and individual applications have to comply.

The National Planning Policy Framework and related practice guidance is clear that people and property need to be protected for the lifetime of the property and to reduce flood risk where it already exists. Therefore, building should avoid places that flood in the first place. There are two tests that look at this, the sequential test and the exceptions test.

The sequential test identifies the various flood zones (1, 2, 3a and 3b) and looks s at fluvial (river) and surface water.

Zone 1 is the lowest flood probability. Risk of a flood event is less than 1 in 1000 years.

Zone 2 is medium probability. Risk of a flood event is greater than 1 in 100 years, but less than 1 in 1000 years.

Zone 3a high probability. Risk of a flood event is less than 1 in 100 years. Zone 3b is a functional floodplain.

Whenever a planning application is lodged, the onus is on the proposer to demonstrate why that development could not take place in a lower flood zone. For development allocations within the local plan, TBC have to justify any growth zones that are in anything other than the lowest flood risk area.

The Environment Agency also publish flood risk maps, however they do not differentiate between zones 3a and 3b.

A level one strategic flood risk assessment looks at the sources of flood risk and where flood risk defences are, as well as examining the functional floodplain. TBC are acutely aware of the prominence of this issue for Tewkesbury Town and there are good practice guidelines that are provided to local authorities. The upcoming review will include consultation with local town and parish councils.

The exceptions test – even if a particular type of development can demonstrate there is no reasonable alternative, it still may not be the case that it would be appropriate for planning permission to be granted. It would need to show that there is a public interest in allowing the development to be built and proof positive that

that development won't be at flood risk and won't lead to flood risk elsewhere downstream.

TBC have a very comprehensive and systematic approach to dealing with future growth. TBC want to provide reassurance that they will be informed by up-to-date evidence on current flood risk and how it will impact the Borough. This is why the review will revisit the level one areas, with consideration to the latest climate change predictions. It is important that there are areas of safeguarded land for flood risk management and that future plans for large scale projects reduce flood risk by means of sustainable drainage, which is designed into the project from the outset.

Councillors thanked the officers for their summary of the current position and then asked a number of questions:

Q: Tewkesbury Town Council have recently responded to the levelling up bill consultation which states that the supplementary planning document on flooding will come to an end in 2027 and there will be a national strategy for flood management. Will TBC make it a priority to have a supplementary document to cover that? Could it cover things like permeable driveways and ensuring that they are not subsequently removed?

A: TBC have also responded to the consultation and are seeking clarity on many issues. No decision will be made on supplementary documents until that is received. Flooding is a major issue for the Borough as a whole and the priority is to get started on the review, to ensure that future plans are robust and have the necessary level of detail. With regard to the permeability of driveways, the national policies are required first so that it is then known what to supplement it with.

Q: Newtown is shown as a zone 2 but some areas are more like 3b. TBC need to listen to local people and the issues they have, there are gardens that repeatedly flood now that never used to.

A: TBC will be doing a strategic risk assessment and are currently commissioning consultants to do this work. There will be an opportunity for people to engage with this and the local knowledge is very valuable. The Government have increased the standards required and expectations around flood risk management and TBC have this very much in mind with the level one review. This will be looking at a catchment wide picture on how the water moves around and works, rather than just jumping into small sub areas of the Borough.

Q: Is there a way to push back on more housing and growth which the Government sees as essential in certain areas? What size area are developers supposed to have looked at in terms of alternatives?

A: In response to the size of area, it is a judgement on what is in front of you, rather than an exact area. The overall test would be the reasonable extent to which the need is being met through the development, there is unfortunately no short answer to this one.

With respect to pushing back on housing and growth which the Government sees as essential, conceivably this could be a reason to push back, but it is also ambiguous given the planning reforms and it is not yet completely known what the policy will say. The Government target of 300,000 new homes still remains and these targets are handed down to local authorities. It is a fine balance and although the figures are 'advisory', there is an expectation that you will accommodate them within the Borough and look at other areas if one is not suitable.

A Councillor noted that there is a TBC Planning Committee that make the decisions and it is just the officers who are here this evening. They make recommendations, but ultimate the decisions are made by the Planning Committee. There is no land available for building in Gloucester or Cheltenham so there is a duty of co-operation on TBC. It is further complicated in the Borough by AONB and green belt land.

Q: Do TBC have the full information to make decisions about building and flooding? Do they know how many dwelling in TTC have floor levels which are below the flood levels? Has a budget been allocated for the flood risk assessment?

A: Information will be gathered as part of the JCS review. It is about evidence gathering and not just a flood risk assessment. This will then help to identify where the local growth should go. Once specific sites are identified then there is a requirement for a site level flood risk assessment, and this is not diminished by the JCS review. It is important this this is about how to manage the future generation growth. Budget has been allocated for the JCS review and the input of local town councils and residents will be encouraged in order to share local knowledge.

Q: Could the officers outline what is known as viability in planning?

A: In short this is when it is decided by a developer that the site is no longer viable to develop. A developer will expect to make a certain amount of profit from a site and this will depend on how much they paid for the site, how many dwellings they will build, the mitigations required and the amount of s.106 costs required for that size of development. There is a tipping point for each developer where a site become unviable.

A councillor advised that Town and Parish Councils can really help with distributing information and getting feedback, so please use us and involve us in the process.

The Mayor thanked the officers from TBC for attending the meeting.

22/23 - 178 To note the Mayor's Announcements

Thank you to everyone who attended the Civic Service, it was great to see so many of you there. £203.10 was raised for the Mayor's Charity account.

Cllr Gurney has stepped down and we would like to thank him for his support and efforts over the past years. This vacancy will be filled at the upcoming elections.

For those Councillors wishing to stand again, nomination packs are now available.

The Mayor thanked councillors and staff for their efforts over the last four years.

22/23 - 179 To approve the minutes of the meetings held on 13th February 2023

It was RESOLVED to approve the minutes of the meeting held on 13th February 2023. Proposed by Cllr Aldridge, seconded by Cllr Danter.

22/23 - 180 Matter arising

21/22-147 **Cycle storage and Riverside Walk signs** – ongoing as part of the High Street Action Zone work.

22/23-95 Accessibility of Town Hall. Investigating streaming options.

First quotation has come in at a cost of £23,000 per annum. An alternative has been found using the 'Owl' technology. Item to return to full council in the next financial year.

- 22/23-141 Appointing a hydrology expert Tewkesbury Borough Council have spoken this evening about their flooding approach. The motion has been deferred to a future meeting. Further information from Cllr Sztymiak in response to the additional questions raised by Councillors is required.
- 22/23-160 **Public participation** The member of the public who was asked by the Town Clerk to email in their questions so that they could be responded to has not submitted any questions.
- 22/23-173 **Correspondence** Photo ID information has been displayed in all of the noticeboards.
- 22/23 181 To note the following Committee Minutes: Buildings & Moorings 28th January 2023, Severn Ham 19th January 2023, Planning 11th & 25th January 2023, Finance 5th January 2023, Environment & Amenities 3rd January 2023.

The above minutes were noted.

To receive the budget report for January 2023 and the earmarked reserves reportThe reports were received.

The Town Clerk drew attention to a couple of areas.

There is committed moorings expenditure of £8,754 which is the purchase order for the upright posts for the new railings at Prior's Court and St Mary's Lane. This money will be 100% funded by the public realm works, but the Town Council has to pay in advance of the grant funding being received.

Income for the moorings and Watson Hall (hall rental) is expected to exceed budgeted figures. Town Hall income is expected to be less than expected (currently £15,703, against a budget figure of £20,000)

Bus shelter expenditure shows an overspend of £,2488, but 50% of the work will be funded through matched funding from GCC.

There is an anomaly on the Severn Ham net income over expenditure figure. **Action:** Town Clerk to investigate.

22/23 - 183 To receive the payments reports for January 2023

The payments report was received.

A question was asked about why two payments were made to Countrywide in January. The Town Clerk advised that it can depend on when invoices are received. **Action:** Town Clerk to check.

A couple of payments state 'Purchase ledger DDR payment' in their description. Why does it say this? **Action:** Town Clerk to check with Finance Officer.

22/23 - 184 To agree the following response to the objections raised by the unaudited AGAR as follows:

- i. Confirmation that Tewkesbury Town Council acts as sole managing trustee for the Anglo American Garden of Remembrance & Riverside Walk and the George Watson Memorial Hall
- ii. Copies of the agendas and meeting minutes of the two charities during 2021/22 have been provided

- iii. Copies of the 2021 Charity Commission Annual Returns for each trust have been provided to the external auditor and the objector
- iv. Confirmation that the reason for the restatement of the 2020/21 figures on the 2021/22 AGAR was to remove all charity transactions and balances from the accounts in line with the External Auditor's 2020/21 reporting matter
- v. Confirmation that neither trust has its own bank account (there are no financial transactions in respect of the Anglo American Garden of Remembrance & Riverside Walk)
- vi. Copies of any memoranda of understanding between the charities and the council (evidenced via minutes)
- vii. Confirmation that at a meeting of the George Watson Memorial Hall held on 20th February 2023, a decision was taken in principle that action will be taken to end the George Watson Memorial Hall charity; with the express understanding that the existing safeguards ensuring the building is for the use and benefit of the inhabitants of Tewkesbury Town should be written into the new documentation and approved by Councillors

The Council is required to respond by 31st March 2023.

It was RESOLVED to agree the above response to the objections raised by the unaudited AGAR. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

Cllr Stzymiak voted against the motion.

22/23 - 185 To approve a request from Cllr Hayes to join the Planning Committee It was RESOLVED that Cllr Hayes joins the Planning Committee. Proposed by Cllr J Raywood, seconded by Cllr Bowman.

22/23 - 186 To authorise the Town Clerk to take legal advice and assistance in order to apply to the Land Charges Department or registration of a class A land charge and to the Land Registry for a caution against first registration of the Town Hall, as required under condition 3.7 of the offer of grant from the Tewkesbury High Street Heritage Action Zones scheme for Tewkesbury.

The details of the registration are attached as an addendum to the minutes.

It was RESOLVED to authorise the Town Clerk to take the actions stated above. Proposed by Cllr Aldridge, seconded by Cllr Danter.

22/23 - 187 To agree to match fund the grant funding for works to the Town Hall façade at an amount of £6,875, representing 25% of the cost of the eligible work estimated at £27,500

This will be funded from the Town Hall projects expenditure code.

It was RESOLVED to match fund the grant funding for work to the Town Hall façade at a cost of £6,875.

Proposed by Cllr Aldridge, seconded by Cllr Cody.

22/23 - 188 To adopt the updated code of members' conduct as recommended by GAPTC and Tewkesbury Borough Council

This code of conduct has been adopted across all principal authorities and is now being rolled out to Parish and Town Councils.

It was RESOLVED to adopt the update code of members' c	conduct.
Proposed by Cllr Cody, seconded by Cllr Aldridge.	

- **22/23 189** To receive reports from members representing the Town Council on outside bodies Cllr Aldridge gave an update on the wheelchair bus. The lunch club is moving from Salvation Army to Priors Park Church. The organisation are seeking a new treasurer and chairman.
- 22/23 190 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 ss2

 It was RESOLVED to exclude the press and the public.

 Proposed by Cllr Jones, seconded by Cllr J Raywood.
- 22/23 191 To discuss and agree the nominations for the Tewkesbury Town Civic Awards
 The Civic Awards were discussed and nominations agreed.

 Presentation of the awards will be made at Mayor Making in May.

There being no further business, the meeting closed at 8.05pm.

MINUTES

of the

Buildings & Moorings Committee meeting held on 7th February 2023 at 6.00pm in the Town Hall, Tewkesbury

Present: Cllrs C Danter (Chair), P Jones, S Raywood, M Sztymiak, K Powell, H Bowman, K

Brennan

In attendance: D Hill (Town Clerk), R Blockley (Events & Venues Manager) and one member of the

public

B&M.22.109 Receive apologies for absence

Cllrs R Gurney and R Langdon.

B&M.22.110 Receive declarations of interest

None.

B&M.22.111 Receive dispensations

None.

B&M.22.112 Approve the minutes of the Buildings & Moorings Committee meeting held on 28th January 2023

It was RESOLVED to approve the minutes of the meeting held on 28th January.

Proposed by Cllr Raywood, seconded by Cllr Jones.

B&M.22.113 Matters arising from the minutes – for information only

20.127 Repairs to window at 64 Barton Street – ongoing

20.143 Back of Avon wall – Town Clerk advised of possibility for this work to be HAZ funded

22.048 Assess Town Hall basement storage – no update

Replacement tree at St. Mary's Road mooring – to be planted when the weather warms up

Lease to Avon Navigation Trust - ongoing

TH heating improvements – The Town Clerk advised that work to the heating system has started and the pipes should also be lagged in the coming weeks **Loft access at the Watson Hall** – RB updated meeting on alternative loft access. Ladder, footholds and wall brace. Blue doors will have lock on outside. To be installed 14th February.

B&M.22.114 Approve the replacement of the stage fire exit door at the Watson Hall at a cost of £3,619.05 to include acoustic specification

Item brought forward. It was RESOLVED to replace the fire exit door at a cost of £3,619.05. Proposed by Cllr Bowman, seconded by Cllr S Raywood.

B&M.22.115 Receive correspondence relating to the Buildings & Moorings Committee

The committee had been forwarded an email from the Museum Trustees from a member of the public who had thoroughly enjoyed their visit to Tewkesbury Museum.

The Town Clerk has received an email concerning a tear to a coat caused by a sharp corner on a radiator in the Watson Hall and requesting compensation. The committee agreed to offer £25 for damage to the jacket.

Moorings structure at Priors Court – **Action:** Town Clerk to write to property owner requesting structure to be removed and remind them that planning permission has not been sought.

B&M.22.116 Public Participation

St Mary's Road – cars are continuing to park illegally in this area and it is very unsightly. The Town Clerk advised that there may be HAZ funding available for improving this problem and that TBC is liaising with Highways

Action – Town Council to take a photograph.

B&M.22.117 Approve payments to be made

It was RESOLVED to approve the payments list totalling £8,688.47. Proposed by Cllr S Raywood, seconded by Cllr Powell.

B&M.22.118 Review the budget report

The budget report was reviewed.

- B&M.22.119 Approve the replacement of the rear doors at the Town Hall at a cost of £5,697.40 and to note that the advise of the Conservation Officer at Tewkesbury Borough Council will be sought and Listed Building Consent to be applied for if required It was RESOLVED to approve the replacement of the rear doors at the Town Hall at a cost of £5,697.40. Proposed by Cllr Bowman, seconded by Cllr Brennan.
- **B&M.22.120** Receive an update from the Town Clerk on grant funding at 64 Barton Street

 The Town Clerk reported that early indications were that the HAZ grant funding may not be required at 64 Barton Street. The Town Clerk will keep members updated on funding progress.
- B&M.22.121 Authorise the Town Clerk to issue a letter to the Trustees of Tewkesbury Museum confirming that the lease for 64 Barton Street will be reviewed once the status of the George Watson Memorial Hall has been confirmed at a meeting of the charity It was RESOLVED for the Town Clerk to issue a letter to the Trustees of Tewkesbury Museum. Proposed by Cllr Danter, seconded by Cllr Jones.
- **B&M.22.122** Review and agree the position relating to the garden at the rear of the Watson Hall This matter will be referred to a meeting of the George Watson Memorial Hall charity.

B&M.22.123 Approve the installation of a swap box at the Town Hall

It was RESOLVED to approve the installation of a swap box at the Town Hall, subject to it being constructed on legs. Proposed by Cllr Jones, seconded by Cllr Bowman.

There being no further business, the meeting closed at 19:57.	
Signature of Chairman upon approval of the minutes	5 th April 2023

MINUTES

of the

Buildings & Moorings Committee meeting held on 28th March 2023 at 9.00am in the Town Hall, Tewkesbury

Present: Cllrs C Danter (Chair), P Jones, S Raywood, K Powell, H Bowman, K Brennan

In attendance: D Hill (Town Clerk) and one member of the public

B&M.22.124 Receive apologies for absence

Cllrs C Robertson and R Langdon.

B&M.22.125 Receive declarations of interest

None.

B&M.22.126 Receive dispensations

None.

B&M.22.127 Public Participation

A member of the public attended to provide some information regarding a recent boating incident which occurred early hours of Sunday March and the water had dropped suddenly in the space of a few hours. The salvage operation company was contacted and attended first thing on the Monday morning along with emergency services and Environment Agency. Insurance assessor attended on Monday 27th March and confirmed the hull survey was sound. Still a salvage operation as it needs to be moved to the nearest dry dock.

B&M.22.128 Retrospectively approve the appointment of contractors and suppliers for the following High Street Heritage Action Zone projects:

- Cleaning and repair of Town Hall façade (repair of buildings in the conservation area 75% HAZ funded) – Ian Bishop Masonry. Proposed by Cllr Raywood, seconded by Cllr Brennan.
- ii. Repair of Back of Avon wall (public realm works 100% HAZ funded) Ian Bishop Masonry. Proposed by Cllr Jones, seconded by Cllr Bowman.
- iii. Installation of railings at Priors Court and St. Mary's Road moorings (public realm works 100% HAZ funded) – Broxap Ltd, GK Engineering & Marine Services Ltd and Watkins & Powis (Pipeline Merchants) Ltd. Proposed by Cllr Jones, seconded by Cllr Brennan.

B&M.22.129 Authorise Tewkesbury in Bloom to undertake a wildflower planting and maintenance project on the land adjacent to St. Mary's Road mooring

It was RESOLVED to work together with Tewkesbury in Bloom to undertake a wildflower strip planting project and to work with them on the maintenance of the area including planting the new tree. Proposed by Cllr Raywood, seconded by Cllr Powell.

B&M.22.130 Delegate authority to the Town Clerk for additional expenditure on replacement flooring (original quote £1,438.66) in the corridor leading from the main hall to the bar at the Watson Hall, up to an additional £2,000 to allow for damp treatment at a cost of £296.75 and additional work to the substrate

It was RESOLVED to delegate authority to the Town Clerk for additional works if required. Proposed by Cllr Raywood, seconded by Cllr Brennan.

B&M.22.131 Agree new flooring on the stairs and landing leading to the balcony at the Watson Hall

It was REOSLVED to agree the installation of new flooring and to accept the quote from LK Flooring at a cost of£2,190.93. Proposed by Cllr Powell, seconded by Cllr lones

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Signature of Chairman upon approval of the minutes 5th April 2023



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE Wednesday 8th February 2023

Present: Cllrs. J Raywood, S Raywood, H Bowman, R Gurney, P Jones, A Hayes and Mr R Carey

P.22/23.290 Welcome.

The chairman opened the meeting at 7.32pm by welcoming all present and ensuring that any necessary introductions were made.

P.22/23.291 To receive apologies for absence

Cllr Gurney – will be late, due to another meeting Cllr S Raywood – will be late, due to work Mr R Maggs – work commitments

P.22/23.292 To receive declarations of interest

Item 17 - Cllr S Raywood - DPI

P.22/23.293 To receive and consider requests for dispensations

None

P.22/23.294

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.22/23.295 To approve the minutes of the Planning Committee meeting held on 25th January 2022

Proposed by Mr Carey and seconded by Cllr Jones It was resolved to **approve** the minutes.

P.22/23.296 To receive updates on matters arising from the minutes – for information only

Re P.22/23.289 – due to technical problems it was not possible to hold the Zoom meeting. This is the second occasion on which such issues have occurred. Cllr Bowman has her own Zoom account with which she has never encountered this problem and has offered to host the meeting on a future occasion if necessary.

Cllr S Raywood arrived at 7.37pm.

P.22/23.297 To note correspondence

An email from Gloucestershire County Council has been forwarded to all councillors, inviting them to take part in an online consultation about how carbon emissions

within the county can be reduced. Some councillors are not aware of having received this. Cllr J Raywood will investigate and ensure that all are in receipt of it.

The Town Clerk has received an email from Georgia Smith (HAZ) saying 'I have attached a copy of the S.106 deed and addendum which are the latest documents relating to the monies for town centre improvements. £600,000 has been allocated to the HSHAZ. There is an interest clause so the original payment of £200,000 is now £248,000 including the inflationary uplift'.

The High Court judgement in favour of the 'bridge to nowhere' has been overturned by the Court of Appeal.

A recommendations list, in advance of the next Borough Planning Committee meeting, has been received by the Town Clerk. There are no recommendations regarding applications within this parish, but the recommendation for the Fiddington development (22/00439/APP) on which we were consulted, is a delegated permit.

Lloyds Bank Group has indicated a willingness to work with the Town Council to develop a proposal for a joint ramp that would benefit both the bank and the Town Hall.

P.22/23.298 To retrospectively approve a response, agreed by email, to

Replacement of sash windows to front elevation. Removal of old cables from front elevation. Replacement of shop signage.

Planning Application

3 Church Street Tewkesbury Gloucestershire GL20 5PA

Ref. No: 22/00762/FUL

Observation:

The Town Council notes that there is also an ADV application, which is related to this application but not in our in-tray. We feel that our questions have not been fully answered but will defer to the opinion of the conservation officer.

Proposed by Cllr S Raywood and seconded by Cllr H Bowman It was resolved to **approve** the response.

P.22/23.299 Erection of self-build bungalow

Planning Application

Land Adjoining 21 Wenlock Road Tewkesbury Gloucestershire

Ref. No: 22/01108/FUL

Observation:

Please refer to our previous comment.

P.22/23.300 <u>Demolition of existing single storey rear extension. Erection of single storey side and</u> rear extensions.

Planning Application

7 Elmbury Drive Newtown Tewkesbury Gloucestershire GL20 8DG

Ref. No: 22/01361/FUL

Observation:		
No objection		

P.22/23.301

Recommended works proposed following tree survey: GC005766 - Himalayan Birch -Low branches - all round to 2.5m GC005769 - Goat Willow - Mechanical damage to trunk and soil level change - Remove tree GC005777 - Group of 5 Willow and Ash trees - Remove trees and treat stumps to minimise future management GC005781 -Sycamore - Plus dead elms x3 Remove 4 x trees GC005787 - Horse Chestnut - Sever ivy to 1.5m above ground level. GC005788 - Plum - Unable to see any live growth -Remove tree GC005789 - Field Maple - Prune to clear phone wires GC005793 - Purple leaf Plum - Reduce crown in height by 2m and shape GC005794 - Purple leaf Plum -Crown reduce in height by 2m and shape GC005805 - Corkscrew Willow - End Weighting of Branches/Stems typical of species resulting in broken branches -Reduce in height by 3m and shape, remove broken branches and tidy rips and remove dead wood GC005810 - English Oak - Sever ivy to 1.5m above ground level GC005814 - Group of 5 Willow Trees - x5 stems with failed root plates - Remove trees GC005815 - Willow - Remove lower branches growing over footpath +stem recently cut to remove future management of regrowth GC005818 - Willow -Remove stem with Ganoderma spp at base nearest road

Planning Application

Severn Trent Water Mythe Road Tewkesbury Gloucestershire GL20 6AA

Ref. No: 23/00084/TCA

Observation:

The Town Council is concerned by the potential loss of habitat in what is currently a very biodiverse site which lies on a wildlife corridor between a SSSI and a nature reserve. It is also next to a river, which is also an important habitat for wildlife. Undoubtedly, a lot of pruning is required here, but the Town Council would prefer not to see so many trees cut down and would like to understand the rationale for such a draconian approach.

The Town Council notes that harm has already been done to the trees on this site, due to the construction of the bund. We would have liked to see a plan for replanting two for each tree removed.

P.22/23.302

3 no Willow trees crown reduction as shown on submitted photographs to avoid trees splitting out and increase longevity of these important trees 15 no Lime trees crown lift to 3/4 metres from ground level to give clearance above footpaths

Planning Application

Victoria Gardens Gloucester Road Tewkesbury Gloucestershire

Ref. No: 23/00098/TCA

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		D3C	D3CI 1	DSCI VE	D3CI VAL	nsci vatio	bservation

No objection

P.22/23.303 Erection of a side pergola.

Planning Application

Canterbury Inn Ashchurch Road Tewkesbury Gloucestershire GL20 8BT

Ref. No: 22/01381/FUL

Observation: No objection

P.22/23.304 <u>Erection of a front porch extension.</u>

Planning Application
31 Digby Drive Mitton Tewkesbury Gloucestershire GL20 8AJ

Ref. No: 22/01275/FUL

Observation:
No objection

P.22/23.305 Restoration of playing surface to school playing field, involving improved drainage, removal of tipped material and associated leveling and reseeding. Establishment of perimeter hedging, repair/replacement of all weather cricket square and provision of all weather pitch on previously surfaced area.

Planning Application

Orbis Abbey Rose Gloucester Road Tewkesbury Gloucestershire GL20 7DG Ref. No: 22/01297/FUL

Observation: No objection

The chairman brought forward items 18, 19 and 20 at this point, leaving the remainder of the meeting available for item 17. Cllr S Raywood left before the commencement of item 17, at 8.30pm. Cllr R Gurney arrived in the meeting at 8.36pm.

P.22/23.306 To complete responses to the Levelling up and Regeneration Bill consultation (ultimate deadline for responses 2nd March 2023), for submission to Full Council on 13th February 2023

The remaining responses were agreed and will be submitted to Full Council next Monday. (appended to these minutes)

P.22/23.307 To note any additional applications on the Planning Portal which will expire before 22nd February 2023 and agree further actions

None

P.22/23.308 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions None

P.22/23.309 To note the decisions made in January 2023, in respect of planning applications to Tewkesbury Borough Council Noted

There being no further business, the meeting closed at 9.22pm



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 22nd February 2023

Present: Cllrs. J Raywood, S Raywood, H Bowman, P Jones, A Hayes

In attendance: Mrs N Finnegan (finance officer)

MINUTES

P.22/23.310	Welcome. The chairman opened the meeting at 7.35pm by welcoming all present and ensuring that any necessary introductions were made.
P.22/23.311	To receive apologies for absence Cllr S Raywood – will be late, due to work Mr Richard Carey
P.22/23.312	To receive declarations of interest Item 17 – Cllr S Raywood – DPI
P.22/23.313	To receive and consider requests for dispensations None
P.22/23.314	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.22/23.315	To approve the minutes of the Planning Committee meeting held on 8 th February 2022
	Proposed by Cllr Hayes and seconded by Cllr Bowman It was resolved to approve the minutes.

Cllr S Raywood arrived in the meeting at 7.37pm

P.22/23.316 To receive updates on matters arising from the minutes – for information only
Re Item 17 - members of Full Council having raised objections to of the draft
responses some further amendments will be considered this evening.

P.22/23.317 To note correspondence

Re 22/01296/FUL, The Conservation Officer has recommended a refusal. We now have the name of the applicant's agent and The Town Clerk and the Chairman of B&M Committee should contact him about a joint application. A discussion with the Conservation Officer is probably also advisable.

Ashchurch Rural Parish Council has successfully appealed against the Borough Council's decision to build a bridge at Ashchurch, dubbed the 'Bridge to Nowhere'.

P.22/23.318 Proposed rear single storey extension.

Planning Application

16 Chance Street Tewkesbury Gloucestershire GL20 5RQ

Ref. No: 22/01392/FUL

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No objection

P.22/23.319 <u>Erection of a two storey and single storey rear extension. Erection of a first floor side</u> extension

Planning Application

23 Arundel Road Mitton Tewkesbury Gloucestershire GL20 8AT

Ref. No: 22/01356/FUL

Observations:

No objection

P.22/23.320 Demolition of existing garage, replacement porch and new single storey rear extension to existing dwelling. Subdivision of the plot and the erection of a new dwelling with landscaping, bin storage and ancillary works.

Planning Application

Springfield York Road Tewkesbury Gloucestershire GL20 5HE

Ref. No: 23/00071/FUL

Observations:

No objection

and needs replacing rather than repairing as in the past. Following advice from local roofers, the reason for the roof failure is that the existing roof pitch is 14 degrees which is under the minimum of 15 degrees permissible for fibre cement slates which have been used. As it is not possible to change the roof pitch, we have concluded that the tiles should be replaced with an EDPM rubber roof and at the same time we should like to replace the existing VELUX as double glazing has failed and it is not the correct model for a 14 degree pitch and therefore, may also be contributing to the

Lean to roof of the reasonably new (1960's say) rear extension is now badly leaking

leaks. We also have a problem with rodents in the roof void and replacing the roof

Planning Application

34 St Marys Lane Tewkesbury Gloucestershire GL20 5SF

as suggested should help to resolve this issue.

Ref. No: 22/01271/LBC

P.22/23.321

Observations:

No objection

P.22/23.322 Removal of existing garage and side extension to provide proposed new detached dwelling

Planning Application

8 York Road Tewkesbury Gloucestershire GL20 5HN

Ref. No: 23/00028/FUL

Observations:

The Town Council requests further information to show the footprint and size of the new house

P.22/23.323 Replace 3 wooden sash windows to the front of the property with 3 wooden sash windows (ie a like for like replacement). Replace 2 wooden sash windows to the rear of the property with 2 upvc sash windows.

Planning Application

14 Chance Street Tewkesbury Gloucestershire GL20 5RQ

Ref. No: 23/00021/FUL

Observations:

The Town Council requests further information regarding the design and appearance of the windows.

P.22/23.324 Enlargement and minor relocation of an existing, ground-floor window (amended description)

Planning Application

Wisteria Cottage 14A Church Street Tewkesbury Gloucestershire GL20 5PD

Ref. No: 22/01266/LBC

Observations:

No objection

P.22/23.325 Omission of proposed ramp up to bin store at the front of the building and retention of existing stone steps.

Moffat House 66 High Street Tewkesbury Gloucestershire

Ref. No: 22/01335/NMA

Observations:

From the Town Council's point of view the important thing is that bins are not left in the street or behind the railing. We don't mind how this is achieved as long as it can be assured as a long-term condition.

P.22/23.326 To make final adjustments to responses to the Levelling up and Regeneration Bill consultation, following Full Council feedback

Cllr S Raywood left the room for item P.22/23.326. Suggestions have been received from Cllr Cody regarding improvements to responses 39 and 40. These, along with further amendments to make the language more assertive have been incorporated into the draft. (Draft to be appended to these minutes)

- P.22/23.327 To note any additional applications on the Planning Portal which will expire before 8th March 2023 and agree further actions
 None
- P.22/23.328 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

 None

There being no further business, the meeting was closed at 8.43pm

Chairman's signature

8th March 2023



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 8th March 2023

Present: Cllr. Joanne Raywood, Cllr. Simon Raywood, Cllr. Hilarie Bowman, Cllr. Paul Jones and Mr Richard Carey

MINUTES

P.22/23.329 Welcome.

The chairman opened the meeting at 7.34pm by welcoming all present and ensuring that any necessary introductions were made.

P.22/23.330 To receive apologies for absence

Cllr Hayes

Post-meeting note: after the meeting JR received an email of apology from Mr Maggs, which had been sent, but not received, prior to the start of the meeting.

P.22/23.331 To receive declarations of interest

None

P.22/23.332 To receive and consider requests for dispensations

None

P.22/23.333 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.22/23.334 To approve the minutes of the Planning Committee meeting held on 22nd February

Proposed by Cllr Bowman and seconded by Cllr Jones It was resolved to **approve** the minutes.

P.22/23.335 To receive updates on matters arising from the minutes – for information only

The Assistant Town Clerk has submitted our response the Levelling Up and Regeneration Bill. Our response ID is ANON-1R1Y-URPV-T.

P.22/23.336 To note correspondence

Email from Tewkesbury Civic Society – they have noted that Wychavon has joined forces with business owners and the Vale of Evesham Civic Society to help improve the character of the historic area of Evesham.

Many businesses in Port Street in Bengeworth and in High Street have been using vinyl advertising graphics to cover shop windows to allow them to maximise display space available in their premises.

However, the vinyls are not only a breach of Town and Country Planning Advertising Regulations, they also break Wychavon's planning guidance on the design of shop fronts. Concerns were also raised by the Vale of Evesham Civic Society that the character and feel of the area was being changed by the increasing use of such graphics.

Wychavon's Planning Enforcement team has been working closely with shop owners to help them understand the regulations but also how they can make better use of their shop windows to appeal to customers and make their business more inviting. This has included advice on shop layout and how to make best of space.

As a result, several advertising vinyls have been removed, many from listed buildings of historical significance, which have helped to improve the appearance of the area.

From TBC - Press release -

£300,000 awarded to Tewkesbury Borough Council to modernise its digital planning software

Tewkesbury Borough Council has been awarded £300,000 from the government's department for Levelling Up, Housing and Communities (DLUHC) following a successful bid to its Planning Software Improvement Fund.

The funding will be used to help develop and implement a new digital planning service, called Plan X, that simplifies the planning process for residents and planning applicants.

Plan X, which is still being developed, helps homeowners find out whether the work they want to do requires planning permission. Previously, this process involved time consuming research across multiple documents. Making the process easier to understand and providing upfront information on requirements will also reduce the number of invalid applications submitted.

Tewkesbury Borough is one of the fastest-growing districts in the country – and the borough council recognises the demand that this growth will have on its services. It is anticipated that making the planning process easier will help to reduce the number of general enquiries and invalid planning applications being submitted and free up local planning officers' time to work on complex planning decisions.

P.22/23.337 Installation of replacement signs to include: 1x post mounted pictorial signs with 2 amenity boards, 1x set of individual letters, 1x amenity board, 1x door plaque, 1x transom sign with lantern, 2x post mounted panels to existing posts, 2x disclaimer signs and 2x set of sign written text.

Planning Application

Canterbury Inn Ashchurch Road Tewkesbury Gloucestershire GL20 8BT

Ref. No: 23/00004/ADV

Observations:

No objection

P.22/23.338 <u>Alterations and maintenance proposals including to front door, left and right bays</u> plinths, redecorate front windows, repairs to parapet wall (top 7 courses).

Planning Application

17 Barton Street Tewkesbury Gloucestershire GL20 5PP

Ref. No: 23/00151/LBC

Observations:

No objection

P.22/23.339 Internal modifications to 156 High St. and 1 Barton St. to reinstate seperate accommodation with revised rear access. New shop front to 1 Barton St. to replicate original arrangement. Modification to corner shop front to 156 High St. to remove the recessed entrance.

Planning Application

156 High Street & 1 Barton Street Tewkesbury Gloucestershire

Ref. No: 23/00126/LBC

Observations:

The Town Council would like clarification with regard to storage for waste bins and bicycles. Apart form that, the Town Council is content with the proposals.

P.22/23.340 Proposed front garage extension and alterations.

Planning Application

74 Ashchurch Road Tewkesbury Gloucestershire GL20 8BX

Ref. No: 23/00124/FUL

Observations:

No objection

P.22/23.341 Replacement of a rear external door.

Planning Application

11 North East Terrace East Street Tewkesbury Gloucestershire GL20 5NT

Ref. No: 23/00080/LBC

Observations:

No objection

P.22/23.342 <u>Installation of one externally illuminated sign and one externally illuminated projecting sign.</u>

Planning Application

Barclays Bank 133 - 134 High Street Tewkesbury Gloucestershire GL20 5JR

Ref. No: 23/00189/ADV

Observations:

The Town Council concurs with the opinion of the Conservation Officer.

P.22/23.343 Demolition of existing outbuilding. Erection of a single storey front extension

Planning Application

The Hives Trinity Walk Tewkesbury Gloucestershire GL20 5NP

Ref. No: 23/00131/FUL

Observations:

No objection

P.22/23.344 To note any additional applications on the Planning Portal which will expire before 22nd March 2023 and agree further actions

None

P.22/23.345 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

P.22/23.346 To note the decisions made in February 2023, in respect of planning applications to Tewkesbury Borough Council

Noted

There being no further business, the meeting closed at 8.26pm

Chairman's signature

22nd March 2023



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE Wednesday 22nd March 2023

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

In attendance: No members of the public were present.

None

The meeting commenced at 19:30.

MINUTES

P.22/23.347	Welcome. The chairman opened the meeting at by welcoming all present and ensuring that any necessary introductions were made.
P.22/23.348	To receive apologies for absence Cllr. A. Hayes
P.22/23.349	To receive declarations of interest None
P.22/23.350	To receive and consider requests for dispensations None
P.22/23.351	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.22/23.352	To approve the minutes of the Planning Committee meeting held on 8th March 2023 Proposed by Mr R. Carey and seconded by Cllr P. Jones It was resolved to approve the minutes.
P.22/23.353	To receive updates on matters arising from the minutes – for information only None
P.22/23.354	To note correspondence

P.22/23.355	Internal reconfiguration; replacement of double doors on front elevation; replacement of all windows; rebuilding of existing garden wall. Planning Applicatio5567 Mill Street Tewkesbury Gloucestershire GL20 5SB Ref. No: 22/01211/FUL
	Observations:
	No objection
P.22/23.356	Internal reconfiguration; replacement of double doors on front elevation; replacement of all windows; rebuilding of existing garden wall. Planning Application 7 Mill Street Tewkesbury Gloucestershire GL20 5SB Ref. No: 22/01212/LBC
	Observations:
	No objection
P.22/23.357	Change of use and alteration of a commercial premises to form one residential unit. Planning Application 59 Barton Street Tewkesbury Gloucestershire GL20 5PX Ref. No: 22/00794/FUL
	Observations:
	No objection
P.22/23.358	Application for approval of details subject to conditions 4 (Bicycle Shelter) 13 (car parking layout and surfacing materials) of the planning application ref number 22/01219/FUL Planning Application The White Bear Bredon Road Tewkesbury Gloucestershire GL20 5BU
	Ref. No: 23/00019/CONDIS
	Observations:
	No objection
P.22/23.359	Erection of a first floor side extension Planning Application 16 Rosefield Crescent Newtown Tewkesbury Gloucestershire GL20 8EH Ref. No: 23/00177/FUL
	Observations:
	No objection

P.22/23.360 Erection of a rear terrace to replace existing patio and steps. Alterations to external elevations to include replacement doors, windows, cladding, fascia boards and rainwater goods (part retrospective).

Planning Application

2 Harbour View Tewkesbury Gloucestershire GL20 5AZ Ref. No: 23/00223/FUL

Observations:

No objection

- P.22/23.361 To note that this committee will next meet on Tuesday 4th April at 7.30pm.

 Noted
- P.22/23.362 To determine whether or not make any further representation to Hitchens regarding the absence of Tewkesbury from the publicity literature for the proposed designer outlet

This item was discussed and it was agreed to make a representation to Hitchens. The outline of the text to be produced was developed. The chairman will refine and circulate that text around the committee.

- P.22/23.363 To note any additional applications on the Planning Portal which will expire before Tuesday 4th April 2023 and agree further actions

 None
- P.22/23.364 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

 None
- P.22/23.365 To receive the committee budget report and earmarked reserve report

 Received
- P.22/23.366 To agree the earmarked reserves at the end of the financial year 2022/23 Existing reserves –

347 EMR PLA Comm and Display – See P.21/22.170. Still awaiting a final invoice for this work.

348 EMR PLA Outreach sessions – to be released into General Reserves

Unspent moneys for financial year 2022-23 -

4718 – Community development planning – £1,000 - earmark in a new EMR for Community Development Planning

4810 - Outreach - to be vired and earmarked for Community Development Planning

Proposed by Cllr. P. Jones and seconded by Cllr H. Bowman

It was resolved to agree to make a virement and Earmark reserves as above.

There being no further business, the meeting closed at 20:38.

Chairman's signature

4th April 2023

MINUTES

of the

Finance Committee meeting held on 2nd February 2023 at 6:00PM in the Town Hall, Tewkesbury

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

Raywood, M Sztymiak

In attendance: D Hill (Town Clerk)

F.22.084 To receive apologies

None.

F.22.085 To receive declarations of interest

None.

F.22.086 To receive dispensations

None.

F.22.087 To approve the Minutes of the Finance Committee meeting held on 5th January

2023

It was RESOLVED to approve the minutes of the Finance Committee meeting held on 5th January 2023. Proposed by Cllr Brennan, seconded by Cllr Danter.

F.22.088 Matters arising from the Minutes of 5th January 2023 – for information only

22.028 Debit card - Assistant Town Clerk to be issued with debit card and

internet access. Application forms being completed.

22.048 Add Cllr Bowman as signatory to Mayor's Charity account – to be

deferred until after the election in May 2023

22.060 Cost Centre for Tewkesbury Live – complete

Posh car boot sale – the Town Clerk confirmed that income received from this event was £403. Expenditure (staff costs) totalled £378 leaving £25 to be transferred to the Mayor's Charity account.

F.22.089 To receive correspondence relating to the Finance Committee

None.

F.22.090 Public Participation

None.

F.22.091 To review the budget report and earmarked reserves report

The budget report and earmarked reserves reports were reviewed. The Town Clerk reported that the Town Council had received £1,000 funding for Warm Spaces and £1,000 funding for Tewkesbury Live both through Tewkesbury Borough Council.

Action: Town Clerk to check correct accounting treatment for the £500 portion of the Warm Spaces funding that relates to a contribution towards heating costs.

F.22.092 To review the bank reconciliations and payments reports for December 2022

The bank reconciliations and payments reports were reviewed. It was noted that there was reporting error with the reconciliation for the 32-day notice account. **Action:** Town Clerk to raise with the Finance Officer and bring back to the next meeting.

F.22.093 To approve the payments list

None.

F.22.094 To receive an update from the Town Clerk in respect of the External Audit 2021/22

The Town Clerk reported that the auditor is awaiting an update on the future of the George Watson Memorial Hall and that a charity meeting will be held later in the month.

F.22.095 To receive an update from the Town Clerk on the bar audit for Q3 2022/23

The Town Clerk reported that the audit for Q3 has been undertaken but that the report is awaited. This item will be brought back to the next meeting.

F.22.096 To receive the report from the internal control checks for Q3 2022/23

Cllr Brookes reported that most issues that had been identified had been dealt with in the follow up meeting. Sample signatures are being compiled in the office to assist with the next check.

F.22.097 To agree to vire £4,000 from 500 Severn Ham Ancillary Management ro 110 Staffing

It was RESOLVED to vire £4,000. Proposed by Cllr J Raywood, seconded by Cllr Brookes. Cllr Sztymiak voted against this motion.

F.22.098 To consider and agree grant applications from outside bodies None.

There being no further business the meeting closed at 7.02pm

MINUTES

of the

Finance Committee meeting held on 2nd March 2023 at 6:00PM in the Town Hall, Tewkesbury

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

Sztymiak

In attendance: No clerk due to sickness.

F.22.099 To receive apologies

Cllr Aldridge.

F.22.100 To receive declarations of interest

None.

F.22.101 To receive dispensations

None.

F.22.102 To approve the Minutes of the Finance Committee meeting held on 2nd February

2023

It was RESOLVED to approve the minutes of the Finance Committee meeting held on

2nd February 2023. Proposed by Cllr Danter, seconded by Cllr J Raywood.

F.22.103 Matters arising from the Minutes of 2nd February 2023 – for information only

22.088 Cheque has been raised to go into Mayor's Charity account.

F.22.104 To receive correspondence relating to the Finance Committee

Email from resident concerning the absence of backing papers for this meeting ahead of the meeting datre - the aim is to publish reports 3 days before the finance

meeting. The finance meeting was early this month.

F.22.105 Public Participation

None.

F.22.106 To review the budget report and earmarked reserves report

Request for a note to Finance Committee when we get a grant showing breakdown

of expenditure.

Reviewed and noted.

18:30 - Mike Sztymiak left the meeting at this juncture.

F.22.107 To review the bank reconciliations for January 2023 and the 32-day notice account

for December 2022 and payments report for January 2023

The bank reconciliations and payments reports were reviewed. All the below

accounts were reconciled:

Business account - 31.1.23 £380,955.68

32 day notice account - 31.1.23 £112,606.66

Mayors Charity account - £6,437.50

	Payments report – total £48,434.70 between 01.01.23 and 31.01.23.
F.22.108	To approve the payments list It was RESOLVED to approve the payments list totalling £13,281.73. All in favour proposed by Cllr Brennan, seconded by Cllr Bowman. Action: Please give detail of what was paid for GK Engineering totalling £10,879.
F.22.109	To receive an update from the Town Clerk in respect of the External Audit 2021/22 Full council to approve the decision of the Watson Hall trustees. Deferred awaiting clarification.
F.22.110	To receive an update from the Town Clerk on the bar audit for Q3 2022/23 Query to bar auditor about the latest report and clarification of the figures.
F.22.111	To consider and agree grant applications from outside bodies None.
There being no	further business the meeting closed at 18:57.

32 day notice account – 31.12.22 - £112,468.50



MINUTES

of the

Environment & Amenities Committee meeting

Held at Tewkesbury Town Hall on 21st March 2023 at 6pm

Present: Cllrs S Raywood (Chair), P Aldridge, J Raywood, P Jones, M Sztymiak, K Powell

In attendance: J King (Assistant Town Clerk)

E&A 22/047 To receive apologies for absence

None received.

E&A 22/048 To record declarations of interest

None received.

E&A 22/049 To consider requests for dispensations

None received.

E&A 22/050 To approve the minutes of the meetings held on 3rd January 2023

It was RESOLVED to approve the minutes of the meetings held on 3rd January 2023.

Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

E&A 22/051 Matters arising from the minutes – for information only

19/036 Community right to bid — ongoing. Request resubmitted.

21/033 Arrival inspections – ongoing. New contractor found.

22/039 Ownership of land behind Gupshill bus shelter – ongoing.

22/044 Willow Tree at Derek Graham - pruning complete.

E&A 22/052 To receive correspondence relating to the Environment & Amenities Committee

Complaint has been received about the fence and tree pollarding at Derek Graham

Play Area.

E&A 22/053 Public Participation

There was no public participation.

E&A 22/054 To receive the committee budget report (including earmarked reserves)

The budget was received and reviewed.

E&A 22/055 To review the work programme and agree any actions

The work programme was reviewed and the following items were discussed:

- Swap boxes: Door issue in Prior's Park was due to the wind new clasp attached and no further issues reported.
- Ballast bin last coat of paint required, then new vinyl sticker to be ordered.



- CCTV signal issue tree has been pruned, short term issue resolved, but would still be useful to move camera to be able to monitor other end of the toilet block.
- Legal process to adopt the benches on Link Road and St Mary's Road has proved extremely complex. Tewkesbury Borough Council will instead refurbish these benches within the 2023/24 financial year.
- The four remaining benches in the Anglo-American Remembrance Garden have been refurbished. There were 13 planks that were rotten and needed replacing, the additional cost for these was £624 (each plank is £48). Costs for wood have doubled in the last six months.
 - It was RESOLVED to approve the additional cost of £624 to repair the benches. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.
- Vandalism issues at the toilet blocks and in the Anglo-American Remembrance Garden have been reported to the police. The police will be progressing these issues based on recent evidence.
- The water fountain at Spring Gardens will be funded from the High Street
 Heritage Action Zone funding. It must be installed and invoiced by the end of
 March. It has not been possible to do this with a timer, but it will be possible for
 it to be isolated from the inside overnight if required.

E&A 22/056 To receive updates on Play Areas and agree any actions

i. Derek Graham Memorial Park

Update provided on restoration works, satisfactory conclusion has not yet been reached and discussions are ongoing with Severn Trent.

Fence repair quotation has been received at a cost of £1788. It was RESOLVED to repair the fence at Derek Graham at a cost of £1788. Proposed by Cllr J Raywood, seconded by Cllr Jones.

ii. Mitton Play Area

No major issues currently. Purchase of petrol jet wash will allow mossy areas under the fence to be removed.

iii. Warwick Place Play Area

Chain links require replacing on carousel. Greenfields have been instructed to do this work as it was identified as part of annual play equipment inspection. This was the only medium risk item identified across the three play areas.

E&A 22/057 To agree a request for a grit bin on the corner of Walton Close / Brensham Road at a cost of £180

Following approval from GCC Highways for the location of the new grit bin, this request has come to the Committee to fund the purchase of the bin.



It was RESOLVED to purchase a grit bin for the corner of Walton Close / Brensham Road at a cost of £180.

Proposed by Cllr J Raywood, seconded by Cllr Powell.

E&A 22/058 To consider a request for a mixed waste bin near Manor Place as requested by Ubico at a cost of £200

It was RESOLVED to purchase a mixed waste bin to be located near Manor Place as requested by Ubico at a cost of £200.

Proposed by Cllr Sztymiak, seconded by Cllr Jones.

E&A 22/059 To agree the number of Play Ranger sessions for 2023/24

Play Ranger sessions are approx. £545 per session. Forward budget has £3500, earmarked reserves have £4105. Both summer and winter sessions have been well attended. Report for winter sessions was received.

This year the Council have funded seven sessions – four in the summer, one in autumn half term, one in February half term and one at Easter. Providing the same this year would cost £3815.

It was RESOLVED to run seven sessions of Play Rangers during 2023/24 at a cost of £3815. Proposed by Cllr Jones, seconded by Cllr Powell.

A discussion was had about location. Would like to split the locations in the summer between Derek Graham and the Vineyards. There is an issue with the provision of toilets at Derek Graham, as the Play Rangers have nowhere to go.

Action: Ask Boys Brigade if they could use there.

E&A 22/060 To agree the purchase and installation of a new noticeboard for Newtown up to a cost of £2000 in financial year 2023/24

It was RESOLVED to agree the purchase and installation of a new noticeboard for Newtown up to a cost of £2000 in financial year 2023/24 Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

It was noted that the access will be on the grass and that stepping stones may be required. Monitor the situation once installed.

E&A 22/061 To agree the earmarked reserves at the end of the financial year 2022/23

EMR324 to be renamed E&A Noticeboards & Swap Boxes

It was RESOLVED to approve the following earmarked reserves:

300 Play Parks - all to EMR 325 Playground Projects

4590 - Projects - £5,000

4610 - Maintenance Mitton - £1,040

4620 - Maintenance Warwick Place - £1,461



310 & 320 Spring Gardens and Gloucester Road Toilets

4450 Maintenance - £900 & £1,040 - transfer to EMR 333 Toilet block projects

310 Spring Gardens

4550 Water - £1,500 to new EMR 'E&A Toilet Block Utilities'

340 Outside Spaces

4750 - CCTV - £2,000 to new EMR 'E&A VAS Repairs'

4755 - Tree Maintenance - £500 towards fence damage at DG - Transfer to EMR 331

4765 – Emergency Plan - £750 for pea gravel for bins – Transfer to EMR 332

4780 - Bus Shelter - £1,882 for Odessa bus shelter - Transfer to EMR 335

4795 - Noticeboards - £261 to fund swap boxes - Transfer to EMR 324

Proposed by Cllr J Raywood, seconded by Cllr Jones.

E&A 22/062 To discuss and agree any steps regarding the Vehicle Activated Sign that requires repair

The costs for repairs are as follows:

£55 to ship and assess repairs. Maximum of £1,200 on repairs.

New signs cost between £3,000 and £3,400.

It was RESOLVED to approve the return and repair of the Vehicle Activated Sign. Proposed by Cllr Aldridge, seconded by Cllr Jones.

E&A 22/063 To agree the next steps for the swap boxes

Request has been made for a swap box at the Town Hall, Buildings & Moorings have approved, but it would need to be free standing. A location has also been agreed for the Stonehills box. No feedback on the land ownership in Mitton yet. Cllr Cody has offered to fund the Town Hall as a County Councillor.

Ledger code 340/4795 to be renamed Noticeboards & Swap Boxes

It was RESOLVED to approve the building of two swap boxes at a cost of £150 each for Stonehills and Mitton.

Proposed by Cllr J Raywood, seconded by Cllr Powell.

E&A 22/064 To consider and agree any actions regarding a suggestion from the Climate change working group to create bee friendly corridors in Tewkesbury

Idea was welcomed, but needs further development. It was noted that the process for creating a wildflower area requires the ground to be scarified and properly prepared in order to be the most successful. Potential areas include St Mary's Lane Mooring (refer to Buildings & Moorings) and the edges of Derek Graham (once fence repairs have been carried out).



Costs for wildflower seed are high (around £100-140 per kilo) and a suggestion was made that it may be available more cheaply through the RHS.

Action: Cllr J Raywood to investigate.

Action: Contact Tewkesbury in Bloom to find out what they are doing re: bee friendly planting and corridors.

E&A 22/065 To approve the payments list

It was RESOLVED to approve the payments list totalling £38,763.48 Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

The meeting closed at 19.16.

Next meeting: 4th July 2023 at 6pm. This has moved from the proposed date of 23rd May, as the committees will only be appointed on 22nd May.



MINUTES

of the

Severn Ham Committee meeting

Held at Town Hall, Tewkesbury on 16th March 2023 at 9.30am

Present: Cllrs P Aldridge (Chair), P Brookes, C Cody, Ms C Corsie, Mr M Cornwell-Kelly, Cllr

Danter, Cllr J Raywood, Mr Perry.

In attendance: J King (Assistant Town Clerk)

SH 22/063 To receive apologies for absence

Apologies were received from Cllr S Raywood.

SH 22/064 To record declarations of interest

Mr Cornwell-Kelly – Clerk to the Commoners

SH 22/065 To consider requests for dispensations

None received.

SH 22/066 To approve the Minutes of the meeting held on 19th January 2023

It was RESOLVED to approve the minutes of the meeting held on 19th January 2023.

Proposed by Cllr Brookes, seconded by Cllr Cody.

SH 22/067 Matters arising from the previous minutes – for information only

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

SH21/042 Mythe Nature Reserve adoption – ongoing, with GWT legal team

SH22/008 ST Legacy damage proposal - ongoing.

SH22/011 Dock management strategy – Natural England have confirmed that in principle a derogation would be given for using the Rootwave technology — ongoing

SH22/058 Restoring the rivers – monitoring locations given for the project -

complete

SH22/058 Eel Pass – monitoring data not yet available - ongoing

SH 22/068 Public Participation

There was no public participation.

SH 22/069 Correspondence

There was no correspondence.

SH 22/070 To receive an update from Severn Trent (ST) and agree any actions

A written report was received from Severn Trent.



The Committee discussed the proposed Rootwave solution for the docks, both on the restoration strip and on the legacy areas. It was felt that Severn Trent should be responsible for fixing this, as the prevalence of the docks is due to the leaks.

Request should be made to Severn Trent to purchase the Rootwave machine and generator and that there should be a mitigation for a number of years (5 was suggested to be able to see the impact) to get the issue under control. The issue is that this will be one of the biggest sites the technology has been trialled on. Therefore information about how much ground can be covered, how long it will take, how effective it will be is scarce, as well as requiring suitable weather conditions to get on the Ham. Issues regarding storage and access were also raised, including whether a joint facility with the Borough Council could be found to store commonly used equipment.

It was suggested that the docks are mapped, so that progress can be seen across the plots. (10, docks are primary plant -0, no docks)

Next steps are to formulate plan and costs as to how the work would be implemented and to check details and costs for depreciation of the machinery and servicing. To also investigate moving the equipment and safe storage.

It was RESOLVED that authority be delegated to the Assistant Town Clerk to investigate, build a plan and make a proposal to Severn Trent.

Proposed by Cllr Cody, seconded by Cllr J Raywood.

Committee members agreed that the legacy issues should be progressed. Caroline and Mike Cluley to talk about the current proposal and whether it is appropriate to disturb the ground further. It was suggested that a trial area might be the most effective way forward.

SH 22/071 To receive an update from the Environment Agency and to agree any actions

Paul Herickx from the Environment Agency provided the update.

The monitoring equipment is not yet in place as there have been issues on other sites regarding vandalism and they want to ensure that the equipment when installed is safe and secure. Overall the EA are happy with the construction of the pass, there are a few small adjustments to make to the entrance to stop the reeds getting in, but these are minor. Paul is working with the Catchment Co-ordinator on further environment improvements in the vicinity.

The first walk to assess the reinstated strip will take place on w/c 8th May. It was looking a little bit patchy, but this is to be expected.

SH 22/072 To receive an update from Caroline Corsie, Environmental Advisor and to agree any actions

Ms Corsie provided the following update:

• Litter pickers are out on the Ham and doing a great job.



- The first curlew have been heard and have been on the site for just over a week, the flooding can unfortunately confuse them. There are 10-12 pairs of skylark who are also back on the site.
- The current flooding quite clearly shows the points where the water sites and the areas in the north east corner that have the lower phosphate levels as they don't flood all the time.

It was RESOLVED to approve £2000 plus spreading costs for green hay this year. Green hay to come from Coombe Hill / Kym Jackson.

Proposed by Cllr J Raywood, seconded by Cllr Brookes.

Visit to Kym Jackson's at Coombe Hill to be arranged in the Spring to see what another floodplain meadow looks like in full flower.

Initial monitoring on the restoration strips indicates that they are coming back well, despite the current wet and cold and the progress is in the right direction.

Without cattle on site for the last two years, the scrub land on the edge of the Ham has not been impacted as it should have been, next step would be to procure a scrub survey and management plan.

It was RESOLVED to earmark £3900 from 500/4850 Commoners' Grazing Compensation to procure a scrub survey and start the required scrub works. Proposed by Cllr Aldridge, seconded by Cllr Cody.

SH 22/073 To receive an update from the Assistant Town Clerk and agree any actions including

- HLS Extension and Natural England five year extension to the HLS has been granted and permission given by Natural England. Just waiting on official notification.
- ii. Signage for the Severn Ham Suggestions for the signs to request that walkers do not use the lower Ham were discussed. Alternative route maps to be placed in the noticeboards and on Facebook.
- iii. Water monitoring equipment will be installed by Severn Trent south of the Swilgate joining the Avon.
- iv. Severn Ham volunteer group Nine individuals are helping with the curlew monitoring.

SH 22/074 To consider and accept a quote for the refurbishment of the bund

The committee received the two quotes that had been received for the refurbishment of the bund. A number of other companies had been approached but only two responded with a quotation. It was suggested that GEDA be approached to quote for the work.



The quote requests were as follows:

- To refurbish the main path, bridge to bridge estimated at 437m and based on a 1200mm path width. Clear off overgrown grass edges, import and spread with self-binding gravel, heavy rolled to consolidate gravel to improve the existing stone path.
- 2. Second shorter path running from Healing's Mill to the first bridge, estimated at 67m and 1200mm width, spec as 1.

First quote – £9,985 + VAT Second quote - £19,026 + VAT

It was RESOLVED to accept the first quotation, unless a third quotation could be obtained and was cheaper.

Proposed by Cllr Cody, seconded by Cllr J Raywood.

SH 22/075 To consider a request for the reinstatement of a mooring on the Severn Ham

The committee discussed the request for the reinstatement of a mooring on the Severn Ham. Concerns were raised in terms of the additional footfall, noise and light pollution and the impact on the wildlife and flora and fauna. It was noted that any reinstatement would require assent from Natural England and it would have to be proved that this was to the benefit of the Severn Ham as a Site of Special Scientific Interest. Committee members expressed concern that this could endanger the Higher-Level Stewardship on the site.

It was RESOLVED to decline the request to reinstate the mooring on the Severn Ham. Proposed by Cllr Brookes, seconded by Cllr Cody. Cllr Danter abstained.

A Councillor suggested that the boat owners contact the owners of Healings Mill, to see if a new mooring could be incorporated into the development plans.

SH 22/076 To receive the committee budget report and earmarked reserve report

The reports were received. The Assistant Town Clerk advised that of the £4000 additional income received under reinstatement compensation, £3300 was due to Carver Knowles and had been paid to the Town Council in error.

SH 22/077 To agree the earmarked reserves at the end of the financial year 2022/23 It was RESOLVED to earmark the following reserves:

To rename EMR 346 from SH Carver Knowles to SH Footpath Repairs

To earmark the following items and move to EMR 346 500/1620 Hay Auction £3500 (additional income not allocated)



 500/4450
 Maintenance
 £1500

 500/4860
 Volunteers
 £1500

 500/4890
 Carver Knowles
 £2388

To earmark £2500 from 500/4870 Weeding to EMR 343 SH Weeding. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

SH 22/078 To consider and recommend a format for the future of the Severn Ham Committee

The future format of the committee was discussed.

It was RESOLVED that the Environment Agency should be offered the one vacant seat left by Jan Lucas.

Proposed by Cllr Cody, seconded by Cllr Aldridge.

Paul Herickx advised that this would likely be filled by Karen Andrew who is the Severn Vale Catchment Co-ordinator. She is also the Eelscape lead for the Environment Agency.

It was suggested that as the Friends of the Severn Ham Group develops, it may be appropriate for there to be a representative from the group on the Committee.

The meeting closed at 10.55am

Next meeting: Monday 26th June 2023 at 9.30am

Tewkesbury Town Council

13:47

Month No: 11

Summary Income & Expenditure by Budget Heading February 2023

Committee Repo	rt
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		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<u>Finance</u>							
120 Finance	Income	330,805	459,860	419,979	(39,881)		
	Expenditure	46,932	69,308	67,839	(1,469)		(1,469)
	Net Income over Expenditure	283,873	390,552	352,140	(38,412)		
	plus Transfer from EMR	600	3,378				
	Movement to/(from) Gen Reserve	284,473	403,822				
130 Mayor's Ch	narity Income	4,408	3,721	0	(3,721)		
	Expenditure	2,100	500	0	(500)		(500)
	Movement to/(from) Gen Reserve	2,308	3,221				
140 Tewkesbu	y Live Income	0	1,039	0	(1,039)		
	Finance Income	335,213	464,620	419,979	(44,641)		
	Expenditure	49,032	69,808	67,839	(1,969)	0	(1,969)
	Net Income over Expenditure	286,181	394,812				
	plus Transfer from EMR	600	3,378				
	less Transfer to EMR	0	-9,892				
	Movement to/(from) Gen Reserve	286,781	408,083				
B II II - 2 - 2							
Building & Mod							
200 Moorings	Income	6,385	6,337	5,722	(615)		(40.272)
	Income Expenditure	7,113	22,695	12,323	(10,372)		(10,372)
	Income Expenditure Net Income over Expenditure	7,113	22,695 (16,358)	•	, ,		(10,372)
	Income Expenditure Net Income over Expenditure plus Transfer from EMR	7,113 (728)	22,695 (16,358) 335	12,323	(10,372)		(10,372)
	Income Expenditure Net Income over Expenditure	7,113	22,695 (16,358)	12,323	(10,372)		(10,372)
	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income	7,113 (728) 0 (728) 8,250	22,695 (16,358) 335 (16,023)	(6,601)	9,757		
200 Moorings	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income Expenditure	7,113 (728) 0 (728) 8,250 55,743	22,695 (16,358) 335 (16,023) 0 21,345	12,323 (6,601) 0 40,300	9,757 0 18,955		(10,372) 18,955
200 Moorings	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income Expenditure Net Income over Expenditure	7,113 (728) 0 (728) 8,250 55,743 (47,493)	22,695 (16,358) 335 (16,023) 0 21,345 (21,345)	(6,601)	9,757		
200 Moorings	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income Expenditure Net Income over Expenditure plus Transfer from EMR	7,113 (728) 0 (728) 8,250 55,743 (47,493) 29,990	22,695 (16,358) 335 (16,023) 0 21,345 (21,345) 6,788	12,323 (6,601) 0 40,300	9,757 0 18,955		
200 Moorings	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income Expenditure Net Income over Expenditure	7,113 (728) 0 (728) 8,250 55,743 (47,493)	22,695 (16,358) 335 (16,023) 0 21,345 (21,345)	12,323 (6,601) 0 40,300	9,757 0 18,955		
200 Moorings	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Income	7,113 (728) 0 (728) 8,250 55,743 (47,493) 29,990 (17,503)	22,695 (16,358) 335 (16,023) 0 21,345 (21,345) 6,788 (14,557)	12,323 (6,601) 0 40,300 (40,300)	(10,372) 9,757 0 18,955 (18,955)		18,955
200 Moorings 210 64 Barton	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Income Expenditure	7,113 (728) 0 (728) 8,250 55,743 (47,493) 29,990 (17,503) 14,487 21,984	22,695 (16,358) 335 (16,023) 0 21,345 (21,345) 6,788 (14,557) 17,301 25,440	12,323 (6,601) 0 40,300 (40,300)	(10,372) 9,757 0 18,955 (18,955)		
200 Moorings 210 64 Barton 2	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Income Expenditure Movement to/(from) Gen Reserve	7,113 (728) 0 (728) 8,250 55,743 (47,493) 29,990 (17,503) 14,487 21,984 (7,497)	22,695 (16,358) 335 (16,023) 0 21,345 (21,345) 6,788 (14,557)	12,323 (6,601) 0 40,300 (40,300)	(10,372) 9,757 0 18,955 (18,955)		18,955
200 Moorings 210 64 Barton	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Income Expenditure Movement to/(from) Gen Reserve Movement to/(from) Gen Reserve	7,113 (728) 0 (728) 8,250 55,743 (47,493) 29,990 (17,503) 14,487 21,984 (7,497)	22,695 (16,358) 335 (16,023) 0 21,345 (21,345) 6,788 (14,557) 17,301 25,440 (8,139) 0	12,323 (6,601) 0 40,300 (40,300) 20,104 40,978	(10,372) 9,757 0 18,955 (18,955) 2,803 15,538		18,955 15,538
200 Moorings 210 64 Barton 2	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Income Expenditure Movement to/(from) Gen Reserve with the street of the str	7,113 (728) 0 (728) 8,250 55,743 (47,493) 29,990 (17,503) 14,487 21,984 (7,497) 54 700	22,695 (16,358) 335 (16,023) 0 21,345 (21,345) 6,788 (14,557) 17,301 25,440 (8,139) 0 22	12,323 (6,601) 0 40,300 (40,300) 20,104 40,978	(10,372) 9,757 0 18,955 (18,955) 2,803 15,538		18,955
200 Moorings 210 64 Barton 2	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Income Expenditure Movement to/(from) Gen Reserve Movement to/(from) Gen Reserve	7,113 (728) 0 (728) 8,250 55,743 (47,493) 29,990 (17,503) 14,487 21,984 (7,497)	22,695 (16,358) 335 (16,023) 0 21,345 (21,345) 6,788 (14,557) 17,301 25,440 (8,139) 0	12,323 (6,601) 0 40,300 (40,300) 20,104 40,978	(10,372) 9,757 0 18,955 (18,955) 2,803 15,538		18,955 15,538
200 Moorings 210 64 Barton 2	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Income Expenditure Movement to/(from) Gen Reserve orial Income Expenditure Movement to/(from) Gen Reserve orial Income Expenditure Movement to/(from) Gen Reserve	7,113 (728) 0 (728) 8,250 55,743 (47,493) 29,990 (17,503) 14,487 21,984 (7,497) 54 700 (646)	22,695 (16,358) 335 (16,023) 0 21,345 (21,345) 6,788 (14,557) 17,301 25,440 (8,139) 0 22 (22)	12,323 (6,601) 0 40,300 (40,300) 20,104 40,978 0 1,040	(10,372) 9,757 0 18,955 (18,955) 2,803 15,538 0 1,018		18,955
200 Moorings 210 64 Barton 2	Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Street Income Expenditure Net Income over Expenditure plus Transfer from EMR Movement to/(from) Gen Reserve Income Expenditure Movement to/(from) Gen Reserve with the street of the str	7,113 (728) 0 (728) 8,250 55,743 (47,493) 29,990 (17,503) 14,487 21,984 (7,497) 54 700	22,695 (16,358) 335 (16,023) 0 21,345 (21,345) 6,788 (14,557) 17,301 25,440 (8,139) 0 22	12,323 (6,601) 0 40,300 (40,300) 20,104 40,978	(10,372) 9,757 0 18,955 (18,955) 2,803 15,538	0	15,538

Tewkesbury Town Council

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Summary Income & Expenditure by Budget Heading February 2023

Month No: 11

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
plus Transfer from E	MR 29,990	7,123				
Movement to/(from) Gen Res	erve (26,373)	(38,740)				
Environment & Amenities						
300 Play Parks Inco	•		0	0		
Expendit			11,243	9,317		9,317
Net Income over Expendi			(11,243)	(9,317)		
plus Transfer from E	MR 640	0				
Movement to/(from) Gen Res	erve (3,808)	(1,926)				
310 Spring Gardens Expendit	ure 12,985	17,546	13,969	(3,577)		(3,577)
plus Transfer from E	MR 6,394	5,834				
Movement to/(from) Gen Res	erve (6,591)	(11,712)				
320 Gloucester Road Expendit	ure (173)	2,924	3,313	389		389
plus Transfer from E						
Movement to/(from) Gen Res	erve 173	(2,924)				
330 Cleaning & Consumables Expendit	ure 3,569	3,697	5,410	1,713		1,713
340 Outside Spaces Expendit			25,115	11,804		11,804
plus Transfer from E			20,110	11,001		11,001
Movement to/(from) Gen Res						
			_			
700 Memorial Benches Inco			0	(368) (630)		(630)
Movement to/(from) Gen Res			ŭ	(000)		(000)
, , , , , , , , , , , , , , , , , , , ,	(172)	(202)				
Environment & Amenities Inco	me 1,336	368		(368)		_
Expendi			59,050	19,018	0	19,018
Net Income over Expendi	ture (40,026)	(39,664)				
plus Transfer from E	MR 16,647	5,834				
Movement to/(from) Gen Res	erve (23,379)	(33,830)				
Planning						
400 Planning Expendit	ure 1,799	0	1,500	1,500		1,500
plus Transfer from E	·		1,000	1,000		1,000
Movement to/(from) Gen Res						
ovolitorit to/(itorit) dell'ives	(000)					
Planning Inco	 ome 0					
Expendi			1,500	1,500	0	1,500
Net Income over Expendi			, -	, -		•
plus Transfer from E	MR 1,194	0				

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Tewkesbury Town Council

Summary Income & Expenditure by Budget Heading February 2023

Month No: 11

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
	Movement to/(from) Gen Reserve	(605)	0				
Severn Ham							
500 Severn Ham	Income Expenditure	43,299 14,204	43,708 14,628	35,828 31,226	(7,880) 16,598		16,598
	Net Income over Expenditure	29,095	29,080	4,602	(24,478)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	24,095	29,080				
	Severn Ham Income	43,299	43,708	35,828	(7,880)		
	Expenditure	14,204	14,628	31,226	16,598	0	16,598
	Net Income over Expenditure	29,095	29,080	227,377	(110,988)		
	plus Transfer from EMR	0	0				
	less Transfer to EMR	5,000	0				
	Movement to/(from) Gen Reserve	24,095	29,080				
Watson Hall							
600 Watson Hall	Income	65,236	70,302	80,108	9,806		
	Expenditure	68,777	86,440	86,709	269		269
	Net Income over Expenditure -	(3,541)	(16,138)	(6,601)	9,537		
	plus Transfer from EMR	475	3,402				
	Movement to/(from) Gen Reserve	(3,066)	(12,736)				
	Watson Hall Income	65,236	70,302	80,108	9,806		
	Expenditure	68,777	86,440	86,709	269	0	269
	Net Income over Expenditure	(3,541)	(16,138)				
	plus Transfer from EMR	475	3,402				
	Movement to/(from) Gen Reserve	(3,066)	(12,736)				
<u>Staffing</u>							
110 Staffing	Income	969	0	0	0		
	Expenditure	189,670	192,786	220,776	27,990		27,990
	Movement to/(from) Gen Reserve	(188,701)	(192,786)				
	Staffing Income	969					
	Expenditure	189,670	192,786	220,776	27,990	0	27,990
	Movement to/(from) Gen Reserve	(188,701)	(192,786)				

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Tewkesbury Town Council

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Summary Income & Expenditure by Budget Heading February 2023

Month No: 11

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Grand Totals:- Income	475,229	602,637	561,741	(40,896)		
Expenditure	450,382	473,196	561,741	88,545	0	88,545
Net Income over Expenditure	24,846	129,440	0	(129,440)		
plus Transfer from EMR	48,906	19,737				
less Transfer to EMR	5,000	-9,892				
Movement to/(from) Gen Reserve	68,752	159,070				

03/05/2023

Month No: 12

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Tewkesbury Town Council

Summary Income & Expenditure by Budget Heading March 2023

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Finance							
120 Finance	Income Expenditure	330,805 46,932	460,026 77,764	419,979 67,839	(40,047) (9,925)		(9,925)
	Net Income over Expenditure	283,873	382,262	352,140	(30,122)		
	plus Transfer from EMR	600	3,378				
	Movement to/(from) Gen Reserve	284,473	395,533				
130 Mayor's Charity	Income Expenditure	4,408 2,100	4,683 2,759	0 0	(4,683) (2,759)		(2,759)
	Movement to/(from) Gen Reserve	2,308	1,924				
140 Tewkesbury Liv	re Income Expenditure	0 0	(17,345) 921	0 0	17,345 (921)		(921)
	Movement to/(from) Gen Reserve	0	(18,266)				
	Finance Income Expenditure	335,213 49,032	447,364 81,443	419,979 67,839	(27,385) (13,604)	0	(13,604)
	Net Income over Expenditure	286,181	365,920	07,039	(13,004)	O	(13,004)
	-						
	plus Transfer from EMR less Transfer to EMR	600	3,378 -9,892				
	_						
	Movement to/(from) Gen Reserve	286,781	379,191				
Building & Mooring	<u>js</u>						
200 Moorings	Income	6,385	(28,248)	5,722	33,970		
J	Expenditure	7,113	43,870	12,323	(31,547)		(31,547)
	Net Income over Expenditure	(728)	(72,118)	(6,601)	65,517		
	plus Transfer from EMR	0	335				
	Movement to/(from) Gen Reserve	(728)	(71,783)				
210 64 Barton Stree	et Income	8,250	0	0	0		
	Expenditure	55,743	21,675	40,300	18,625		18,625
	Net Income over Expenditure	(47,493)	(21,675)	(40,300)	(18,625)		
	plus Transfer from EMR	29,990	6,788				
	Movement to/(from) Gen Reserve	(17,503)	(14,887)				
220 Town Hall	Income	14,487	9,639	20,104	10,465		
	Expenditure	21,984	29,316	40,978	11,662		11,662
	Movement to/(from) Gen Reserve	(7,497)	(19,677)				
230 War Memorial	Income	54	0	0	0		1.010
	Expenditure Movement to//from) Con Poscove	700	22	1,040	1,018		1,018
	Movement to/(from) Gen Reserve	(646)	(22)				

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Tewkesbury Town Council

Summary Income & Expenditure by Budget Heading March 2023

Month No: 12

			Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
		Building & Moorings Income	29,176	(18,609)	25,826	44,435		
		Expenditure	85,539	94,884	94,641	(243)	0	(243)
Net Income over Expenditure		(56,363)	(113,492)					
		plus Transfer from EMR	29,990	7,123				
		Movement to/(from) Gen Reserve	(26,373)	(106,369)				
Envir	onment & Am	enities_						
300	Play Parks	Income	1,134	0	0	0		
	Š	Expenditure	5,582	(1,204)	11,243	12,447		12,447
		Net Income over Expenditure	(4,448)	1,204	(11,243)	(12,447)		
		plus Transfer from EMR	640	0				
		Movement to/(from) Gen Reserve	(3,808)	1,204				
310	Spring Gardens	Expenditure	12,985	18,926	13,969	(4,957)		(4,957)
		plus Transfer from EMR	6,394	5,834				
		Movement to/(from) Gen Reserve	(6,591)	(13,092)				
320	Gloucester Roa	d Expenditure	(173)	3,160	3,313	153		153
		plus Transfer from EMR	0	0				
		Movement to/(from) Gen Reserve	173	(3,160)				
330	Cleaning & Con	nsumables Expenditure	3,569	3,912	5,410	1,498		1,498
340	Outside Spaces	Expenditure	19,024	20,619	25,115	4,496		4,496
		plus Transfer from EMR	9,613	0				
		Movement to/(from) Gen Reserve	(9,411)	(20,619)				
700	Memorial Bench		202	368	0	(368)		
		Expenditure -	374	2,209	0	(2,209)		(2,209)
		Movement to/(from) Gen Reserve	(172)	(1,841)				
		Environment & Amenities Income	1,336	368	0	(368)		
		Expenditure	41,362	47,621	59,050	11,429	0	11,429
		Net Income over Expenditure	(40,026)	(47,253)				
		plus Transfer from EMR	16,647	5,834				
		Movement to/(from) Gen Reserve	(23,379)	(41,419)				
Plann	ing							
	Planning	Expenditure	1,799	0	1,500	1,500		1,500
100		plus Transfer from EMR	1,194	0	.,000	1,000		.,500
		Movement to/(from) Gen Reserve	(605)	0				
		, , , , , , , , , , , , , , , , , , ,						

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Tewkesbury Town Council

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Summary Income & Expenditure by Budget Heading March 2023

Month No: 12

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
	Planning Income	0	0	0	0		
	Expenditure -	1,799	0	1,500	1,500	0	1,500
	Net Income over Expenditure	(1,799)	0				
	plus Transfer from EMR	1,194	0				
	Movement to/(from) Gen Reserve	(605)	0				
Severn Ham							
500 Severn Ham	Income	43,299	43,708	35,828	(7,880)		
	Expenditure	14,204	16,471	31,226	14,755		14,755
	Net Income over Expenditure	29,095	27,236	4,602	(22,634)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	24,095	27,236				
	Severn Ham Income	43,299	43,708	35,828	(7,880)		
	Expenditure	14,204	16,471	31,226	14,755	0	14,755
	Net Income over Expenditure	29,095	27,236	227,377	(5,035)		
	plus Transfer from EMR	0	0		_		
	less Transfer to EMR	5,000	0				
	Movement to/(from) Gen Reserve	24,095	27,236				
Watson Hall							
600 Watson Hall	Income	65,236	79,387	80,108	721		
	Expenditure	68,777	102,781	86,709	(16,072)		(16,072)
	Net Income over Expenditure	(3,541)	(23,395)	(6,601)	16,794		
	plus Transfer from EMR	475	3,402				
	Movement to/(from) Gen Reserve	(3,066)	(19,993)				
	- Watson Hall Income	65,236	79,387	80,108	721		
	Expenditure	68,777	102,781	86,709	(16,072)	0	(16,072)
	Net Income over Expenditure	(3,541)	(23,395)				
	plus Transfer from EMR	475	3,402				
	Movement to/(from) Gen Reserve	(3,066)	(19,993)				

Staffing

03/05/2023

Month No: 12

Tewkesbury Town Council

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Summary Income & Expenditure by Budget Heading March 2023

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	
110 Staffing	Income	969	0	0	0			
	Expenditure	189,670	215,595	220,776	5,181		5,181	
	Movement to/(from) Gen Reserve	(188,701)	(215,595)					
	Staffing Income	969	0	0	0			
	Expenditure	189,670	215,595	220,776	5,181	0	5,181	
	Movement to/(from) Gen Reserve	(188,701)	(215,595)					
	Grand Totals:- Income	475,229	552,218	561,741	9,523			
	Expenditure	450,382	558,796	561,741	2,945	0	2,945	
	Net Income over Expenditure	24,846	(6,578)	0	6,578			
	plus Transfer from EMR	48,906	19,737					
	less Transfer to EMR	5,000	-9,892					
	Movement to/(from) Gen Reserve	68,752	23,051					
	-							

Tewkesbury Town Council Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR B&M 64 BS Maintenance	6,709.00	13,555.00	20,264.00
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	EMR B&M Moorings Maintenance	335.00	-335.00	0.00
324	EMR E&A Noticeboards	1,447.00	261.00	1,708.00
325	EMR E&A Playground Projects	12,604.00	7,501.00	20,105.00
326	EMR E&A Youth	4,105.00		4,105.00
327	EMR FIN Asset Management Proj	3,821.00	-3,821.00	0.00
328	EMR B&M War Memorial	5,857.73	1,018.00	6,875.73
329	EMR SH Severn Ham	6,140.00		6,140.00
330	EMR E&A CCTV	2,500.00		2,500.00
331	EMR E&A Tree Maintenance	5,150.00	500.00	5,650.00
332	EMR E&A Street Furniture	2,300.00	750.00	3,050.00
333	EMR E&A Toilet Block Project	7,902.00	-4,794.00	3,108.00
334	EMR E&A Gloucester Road Maint.	0.00		0.00
335	EMR E&A Bus Shelters	2,640.00		2,640.00
336	EMR FIN Regalia	0.00		0.00
337	EMR FIN Website	2,160.00		2,160.00
338	EMR FIN Professional	0.00	5,237.00	5,237.00
339	EMR FIN Legal	9,087.00	5,000.00	14,087.00
340	EMR FIN Elections	4,000.00	.,	4,000.00
341	EMR FIN Tourism & Marketing	1,474.00		1,474.00
342	EMR FIN Newsletter	1,500.00		1,500.00
343	EMR SH Weeding	7,500.00	2,500.00	10,000.00
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	8,688.00	10,738.00
347	EMR PLA Comm. & Display	1,306.00	.,	1,306.00
348	EMR PLA Outreach Sessions	271.00	-271.00	0.00
349	EMR B&M Moorings Projects	6,363.00		6,363.00
350	EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351	EMR B&M Moorings St Mary's Rd	2,433.00		2,433.00
352	EMR FIN Insurance	1,556.00	-1,556.00	0.00
353	EMR FIN Shop Windows Project	3,290.02	-3,290.02	0.00
354	EMR B&M TH Maintenance	9,761.00	368.00	10,129.00
355	EMR B&M WH Projects	10,040.00	9,279.00	19,319.00
356	EMR B&M WH Bar Equipment	1,619.00	295.00	1,914.00
357	EMR B&M 64 BS Projects	0.00	11,219.00	11,219.00
358	EMR SH Mythe Nature Reserve	5,000.00	,2.,,	5,000.00
359	EMR PLA Community Devel Planni	1,000.00	1,500.00	2,500.00
360	EMR B&M TH Projects	12,100.00	14,527.00	26,627.00
361	EMR FIN Community Grants	1,822.00	-1,200.00	622.00
362	EMR FIN Tewkes Live Music Fest	9,892.50	-9,892.50	0.00
363	EMR B&M WH Maintenance	3,402.00	-3,095.00	307.00
364	EMR B&M 64 BS Fundraising Proj	6,788.00	-6,068.00	720.00
365	EMR FIN Events and Services	0.00	482.00	482.00
366	EMR B&M TH Equipment	0.00	870.00	870.00
367	EMR E&A Toilet Block Utilities	0.00	1,429.00	1,429.00
368	EMR E&A VAS Repairs	0.00	1,655.00	1,655.00
369	·	0.00	2,087.00	2,087.00
307	LIVIN STA Hallilling	0.00	2,007.00	2,007.00

03/05/2023 13:45	Tewkesbury Town Council Earmarked Reserves		Page 2
Account	Opening Balance	Net Transfers	Closing Balance

222,744.48

54,398.48

277,142.96

Time: 14:00

Tewkesbury Town Council

Lloyds - Business Account

List of Payments made between 01/02/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
01/02/2023	Tesco Mobile	DD	22.98	Mobile Phones
01/02/2023	IMEX	Std Ord	57.60	Till Maintenace
03/02/2023	Opus Gas Supply Limited	DD9	313.07	Gas bill Town hall
08/02/2023	Inty Limited	DD8	100.80	IT
08/02/2023		FPO	25.00	Jacket
08/02/2023	Rebecca Blockley	FPO	13.99	Expenses
08/02/2023	ABComplete Ltd	1	108.00	Pest Control Dec22-Feb23
08/02/2023	Countrywide Grounds Maintenanc	2	227.59	Grass Cutting
08/02/2023	Fleet Graphics Tewkesbury Ltd	3	382.00	Winter Newsletter printing
08/02/2023	GK Engineering, Building & Mar	4	6,790.00	Moornings repairs
08/02/2023	GCC LGPS Salaries	5	180.00	Pre-app visit to WH for weddin
08/02/2023	Haywards Tewkesbury Ltd	6	283.22	Jan invoices 2023
08/02/2023	Machine Mart Limited	7	340.79	Power washer
08/02/2023	Proactive Business Supplies Lt	8	362.88	Stationary/etc
09/02/2023	Bulb Energy - Gloucester Rd To	DD4	65.08	Energy Glos rd
09/02/2023	Bulb Energy - Watson Hall	DD5	1,567.24	Energy Watson Hall
09/02/2023	Bulb Energy - Town Hall	DD6	300.38	Energy Town hall
09/02/2023	Bulb Energy - Spring Gardens T	DD7	269.22	Energy Spring Gardens
13/02/2023	Waterplus (Town Hall - 0385036	DD1	107.23	Water - Town hall
13/02/2023	Waterplus (Toilet Block - 0513	DD2	91.96	Water usuage
13/02/2023	Waterplus (Trough B. Avon - 08	DD3	6.76	Water trough
14/02/2023	GAB	Std Ord	5,666.66	Contractor costs
15/02/2023	GK Engineering, Building & Mar	FPO	6,642.00	TTC70 Priors Ct railings work
16/02/2023	Smith's (Gloucester) Limited	DD	34.80	waste and recycling WH
20/02/2023	Charlton Networks	DD1	166.92	IT
20/02/2023	Staff Salaries	BP	7,882.67	Office Net Wages Feb P11
20/02/2023	Staff Salaries	BP	695.42	Bar net Wages Feb P11
21/02/2023	Waterplus (PC Spring Gdns 0	DD2	111.78	Water Spring Gardens
21/02/2023	Gloucester County Council	FPO	1,972.75	Pensions Jan P10
21/02/2023	HMRC	FPO	2,369.13	Tax/Ni Jan P10
22/02/2023	Waterplus (Watson Hall Bar- 03	DD4	60.36	Water WH Bar
23/02/2023	Digital Telecom Ltd	204800	51.00	Watson Hall phones
23/02/2023	Digital Telecom Ltd	204801	77.40	TH phones
24/02/2023	NEST	DD	187.01	Pensions Feb P11
24/02/2023	KB Heating	FPO 1	590.00	Zone valves for heating
26/02/2023	Siemens	DD	741.25	Photocopier lease
28/02/2023	Lloyds	PAY	44.14	Service Charges
28/02/2023	Diversity Business Services Lt	5061	165.00	HR retainer
28/02/2023	Opus Gas Supply Limited	DD	346.67	WH Gas

Total Payments

Date: 03/05/2023

Time: 14:01

Tewkesbury Town Council

Lloyds - Business Account

List of Payments made between 01/03/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
01/03/2023	Cellar Supplies Cheltenham Ltd	DD	64.85	Credit Note for returned stock
01/03/2023	IMEX	Std Ord	57.60	Till Maintenace
01/03/2023	Tesco Mobile	DD	22.98	Mobile Phones
03/03/2023	Opus Gas Supply Limited	DD2	420.49	Gas Town hall
06/03/2023	Countrywide Grounds Maintenanc	1	227.59	Grass cutting
06/03/2023	Dormakaba	2	504.00	Maintenance contract
06/03/2023	GK Engineering, Building & Mar	3	4,237.00	Moorings repairs/hand rails
06/03/2023	Glos Playing fields Associatio	4	100.00	Annual renewal
06/03/2023	Gloucester Brewery	5	50.22	Bar Stock
06/03/2023	Herefordshire Fire Protection	6	309.72	Extinguister service/TH
06/03/2023	Hy-Clean Supplies Limited	7	341.59	cleaning supplies - TH
06/03/2023	Locksmiths Gloucester	8	90.00	Deadbolt stuck
06/03/2023	PAYROLLS UK LTD	9	69.60	Office payroll processing
06/03/2023	The Photo Studio (Tewkesbury)	10	17.00	Cllr photo
06/03/2023	Stroud Brewery Ltd	11	103.01	Bar Stock
08/03/2023	Cellar Supplies Cheltenham Ltd	DD2	248.78	Bar stock
08/03/2023	Inty Limited	DD3	100.80	IT
09/03/2023	Bulb Energy - Watson Hall	DD4	1,567.24	March WH Electricity
09/03/2023	Bulb Energy - Town Hall	DD5	300.38	March Town Hall Electricity
09/03/2023	Bulb Energy - Spring Gardens T	DD6	269.22	March Sprg Grdn Electricity
09/03/2023	Bulb Energy - Gloucester Rd To	DD7	65.08	March Glos RD electric
09/03/2023	Petty Cash	002485	100.00	Transfer into Petty Cash
14/03/2023	GAB	Std Ord	5,666.66	Contractor costs
14/03/2023	Waterplus (Trough B. Avon - 08	DD8	6.75	Water trough
14/03/2023	Waterplus (Toilet Block - 0513	DD9	91.96	Water use Gls Rd
14/03/2023	Waterplus (Town Hall - 0385036	DD10	107.24	Water Use Town Hall
14/03/2023	Gloucester County Council	FPO	1,972.75	Pensions Feb P11
14/03/2023	HMRC	FPO	2,227.33	Tax/Ni Feb P11
14/03/2023	Peppermill Interiors	FPO	3,180.00	Bar chairs x 50
14/03/2023	Lente Designs Ltd / Armourdog	FPO 2	80.34	Tablet case and mount
14/03/2023	Securitas Security Services (U	FPO 3	244.22	Fobs and Battery maint
15/03/2023	Smith's (Gloucester) Limited	DD	34.80	Rcycling. WH
16/03/2023	GK Engineering, Building & Mar	FPO 4	3,500.00	Railings work at St. Mary's Rd
16/03/2023	Bantang Music	FPO 5	325.00	African Drumming Deposit TL
16/03/2023	LK Flooring Cheltenham Limited	FPO 6	1,250.27	Supply/fit ramp
20/03/2023	Staff Salaries	BP	7,882.27	Office Net Wages March P12
20/03/2023	Staff Salaries	BP	884.25	Bar Net Wages March P12
20/03/2023	Charlton Networks	DD	166.94	FEB IT
20/03/2023	Broxap Ltd	FPO	10,504.80	Rail Posts
20/03/2023	Watkins & Powis (Pipeline Merh	FPO 1	3,401.20	Hand Railings
21/03/2023	Waterplus (PC Spring Gdns 0	DD	98.66	March Water Spr Gar
22/03/2023	4Luk Lrd	1	192.70	Pump Equipment maint
22/03/2023	Securitas Security Services (U	2	660.00	Refit of contacts to new doors
22/03/2023	Carver Knowles Property Consul	3	3,019.20	Eel Pass
22/03/2023	Caroline Corsie	4	1,250.00	Severn Ham
22/03/2023	Dormakaba	5	4,342.86	Supply and fit ne fire exit do
22/03/2023	Gloucester Asbestos Ltd	6	222.00	Asbestos sampling - Museum

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Tewkesbury Town Council

Lloyds - Business Account

Time: 14:01

List of Payments made between 01/03/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid Authorized Ref	Transaction Detail
22/03/2023	Arthur J. Gallagher Insurance	7	84.00	Insurance for Mace. Civic serv
22/03/2023	Gloucester Brewery	8	171.60	Bar Stock
22/03/2023	Green Lofts and Ladders	9	425.00	Ladder supply and fit for WH
22/03/2023	Haywards Tewkesbury Ltd	10	152.46	Assorted Feb 2023
22/03/2023	Hy-Clean Supplies Limited	11	258.34	Credit Note
22/03/2023	Kitch and Kaboodle	12	400.00	50% deposit for Tewkes Live23
22/03/2023	Laithwaites Wine Gloucester Sh	13	81.36	Bar Stock
22/03/2023	Severn Seating	14	1,579.00	Bench Restoration American Gar
22/03/2023	Stroud Brewery Ltd	15	260.92	Bar Stock
22/03/2023	Tewkesbury Borough Council	16	58.70	Insurance recharge - Arrival
22/03/2023	The Music Man	17	200.00	Tewkesbury Live 2023
22/03/2023	Waterplus (Watson Hall Bar- 03	DD 1	47.12	March WH Bar Water
22/03/2023	Cellar Supplies Cheltenham Ltd	DD	351.02	Bar Stock
24/03/2023	NEST	DD	187.01	Pensions March P12
24/03/2023	Digital Telecom Ltd	DD	51.00	Watson hall phones
24/03/2023	Digital Telecom Ltd	DD 1	77.40	Town Hall phones
28/03/2023	Opus Gas Supply Limited	DD 2	309.56	WH Gas
28/03/2023	Lloyds	PAY	21.51	service charges
28/03/2023	Diversity Business Services Lt	DD	165.00	HR retainer - March
28/03/2023	GK Engineering, Building & Mar	FPO	1,850.00	Fencing/gates- Moorings
28/03/2023	Tewkesbury Borough Council	CHEQUE	208.00	002487 - Garden Waste stickers
29/03/2023	Cellar Supplies Cheltenham Ltd	DD1	924.52	Bar Stock
31/03/2023	Lloyds - Mayor's Charity A/C	002486	25.00	Transfer into Mayors charity
31/03/2023	Waterplus (Watson Hall - 03850	on account	42.45	Water WH

Total Payments

68,510.32

TEWKESBURY TOWN COUNCIL SCHEDULE OF MEETINGS 2023/24

C	i							Yea	Year/Month	ith					
Day	Time	Meeting				2023	23						2024		
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	Мау
	9.30am	Severn Ham		26 th			18 th			18 th			18 th		
	6:00pm	Annual Assembly												8 _{th}	
Monday	6:00pm	Full Council	15 th 22 nd	12 th	10 th		11 th		13 th		15 th		11 th		13 th 20 th
	6:00pm	Finance		5 th	3rd		4 th		e _{th}		8th	5 th	4 th	29 th	
<u>.</u>	6:00pm	Environment & Amenities			4 th			10 th			2 nd		26 th		
ıuesaay	6.00pm	Buildings & Moorings	30 th		25 th			24 th		12 th			5 th		28 th
-	4:00pm	Staffing		7 th						e _{th}					
wednesday	7:00pm	Planning	3 rd 17 th 31 st	14 th 28 th	12 th 26 th	9 th 23 rd	6 th	4 th	1 st 15 th 29 th	13 th	3 rd 17 th 31 st	14 th 28 th	13 th 27 th	10 th 24 th	8 th 22 nd

TEWKESBURY TOWN COUNCIL Constitution of Committees Adopted on 3rd June 2019

Introduction

The Town Council appoints committees and determines their terms of reference and constitution. Sub-committees (Task and Finish or Working Groups) may be appointed either by Full Council or a committee. The appointing body determines the terms of reference and constitution.

Any function of the Council, with the sole exception of setting the precept, may be delegated to a committee, sub-committee or employee but not to any one Councillor. Town Council remains responsible for any function it delegates to a committee, sub-committee or employee. Last review: May 2022 Date of next review: May 2023

Committees & Delegations

Powers and Responsibilities	Delegated authority in respect of all finance matters with the exception of setting the precept.	To prepare a budget in consultation with the Chairs of all spending committees, and others as appropriate. To recommend the budget and precept to full Council no later than the January Council meeting. To prepare a three-year rolling strategic policy. To authorise any expenditure already budgeted for. To approve small grants (up to £1,000) not included in the budget. To refer grants over £1,000 to Full Council for consideration. To appoint internal control checkers from Councillors. To ensure regular internal control checks are made in accordance with legislation. To appoint the independent Internal Auditor. To appoint the assets register is updated annually at the time of renewal of insurance. To ensure Council's assets and other risks are adequately insured. To seek and approve quotations for works and contracts. To ensure Financial Regulations, Risk Assessment and internal controls are reviewed annually.	Report all committee and working group decisions to Full Council via minutes.
Duties	To oversee the management of all financial matters (including Risk	requirements are met.	
Quorum	2		
Membership	Mayor (Chair), Deputy Mayor &	committees x four	
Committee	Finance Committee		

Planning Committee	Mayor & Deputy Mayor are ex- officio. In addition, up to two	ဇ	To consider and respond to planning applications, highways schemes and consultations from Government, County and	Delegated authority in respect of all planning and highways matters with the exception of major planning applications or schemes with significant infrastructure implications.
	permanent ad-noc members.		Borougn/District Councils.	To respond to all planning applications. To respond to consultations. To refer major plans to Town Council. If required, to furnish Finance Committee with a budget for the following year by 31st October. To authorise any expenditure included in the budget. Any expenditure associated with income received from CIL shall be referred to the Finance Committee. To monitor CIL income. Report all decisions to Full Council via minutes.
Environment & Amenities Committee	Mayor & Deputy Mayor are ex- officio.	4	To oversee the management of the play areas, public conveniences, youth provision, street furniture and	Delegated authority in respect of all matters relating to the play areas, public conveniences, street furniture, youth provision, public services, CCTV, and infrastructure (excluding moorings).
			· - - - -	To ensure all facilities are fit for purpose. To ensure all legal requirements are fulfilled in respect of Health & Safety, insurance, public and employee liability. To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget. To make recommendations to full Council for all capital expenditure. To prepare and regularly monitor an Emergency Plan. To furnish Finance Committee with a budget for the following year by October 31st. Report all committee and working group decisions to Full Council via minutes.
Severn Ham	Councillors +	3	To oversee the management of the	Delegated authority in respect of all matters relating to the Ham.
D.				To review the Higher Level Stewardship scheme. Deliver five year rolling improvement programme Manage grant income To ensure facilities are fit for purpose. To ensure all legal requirements are fulfilled in respect of Health & Safety, insurance, public and employee liability, commoners and related Acts of Parliament. To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget. To make recommendations to Full Council for all capital expenditure. To furnish Finance Committee with a budget for the following year by October 31st.

Report all decisions to Full Council via minutes. Delegated authority in respect of all matters relating to the five assets/properties.	To ensure all properties are fit for purpose. To ensure all legal requirements are fulfilled in respect of Health & Safety, insurance, public and employee liability. To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget. To review, no later than October annually, hire rates. To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.	Delegated authority in respect of all matters relating to the moorings.	To ensure all facilities are fit for purpose. To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget. To make recommendations to full Council for all capital expenditure. To consider and attempt to resolve issues arising from disputes. To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.	Report all committee and working group decisions to Full Council via minutes.	Delegated authority in respect of all matters relating to staffing.	All personnel matters and appraisals relating to all members of staff, including:	Issues relating to sickness, discipline, grievance and capability. Salaries, appraisals, staffing cover, staffing reviews and professional development. To keep an overview of the Code of Conduct and Councillor's compliance. Setting up Hearings Panels or Appeals Panels when necessary. Decisions to be taken in accordance with legislation, HR advice where required and in line with Council's Policies. To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.
To oversee the management of the following:	a) Town Hall b) Watson Hall c) Town Museum d) The Cross e) The Saffron Road site	To oversee the management of the moorings and to deal with issues			To oversee staffing matters.		
4					3		
Mayor & Deputy Mayor are ex-					5 Deputy Mayor	Cepaty mayor (Chair), Mayor is ex-officio	
Buildings and Moorings	Committee				Staffing		



TEWKESBURY TOWN COUNCIL

COMMUNITY SPEED WATCH CAMERA OPERATING POLICY

(AUTOMATED NUMBER PLATE RECOGNITION (ANPR) CAMERA SYSTEM DATA)

Adopted at Full Council on

- 1. Tewkesbury Town Council is installing ANPR cameras around the parish in 2023. The locations of these have been approved by Gloucestershire County Council.
- 2. Data from these may be reviewed by the Clerk / Councillors and anonymous statistics may be reported to Full Council as required.
- 3. Data is collected to assess the speeds in the parish and to assist in maintaining them at the legal speed limit of 40mph or 30mph in place.
- 4. Data will be reported to all meetings of working groups, Committees and the Parish Council in an anonymous format, with no naming or publishing of number plates in the public domain.
- 5. Anonymous statistical data can be published in the Tewkesbury Town Council newsletter or website, with the intention of raising awareness and educating the community on the speed levels within the parish.
- 6. The ANPR is administered by the Town Council Officers. All users and the administrators will not use the data they have access to for personal gain or misuse. Any misuse by users will result in them being removed from the system.
- 7. Gloucestershire Police will have access to the ANPR system. We will be providing vehicle registration data to Gloucestershire Police on an intelligence supply basis therefore no information sharing agreement is needed (as advised in writing by Robert Vestey, Gloucestershire Police, letter ref: RV/jms/Community Speed Watch, dated 11/11/22).
- 8. Data will be shared with the police on excessive and regular speeding vehicles. The Police will act on the information within their legal powers.
- 9. Tewkesbury Town Council will share the data of the most excessive speeders to the Police by reporting the data collected vehicle number plates, date of incident and recorded speed. Dangerous and excessive speeding will be targeted although all speeding will be periodically reviewed.
- 10. This policy is written to sit alongside the Community Speed Watch camera operating Data Protection Impact Assessment and the Parish Council's policies and procedures.

Additional information for Full Council - May 2023

Item 19

General Power of Competence

Adopting the General Power of Competence (GPC) means that a Council does not need to ask whether they have a specific power to act for each individual decision that it makes.

It is a power of first resort and gives eligible councils 'the power to do anything that individuals generally may do' as long as they don't break other laws.

There are criteria to be met in order to adopt this power - 2/3rds of your Council must be elected and your Clerk must hold CiLCA (Certificate in Local Council Administration) and Tewkesbury Town Council satisfies both of these.

For more information visit: https://www.slcc.co.uk/qualifications/gpc/

Item 23

Grant applications received from:

Tewkesbury in Bloom - £2000 requested

Manor Players - £1000 requested

Tewkesbury Medieval Festival - £2000 requested

Item 26 - Current wording in Financial Regulations

- 4. Budgetary control and authority to spend
- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £10,000;
- a duly delegated committee of the council for items over £1,500;
- 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 subcommittee, for booking events at the Watson Hall up to £5,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.