



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 12th June 2023 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
6th June 2023

1. To receive apologies for absence
2. To receive declarations of interest
3. To consider requests for dispensation
4. To receive written questions from members of the public
5. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
6. To note the Mayor's announcements
7. To approve the minutes of the meeting held on 15th May 2023
8. To note the following Committee Minutes: Buildings & Moorings – 5th April 2023, Planning – 4th & 19th April 2023, Finance – 11th & 27th April 2023
9. Matters arising from the minutes – for information only
10. To receive the finance reports for April 2023 and earmarked reserves report
11. To receive the payments report for April 2023
12. To receive the financial reports and bank reconciliations for the Town Council for the year ending 31st March 2023
13. To approve the Balance Sheet and Income & Expenditure Account for 31st March 2023
14. To consider and approve the Annual Governance Statement 2022-23

15. To consider and approve the Accounting Statements 2022-23
16. To consider and agree grant applications from outside bodies
17. To approve the Town Council's Community Engagement Policy
18. To receive and approve the proposed response to planning application W/23/00682/OUT Land East Of Bredon Road Off Tewkesbury Road Bredons Hardwick - Outline application for phased residential development capable of being severed for approximately up to 500 dwellings (C3 Use Class) including means of access (two vehicular access points from the B4080 and a pedestrian/cycle access from Derwent Drive) and associated infrastructure and landscaping including provision of formal and informal open space and drainage attenuation basins, with all matters reserved except for access
19. To note the date of the GAPTC AGM (22nd July at 10.30am) and the call for resolutions
20. Review of representation on or work with external bodies and arrangements for reporting back
21. To receive a recommendation from the internal control checkers for councillors to carry out a check of a sample of council assets and reconcile back to the asset register
22. Review of the Council's and / or staff subscriptions to other bodies
23. Review of the Council's complaints procedure
24. Review of the Council's policy for dealing with the press / media
25. To note the reports from Tewkesbury Borough Council & Gloucestershire County Council
26. Correspondence

The next Full Council meeting will be
10th July 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 15th May 2023 at 6.00pm

Present: Cllrs S Raywood (Chair), J Baddams, H Bowman, P Brookes, C Cody, C Danter, M Dimond-Brown, P Jones, R Langdon, K Moran, J Raywood, C Robertson, M Sztymiak, V Smith.

In attendance: D Hill (Town Clerk), J King (Assistant Town Clerk) and 5 members of the public.

23/24 - 1 Election of the Town Mayor

It was RESOLVED that Cllr Danter be Town Mayor for the year 2023/24.
Proposed by Cllr J Raywood, seconded by Cllr S Raywood.

23/24 - 2 Election of the Deputy Town Mayor

It was RESOLVED that Cllr Jones be Deputy Town Mayor for the year 2023/24.
Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

23/24 - 3 To receive apologies for absence

Apologies received from Cllr Hayes (personal)

Cllr Langdon left the meeting.

23/24 - 4 To receive declarations of interest

Cllrs Sztymiak & Cody – Tewkesbury Borough Councillors
Cllrs Cody & Smith – Gloucestershire County Councillors

23/24 - 5 To consider requests for dispensation

None required.

23/24 - 6 To consider the application for co-option to Tewkesbury Town Council and to receive a short presentation from the applicant

Emma Ash was co-opted to Tewkesbury Town Council.

23/24 - 7 To receive written questions from members of the public

There were no written questions.

23/24 - 8 Public Participation

A member of the public asked about neighbourhood development plans and the fact that Tewkesbury had not gone beyond making a registration. They stated that it gives better control of any Community Infrastructure Levy. They believe that there is no other priority planning substitute for a neighbourhood plan. They wished to receive confirmation as to whether the Tewkesbury Town Regeneration Partnership is no longer in existence. They feel that the new council could do with some ambition setting formalised into a neighbourhood plan or something very like it and asked, will they do so?

A Councillor responded that yes the parish had registered as a neighbourhood planning area in 2014. Some work was done, but a decision was made to prioritise the Strategic Development Plan over a neighbourhood plan. It has to be special

planning policies. The CIL amount for the Town has been £0. So even if you received 10% more, it would still be £0. In addition, the Levelling Up and Regeneration Bill which is currently in the Lords for consideration, will abolish CIL. The Council's strategic plan does need updating, but the historic environment is already protected under other bills.

Another Councillor responded that we do need to have accountable priorities. Targets need to be set and this needs to be communicated to the people of Tewkesbury. The actions that we are able to take will come down to cost and some won't be affordable. An Neighbourhood Development Plan is a way of engaging with the community, it requires a referendum to adopt and is a way of improving local democracy. However, it takes time, the current NDP the councillor is involved with has taken four years.

The Town Clerk advised that she is attending strategic review training and will then bring the strategic plan back to the council for review and to shape the strategic vision for the next four years.

Another member of the public spoke. They advised that they had seen in the minutes that there was a response to their previous questions raised but didn't think it had been answered properly. They asked if Councillors were aware that the payments to GK Engineering totalled £23,000 in January and March and were they aware of the potential conflict of interest and did they believe it was being properly managed? They also stated that GK Engineering was not on the retained contractors list. The individual said that they believed that officer declarations should be made to all councillors rather than on a selected basis. On a separate matter they said that payments lists were often not provided to members of the public in meetings, and it would be good if they could have a copy.

23/24 - 9 To note the Mayor's Announcements

The Mayor thanked Cllr S Raywood for his service as Mayor over the past year.

Mayor Making will take place on Monday 22nd May at 6pm in the Watson Hall. For All councillors are requested to attend and arrive by 5.30pm.

As all councillors are ex-officio trustees of the Severn Ham Commoners, they are invited to attend the Commons Trustees Annual Meeting on 25th May 2023 at 7.30pm in the back room at the Berkeley Arms.

23/24 - 10 To approve the minutes of the meetings held on 13th March 2023

It was RESOLVED to approve the minutes of the meeting held on 13th March 2023. Proposed by Cllr J Raywood, seconded by Cllr Cody.

23/24 - 11 To note the following Committee Minutes – Buildings & Moorings – 7th February & 28th March 2023, Planning – 8th & 22nd February, 8th & 22nd March 2023, Finance – 2nd February & 2nd March 2023, Environment & Amenities – 21st March 2023, Severn Ham – 16th March 2023.

The above minutes were noted.

23/24 - 12

Matters arising from the minutes

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 – ongoing.

22/23-177 **Written questions** – Town Clerk to respond to question re: policies for officer conduct - complete

22/23-183 **Budget figures** – anomaly on the Severn Ham income over expenditure.

This was a Rialtas anomaly which we have been unable to replicate again – complete

22/23-183 **Payments list queries** - Countrywide figure – was this a duplicate

payment? No, one invoice was for December and the other for January – complete.

Payments state ‘Purchase ledger DDR payment’ – why does it say this? The payment is made to Waterplus and is for a Direct Debit payment. The description will be updated in future to read ‘ Water Direct Debit’ – complete.

23/24 - 13

To receive the finance reports for February & March 2023 and earmarked reserves report

The reports were received.

The Town Clerk gave an update, the March report is the end of the financial year.

Things that look a bit different as anything in committed expenditure was accrued at the end of the financial year.

High Street Heritage Action Zone work for the Back of Avon Wall, Town Hall façade and railings on St Mary’s Lane and Prior’s Court were all accounted for in the 2022/23 financial year. £50,000 was paid out by the Town Council to cover some of this work, but the grants will be received in the 2023/24 financial year (some of which has already been received). This makes a difference to how the reserves appear at year end. The Town Clerk will provide a report to the next finance committee and Full Council on the impact of this on the end of year accounts.

A new cost centre has been set up for Tewkesbury Live (140) to ensure that all income and expenditure is clearly visible.

The earmarked reserve report shows the position at year end, please note that it is a net position, but all of the earmarked reserves identified at year end in committees have been actioned.

£85,000 has been transferred from the general account to the 32 day notice account to take advantage of the preferential interest rate.

23/24 - 14

To receive the payments report for February & March 2023

The reports were received.

A Councillor asked about GK Engineering and whether anyone has an interest in the company. The Mayor responded that there is only one member of staff that has an interest and that they do not deal with them directly. Any moorings work goes through the chair of Buildings & Moorings and the ballast bin went through Environment & Amenities.

23/24 - 15

To approve the payment of the annual stipend to the Town Crier and the Mayor’s allowance

It was resolved to approve the payment of the annual stipend to the Town Crier of £1000 and the Mayor’s allowance of £1500.

Proposed by Cllr Sztymiak, seconded by Cllr S Raywood.

23/24 - 16 To note the meeting schedule to 2023/24

The meeting schedule was noted.

A question was raised regarding sufficient time between the Finance Committee meeting and Full Council meeting in January regarding details for setting the precept.

[Post meeting note: Finance Committee meetings have been moved to Mondays to ensure sufficient time to circulate documents before Full Council meetings.](#)

23/24 - 17 To agree the committee membership and terms of reference for 2023/24

It was RESOLVED to agree the committee membership as follows (Committee Chair is shown in bold):

Environment & Amenities

Cllrs **S Raywood**, J Raywood, M Sztymiak, J Baddams & C Danter.

Planning

Cllrs **J Raywood**, P Jones, A Hayes, M Dimond-Brown, S Raywood
Mr R Maggs & Mr R Carey

Buildings & Moorings

Cllrs **C Danter**, H Bowman, S Raywood, R Langdon, C Robertson, K Moran

Severn Ham

Cllrs **P Brookes**, C Danter, C Cody, J Raywood, J Baddams, E Ash
Mr Cornwell-Kelly, Ms K Andrew & Mr T Perry

Staffing

Cllrs **P Jones**, J Raywood, H Bowman, C Robertson, M Sztymiak

Finance

Cllrs **C Danter**, S Raywood, M Sztymiak, H Bowman, P Brookes, K Moran, J Raywood,
P Jones

Proposed by Cllr S Raywood, seconded by Cllr Bowman.

Cllr Smith left the meeting.

There were no changes to the terms of reference for 2023/24 subject to item 26.
Proposed by Cllr Cody, seconded by Cllr J Raywood.

23/24 - 18 To agree the signatories for the Town Council's bank account and the Mayor's Charity Account

It was RESOLVED that the signatories for the bank accounts would be as follows:

Main bank account and 32 day notice account – Cllrs Danter, S Raywood, Smith,
Sztymiak, Bowman, Brookes & Ash

Mayor's Charity Account – Cllrs Bowman, Jones & Danter

Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

- 23/24 - 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**
It was RESOLVED to adopt the General Power of Competence.
Proposed by Cllr S Raywood, seconded by Cllr Cody.
- Action:** Clarification requested on how often the GPC has to be renewed and whether this was done last year.
- 23/24 - 20** **To agree the internal control checkers for 2023/24**
It was RESOLVED that the internal control checkers for 2023/24 will be Cllrs Brookes & Cllr Sztymiak.
Proposed by Cllr Cody, seconded by Cllr Bowman.
- 23/24 - 21** **To approve the community speed watch camera operating policy.**
Cllr Cody declared an interest as she is the County Councillor sponsoring this scheme.
- There will be one camera and two Vehicle Activation Signs (VAS). There are six locations for the VAS and they will rotate between them. The locations are approved by Gloucestershire Highways.
- If VAS / cameras are required in Newtown, they will have to be sponsored by Cllr Smith and the same process undertaken in terms of the speed watch data.
- The Town Clerk will add the VAS and camera to the insurance and to the asset register, as they belong to the Town Council.
- It was RESOLVED to approve the community speed watch camera operating policy.
Proposed by Cllr Brookes, seconded by Cllr Robertson.
- 23/24 - 22** **To review and agree a new copier contract**
Cllrs reviewed the three copier quotations and the Town Clerk recommended Panacea.
- It was RESOLVED to award the contract to Panacea for five years.
Proposed by Cllr Brookes, seconded by Cllr J Raywood.
- 23/24 - 23** **To consider and agree grant applications from outside bodies**
Deferred to the next meeting.
- 23/24 - 24** **To approve the payments list**
There was no payments list.
- 23/24 - 25** **Correspondence**
Letter of thanks from Tewkesbury Museum for the donation the Mayor's Charity Fund have made to them.
- 23/24 - 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'**

Deferred to a future meeting.

Cllr Sztymiak left the meeting.

- 23/24 - 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)**
None undertaken by Tewkesbury Town Council.
- 23/24 - 28** **Review of representation on or work with external bodies and arrangements for reporting back**
Deferred to a future meeting.
- 23/24 - 29** **Review of inventory of land and assets including buildings and office equipment**
(online system adopted, now covered in automated year end process)
The inventory is checked by the internal control checkers.
Delegated to internal control checkers and finance committee.
- 23/24 - 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)**
The Town Clerk confirmed that the policy is in place for all insured risks and is due for renewal in July 2023. Currently insured with Hiscox. Renewal will go the finance committee for review.
- 23/24 - 31** **Review of the Council's and / or staff subscriptions to other bodies**
Deferred to a future meeting.
- 23/24 - 32** **Review of the Council's complaints procedure**
Deferred to a future meeting.
- 23/24 - 33** **Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**
Deferred to a future meeting.
- 23/24 - 34** **Review of the Council's policy for dealing with the press / media**
Deferred to a future meeting.
- 23/24 - 35** **Review of the Council's employment policies and procedures**
Overseen by the Staffing Committee.

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

Signature of Chairman upon approval of the minutes 12th June 2023.

MINUTES
of the
Buildings & Moorings Committee meeting held on 5th April 2023 at 6.00pm in the Town Hall, Tewkesbury

Present: Cllrs C Danter (Chair), P Jones, S Raywood, H Bowman, R Langdon

In attendance: D Hill (Town Clerk)

B&M.22.132 Receive apologies for absence

None.

B&M.22.133 Receive declarations of interest

None.

B&M.22.134 Receive dispensations

None.

B&M.22.135 Approve the minutes of the Buildings & Moorings Committee meetings held on 7th February & 28th March 2023

It was RESOLVED to approve the minutes of the meeting held on 7th February. Proposed by Cllr Raywood, seconded by Cllr Jones.

It was RESOLVED to approve the minutes of the meeting held on 28th March. Proposed by Cllr Raywood, seconded by Cllr Bowman.

B&M.22.136 Matters arising from the minutes – for information only

20.127 Repairs to window at 64 Barton Street – ongoing will be picked up with forthcoming work

20.143 – Back of Avon wall - work underway through HAZ fund

22.048 – Assess Town Hall basement storage -ongoing

Replacement tree - to be planted to tie in with Coronation of King Charles III. Date agreed as 1st May at 10.30am. Back to Town Hall for refreshments.

Lease to ANT – ongoing

Town Hall heating improvements – work has started and completion schedule to be chased up by Town Clerk

Watson Hall Loft access - work complete

22.114 Replacement of stage fire exit door – complete

22.115 Mooring structure at Priors Court - Town Council wrote to property owners. Owner has responded. Town Council will ask railings contractor to remove the structure once the new railings have been installed if it has not been removed. Town Clerk to advise property owner.

22.116 Parking on St. Mary's Road – photo required of parking problem for submitting to Highways

22.130 Watson Hall replacement flooring - no additional expenditure anticipated

B&M.22.137 Receive correspondence relating to the Buildings & Moorings Committee

An email has been received concerning the condition of the moorings at the Back of Avon. It was noted that repairs have been made and there is ongoing monitoring of this area and also the committee will be considering later in this meeting proposed new works to the mooring. **Action:** moorings documentation to ensure wording is relevant concerning responsibility for boats and will be added to the agenda for the next meeting.

An email has been received concerning accessibility to Lloyds Bank and the Town Hall. It was noted that planning permission sought by Lloyds Bank has not yet decided, but they are open to looking at an alternative scheme. **Action:** to be added to the agenda for the next meeting.

B&M.22.138 Public Participation

A member of the public report that there is still a problem regarding parking on double yellow lines on St Mary's Road. When this is noted it needs to be reported to Highways.

A member of the public advised that the Civic Society is chasing enforcement along the riverside. They also commented on the state of the jetty moorings. The committee Chair advised that this will be picked up in working group. May be able to bring in volunteers to help.

B&M.22.139 Approve payments to be made

It was RESOLVED to approve payments of £11,722.24. Proposed by Cllr Bowman, seconded by Cllr Jones.

B&M.22.140 Review the budget report

The Town Clerk reported that whilst moorings income is ahead of budget, there is a large overspend attributable to the recent emergency repair work on the Back of Avon moorings. The Town Hall is slightly short of budget as expected as it was a stretch budget whereas the Watson Hall is well ahead of budget. The remaining in respect of the doors and floors project is to be claimed from Tewkesbury Borough Council. New bar chairs have been ordered and will be delivered in the next week or so.

B&M.22.141 To agree the earmarked reserves at the end of the financial year 2022/23

It was RESOLVED to earmark remaining budgets as follows:

210 64 Barton Street, 4450 maintenance £13,600 to EMR 320, 4500 projects £11,219 to EMR 357 and 4505 fundraising £820 to EMR 364. Proposed by Cllr Raywood, seconded by Cllr Danter

220 Town Hall, 4590 projects £14,527 to EMR 360, 4960 £1,032 to new EMR reserve, 4450 maintenance £368 to EMR 354. Proposed by Cllr Jones, seconded by Cllr Bowman

230 War Memorial – 4450 maintenance £1,018 to EMR 328. Proposed by Cllr Danter, seconded by Cllr Jones

600 Watson Hall – 4590 projects £9,279 to EMR 355, 4450 maintenance £532 to new EMR and 4913 bar equipment to EMR 356. Proposed by Cllr Raywood, seconded by Cllr Danter

B&M.22.142 Receive an update from the Town Clerk on High Street Heritage Action Zone grant funded works

The Town Clerk reported that work was well underway on the Town Hall façade, the Back of Avon wall and installation of new railings at Priors Court and St. Mary's Road. **Action:** Town Clerk to clarify whether Architect fees and Structural Engineer site visit fees will be paid by Tewkesbury Borough Council.

B&M.22.143 Consider a request from a berthholder in respect of mooring fee charge

The committee considered a request from a mooring holder for a refund of mooring fees relating to January and February 2023 and a proposal for a new process for paying mooring fees. The committee refused the request for the refund and going forwards there will be no retainer fee but instead a 6 months contract available if no other boat has already taken the mooring, or 12 months on payment of the full mooring fee.

B&M.22.144 Agree registration of un-registered moorings and the town slipway

It was RESOLVED to register the sections adjacent to the existing mooring at St Mary's Road both sides, the section adjacent to the car park at St Mary's Lane and the town slipway. Proposed by Cllr Bowman, seconded by Cllr Langdon.

B&M.22.145 Agree works to the Back of Avon moorings as follows:

- i. Relocate mooring pole and weld into new position - Agreed**
 - ii. Installation of cleats/mooring rings where there are gaps in the poles and erection of signage - Agreed**
 - iii. This part of the moorings to be used for short term moorings and to agree mooring charge - Agreed, and £5 for 24 hours**
 - iv. Collection of short term mooring charge - Agreed, cash only. Look into card options. Will be collected by river trip operator at no charge due to shed in garden (see 22.146 below.**
 - v. Installation of a lift up hand rail at boat trip entry and exit point – Agreed up to £500 expenditure. Any additional cost to be referred back to committee. Proposed by Cllr Bowman, seconded by Cllr Langdon.**
- Action:** Cllr Danter/office to liaise with contractor

The meeting was extended by 15 minutes

B&M.22.146 Consider a request for a temporary portalo at the Back of Avon on the concrete section to be obscured by a trellis fence panel and a storage shed in the Town Hall garden

The requests were agreed. The portalo is to be moved on to the concrete section and shielded by a section of trellis and check that planning permission is not required. The shed size to be a permissible size in terms of planning permission not to be required.

B&M.22.147 Agree installation of loft insulation at the Watson Hall

It was RESOLVED to agree the installation of loft insulation at a cost of £1,850.
Proposed by Cllr Danter, seconded by Cllr Raywood.

B&M.22.148 Agree a new maintenance and monitoring contract for the intruder and fire alarm at the Town Hall

It was RESOLVED to proceed with A&E Fire and Security Limited at an annual cost of £632.50 to also include annual maintenance of the emergency lighting and annual basic servicing of the fire extinguishers. There will be a one-off cost of £95.
Proposed by Cllr Bowman, seconded by Cllr Jones.

B&M.22.149 Agree to appoint Spa Security as out of hours key holder for the Town Hall, Watson Hall and 64 Barton Street

It was RESOLVED to appoint Spa Security at a cost of £2 per day with an annual fee of £365. Any call outs to be charged at £50 for the first hour and £17 per hour thereafter. Proposed by Cllr Danter, seconded by Cllr Langdon.

There being no further business, the meeting closed 20:15

Signature of Chairman upon approval of the minutes



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Tuesday 4th April 2023

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

The meeting commenced at 7.34pm

MINUTES

P.22/23.367 Welcome.

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

P.22/23.368 To receive apologies for absence

None

P.22/23.369 To receive declarations of interest

None

P.22/23.370 To receive and consider requests for dispensations

None

P.22/23.371 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.22/23.372 To approve the minutes of the Planning Committee meeting held on 22nd March 2023

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

P.22/23.373 To receive updates on matters arising from the minutes – for information only

None

P.22/23.374 To note correspondence

None

P.22/23.375 Removal/demolition of the current lean-to and for the installation of a single-storey extension to the rear elevation.

Planning Application

2 Fletchers Alley Tewkesbury Gloucestershire GL20 5QD

Ref. No: 23/00052/FUL

Observations:

No objection

P.22/23.376 To agree the wording of a letter to Hitchins regarding the absence of Tewkesbury from the publicity literature for the proposed designer outlet

Agreed. Final text is appended to these minutes.

Cllr. Hayes left the meeting at 7.50pm.

P.22/23.378 To note any additional applications on the Planning Portal which will expire before Wednesday 19th April 2023 and agree further actions

None

P.22/23.379 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 closed at 8.00pm

Chairman's signature

19th April 2023

Appendix 1 – content of letter to be sent to Ribert Hitchins Ltd, with a copy to be sent to the resident who raised this issue with the Town Clerk.

Proposed designer outlet development just off the A46 and to the east of M5 Junction 9

Members of Tewkesbury Town Council's Planning Committee have recently received a letter of concern from a resident regarding the content of publicity material for the above-named development. We have therefore looked at it ourselves and find that we agree with our correspondent.

While your online publicity material looks very beguiling, we are very disappointed to note that Tewkesbury is conspicuous in its absence from your web pages, particularly as we believe we have raised this matter before, as a statutory consultee in a planning application.

We believe that both Tewkesbury and your designer outlet have much to gain from their proximity to each other, but only if potential customers are aware. For shoppers who wish to take in some culture as well on their day out, we have Tewkesbury Abbey, two museums, a visitor centre, the Old Baptist Chapel and a wealth of fascinating old buildings. We are non-plussed that you would direct visitors to both Gloucester Cathedral and Worcester Cathedral in your publicity, but not to Tewkesbury Abbey. For those who wish to walk off the calories after a substantial lunch at your outlet, we have our network of picturesque alleys, acres of parkland, the Severn Ham and two nature reserves. For those who want to make a weekend of their outing, we have two entertainment venues, at the Watson Hall and the Roses Theatre, as well as classical concerts at the Abbey and the Old Baptist Chapel, plus a range of hotels and holiday accommodation to suit a wide range of budgets, all within the context of our pretty little town. People need to know that having travelled perhaps quite a distance to your outlet, there are plenty of other things for them to do without having to travel further.

We wonder whether or not your expectation is that visitors to your outlet will travel exclusively by car. If that is so, we think you may be missing out on the opportunity to engage with customers who prefer to use public transport. There is a network of public bus services in the area and there is also a railway station close by. We would like to know if you anticipate the re-routing of bus services to stop at your outlet and whether you will be considering a shuttle bus to and from the railway station. We also wonder what provision you intend to make for visitors who make the journey using active travel methods, ie. cycling and walking.

While Tewkesbury and your outlet have the potential to gain from their proximity to each other, that very proximity could also be to the detriment of Tewkesbury. Visitors to your site will be relying on our infrastructure – our roads, our drainage systems, our waste-water management system and possibly our local Minor Injuries and Illnesses Unit, which are already working at close to capacity. These facilities are available for your development to tap-into, precisely because the town of Tewkesbury exists. We are sure you did not intend to snub the town, however, we feel that it would be beneficial to your businesses and visitors to let them know about the gem that lies just a little further down the road which could make their visit complete. We would like to extend an invitation to your management to visit the main attractions Tewkesbury has to offer and we would be pleased to give you a tour.



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 19th April 2023

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

In attendance: None

MINUTES

P.22/23.380 Welcome.

The chairman opened the meeting at 7.33pm by welcoming all present.

P.22/23.381 To receive apologies for absence

Cllr S Raywood – likely to be late, due to work commitments

Cllr A Hayes - prior engagement

Post-meeting, an apology (which had been sent in advance) was also received from Mr Maggs.

P.22/23.382 To receive declarations of interest

None

P.22/23.383 To receive and consider requests for dispensations

None

P.22/23.384 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.22/23.385 To approve the minutes of the Planning Committee meeting held on 4th April 2023

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

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

P.22/23.386 To receive updates on matters arising from the minutes – for information only

None, that are not covered elsewhere on this agenda.

Cllr S Raywood arrived in the meeting early during the next item, at 7.40pm.

P.22/23.387 To note correspondence

A representative of Robert Hitchin Ltd has responded to our letter. A copy of this will now be passed on to the resident who raised his concerns with us. The company has offered to come and talk to the new Town Council after the election date in May.

A series of emails have been received from the Civic Society, expressing concern at the County Council's proposal to install 16 electrical car charging points on the High Street, the main points of concern being the potential impact on the street scene and on the ability of users of non-electric cars to park in those spaces. Questions were asked about whether or not planning permission would be required and also why the High Street had been chosen as a location, rather than, say, Spring Gardens. A subsequent email from the Borough Conservation Officer to the Civic Society has indicated that Borough Planning Officers do not consider that planning permission will be required, even though the High Street is within the Article 4 Direction zone. The chairman has contacted Cllr. Grey (GCC) asking for further information and suggesting that a public meeting to inform residents could be facilitated by the Town Council if desired.

Laurence Robinson MP has written to thank the Planning Committee for the copy of the Town Council's response to the Levelling up and Regeneration Bill.

P.22/23.388 Internal alterations to change the top floor from individual letting rooms to four single bedroom letting suites.

Planning Application

67 - 68 Church Street Tewkesbury Gloucestershire GL20 5RX

Ref. No: 23/00287/LBC

Observations:

Objection.

The Town Council would like to understand the likely length of stay for an occupant of a 'letting suite'. This is so that we can understand better whether there is likely to be an impact in terms of provision for bins, bicycles and car parking. We are also concerned that the bedroom of suite 1 has no window and therefore the door is the only way out of this room in an emergency. Although desirable, this is not technically a planning issue. However, should a window be added this would become a planning issue. The Council would be interested to know what the impact on fire safety would be from the proposed layout.

The council notes that a proposed door in suite 2 will cut across a window and has an impact externally, which is inappropriate for a listed building.

P.22/23.389 Two Storey Extension To Rear Of Property

Planning Application

29 Lincoln Green Lane Tewkesbury Gloucestershire GL20 5TU

Ref. No: 23/00317/FUL

Observations:

No objection.

P.22/23.390 Alterations to shop frontage and erection of new fascia board.

Planning Application
23 - 24 High Street Tewkesbury Gloucestershire GL20 5AL
Ref. No: 23/00296/LBC

Observations:

No objection.

P.22/23.391 Alterations to the staircase and replacement and installation of cast iron finials.

Planning Application
Flat 6 Barton Street Tewkesbury Gloucestershire GL20 5PP
Ref. No: 23/00289/LBC

Observations:

No objection.

P.22/23.392 Internal alterations to include replacement of ground floor staircase, installation of partition wall and retention of a rear dormer. (Part retrospective).

Planning Application
9 Abbey Terrace Gloucester Road Tewkesbury Gloucestershire GL20 5SP
Ref. No: 22/00462/LBC

Observations:

The Town Council would like to defer comment until we have spoken to the Conservation Officer.

P.22/23.393 Internal and external alterations associated with the reconfiguration of the property to be used as a residential dwelling.

Planning Application
59 Barton Street Tewkesbury Gloucestershire GL20 5PX
Ref. No: 22/00795/LBC

Observations:

No objection.

P.22/23.394 To note any additional applications on the Planning Portal which will expire before Wednesday 3rd May 2023 and agree further actions

None

P.22/23.395 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

W/23/00683/OUT Land East Of Bredon Road Off Tewkesbury Road Bredons Hardwick

Outline application with all matters reserved for a primary school (with up to seven classrooms) and ancillary facilities to serve the local community – use class D1.

This will be considered at our next meeting on 3rd May. Note – the application description suggests reduced provision compared with the previous application which was refused (eg. no nursery, ‘up to’ seven classrooms). The application heavily relies on information that the committee can’t yet access because it is contained in a related application which has not yet appeared on the Portal.

P.22/23.396 To note the decisions made in March 2023, in respect of planning applications to Tewkesbury Borough Council

Noted

P.22/23.397 To consider potential ways forward for project 3.1 of the Tewkesbury Town Regeneration SPD as a community planning initiative

A brief discussion was held, covering the following points:

- Project 3.1 of the Tewkesbury Town Regeneration SPD relates to Back of Avon and has the aims of reducing the visual dominance of parked cars, improving routes between the High Street and the Riverside Walk and improving the streetscape. Hitherto, the focus has been on other projects in the SPD, eg Healing’s Mill, but the Back of Avon is the one project for which the Town Council is in the best position to make progress.
- Some improvements are currently being made on the Back of Avon, courtesy of the HSHAZ fund.
- The area in question is largely owned by either the Town Council or the Anglo-American Garden of Remembrance and Riverside Walk Trust, of which the Town Council is the sole trustee.
- There are currently significant problems with both accessibility and visibility at the entrance to the Anglo-American Garden of Remembrance. A redesign of the garden, in conjunction with a redesign of the space between the garden and the Mill Avon, would provide an opportunity to address these problems, making the area more people-friendly, communicating the story of the garden and the Back of Avon, and creating a sense of place here.
- There is some funding within the Planning Committee budget for planning expertise and community engagement activity (Code 400 – 4718) and also within earmarked reserves (EMR 359)
- It was agreed that a working group to progress this project should be open to all councillors (with at least one representative each from the E&A, B&M and Planning Committees) and that public consultation would be an important part of the design process.
- Cllrs J and S Raywood and C Danter will jointly prepare a presentation on this for Full Council in June.

During this council year the Planning Committee has processed 397 agenda items – more than in any other year on record. (Previously, the highest number of agenda items in a year was 396, in

2020/21.) The chairman thanked committee members for their dedication and attention to detail during the past year.

There being no further business, the meeting closed at 9.15pm

Chairman's signature

3rd May 2023

MINUTES
of the
**Finance Committee meeting held on 11th April 2023 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk)

F.22.112 To receive apologies
Cllr Aldridge and Cllr Brennan.

F.22.113 To receive declarations of interest
Cllr Danter regarding item 22.125, grant applications.

F.22.114 To receive dispensations
None.

F.22.115 To approve the Minutes of the Finance Committee meeting held on 2nd March 2023
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 2nd March 2023. Proposed by Cllr Brookes, seconded by Cllr J Raywood.

F.22.116 Matters arising from the Minutes of 2nd March 2023 – for information only
Online banking – application for access for Assistant Town Clerk has been submitted to Lloyds. ATC to follow up on this.
Debit card - Debit card application form received and completed. Need to be signed by bank account signatories.
22.108 querying payments made to GK Engineering - £6,642 Priors Court and St Mary's Road railing preliminary works and £4,237 Back of Avon emergency repair works.

F.22.117 To receive correspondence relating to the Finance Committee
None.

F.22.118 Public Participation
None.

F.22.119 To review the budget report and earmarked reserves report
The budget report was reviewed. The Town Clerk highlighted committed expenditure under tourism & marketing is for the erection of bunting in the town (will be in time for the Coronation), moorings maintenance overspend relates to emergency repair works to the Back of Avon mooring, bus shelter overspend is due to having to pay upfront for the whole amount with 50% to be funded by Gloucestershire County Council on completion. As mentioned in previous meetings the income budget for the Town Hall was a stretch budget and will be slightly below this, whereas Watson Hall income is ahead of budget. Reinstatement expenditure on the Severn Ham is showing an overspend but income will be received to compensate from Severn Trent.

The earmarked reserves report was reviewed.

F.22.120 To agree the earmarked reserves at the end of the financial year 2022/23 for the Finance and the Staffing committees

120 Finance

4180 legal fees, £5,000 to EMR 339, 4280 events & services £482 to a new earmarked reserve and 4330 grants £622 to EMR 361.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

110 Staffing

4100 professional fees £5,237 to a new earmarked reserve and 4110 training £2,087 to a new earmarked reserve

Proposed by Cllr Danter, seconded by Cllr J Raywood.

Release 327 Asset Management Project £3,821.

Proposed by Cllr Brookes, seconded by Cllr Danter.

F.22.121 To review the bank reconciliations for February 2023 and payments report for February 2023

The bank reconciliations and the payments report were reviewed.

F.22.122 To approve the payments list

It was RESOLVED to approve the payments list totalling £42,401.85. Proposed by Cllr Danter, seconded by Cllr Brookes.

F.22.123 To receive an update from the Town Clerk on the External Audit 2021/22

The Town Clerk reported that the Town Council's responses to the objection have been submitted to the external auditor. The auditor has advised that a response should be received within three months.

F.22.124 To receive an update from the Town Clerk on the bar audit for Q3 2022/23

The committee queried the -£747.87 total stock value figure. **Action:** Town Clerk to clarify with bar auditor.

F.22.125 To consider and agree grant applications from outside bodies

It was RESOLVED to award grants as follows:

BIG Weekend £800, proposed by Cllr J Raywood, seconded by Cllr Brookes.

TADS on Loan £120, proposed by Cllr Sztymiak, seconded by Cllr Bowman.

There being no further business the meeting closed at 19:22.

Signature of Chairman upon approval of the minutes 27th April 2023

MINUTES
of the
**Finance Committee meeting held on 27th April 2023 at 6:00PM in the Town Hall,
Tewkesbury**

Present: Councillors S Raywood (Chair), P Aldridge, H Bowman, K Brennan, P Brookes, C Danter, J Raywood and M Sztymiak

In attendance: D Hill (Town Clerk)

F.22.126 **To receive apologies**
None.

F.22.127 **To receive declarations of interest**
Cllr Brennan regarding item 22.138, TRI grant application.

F.22.128 **To receive dispensations**
None.

F.22.129 **To approve the Minutes of the Finance Committee meeting held on 11th April 2023**
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 11th April 2023. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

F.22.130 **Matters arising from the Minutes of 11th April 2023 – for information only**

22.116 **Online banking** - Cllr Brennan coming into the office to contact Lloyds bank concerning online access for the Assistant Town Clerk.
Debit cards - Debit card forms signed and sent to Lloyds.

22.124 **Bar audit** - Correct stock figure £4,502.62. There was an erroneous date in the report that had impacted on the stock figure.
Action: Town Clerk to arrange a meeting with the bar auditor.

F.22.131 **To receive correspondence relating to the Finance Committee**
None.

F.22.132 **Public Participation**
A member of the public wished to raise a matter relating to declaration of staff interests, previously raised at Full Council. Cllr Aldridge objected to this being raised at this committee. It was noted that this needed responding to as soon as possible and that moving forwards such responses need to be speedier.

F.22.133 **To approve the payments list**
It was RESOLVED to approve the payments list totalling £20,058.56. Proposed by Cllr Brennan, seconded by Cllr J Raywood.
Post minute note – actual figure is +£240 as VAT was missed from a manually entered Woodberry invoice making the new total £20,298.56.

- F.22.134 To review the financial reports, bank reconciliations and earmarked reserves report for the financial year ended 31st March 2023**
The financial reports were reviewed. The Town Clerk pointed out that the year end general reserve figure has been impacted by the expenditure on High Street Heritage Action Zone grant funded projects.
- F.22.135 To agree to appoint GAPTC as internal auditor for financial year and 2022-23 and to note that GAPTC internal audit service is independent to Tewkesbury Town Council**
It was RESOLVED to appoint GAPTC as internal auditor and it was noted that GAPTC internal audit service is independent to Tewkesbury Town Council. Proposed by Cllr Aldridge, seconded by Cllr Danter.
- F.22.136 To review the Town Council’s reserves and investments as at 31st March 2023**
All earmarked reserves have been reviewed by each committee prior to year end on 31st March 2023. It was RESOLVED to transfer £85,000 to from the business account to the 32 day notice account. Proposed by Cllr Aldridge, seconded by Cllr Brookes.
Action: Town Clerk to arrange transfer via internet banking.
- F.22.137 To review and agree a new copier contract**
Deferred to Full Council. Clarify actual usage on existing copier.
- F.22.138 To consider and agree grant applications from outside bodies**
A grant application was considered from Western Area AETF.
Cllr Danter proposed a grant of £200. This was not seconded, therefore the motion was not carried. **Action:** Town Clerk to obtain further information on how the grant application is relevant to Tewkesbury Town and also to query why other funding hasn’t been obtained.
Cllr Brennan left the meeting.
A grant application was considered from Tewkesbury Rejuvenation Initiative.
It was RESOLVED to award a grant of £88.80. Proposed by Cllr Bowman, seconded by Cllr Brookes.

There being no further business the meeting closed at 19:49.

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

Summary Income & Expenditure by Budget Heading April 2023

Month No: 1

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Finance							
120 Finance	Income	460,026	283,858	493,780	209,922		
	Expenditure	77,764	(1,867)	88,205	90,072		90,072
	Net Income over Expenditure	<u>382,262</u>	<u>285,725</u>	<u>405,575</u>	<u>119,850</u>		
	plus Transfer from EMR	3,378	0				
	Movement to/(from) Gen Reserve	<u>395,533</u>	<u>285,725</u>				
130 Mayor's Charity	Income	4,683	0	0	0		
	Expenditure	2,759	0	0	0		0
	Movement to/(from) Gen Reserve	<u>1,924</u>	<u>0</u>				
140 Tewkesbury Live	Income	(17,345)	18,785	0	(18,785)		
	Expenditure	921	389	0	(389)		(389)
	Movement to/(from) Gen Reserve	<u>(18,266)</u>	<u>18,395</u>				
	Finance Income	<u>447,364</u>	<u>302,642</u>	<u>493,780</u>	<u>191,138</u>		
	Expenditure	<u>81,443</u>	<u>(1,478)</u>	<u>88,205</u>	<u>89,683</u>	<u>0</u>	<u>89,683</u>
	Net Income over Expenditure	<u>365,920</u>	<u>304,120</u>				
	plus Transfer from EMR	3,378	0				
	less Transfer to EMR	-9,892	0				
	Movement to/(from) Gen Reserve	<u>379,191</u>	<u>304,120</u>				
Building & Moorings							
200 Moorings	Income	(28,248)	35,616	6,000	(29,616)		
	Expenditure	43,870	25,675	16,400	(9,275)		(9,275)
	Net Income over Expenditure	<u>(72,118)</u>	<u>9,941</u>	<u>(10,400)</u>	<u>(20,341)</u>		
	plus Transfer from EMR	335	0				
	Movement to/(from) Gen Reserve	<u>(71,783)</u>	<u>9,941</u>				
210 64 Barton Street	Expenditure	21,675	150	54,800	54,650		54,650
	plus Transfer from EMR	6,788	0				
	Movement to/(from) Gen Reserve	<u>(14,887)</u>	<u>(150)</u>				
220 Town Hall	Income	9,639	9,908	20,050	10,142		
	Expenditure	29,316	15,570	45,435	29,865		29,865
	Net Income over Expenditure	<u>(19,677)</u>	<u>(5,662)</u>	<u>(25,385)</u>	<u>(19,723)</u>		
	plus Transfer from EMR	0	90				
	Movement to/(from) Gen Reserve	<u>(19,677)</u>	<u>(5,572)</u>				
230 War Memorial	Expenditure	22	0	1,000	1,000		1,000
	Building & Moorings Income	<u>(18,609)</u>	<u>45,524</u>	<u>26,050</u>	<u>(19,474)</u>		
	Expenditure	<u>94,884</u>	<u>41,394</u>	<u>117,635</u>	<u>76,241</u>	<u>0</u>	<u>76,241</u>
	Net Income over Expenditure	<u>(113,492)</u>	<u>4,129</u>				

Summary Income & Expenditure by Budget Heading April 2023

Month No: 1

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
	plus Transfer from EMR	7,123	90				
	Movement to/(from) Gen Reserve	<u>(106,369)</u>	<u>4,219</u>				
Environment & Amenities							
300	Play Parks	Expenditure	(1,204)	4,630	11,368	6,738	6,738
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>1,204</u>	<u>(4,630)</u>				
310	Spring Gardens	Expenditure	18,926	471	11,409	10,938	10,938
	plus Transfer from EMR	5,834	0				
	Movement to/(from) Gen Reserve	<u>(13,092)</u>	<u>(471)</u>				
320	Gloucester Road	Expenditure	3,160	66	4,818	4,752	4,752
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(3,160)</u>	<u>(66)</u>				
330	Cleaning & Consumables	Expenditure	3,912	182	5,518	5,336	5,336
340	Outside Spaces	Expenditure	20,619	(2,830)	25,409	28,239	290
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(20,619)</u>	<u>2,830</u>				
700	Memorial Benches	Income	368	0	0	0	
	Expenditure	2,209	0	0	0		0
	Movement to/(from) Gen Reserve	<u>(1,841)</u>	<u>0</u>				
	Environment & Amenities Income	<u>368</u>	<u>0</u>	<u>0</u>	<u>0</u>		
	Expenditure	<u>47,621</u>	<u>2,519</u>	<u>58,522</u>	<u>56,003</u>	<u>290</u>	<u>55,713</u>
	Net Income over Expenditure	<u>(47,253)</u>	<u>(2,519)</u>				
	plus Transfer from EMR	5,834	0				
	Movement to/(from) Gen Reserve	<u>(41,419)</u>	<u>(2,519)</u>				
Planning							
400	Planning	Expenditure	0	0	6,500	6,500	6,500
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
	Planning Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
	Expenditure	<u>0</u>	<u>0</u>	<u>6,500</u>	<u>6,500</u>	<u>0</u>	<u>6,500</u>
	Net Income over Expenditure	<u>0</u>	<u>0</u>				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				

Summary Income & Expenditure by Budget Heading April 2023

Month No: 1

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Severn Ham							
500	Severn Ham						
	Income	43,708	0	33,748	33,748		
	Expenditure	16,471	(319)	33,616	33,935		33,935
	Net Income over Expenditure	<u>27,236</u>	<u>319</u>	<u>132</u>	<u>(187)</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>27,236</u>	<u>319</u>				
	Severn Ham Income	43,708	0	33,748	33,748		
	Expenditure	16,471	(319)	33,616	33,935	0	33,935
	Net Income over Expenditure	<u>27,236</u>	<u>319</u>	<u>249,100</u>	<u>(56,949)</u>		
	plus Transfer from EMR	0	0				
	less Transfer to EMR	0	0				
	Movement to/(from) Gen Reserve	<u>27,236</u>	<u>319</u>				
Watson Hall							
600	Watson Hall						
	Income	79,387	6,027	76,600	70,573		
	Expenditure	102,781	11,463	91,990	80,527	462	80,065
	Net Income over Expenditure	<u>(23,395)</u>	<u>(5,436)</u>	<u>(15,390)</u>	<u>(9,954)</u>		
	plus Transfer from EMR	3,402	0				
	Movement to/(from) Gen Reserve	<u>(19,993)</u>	<u>(5,436)</u>				
	Watson Hall Income	79,387	6,027	76,600	70,573		
	Expenditure	102,781	11,463	91,990	80,527	462	80,065
	Net Income over Expenditure	<u>(23,395)</u>	<u>(5,436)</u>				
	plus Transfer from EMR	3,402	0				
	Movement to/(from) Gen Reserve	<u>(19,993)</u>	<u>(5,436)</u>				
Staffing							
110	Staffing						
	Expenditure	215,595	13,912	233,710	219,798		219,798
	Staffing Income	0	0	0	0		
	Expenditure	215,595	13,912	233,710	219,798	0	219,798
	Movement to/(from) Gen Reserve	<u>(215,595)</u>	<u>(13,912)</u>				
	Grand Totals:- Income	552,218	354,192	630,178	275,986		
	Expenditure	558,796	67,492	630,178	562,686	752	561,934
	Net Income over Expenditure	<u>(6,578)</u>	<u>286,701</u>	<u>0</u>	<u>(286,701)</u>		
	plus Transfer from EMR	19,737	90				
	less Transfer to EMR	-9,892	0				

Summary Income & Expenditure by Budget Heading April 2023

Month No: 1

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>23,051</u>	<u>286,791</u>				

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M 64 BS Maintenance	20,264.00		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	0.00		0.00
324 EMR E&A Noticeboards & Swapbox	1,708.00		1,708.00
325 EMR E&A Playground Projects	20,105.00		20,105.00
326 EMR E&A Youth	4,105.00		4,105.00
327 EMR FIN Asset Management Proj	0.00		0.00
328 EMR B&M War Memorial	6,875.73		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	5,650.00		5,650.00
332 EMR E&A Street Furniture	3,050.00		3,050.00
333 EMR E&A Toilet Block Project	3,108.00		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	5,237.00		5,237.00
339 EMR FIN Legal	14,087.00		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	10,000.00		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 Footpath Repairs	10,738.00		10,738.00
347 EMR PLA Comm. & Display	1,306.00	-1,306.00	0.00
348 EMR PLA Outreach Sessions	0.00		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	0.00		0.00
353 EMR FIN Shop Windows Project	0.00		0.00
354 EMR B&M TH Maintenance	10,129.00		10,129.00
355 EMR B&M WH Projects	19,319.00		19,319.00
356 EMR B&M WH Bar Equipment	1,914.00		1,914.00
357 EMR B&M 64 BS Projects	11,219.00		11,219.00
358 EMR SH Mythe Nature Reserve	5,000.00		5,000.00
359 EMR PLA Community Devel Planni	2,500.00		2,500.00
360 EMR B&M TH Projects	26,627.00		26,627.00
361 EMR FIN Community Grants	622.00		622.00
362 EMR FIN Tewkes Live Music Fest	0.00		0.00
363 EMR B&M WH Maintenance	307.00		307.00
364 EMR B&M 64 BS Fundraising Proj	720.00		720.00
365 EMR FIN Events and Services	482.00		482.00
366 EMR B&M TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
368 EMR E&A VAS Repairs	1,655.00		1,655.00
369 EMR STA Training	2,087.00		2,087.00

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
	<u>277,142.96</u>	<u>-1,306.00</u>	<u>275,836.96</u>

List of Payments made between 01/04/2023 and 30/04/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2023	IMEX	Std Ord	57.60		Till Maintenace
03/04/2023	Opus Gas Supply Limited	DD2	510.46		March gas Town hall
03/04/2023	Tesco Mobile	Mobile	22.98		Work Mobiles
05/04/2023	Cellar Supplies Cheltenham Ltd	DD	340.14		Bar Stock
05/04/2023	TBC - Back Of Avon	5105564X	76.53		Back Of Avon Business Rates
05/04/2023	TBC - St Marys Lane	51055668	55.16		St Marys Lane Business Rates
11/04/2023	S Raywood	FPO	1,500.00		Mayor's Allowance 2022-2023
11/04/2023	HMRC	FPO	2,255.13		Tax/Ni MArch P12
11/04/2023	Gloucester County Council	FPO	1,972.75		Pensions March P12
11/04/2023	ABComplete Ltd	1	54.00		Pest control
11/04/2023	Carver Knowles Property Consul	2	240.00		Basic Payment scheme 2023
11/04/2023	Cate Cody - Jazz Singer	3	50.00		Tewkesbury Live Deposit
11/04/2023	Culligan (UK) Limited	4	1,230.00		Instalation water fountain
11/04/2023	Fans Fans Fans LTD	5	225.00		Moving Stage Lighting
11/04/2023	Gloucester Brewery	6	64.80		Bar Stock
11/04/2023	Timber & Hardware Supplies Ltd	7	338.89		Bench Slats
11/04/2023	Orchard Fundraising Ltd	8	120.00		Fundraising
11/04/2023	PAYROLLS UK LTD	9	69.60		Bar payroll March
11/04/2023	Proactive Business Supplies Lt	10	215.88		Supplies/shade sail
11/04/2023	Network Connections Uk Ltd T/A	11	4,050.00		Annual maintenance 2023-2024
11/04/2023	SPA Security	12	270.00		Supersonic Queen Security
11/04/2023	Tewkesbury Borough Council	13	1,800.00		Annual inspections of play are
11/04/2023	Tewkesbury Abbey	14	956.20		Civic Service
11/04/2023	Trade UK (T/A Screwfix)	15	187.87		Saw equipment
12/04/2023	Inty Limited	DD3	100.80		IT APRIL
12/04/2023	Ian Bishop	1	35,400.00		Town Hall Masonry Work
12/04/2023	Cotswold Cleaning	2	350.00		Bus shelter cleans
12/04/2023	Foster Surveys - Land and Buil	3	5,770.00		Watson Hall Survey
12/04/2023	Glasdon UK Limited	4	267.58		Grit Box
12/04/2023	Haywards Tewkesbury Ltd	5	80.39		Various March 2023
12/04/2023	Laitwaites Wine Gloucester Sh	6	533.88		Bar Stock
13/04/2023	Waterplus (Trough B. Avon - 08	DD4	6.10		March Water
13/04/2023	Waterplus (Toilet Block - 0513	DD5	81.69		March Water
13/04/2023	Waterplus (Town Hall - 0385036	DD6	95.21		March water
13/04/2023	Cellar Supplies Cheltenham Ltd	Bar Stock	773.96		bar Stock
14/04/2023	GAB	Std Ord	5,950.00		Contractor costs
18/04/2023	Alex Bayross	FPO	60.00		Deposit for 2023 TL
19/04/2023	Cellar Supplies Cheltenham Ltd	Bar Stock2	264.45		Bar Stock
19/04/2023	Securitas Security Services (U	1355931	1,177.60		Fire alarm relay
19/04/2023	Smith's (Gloucester) Limited	C423909	118.20		annual duty of care/recycling
20/04/2023	TBC - TC	Std Ord	356.90		Non Domestic Rates Town Hall
20/04/2023	Staff Salaries	BP	7,953.06		Office Net Wages April P1
20/04/2023	Staff Salaries	BP	1,267.83		Bar Net Wages April P1
21/04/2023	Octopus Energy - Glos Rd Toile	DD1	69.42		APRIL 2023 Energy
21/04/2023	Waterplus (PC Spring Gdns. - 0	DD2	84.71		April Water
21/04/2023	Octopus Energy - Oldbury Rd To	DD3	132.10		APRIL 2023 Energy
21/04/2023	Octopus Energy - Town Hall	DD4	264.98		April 2023 energy

Continued on Page 2

List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/04/2023	Octopus Energy - Watson Hall	DD5	1,078.09		April 2023 Energy
24/04/2023	Digital Telecom Ltd	DD6	52.55		April phones Watson Hall
24/04/2023	Waterplus (Watson Hall Bar- 03	DD7	52.82		April Water
24/04/2023	Digital Telecom Ltd	DD8	79.91		April Phones Town Hall
24/04/2023	Charlton Networks	DD9	166.03		April IT
25/04/2023	Brunel Engraving Company	224572	129.47		Brass plaque for tree
26/04/2023	GK Engineering, Building & Mar	Railings	7,935.00		Instalation of railings - fina
26/04/2023	NEST	DD	187.01		Pensions April P1
28/04/2023	Cellar Supplies Cheltenham Ltd	Bar Stock3	753.91		Bar Stock
28/04/2023	Tewkesbury Big Weekend	CHQ	800.00		002488 - Grant Awarded
28/04/2023	Diversity Business Services Lt	SO	165.00		April HR retainer
28/04/2023	Opus Gas Supply Limited	28174255	206.94		Watson hall gas
28/04/2023	Nick Joyce Architects	7525	2,747.52		Condition report
28/04/2023	Arthur J. Gallagher Insurance	1	94.18		Christmas Lights insurance
28/04/2023	GAPTC	2	2,474.93		Annual Subscription
28/04/2023	Hy-Clean Supplies Limited	3	218.88		Glous Rd
28/04/2023	Juice It	4	395.00		Tewkes Live Banner
28/04/2023	Orchard Fundraising Ltd	5	180.00		Fund-raising
28/04/2023	PAYROLLS UK LTD	6	69.60		bar payroll processing
28/04/2023	The Photo Studio (Tewkesbury)	7	49.61		Cllr photos and prints
28/04/2023	SLCC Enterprises Ltd	8	72.00		professional event
28/04/2023	Vimto Out of Home	9	383.70		Bar Stock
28/04/2023	Lloyds	PAY	33.05		Lloyds service charges
28/04/2023	Lloyds - 32 Day Notice A/C	Trasfer	85,000.00		transfer of funds
28/04/2023	Woodberry of Leamington Spa Lt	FPO	1,200.00		Outdoor tables x 6
28/04/2023	Woodberry of Leamington Spa Lt	5697	92.40		Outdoor tables x 6
28/04/2023	Gloucestershire Electrical Ser	1	5,346.00		Various Maint/Hand dryers
		Total Payments	187,785.45		

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Finance						
120 Finance	Income	460,026	419,979	(40,047)		
	Expenditure	77,764	67,839	(9,925)		(9,925)
	Net Income over Expenditure	<u>382,262</u>	<u>352,140</u>	<u>(30,122)</u>		
	plus Transfer from EMR	3,378				
	Movement to/(from) Gen Reserve	<u>395,533</u>				
130 Mayor's Charity	Income	4,683	0	(4,683)		
	Expenditure	2,759	0	(2,759)		(2,759)
	Movement to/(from) Gen Reserve	<u>1,924</u>				
140 Tewkesbury Live	Income	(17,345)	0	17,345		
	Expenditure	921	0	(921)		(921)
	Movement to/(from) Gen Reserve	<u>(18,266)</u>				
	Finance Income	<u>447,364</u>	<u>419,979</u>	<u>(27,385)</u>		
	Expenditure	81,443	67,839	(13,604)	0	(13,604)
	Net Income over Expenditure	<u>365,920</u>				
	plus Transfer from EMR	3,378				
	less Transfer to EMR	-9,892				
	Movement to/(from) Gen Reserve	<u>379,191</u>				
Building & Moorings						
200 Moorings	Income	(28,248)	5,722	33,970		
	Expenditure	43,870	12,323	(31,547)		(31,547)
	Net Income over Expenditure	<u>(72,118)</u>	<u>(6,601)</u>	<u>65,517</u>		
	plus Transfer from EMR	335				
	Movement to/(from) Gen Reserve	<u>(71,783)</u>				
210 64 Barton Street	Expenditure	21,675	40,300	18,625		18,625
	plus Transfer from EMR	6,788				
	Movement to/(from) Gen Reserve	<u>(14,887)</u>				
220 Town Hall	Income	9,639	20,104	10,465		
	Expenditure	29,316	40,978	11,662		11,662
	Movement to/(from) Gen Reserve	<u>(19,677)</u>				
230 War Memorial	Expenditure	22	1,040	1,018		1,018
	Building & Moorings Income	<u>(18,609)</u>	<u>25,826</u>	<u>44,435</u>		
	Expenditure	94,884	94,641	(243)	0	(243)
	Net Income over Expenditure	<u>(113,492)</u>				
	plus Transfer from EMR	7,123				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>(106,369)</u>				
<u>Environment & Amenities</u>					
300 Play Parks					
Expenditure	1,926	11,243	9,317		9,317
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(1,926)</u>				
310 Spring Gardens					
Expenditure	18,926	13,969	(4,957)		(4,957)
plus Transfer from EMR	5,834				
Movement to/(from) Gen Reserve	<u>(13,092)</u>				
320 Gloucester Road					
Expenditure	3,160	3,313	153		153
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(3,160)</u>				
330 Cleaning & Consumables					
Expenditure	3,912	5,410	1,498		1,498
340 Outside Spaces					
Expenditure	20,619	25,115	4,496		4,496
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(20,619)</u>				
700 Memorial Benches					
Income	368	0	(368)		
Expenditure	2,209	0	(2,209)		(2,209)
Movement to/(from) Gen Reserve	<u>(1,841)</u>				
Environment & Amenities Income	<u>368</u>	<u>0</u>	<u>(368)</u>		
Expenditure	50,751	59,050	8,299	0	8,299
Net Income over Expenditure	<u>(50,383)</u>				
plus Transfer from EMR	5,834				
Movement to/(from) Gen Reserve	<u>(44,549)</u>				
<u>Planning</u>					
400 Planning					
Expenditure	0	1,500	1,500		1,500
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>0</u>				
Planning Income	<u>0</u>	<u>0</u>	<u>0</u>		
Expenditure	0	1,500	1,500	0	1,500
Net Income over Expenditure	<u>0</u>				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>0</u>				

Summary Income & Expenditure by Budget Heading 31/03/2023

Year End Budget Report 2022-2023

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
500 Severn Ham	Income	43,708	35,828	(7,880)		
	Expenditure	16,471	31,226	14,755		14,755
	Net Income over Expenditure	<u>27,236</u>	<u>4,602</u>	<u>(22,634)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>27,236</u>				
	Severn Ham Income	43,708	35,828	(7,880)		
	Expenditure	16,471	31,226	14,755	0	14,755
	Net Income over Expenditure	<u>27,236</u>	<u>227,377</u>	<u>(1,905)</u>		
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>27,236</u>				
<u>Watson Hall</u>						
600 Watson Hall	Income	79,387	80,108	721		
	Expenditure	102,781	86,709	(16,072)		(16,072)
	Net Income over Expenditure	<u>(23,395)</u>	<u>(6,601)</u>	<u>16,794</u>		
	plus Transfer from EMR	3,402				
	Movement to/(from) Gen Reserve	<u>(19,993)</u>				
	Watson Hall Income	79,387	80,108	721		
	Expenditure	102,781	86,709	(16,072)	0	(16,072)
	Net Income over Expenditure	<u>(23,395)</u>				
	plus Transfer from EMR	3,402				
	Movement to/(from) Gen Reserve	<u>(19,993)</u>				
<u>Staffing</u>						
110 Staffing	Expenditure	215,595	220,776	5,181		5,181
	Staffing Income	0	0	0		
	Expenditure	215,595	220,776	5,181	0	5,181
	Movement to/(from) Gen Reserve	<u>(215,595)</u>				
	Grand Totals:- Income	552,218	561,741	9,523		
	Expenditure	561,926	561,741	(185)	0	(185)
	Net Income over Expenditure	<u>(9,708)</u>	<u>0</u>	<u>9,708</u>		
	plus Transfer from EMR	19,737				
	less Transfer to EMR	-9,892				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>19,921</u>				

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		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 EMR STA Training	0.00	2,087.00	2,087.00

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
	<u>222,744.48</u>	<u>54,398.48</u>	<u>277,142.96</u>

Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Lloyds - Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/03/2023		296,661.72
			<u>296,661.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			296,661.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			296,661.72
		Balance per Cash Book is :-	296,661.72
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/03/2023	64	112,916.99
			<hr/> 112,916.99
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			112,916.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			112,916.99
		Balance per Cash Book is :-	112,916.99
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Mayor's Charity	31/03/2023	1	5,215.60
			<hr/> 5,215.60
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			5,215.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			5,215.60
		Balance per Cash Book is :-	5,215.60
		Difference is :-	0.00

17/04/2023

Tewkesbury Town Council

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Balance Sheet as at 31 March 2023

31st March 2022

31 March 2023

	Current Assets		
1,159	Sales	1,998	
6,707	VAT Control A/c	6,401	
0	Prepayments	8,005	
2,958	Stock	3,628	
239,648	Current Bank A/c	296,454	
3,669	Lloyds Bank - Mayor's Charity	5,216	
40	Petty Cash	83	
32	Bar Petty Cash	0	
112,111	Lloyds Bank - Savings A/c	112,917	
1,200	Floats	1,200	
367,524		435,902	
	367,524	Total Assets	435,902
	Current Liabilities		
18,357	Creditors	11,696	
0	Accruals	68,192	
0	Receipts in Advance	18,385	
2,670	Tax/NI Control	0	
2,289	Pension Control	0	
23,316		98,273	
	344,208	Total Assets Less Current Liabilities	337,629
	Represented By		
121,463	General Reserves	60,486	
6,709	EMR B&M 64 BS Maintenance	20,264	
250	EMR B&M Town Hall Gardens	250	
19,894	EMR B&M Moorings Prior's Court	19,894	
335	EMR B&M Moorings Maintenance	0	
1,447	EMR E&A Noticeboards	1,708	
12,604	EMR E&A Playground Projects	20,105	
4,105	EMR E&A Youth	4,105	
3,821	EMR FIN Asset Management Proj	0	
5,858	EMR B&M War Memorial	6,876	
6,140	EMR SH Severn Ham	6,140	
2,500	EMR E&A CCTV	2,500	
5,150	EMR E&A Tree Maintenance	5,650	
2,300	EMR E&A Street Furniture	3,050	
7,902	EMR E&A Toilet Block Project	3,108	
2,640	EMR E&A Bus Shelters	2,640	

17/04/2023

Tewkesbury Town Council

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Balance Sheet as at 31 March 2023

31st March 2022

31 March 2023

2,160	EMR FIN Website	2,160
0	EMR FIN Professional	5,237
9,087	EMR FIN Legal	14,087
4,000	EMR FIN Elections	4,000
1,474	EMR FIN Tourism & Marketing	1,474
1,500	EMR FIN Newsletter	1,500
7,500	EMR SH Weeding	10,000
8,000	EMR SH Severn Ham Tree Maint	8,000
8,675	EMR SH Hay Sowing Project	8,675
2,050	EMR SH Carver Knowles	10,738
1,306	EMR PLA Comm. & Display	1,306
271	EMR PLA Outreach Sessions	0
6,363	EMR B&M Moorings Projects	6,363
20,000	EMR B&M Watson Hall Lease *	20,000
2,433	EMR B&M Moorings St Mary's Rd	2,433
1,556	EMR FIN Insurance	0
3,290	EMR FIN Shop Windows Project	0
9,761	EMR B&M TH Maintenance	10,129
10,040	EMR B&M WH Projects	19,319
1,619	EMR B&M WH Bar Equipment	1,914
0	EMR B&M 64 BS Projects	11,219
5,000	EMR SH Mythe Nature Reserve	5,000
1,000	EMR PLA Community Devel Planni	2,500
12,100	EMR B&M TH Projects	26,627
1,822	EMR FIN Community Grants	622
9,893	EMR FIN Tewkes Live Music Fest	0
3,402	EMR B&M WH Maintenance	307
6,788	EMR B&M 64 BS Fundraising Proj	720
0	EMR FIN Events and Services	482
0	EMR B&M TH Equipment	870
0	EMR E&A Toilet Block Utilities	1,429
0	EMR E&A VAS Repairs	1,655
0	EMR STA Training	2,087
<u>344,208</u>		<u>337,629</u>

17/04/2023

Tewkesbury Town Council

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Balance Sheet as at 31 March 2023

31st March 2022

31 March 2023

The above statement represents fairly the financial position of the authority as at 31 March 2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

Tewkesbury Town Council

Income and Expenditure Account for Year Ended 31 March 2023

31st March 2022		31 March 2023
	Operating Income	
969	Staffing	0
330,805	Finance	460,026
4,408	Mayor's Charity	4,683
0	Tewkesbury Live	(17,345)
6,385	Moorings	(28,248)
8,250	64 Barton Street	0
14,487	Town Hall	9,639
54	War Memorial	0
1,134	Play Parks	0
43,299	Severn Ham	43,708
65,236	Watson Hall	79,387
202	Memorial Benches	368
<u>475,229</u>	Total Income	<u>552,218</u>
	Running Costs	
189,670	Staffing	215,595
46,932	Finance	77,764
2,100	Mayor's Charity	2,759
0	Tewkesbury Live	921
7,113	Moorings	43,870
55,743	64 Barton Street	21,675
21,984	Town Hall	29,316
700	War Memorial	22
5,582	Play Parks	(1,204)
12,985	Spring Gardens	18,926
(173)	Gloucester Road	3,160
3,569	Cleaning & Consumables	3,912
19,024	Outside Spaces	20,619
1,799	Planning	0
14,204	Severn Ham	16,471
68,777	Watson Hall	102,781
374	Memorial Benches	2,209
<u>450,382</u>	Total Expenditure	<u>558,796</u>
	General Fund Analysis	
136,081	Opening Balance	121,463
475,229	Plus : Income for Year	552,218
<u>611,310</u>		<u>673,681</u>
450,382	Less : Expenditure for Year	558,796
<u>160,928</u>		<u>114,885</u>
39,465	Transfers TO / FROM Reserves	54,398
<u>121,463</u>	Closing Balance	<u>60,486</u>

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

TEWKESBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

12/06/2023

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.tewkeshurytowncouncil.gov.uk

Section 2 – Accounting Statements 2022/23 for

TEWKESBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	319,361 restated	344,208	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	320,716	419,939	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	154,513	132,279	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	144,021	160,281	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	306,361	401,646	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	344,208 restated	334,499	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	356,700 restated	415,869	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,105,380 restated	6,197,553	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	X			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		X		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

D. M. Hill

Date

06/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

12/06/2023

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



TEWKESBURY TOWN COUNCIL

COMMUNITY ENGAGEMENT POLICY

Adopted at the Full Council Meeting on...

DRAFT

Version: Draft

Publication Date: May 2023

Last review date:

Statement of Intent as to Community Engagement

1. Aims and Objectives

Tewkesbury Town Council aims to build on the way it engages and consults on important issues by ensuring that it:

- Represents and promote the interests of Tewkesbury and all its people.
- Works more closely with residents, businesses and community groups, to understand their concerns and effectively use those views as an integral part of the decision-making process
- Engages with as many people as possible who want to participate in decision-making, monitoring services and planning for the future
- Ensures that residents have the opportunities to be heard
- Promotes equality of opportunity and opposes discrimination
- Is open and accountable in all it does (total transparency)
- Supports development which is environmentally, socially and economically sustainable.
- Services and facilities that are more responsive to community needs

This strategy is part of the council's commitment to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge.

The outcomes the Council hopes to achieve include:

- Improved communication with the local community
- A better understanding within the community of the role of the Town Council and of its Councillors
- Local people feeling that they are involved in decision making
- Improved satisfaction with local public services/ and the inclusive discussion as to what additional services the council should look to implement.

2. Defining the Community

The Council considers the community of Tewkesbury to consist of:

- All residents of the town, including residents of care or residential homes
- All users of the Town Council's services
- All those who work within the town
- All those who own businesses within the town
- All young people who live and/or go to school within the town
- All local voluntary organisations, clubs and societies
- Any group or organisation that represents some, or any, of the above cross sections of the community.

Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in Tewkesbury and aims to maintain excellent working relationships with these bodies, including: Gloucestershire Police, the NHS and

various voluntary care organisations, other tiers of local government, and neighbouring town and parish councils.

3. Provision of information to the community and opportunities for community involvement.

Information provided by the Town Council complies with The Transparency Code and Data Protection legislation.

Information is provided by the Town Council to the community in a number of ways, including via:

- The Town Council offices; Town Hall, High Street, Tewkesbury GL20 5AL, are open to the public on Monday to Thursday between 9.30am and 3pm, providing a wide range of information both on Council services and other Tewkesbury activities and issues.
- The Town Council's website www.tewkesburytowncouncil.gov.uk which provides comprehensive information on the work of the Town Council.
- The Town Council's social media pages on Facebook "Tewkesbury Town Council" and "Watson Hall" and "Severn Ham" and via Twitter @TewkTownCouncil
- Various notice boards around the town which are used to display agendas for Council meetings and contact details for local councillors as well as other information of interest to the local community.
- The Town Council's Newsletter, which is published three times a year and available from the Town Council offices, local library and online.
- Public meetings, called to gauge public opinion concerning important issues affecting the town.
- The local community is welcome to attend council meetings and public participation is provided for on the agendas

4. Opportunities for Formal Representations to the Council

Formal representations to the Council may be made at any time in writing to the Town Clerk or at a Town Council/Committee Meeting.

5. Involvement in Partnerships

The Town Council often works in partnership with other organisations such as Tewkesbury Borough Council, Gloucestershire County Council, the Police, the Environmental Agency, Severn Trent, local schools and many voluntary and charitable sectors.

The Town Council is also actively involved with the following local organisations:

Trustees of Tewkesbury Museum

Tewkesbury Commoners

Tewkesbury in Bloom

Tewkesbury Christmas Lights
Tewkesbury Medieval Festival
Tewkesbury Big Weekend
Gloucestershire Association of Parish & Town Councils (GAPTC)
Society of Local Council Clerks (SLCC)
Gloucestershire Chartered Parish Group (run by Gloucestershire County Council)
The Almhouse Trust
Gloucestershire Market Towns Forum
Tewkesbury Town Band
War Memorial Committee Tewkesbury
Gloucestershire Playing Fields Association
Campaign for the Protection of Rural England
Gloucestershire Rural Community Council

And other groups as necessary.

6. Role of Council Members and Officers

Council Members (Councillors) are the elected decision makers of the Town Council. Their contact details are available from the Town Council offices and on the Town Council website.

Members of the public are welcome to contact Councillors to raise any issues. The Council's Officers are employed by the Council to carry out the day to day functions of the Council, making sure the council effectively and efficiently service the local community.

The Town Clerk is the Proper Officer of the Council and is responsible for ensuring procedural/financial protocol is correct and has overall responsibility for managing the council's affairs on a daily basis and its employees.

This policy will be reviewed every three years.

To agree the draft response to
[W/23/00682/OUT](#)

Land East Of Bredon Road Off Tewkesbury Road Bredons Hardwick

Outline application for phased residential development capable of being severed for approximately up to 500 dwellings (C3 Use Class) including means of access (two vehicular access points from the B4080 and a pedestrian/cycle access from Derwent Drive) and associated infrastructure and landscaping including provision of formal and informal open space and drainage attenuation basins, with all matters reserved except for access.

The following response was proposed by Cllr Hayes, seconded by Cllr Jones and unanimously approved for presentation to Full Council for approval on 12th June 2023.

Observations:

Tewkesbury Town Council has noted that the current application is essentially the same as the previous one - 1800771/OUT, particularly with regard to the issues which cause concern. We consider that all our previous objections still stand but have added further observations below, in bold type.

In November 2021 Tewkesbury Town Council objected in the strongest possible terms to the previous proposal for this site -, on the grounds listed below:

- **The potential impact on flooding within Tewkesbury.** In June 2018 we responded – *“TTC is seriously concerned about the potential increase in flood risk to existing houses within its parish. The Outline Planning Proposal provided, contains insufficient detail on which to make a judgement as the robustness of the proposed scheme. TTC seeks detailed and justified assurances that the flood risk to properties within its parish will not be increased by the proposed development.”*

The Town Council also responded, in November 2019, to the South Worcestershire Development Plan Preferred Options in respect of proposed housing site SWDP NEW EDGE 3, land at Mitton, immediately adjacent to Tewkesbury, as follows: *“on this site, the Town Council would expect the drainage attenuation strategies to be proven to conform to the most robust standards. It would not be sufficient, in our view, for a developer to present their own flood risk assessment and attenuation scheme without it being subjected to close independent scrutiny, in order to reassure neighbours that they will not be inundated. Tewkesbury Town Council seeks detailed and justified assurances that robust measures will be taken to ensure that the flood risk to properties within its parish will not be increased by any proposed development on this site.”*

In November 2021 TTC noted that none of the documentation submitted by the developer since June 2018 had provided the requested assurances.

In the latest flood risk assessment (2023) it is noted that the ground is not considered to be suited to infiltration methods for dealing with surface water. Building houses on this site will just exacerbate this situation. It is noted that preferred method for management of surface water will be the use of attenuation ponds, with an outfall to the Carrant Brook. While the Town Council accepts that the proposed housing, being at least 2m above the 1/100 year flood level, are unlikely to be flooded the same cannot be said for houses and business premises in Mitton, Newtown, and around the Carrant Brook, which have already been subject to severe flooding. The proposed siting of the attenuation ponds is at too low

a level to protect existing buildings and infrastructure in Tewkesbury Parish, from the likely surface water run-off from this development.

- **The potential impact upon Tewkesbury's foul drainage infrastructure.** In June 2018 we responded – *“The developer appears to be relying on STW to respond to the prospect of greater housing provision in the local area by modifying its infrastructure and does not seem to consider that this is an issue with which it needs to concern itself. Since TTC is aware that the current infrastructure in northern Tewkesbury is already inadequate and is supported by tankers removing waste by road, this is a serious concern. TTC seeks evidence that the developer has engaged fully with STW, in order to improve the foul drainage infrastructure around the Bredon Road, so that waste does not back up in people's properties or have to be transported away by tankers.”*

In November 2021 TTC responded that it had not found the required evidence in any of the documentation submitted by the developer since June 2018. **This latest application provides no reassurance on this point, as the developer doesn't seem to be getting the required responses from Severn Trent Water.**

- **The potential impact upon Tewkesbury's transport infrastructure.** In June 2018 we expressed concerns in respect of:
 - *“the likelihood of queueing on the approach to the Black Bear mini roundabout from Bredon Road,”*
 - *the curious disappearance of 14% of vehicles generated by the development, along the High Street. We suspect this is the result of the use of data at the Medium Level Super Output Area, which suggests a pattern of driver behaviour that our local knowledge of the High Street leads us to believe is not practicable.*
 - *the potential impacts on Hardwick Bank Road, Bredon Road and a number of assessed junctions, that we believe will be significant. TTC notes that the junction of Hardwick Bank Road with Tewkesbury Road is the only one for which mitigation is proposed and we believe that it is necessary to explore what mitigation is possible at other junctions.*
 - *The TEMPRO Growth Factors used were based on those for Rural Principle Roads within the Wychavon 019 Medium Level Super Output Area (MSOA). TTC is concerned that this does not appropriately reflect the Urban Principle nature of roads in Tewkesbury as it suggests a lower base line for background traffic and thus potentially masks the impact on junctions above their practical reserve capacity.*
 - *Access to the development site from Bredon Road is a concern, in respect of the proximity of the southern access to the top of Arundel Drive. We feel it is undesirable for the taper of the ghost island to encroach on the Arundel Drive T-junction. TTC notes concerns expressed about both access points in the Stage 1 Road Safety Audit.*
 - *TTC notes a lack of background information on the consultant's use of TRICS sites.*

In November 2021 TTC noted that the Tempro growth factors are now based on the Tewkesbury 002 SMOA, which seems to us to be more appropriate. However, we understand that there has been an adjustment to assumptions as to the extent of other housing developments. It is therefore very difficult for us to tell which assessment is

actually the more accurate. Current proposals do not appear to show any improved mitigation measures and the Town Council is concerned about the decision not to connect with Shannon Way in order to avoid causing traffic and ecological problems within the development site. TTC is concerned that the potential impact of this development on the local highway network will significantly disadvantage the residents of our own parish. The decision not to connect with Shannon Way actually imposes the problem onto our residents in the centre of the town, where mitigations may be more difficult to achieve, and this is something that we cannot countenance.

In our response to the South Worcestershire Development Plan Preferred Options consultation we sought *“an assurance that transport assessments that are submitted by potential developers will be independently scrutinised and repeats that it is extremely important, in its view, that those who stand to profit from any proposed development on this site should bear the cost of it, rather than the residents of Tewkesbury.”* We also commented on *“the need for a clear and robust common methodology for transport assessments on this cross-boundary site. This is necessary to ensure that there is consistency in approach between the two county authorities concerned.”*

In 2021 TTC sought an assurance that the transport assessments for this site will be rigorously and independently scrutinised and that all Planning Authorities concerned will adopt a common approach. **Since that time, a Planning Inspector has examined the very same transport assessments that have been resubmitted with this application and found them wanting. We understand that the inadequacies of the transport assessments were a very significant factor in his decision to dismiss the appeal. They are based on old data and insufficiently rigorous use of that data. There may well be significant differences in the way that people travel now, compared with in 2011. We do know that the use of buses, for example, has significantly declined since the outbreak of the COVID pandemic. TTC is extremely concerned about the potential impact of this proposed development on its traffic infrastructure, which is already overstretched, with negative consequences for air quality, safety and public health.**

- **The potential impact upon Tewkesbury’s air quality.** In June 2018, we noted that – *“Modelling carried out by the developer’s consultant suggests that, at peak times, the increase in traffic approaching the Black Bear roundabout from Bredon Road, as a result of the proposed development, will result in vehicles queueing for around eight and a half minutes. This will inevitably result in a decline in air quality around this junction, which is already within an Air Quality Management Site. Other assessed junctions, which the transport modelling suggests will be operating close to, or at, full capacity, also lie within the Air Quality Management Site. TTC wants to see air quality improve within the parish and will not favour any scheme that is very likely to cause further deterioration that would negatively impact the health and safety of its residents.”*

Tewkesbury Town Council noted in November 2021 that the latest transport assessments on junctions predict significantly increased queueing within the parish, especially at the Cross and along the High Street, which is surrounded by historic buildings that are vulnerable to the impairment of air quality. In addition, this will have a negative impact on the health of residents. It will also have a potential negative impact on the commercial success of the town centre, because it will render the environment less pleasant to visitors and shoppers. The Town Council has not seen evidence of any potential mitigation in respect of this, on the part of the developer.

- **Issues concerning active transport and public transport.** In June 2018 we expressed concerns in respect of
 - *“The link between the proposed development and Derwent Drive. The developer’s representative stated that there is currently no intention to provide vehicular access at this point. However, he then suggested that it could be used as an emergency access and mentioned ‘future-proofing’.*
 - *The lack of a roadside footpath to the north of the site, despite references within the planning application to local facilities (Croft Farm, pub etc) in that area.*
 - *No stated firm commitment on the part of the developer to encourage the use of public transport, beyond the inclusion on site of a bus shelter and potential upgrades to off-site bus stops.*
 - *TTC notes that the Stage 1 Road Safety Audit refers to a 3 metre-wide cycle track to the west of Bredon Road but can find no reference to this in the submitted scheme.*

TTC is concerned that residents of the proposed development will be largely dependent on private cars in order to access facilities, except for those facilities based within Tewkesbury itself, which would be accessible on foot for the able-bodied.”

In November 2021 TTC noted that the developer had made an arrangement with Stagecoach, to extend the 42 service. However, there appeared to have been no attempt to make a public transport connection to service centres within the Wychavon area.

The Town Council has noted that the planning statement which accompanies this current application states that buses run between Tewkesbury and Bredon at 10 minute intervals. (paragraph 2.9) This is simply not true.

Tewkesbury Town Council considers that this proposed development within Wychavon will exert no positive impacts on our parish, but it is very likely to exert considerable negative impacts on it. The last decade has seen something in the region of 15% population growth in and around Tewkesbury. As a consequence, our facilities are stretched to the limit. Our health services are working at capacity and it is impossible to find a local NHS dentist. The Ashchurch Road and the High Street suffer heavy congestion and local people find it difficult to park their cars close to their homes.

This current application appears to contain no material improvements on its predecessor with regard to the issues which concern us most, which are the potential impacts on our transport, sewer and drainage infrastructures. That previous application was refused and the appeal against that refusal was dismissed. In addition, the emerging local plan contains far more stringent requirements which we believe would go a long way towards protecting Tewkesbury but this current application doesn’t seem to acknowledge a need to try and meet those more stringent requirements.

In view of this, Tewkesbury Town Council objects to this application in the strongest possible terms. The developers consistently appear to forget that the world doesn’t end at the Worcestershire/Gloucestershire border. It continues. We cannot comment on whether or not the impacts of this proposed development appear manageable from a Worcestershire point of view but we are certain that our parish beyond the border is likely to suffer very adversely from it.

TTC repeats its request to be formally consulted on any further proposals for this site.

TEWKESBURY TOWN COUNCIL OUTSIDE BODIES 2023/24

Representation on External and Partner Organisations

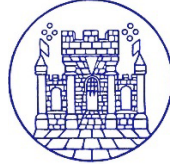
1. Outside Bodies

Organisation	Representative(s)
The Almhouse Trust	J Badham, C Monk & J Raywood
Gloucestershire Market Towns Forum	All Councillors
Trustees of Tewkesbury Museum	C Robertson
Chartered Parishes Group (<i>run by GCC</i>)	All Councillors
Tewkesbury Town Band	Town Mayor
War Memorial Committee Tewkesbury	C Danter
Gloucestershire Playing Fields Association	Environment & Amenities Committee
Campaign for the Protection of Rural England	Severn Ham Committee
Gloucestershire Rural Community Council	S Raywood
Tewkesbury Christmas Lights Events Committee	Town Clerk
Tewkesbury in Bloom	H Bowman
Tewkesbury Medieval Festival	
Tewkesbury Big Weekend	
Tewkesbury Commoners	All Councillors

And other groups as necessary.

2. Charitable Trusts

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



TEWKESBURY TOWN COUNCIL

COMPLAINTS POLICY

Adopted at Full Council Meeting on 26th March 2018 (reviewed 15th April 2019)

1. Introduction

- i. Tewkesbury Town Council takes its responsibility for good conduct seriously. This procedure details how the Council will respond to complaints made to the Council. This policy does not cover Code of Conduct complaints concerning Councillors.
- ii. The Council will accept written, verbal, and emailed complaints and also complaints made in person.
- iii. All complaints investigations shall be undertaken in the strictest confidence until such time as the matter is resolved.

2. Initial Complaint

- i. In the first instance the Town Clerk will endeavour to resolve the complaint. If this is not possible or appropriate the following procedure applies.

3. Stage One – Formal Response

- i. The Complainant should be asked to formally put the complaint to the Clerk, if the Complainant does not wish to put the complaint to the Clerk, he or she should put it to the Town Mayor (as Chairman of the Council).
- ii. The Clerk (or Town Mayor) should acknowledge the complaint in writing within 5 days and attempt to satisfy the Complainant by providing an explanation, in writing, about the Council's procedures or administration in relation to the specific complaint.

4. Stage Two – Committee Investigation

- i. If the Complainant is not satisfied with the response and wishes to appeal, the Clerk shall call a meeting of the appropriate Committee. The Committee shall consist of a least three (3) Councillors who are impartial. The Clerk shall notify the Complainant of the venue, date and time of the meeting at which the Committee will consider the complaint and shall invite the Complainant to attend, accompanied by a representative if wished.

- ii. An agenda will be provided according to current procedures and only invited Councillors will be permitted to attend the meeting
- iii. The Clerk shall request the Complainant to provide, at least five clear working days prior to the meeting, copies of any documentation or other evidence which he or she intends to produce at the meeting. Similarly, the Clerk shall provide the Complainant with copies of any documentation to which the Committee might refer to at the meeting.

5. Stage Two - At the Meeting

- i. The Committee shall conduct the hearing of the complaint in private.
- ii. The Chairman shall make introductions and explain the procedure.
 - a) The Complainant (or representative) shall outline the grounds for the complaint.
 - b) The Committee shall ask any questions of the Complainant.
 - c) If relevant, the Clerk shall explain the Council's position.
 - d) The Committee shall ask any questions of the Clerk.
 - e) The Clerk and Complainant (in that order) shall be offered the opportunity to summarise their position.
 - f) The Clerk and Complainant shall be asked to leave the room while the Committee decides whether or not the complaint is justified (if a point of clarification is necessary, both the Clerk and the Complainant shall be invited to re-join the meeting).
 - g) The Clerk and Complainant shall be invited to return to the meeting to hear the decision or to be advised when the decision will be made.

6. Stage Two - After the Meeting

- i. The decision shall be confirmed in writing within seven working days, together with details of any action taken.
- ii. If the complainant is not satisfied with the Committee's decision then the complainant can ask for the decision to be reconsidered at Full Council, normally within two weeks. The outcome of this decision will be confirmed in writing within seven working days. If the complainant remains dissatisfied the Council will seek assistance from the County Association.

N.B. - Where the term 'Clerk' is given, the term of 'Chairman' could also apply dependant on circumstance



TEWKESBURY TOWN COUNCIL

MEDIA POLICY

Adopted at the Full Council Meeting on 13th June 2022



Amendment and Version History

Responsible Committee: Finance Committee

Version: Full 1.1

Publication Date: June 2022

Last review date: June 2025

Change History				
Version	Author	Reasons for Revision	Approved by (ref minute)	Date of Approval
DRAFT 1.0		Initial Draft Version	N/A	N/A
FULL 1.1			Full Council 22/23-48	13 th June 2022

1. Communications with the Media

- 1.1. Tewkesbury Town Council (“the Council) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Town Clerk, or in their absence the Assistance Town Clerk.
- 1.2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
- 1.3. The Council cannot disclose confidential information or information that is prohibited under the terms of a court order, by legislation, the Council’s standing orders, under contract or by common law.
- 1.4. Meetings of the Council and its committees are open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason stated in the resolution.
- 1.5. The Council’s communications with the media seek to represent the corporate position and views of the Council. The Town Clerk, or in their absence the Assistant Town Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.

2. Use of Social Media by Town Councillors

- 2.1. This section sets out the requirements for Town Councillors when using online communications, collectively referred to as social media. Requirements for Council Staff are covered within the Employee Handbook.
- 2.2. This policy covers all forms of social media and email.
- 2.3. The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication.
- 2.4. Individual Town Councillors are responsible for what they post in a council and personal capacity.
- 2.5. Social media may be used to:
 - Distribute agendas, post minutes and dates of meetings
 - Advertise events and activities
 - Good news stories linked website or press page
 - Vacancies
 - Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
 - Announcing new information
 - Post or Share information from other parish related community groups such as schools, sports clubs, community groups and charities

- Refer resident queries to the clerk and all other councillors
- 2.6. When using social media (including email) Town Councillors must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.
- 2.7. Town councillors must not:
- hide their identity using false names or pseudonyms
 - present personal opinions as that of the council
 - present themselves in a way that might cause embarrassment to the council
 - post content that is contrary to the democratic decisions of the council
 - post controversial or potentially inflammatory remarks
 - engage in personal attacks, online fights and hostile communications
 - use an individual's name unless given written permission to do so
 - publish photographs or videos of minors without parental permission
 - post any information that infringes copyright of others
 - post any information that may be deemed libel
 - post online activity that constitutes bullying or harassment
 - bring the council into disrepute, including through content posted in a personal capacity
 - post offensive language relating to race, sexuality, disability, gender, age, religion or belief
 - conduct any online activity that violates laws, regulations or that constitutes a criminal offence
- 2.8. Councillor's views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Pre-determination or Bias and may require the individual to declare an interest at council meetings.
- 2.9. Anyone with concerns regarding content placed on social media sites that denigrate Town councillors, council staff or residents should report them to the Town Clerk.
- 2.10. The Town Clerk will have authority to remove any posts made by third parties from council social media pages which are deemed to be of a defamatory or libellous nature.
- 2.11. This policy will be reviewed every three years.

Date approved

Date of review:

I am very pleased to share that this week, Wednesday 24th May, I was elected as the next Chair of Gloucestershire County Council. I feel very honoured and humbled to be given this opportunity and will endeavour to represent Gloucestershire, my residents, and the Council to the best of my ability.

Thanks,
Vernon

Cllr Vernon Smith
vernon.smith@gloucestershire.gov.uk

Gloucestershire Recycles campaign encourages residents to get composting

Gloucestershire Recycles are supporting International Compost Awareness Week with their latest campaign – Get Gloucestershire Composting.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2023/gloucestershire-recycles-campaign-encourages-residents-to-get-composting/>

Wild Gloucestershire campaign launched to promote biodiversity

A campaign has been launched by Gloucestershire County Council to promote local biodiversity and encourage residents to make their gardens more wildlife-friendly.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2023/wild-gloucestershire-campaign-launched-to-promote-biodiversity/>

Have your say on a new political map for Gloucestershire County Council

The Local Government Boundary Commission has decided that the number of councillors in Gloucestershire should be 55. This is a change from the current council which has 53. The Commission wants to hear what residents and organisations think about their local area. A 10-week consultation on the proposals will run until 5 June 2023.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2023/have-your-say-on-a-new-political-map-for-gloucestershire-county-council/>

Council launches £159,000 Build Back Better Youth Fund

Gloucestershire County Council has launched a new £159,000 youth fund to help support young people and community youth projects within Gloucestershire.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2023/council-launches-159-000-build-back-better-youth-fund/>

Gloucestershire roads safer thanks to Community Speedwatch

Gloucestershire's Community Speedwatch (CSW) is beginning to positively influence people's behaviour with promising data and examples showcasing early successes of making roads safer.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2023/gloucestershire-roads-safer-thanks-to-community-speedwatch/>

Gloucestershire secures over £8million funding for active travel

Plans by Gloucestershire County Council to deliver a 26-mile 'cycle spine' from Stroud to Bishops Cleeve have been given a further boost with an Active Travel Fund award from the Department of Transport (DfT) for £8.265 million.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2023/gloucestershire-secures-over-8million-funding-for-active-travel/>

Council sponsors Malvern show garden set to become escape for hospital patients

The council will sponsor a garden at the RHS Malvern show that will become a therapeutic escape for hospital patients.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2023/council-sponsors-malvern-show-garden-set-to-become-escape-for-hospital-patients/>

Massive boost to tree planting in Gloucestershire

The tree planting season has come to an end and the county council is proud to announce that 130,006 trees have been planted this season.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2023/massive-boost-to-tree-planting-in-gloucestershire/>

Sponsor a tree and help create a Greener Gloucestershire

Gloucestershire County Council wants to plant more urban trees in the county and wants your help to do this.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2023/sponsor-a-tree-and-help-create-a-greener-gloucestershire/>

Council standing up against road disruption caused by utility companies

Up to 80% of disruptive roadworks in Gloucestershire are caused by utility companies and other contractors each year.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2023/council-standing-up-against-road-disruption-caused-by-utility-companies/>

Gloucester charity named regional champion at national awards

Gloucester's The Venture Community Hub has been named one of two Southwest Regional Champions at the National HAF Awards, held by the Department for Education.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2023/gloucester-charity-named-regional-champion-at-national-awards/>

Cllr Kathy Williams steps down from cabinet to become Mayor of Gloucester

After 10 years on the county council's cabinet, Cllr Kathy Williams, Longlevens, is stepping down today to become Mayor of Gloucester.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2023/cllr-kathy-williams-steps-down-from-cabinet-to-become-mayor-of-gloucester/>