



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 15th January 2024 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
9th January 2024

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 13th November 2023
8. To note the following Committee Minutes: Planning – 4th & 18th October, 1st, 15th & 29th November 2023, Finance – 6th November 2023, Environment & Amenities – 10th October 2023, Buildings & Moorings – 24th October 2023, Staffing – 31st October 2023
9. Matters arising from the minutes – for information only
10. To receive the budget and earmarked reserves reports for October & November 2023
11. To receive the payments reports for October & November 2023
12. To agree the budget for financial year 2024-25
13. To agree the Council's precept request for financial year 2024-25

14. To note the GAPTC subscription fee for 2024-25
15. To delegate authority to the Planning Committee to respond to the Strategic & Local Plan consultation and the draft charter for Tewkesbury Garden Communities
16. To agree to register the Derek Graham Play Area with Land Registry
17. To agree the retained contractors list
18. To grant an extension to the six-month attendance rule for Cllr Dimond-Brown, due to ill health
19. To receive an update from the Climate Change Working Group
20. To note the reports from Tewkesbury Borough Council & Gloucestershire County Council
21. Correspondence

The next Full Council meeting will be:
11th March 2024

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 Tewkesbury Town Hall on Monday 13th November 2023 at 6.00pm

Present: Cllrs C Danter (Chair), E Ash, H Bowman, P Brookes, P Jones, R Langdon, K Moran, J Raywood, S Raywood, M Sztymiak.

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

23/24 - 101 To receive apologies for absence

Apologies received from Cllr Dimond-Brown (health), Cllr Robertson (health), Cllr Cody (work), Cllr Smith (work), Cllr Hayes (personal), Cllr Baddams (personal)

23/24 - 102 To receive declarations of interest

Cllrs Sztymiak & Bowman – Tewkesbury Borough Councillors – 23/24-119
Cllr S Raywood – employed with the Planning Inspectorate – 23/24-118

23/24 - 103 To consider requests for dispensation

None required.

23/24 - 104 To receive written questions from members of the public

There were no questions received.

23/24 - 105 Public Participation

A member of the public spoke about the license review at the Black Bear and the Gloucester Road traffic control and bus stops. The member of the public stated that these matters have also been raised with the Ward Councillor at Tewkesbury Borough Council.

23/24 - 106 To note the Mayor's Announcements

Sunday November 12th – Tewkesbury Remembrance Parade, thanks were given to all Councillors who took part.

The Town Crier has decided to retire after 25 years of service and there will be a process to find a replacement.

There is no Full Council meeting in December, but Councillors are invited to help at the Christingle Service at the Abbey on 24th December in the afternoon. Details to follow.

23/24 - 107 To approve the minutes of the meetings held on 11th September 2023

It was RESOLVED to approve the minutes of the meeting held on 11th September 2023. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

23/24 - 108 To note the following Committee Minutes –Planning – 9th & 23rd August, 6th & 20th September 2023, Finance – 29th August 2023, Severn Ham – 18th September 2023

The above minutes were noted.

23/24 - 109 Matters arising from the minutes

21/22-147 Cycle storage and Riverside Walk signs – ongoing as part of the HSHAZ work. Wayfinding meeting on Thursday this week, Town Clerk taking part.

22/23-95 Accessibility of Town Hall - ongoing. Meeting has taken place with the Conservation Officer and are awaiting information from Highways.

23/24-56 Asset register lists for checking – ongoing.

23/24-66 Civic Pride / Our Town working group – terms of reference to return to Full Council – ongoing.

23/24-88 Rialtas – bug fix provided – complete.

23/24-89 Detailed invoice information requested. Circulated – complete.

23/24-89 Tewkesbury Live – to be discussed in January meeting – ongoing.

23/24-91 Hydrology meeting – held and complete. Final report due this week and additional cost of £300, which will be retrospectively approved.

23/24-95 TBC archaeological collection – ongoing. Senior officers have asked for the collection to be valued, they have been advised that it is currently in storage and the Town Council has had to cover these costs. The Tewkesbury Information Centre was found to be unsuitable for storage.

23/24 - 110 To receive the budget reports for August & September 2023 and earmarked reserves report

The reports were received.

The Town Clerk advised:

That Buildings & Moorings will need to consider the release of earmarked reserves at their next meeting.

The second part of the precept has been received and now shows in the accounts.

Looking at the six month figures – Actual income (6 months) vs budget (annual)

| | Actual income | Budget figure |
|------------------|---------------|---------------|
| Moorings | £3,095 | £6,000 |
| Watson Hall hire | £11,962 | £24,000 |
| Town Hall hire | £9,856 | £20,000 |
| Watson Hall bar | £23,449 | £45,000 |

The expenditure costs for bar stock, bar salaries and overall staffing are also within budget at the six month point.

The finances for Tewkesbury Live are not complete as we are still awaiting some invoices to be paid. This will go to the next finance meeting and then to Full Council in January.

23/24 - 111 To receive the payments reports for August & September 2023

The reports were received.

23/24 - 112 To note the Q1 & Q2 bank reconciliations

The bank reconciliations were noted. The Finance Committee reviews these on a monthly basis, but financial regulations require them to come to Full Council for noting.

23/24 - 113 To approve the Strategic Plan 2024-2029

Further to asking the Museum Trustees if they are happy to be included in part 2.3, it was RESOLVED to approve the Strategic Plan 2024-2029.

Proposed by Cllr Ash, seconded by Cllr Brookes.

- 23/24 - 114** **Following the approval of the Strategic Plan, the Council resolves that it will meet the criteria in terms of Governance, Community & Development and wishes to apply for the Local Council Quality Award in January 2024**
It was RESOLVED that the Council will meet the criteria in terms of Governance, Community & Development and wishes to apply for the Local Council Quality Award in January 2024.
Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.
- 23/24 - 115** **To consider and agree any grant applications**
There is £913.20 left in Community Grant budget for the year.
It was RESOLVED to award £500 to Tewkesbury Town Band.
Proposed by Cllr Brookes, seconded by Cllr Moran.
It was requested that their accounts are included with future applications.
- 23/24 - 116** **To note that Cllr Moran will be the Outside Bodies liaison for Tewkesbury Medieval Festival rather than Tewkesbury Big Weekend.**
The above change was noted.
- 23/24 - 117** **To agree to sign up to NALC's Civility & Respect Pledge**
The Town Clerk advised that the employee handbook already includes a 'Dignity at Work' policy in section 8.
Action: Training is required as part of the pledge. Town Clerk to investigate options.
It was RESOLVED to sign NALC's Civility & Respect Pledge.
Proposed by Cllr Bowman, seconded by Cllr Brookes.
- Cllr S Raywood left the meeting.
- 23/24 - 118** **To delegate authority to the Planning Committee to complete and approve the response to the South Worcestershire Development Plan Review**
In Dec 2022, Full Council agreed a response to regulation 19, the next step is to have the plan reviewed and the Town Council has until 13th December to respond. The original submission from last December will be part of the information considered, but there is now more information in terms of the hydrology report that the Town Council commissioned. The final hydrology report is not available until next week, so it is not possible for Full Council to approve the response and it will therefore be considered by the Planning Committee. The intention is to append the full report to the Town Council's submission, but also provide some bullet points as an overview. All Councillors are welcome to attend the Planning Committee meeting on 29th November where it will be discussed.
It was RESOLVED to delegate authority to the Planning Committee.
Proposed by Cllr Bowman, seconded by Cllr Moran.

Cllr S Raywood rejoined the meeting.

- 23/24 - 119 To review the issue regarding future cemetery provision in Tewkesbury and Tewkesbury Borough Council's plan for dealing with this**
Cllr J Raywood spoke on an issue that had been raised at Planning by a member of the public regarding the lack of suitable cemetery facilities in Tewkesbury once the current cemetery was full, and that the Garden Town will only add to that pressure. Tewkesbury Borough Council have advised that burials will take place in Bishop's Cleeve once the cemetery is full, Councillors have concerns about the distance people will have to travel. Issue in Tewkesbury is that there isn't much suitable land (due to requirements of graves being 1m about the groundwater) and that this land is wanted for housing due to the elevated location.
Options could be to reuse graves (as this is allowed after 100 years).
Councillors raised questions including, has the Baptist Church been considered in terms of grave reuse? Are woodland burials an option? Could this be built into the Borough Plan? When is the Tewkesbury cemetery expected to be full and how many years are provided for in Bishops Cleeve? Are there any other options in terms of above ground burials, as happens in Spain?
Action: Town Clerk to write to Strategic Planning or Chief Executive, to enquire what provision is being made for burials in Tewkesbury.
- 23/24 - 120 To approve the separation of the Buildings & Moorings Committee into two separate committees and to agree the membership and quorum**
This was discussed about a year ago at Full Council and it was agreed that it would return for further discussion.

Councillors discussed the issues regarding splitting the committees and some councillors raised concerns about them then being during the day and not solving the problem that there is not enough money to do what needs doing. Other Councillors advised that moorings issues split down the agenda due to the larger projects required in the buildings and splitting the committees would enable moorings to have the focus that it required. It was also raised that due to outside lobbying regarding moorings that you would need a strong experience chair for the committee, as well as potentially a building / estate manager. The difference in quorum was also raised as a question.

Action: Town Clerk to return with more information and terms of reference for each of the proposed committees.
- 23/24 - 121 To note the council's action with regard to the biodiversity duty on local councils**
The actions were noted.
Action: Although it is not a legal requirement, the details will be published on the website.
- 23/24 - 122 To receive an update from the Climate Change Working Group**
Deferred to January meeting.
- 23/24 - 123 To note the reports from Tewkesbury Borough Council (TBC) and Gloucestershire County Council**
The reports were noted.

23/24 - 124 Correspondence

There was no correspondence.

There being no further business, the meeting closed at 7.10pm

Signature of Chairman upon approval of the minutes 15th January 2023

DRAFT



PLANNING COMMITTEE

Wednesday 4th October 2023

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

In attendance: Mrs D Hill, Town Clerk

MINUTES

P.23/24.223 Welcome.

The Chairman welcomed everyone present when the meeting opened at 7.35pm.

P.23/24.224 To receive apologies for absence

None

P.23/24.225 To receive declarations of interest

Cllr S Raywood – item 20

P.23/24.226 To receive and consider requests for dispensations

None

P.23/24.227 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.23/24.228 To approve the minutes of the Planning Committee meeting held on 20th September 2023

Proposed by Cllr Hayes and seconded by Cllr S Raywood

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

P.23/24.229 To approve the payments list

Total payments = £9,430.38

Proposed by Cllr Jones and seconded by Cllr Bowman

It was resolved to **approve** the payments list.

P.23/24.230 To receive the current budget and earmarked reserves report

Received

- P.23/24.231 To consider budgetary requirements for the year 2024-2025 and the forward budget**
 The committee considered the following budgeting provisions to be appropriate for the next financial year.
 4718 Community Development - £1,000
 4719 Planning Consultancy - £5,000
 4810 Outreach - £500
 Total overhead expenditure - £6,500
 The committee considers it appropriate to roll the above figures forward for future years.
- P.23/24.232 To approve additional expenditure of £600 relating to the hydrology study for land off Bredon Road**
 Proposed by Cllr Jones and seconded by Cllr Hayes
 It was resolved to **approve** the expenditure, subject to the formulation of a clear agenda for the forthcoming meeting between the hydrologist and councillors.
- P.23/24.233 To receive an update on CIL funding**
 Received. It was noted that we are not expecting any CIL payments in the foreseeable future.
- P.23/24.234 To receive updates on matters arising from the minutes – for information only**
 Re. **P.23/24.010** - There has been no further information forthcoming on 23/00287/LBC.
 Re. **P.22/23.392** - There has been no further information forthcoming on 22/00462/LBC.
 Re **P.23/24.208** – Councillors Bowman and Hayes have become involved with the residents’ group. It was noted that the Town Council is not in a position to purchase the land at its current market value. Councillors Bowman and Hayes will report back to the residents.
 Re **P.23/24.212** – a public consultation on a range of High Street Heritage Action Zone proposals took place in the Town Hall on 28th September and seems to have been well attended. The proposals are now on display in the window at 9 Church Street and residents are encouraged to respond online. During the Mop Fair (9th-10th October) there will be a further consultation event in the Jelly Roll Café.
- Mrs D Hill left the meeting at 8.02 pm.
- P.23/24.235 To note correspondence**
 The Tewkesbury Garden Town team has invited town councillors on a trip to visit existing garden towns at Didcot and Bicester. The Town Council has also been invited to participate in a Garden Town Liaison Group.
 The High Street Heritage Action Zone (HSHAZ) work to develop a masterplan and design code for Tewkesbury Town Centre is about to start, led by consultants LDA Design.
 The attached flyer provides more information about the project, including details of the themed walks round Tewkesbury during the Mop Fair on 9th/10th October. There will be further themed walks at a later date, in addition to other events.
 The South Worcestershire Development Plan Review has been submitted to The Planning Inspectorate.

P.23/24.236 To receive the Borough Councillor's report (if applicable)

Cllr Bowman reported that Tewkesbury Borough Council has just lost a third appeal by a developer, due to its inability to prove satisfactorily that it has an adequate 5YHLS. A new Director of Place has taken up position and will address this, and other difficulties. Cllr Raywood has alerted Cllr Bowman to the risk to the Borough in having such a large number of planning applications still open long after they should have been determined. Cllr Bowman is investigating this.

P.23/24.237 Demolition of existing garage and garden wall. Construction of new single and two storey front, side and rear extensions. Erection of new close-boarded timber fence.

Planning Application

4 Manor Park Mitton Tewkesbury Gloucestershire GL20 8BQ

Ref. No: 23/00796/FUL

Observations:

No objection

P.23/24.238 Installation of solar array (retrospective).

Planning Application

Mythe Grange Mythe Road Tewkesbury Gloucestershire GL20 6EB

Ref. No: 23/00800/FUL

Observations:

No objection

P.23/24.239 Alterations to the shopfront and replacement windows.

Planning Application

2 Barton Street Tewkesbury Gloucestershire GL20 5PP

Ref. No: 23/00707/LBC

Observations:

No objection

P.23/24.240 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

Change of use of the first and second floors from office (Use Class E) to residential flats (Use Class C3) and associated works.

Planning Application

First Choice Recruitment Service 62 High Street Tewkesbury Gloucestershire GL20 5BJ

Ref. No: 23/00626/LBC, and

Ref. No: 23/00625/FUL

Observations:

The Town Council feels that this is an improvement but it is still unclear that the space provided for bins is adequate for the two residences and the commercial property.

P.23/24.241 To note any additional applications on the Planning Portal which will expire before Wednesday 18th October 2023 and agree further actions

None

P.23/24.242 **Submission of Further Information in respect of the Environmental Statement relating to the following planning application**

Application Ref: 22/000015/CM **Grid Ref:** (E) 387195, (N) 237244

Applicant: CEMEX UK Operations Ltd.

Proposal: Proposed extraction of sand and gravel with restoration to agriculture and nature conservation, including ponds, wetlands, hedgerows and lowland mixed deciduous woodland and meadows.

Location: Ripple East, Bow Lane, Ripple, Worcestershire

www.worcestershire.gov.uk/eplanning Deadline date for responses is 30th October.

Observations:

The Town Council has nothing further to add to its previous comments.

There being no further business, the meeting closed at 9.04pm.

Chairman's signature

18th October 2023



PLANNING COMMITTEE

Wednesday 18th October 2023

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

MINUTES

P.23/24.243 Welcome.

The Chairman welcomed everyone present when the meeting opened at 7.33pm.

P.23/24.244 To receive apologies for absence

None

P.23/24.245 To receive declarations of interest

Cllr S Raywood – item 11 DPI – employed by the Planning Inspectorate

P.23/24.246 To receive and consider requests for dispensations

None

P.23/24.247 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.23/24.248 To approve the minutes of the Planning Committee meeting held on 4th October 2023

Proposed by Cllr Jones and seconded by Cllr Hayes

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

P.23/24.249 To receive updates on matters arising from the minutes – for information only

Re. **P.23/24.010** - There has been no further information forthcoming on 23/00287/LBC.

Re. **P.22/23.392** - There has been no further information forthcoming on 22/00462/LBC.

Five town councillors attended a workshop on the Garden Town at the Borough Council offices on 11th October . The mood of the meeting was considerably more

positive than at previous meetings that were held prior to 2020 and many assurances were given that we would be listened to.

P.23/24.250 To note correspondence

The Town Council has received confirmation from TBC of TPO 415 for two individual oak trees and a group of oak trees at Tewkesbury Park.

P.23/24.251 To receive the Borough Councillor's report (if applicable)

Cllr Bowman could not attend to give a report in person but gave a verbal report to the chairman earlier in the day. Tewkesbury Borough Council has lost another appeal case due to its lack of an adequate Five-Year Housing Land Supply. A statement will be issued shortly.

P.23/24.252 Single-storey rear extension to dwelling

Planning Application

15 Tretawn Gardens Newtown Tewkesbury Gloucestershire GL20 8EF

Ref. No: 23/00854/FUL

Observations:

No objection

P.23/24.253 To consider what issues the Council needs to raise with the Planning Inspector, with respect to the South Worcestershire Development Plan, bearing in mind that our response to the Regulation 19 consultation, that was submitted in December 2022, will be considered as part of the evidence base

[South Worcestershire Development Plan Review | Local Plan Examination Services \(localplanservices.co.uk\)](https://localplanservices.co.uk)

As a consultee, the Council can engage with the review process, either verbally or by a written submission. Both forms of submission carry equal weight but a written submission has the advantage of being able to convey the majority view of the council, in a form of words agreed by the Council. The chairman recommended that the Council should make its submission in written format. Any individual councillor may, of course, make their own submission, either verbal or written, but in doing so should make it clear that in doing so they are not speaking on behalf of Tewkesbury Town Council.

The Town Council has already submitted a detailed response to the Regulation 19, but since that date it has consulted a hydrology consultant regarding current proposals for the site east of Bredon Road, which forms a part of the SWDP. The Hydrologist's report highlights the importance of maintenance of SUDs and other alleviation measures. The Town Council's submission could therefore focus on the need to ensure that measures will be in place to enable a sustainable plan for maintenance to be carried out, with assured adequate funding and a durable organisation to organise and carry out the work.

An initial draft response will be prepared and circulated amongst committee members, so that a final draft response can be agreed by the committee on the 1st

November, following a meeting with the hydrologist on 30th October, and presented to Full Council for approval on 13th November.

P.23/24.254 To consider recent correspondence concerning the future of cemetery provision in Tewkesbury, particularly in respect of the proposed garden town, and to determine next steps

Councillor J Raywood reported that, at last week's workshop on the Garden Town, she raised this correspondent's concerns, so it is now recorded as something that needs to be thought about. The ensuing discussion at the workshop raised the observation that cemeteries cannot be situated in locations where the highest anticipated groundwater level is less than 1m below the base of the graves. (HM Government guidance on protecting groundwater from human burials: October 2023) How many locations in Tewkesbury are therefore suitable for the purpose? Perhaps the most suitable elevated sites in the parish are currently subject to applications to build housing.

As the Town Council, like all parish councils, is a burial authority, this issue will be brought to the attention of Full Council, to see how they wish to proceed further.

P.23/24.255 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

P.23/24.256 To note any additional applications on the Planning Portal which will expire before Wednesday 1st November 2023 and agree further actions

None

P.23/24.257 To note the decisions made in September 2023, in respect of planning applications to Tewkesbury Borough Council

Noted

There being no further business, the meeting closed at 8.23pm.

Chairman's signature

1st November 2023



PLANNING COMMITTEE

Wednesday 1st November 2023

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

MINUTES

- P.23/24.258 Welcome.**
The Chairman welcomed everyone present when the meeting opened at 7.32pm.
- P.23/24.259 To receive apologies for absence**
R Carey
P Jones
- P.23/24.260 To receive declarations of interest**
S Raywood – item 21 DPI – employed by the Planning Inspectorate
- P.23/24.261 To receive and consider requests for dispensations**
None
- P.23/24.262 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.23/24.263 To approve the minutes of the Planning Committee meeting held on 18th October 2023**
Proposed by Cllr Hayes and seconded by Cllr S Raywood
It was resolved to **approve** the minutes.
- P.23/24.264 To receive updates on matters arising from the minutes – for information only**
Re. **P.23/24.010** - There has still been no further information forthcoming on 23/00287/LBC.

Re. **P.22/23.392** - There has still been no further information forthcoming on 22/00462/LBC.

The chairman will write to the Conservation Officer to enquire about further progress on these applications.

P.23/24.265 To note correspondence

We have received a press statement and an update about the Cotswolds Designer Outlet which is being developed at Ashchurch by Robert Hitchins Ltd. The first part of the 300-acre development at Ashchurch completed last year with a very successful opening of Dobbies Garden Centre.

In the next few days, construction of the first phase of the prestigious Cotswolds Designer Outlet will begin, with international contractor Bouygues UK having been appointed by Robert Hitchins.

The Retail Outlet is scheduled to open in Spring 2025, bringing 300 jobs to the area during the construction phase and up to 500 retail job opportunities on completion. The developers appear to have noted our previous communications with them and are now beginning to make links with Tewkesbury in their publicity.

Following the Garden Town engagement seminar the chairman has received an update to say that our 'contributions have played a pivotal role in shaping discussions and guiding our direction as we move forward. The various ideas and perspectives ... have been documented by Cratus, our engagement specialists, on behalf of the borough council, and are in the process of ensuring collective viewpoints are carefully analysed and documented. We anticipate its completion by the end of October, with the intention of sharing the outcomes with you in early November.'

Councillors have been invited to 'Future Tewkesbury' workshops on 8th and 9th November. This concerns the HSHAZ and the centre of the town.

P.23/24.266 To receive the Borough Councillor's report (if applicable)

Tewkesbury Borough's Housing Land Supply has now officially been stated as 3.26 years. Having recently been unable to defend themselves successfully against three appeals the Borough is minded not to contest the next one. Cllr Bowman assured us that the new Director of Place, who has now been in post for a couple of months, is getting to grips with the situation. It is however a concern to this committee that our parish is vulnerable to the impacts of unplanned development.

P.23/24.267 Change of use of the first and second floor of Cross House from Class E to Class C3.

Cross House Church Street Tewkesbury Gloucestershire GL20 5AB
Ref. No: 23/00731/FUL

Observations:

No objection

P.23/24.268 Proposed works to two trees in rear garden: T1 - Yew - Crown reduction by 1.5m T2 - Douglas Fir - Poor specimen and outgrown its location, the removal will also stop the holly being suppressed

Planning Application
74 High Street Tewkesbury Gloucestershire GL20 5LA
Ref. No: 23/00929/TCA

Observations:

No objection

- P.23/24.269** As recommended after inspection by Matt Hale. T32 Self sown Purple plum - the tree is very close to Abbey House and has outgrown its location - remove tree to avoid damage to building. T2 Lawson Cypress cultivar - This tree is located in Abbey Lodge back Garden but is in the conservation area. This tree has outgrown the area it was planted in and has not been managed, it now has grown very tall and is blocking out the light to the kitchen in Flat 4. Detailed plan submitted showing the location and updated photos showing current size and proximity to the buildings.

Planning Application

Abbey Office Church Street Tewkesbury Gloucestershire GL20 5RZ

Ref. No: 23/00924/TCA

Observations:

No objection

- P.23/24.270** Increase existing ridge height to facilitate loft conversion, installation of side dormer and rooflights. Partial render of existing property.

Planning Application

Christowe Abbots Walk Tewkesbury Gloucestershire GL20 5TA

Ref. No: 23/00868/FUL

Observations:

No objection

- P.23/24.271** Erection of a surface-mounted ancillary storage building anchored to existing hardstanding.

Planning Application

Corus Panels And Profiles Severn Drive Ashchurch Tewkesbury Gloucestershire GL20 8SF

Ref. No: 23/00855/FUL

Observations:

No objection

- P.23/24.272** Change of use of two commercial units to residential houses

Planning Application

The Builders Yard Swilgate Road Tewkesbury Gloucestershire

Ref. No: 23/00902/FUL

Observations:

The Town Council wishes to know what circumstances have changed to make this a more viable proposition than it was when it was refused in 2017. It is noted that the previous proposal was refused on the basis of flood risk and it is not clear from the information provided how that risk would be better managed in future.

P.23/24.273 Replacement sash windows, replacment finials, new graphics/signage

Planning Application
7 Barton Street Tewkesbury Gloucestershire GL20 5PP
Ref. No: 23/00895/LBC

Observations:

No objection

P.23/24.274 Regularisation of fascia

Planning Application
2 Barton Street Tewkesbury Gloucestershire GL20 5PP
Ref. No: 23/00836/LBC

Observations:

No objection

P.23/24.275 Footpath AAS7 (Route A-B-C-D-E) altered to follow route A-W-X-Y-E.

Planning Application
Parcel 4256 Homedowns Tewkesbury Gloucestershire
Ref. No: 23/00903/FTP

Observations:

The Town Council would have appreciated a rationale for this proposed change. In the absence of this rationale we defer to the opinion of Ashchurch Rural parish Council.

P.23/24.276 Installation of a Heat pump through Octopus Energy.

Planning Application
21 Melrose Walk Tewkesbury Gloucestershire GL20 5FW
Ref. No: 23/00851/FUL

Observations:

No objection

P.23/24.277 Demolition of an existing extension and boundary wall. Construction of new single and two storey rear extensions, covered link and replacement boundary wall.

Planning Application
10 East Street Tewkesbury Gloucestershire GL20 5NR
Ref. No: 23/00892/FUL

Observations:

No objection

P.23/24.278 To prepare a draft submission to the Worcestershire Development Plan review

[South Worcestershire Development Plan Review | Local Plan Examination Services \(localplanservices.co.uk\)](#)

A first draft submission was circulated to members in the agenda pack.

A meeting was held at the Town Hall on 30th October, with Joe Gomme of H Fraser Consulting Ltd. The meeting should enable us to understand Flood Risk analyses more clearly in the future. Although the consultants' assessment is that the Flood Risk analysis for the application on land east of Bredon Road, which would form part of SWDPR 54 Mitton, there seems to be no allowance made for the proposed school, although the school application is relying on the flood risk analysis in the housing application. This is concerning because the proposed site of the school is on one of the most absorbent areas of the site. Questions were raised about some of the base data, for example, why design for a once in 30 years flood level of 13.4m when we know flood levels reached 14.5m in 2007. There was a discussion about the construction and height of the attenuation ponds, which may already be full by the time they are needed. With no fewer than seven watercourses running through the parish, flood risk measures ought to be designed for much more stringent conditions. The consultant will carry out further analysis before submitting the final report in time for us to include it with our submission to the SWDPR and to amend the first part of our response accordingly.

Committee members are content with the two last paragraphs of the draft submission, but we need to be clear about the use of the term 'betterment' and decide whether or not it is appropriate here.

According to Central Bedfordshire it means the amount by which the value of the land is increased by development or by the grant of planning permission, or because of the development of neighbouring land.

According to lawinsider.com it means a repair or a replacement to property that results in a condition superior to or more extensive than its form and condition immediately prior to the loss.

Our submission may be more effective if we use a different word instead, to convey more precisely what we seek.

P.23/24.279 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions
None

P.23/24.280 To note any additional applications on the Planning Portal which will expire before Wednesday 15th November 2023 and agree further actions

Re-pollard plane back to previous pollard points.

Planning Application

The Stables Mythe Road Tewkesbury Gloucestershire GL20 5BS

Ref. No: 23/00973/TCA

Observations:

No objection

P.23/24.281 To note the decisions made in September 2023, in respect of planning applications to Tewkesbury Borough Council

This item was carried over in error from previous agenda and has already been completed.

P.23/24.282 To receive an update on CIL and reconsider the timetable of our CIL reporting, to coordinate better with the schedule of CIL payments

Tewkesbury Town Council has received a payment from Tewkesbury Borough Council, of £2,251.83 on 28th October 2023, as a result of the development of 66 High Street. This was unexpected. We are not aware of having received notice that this would be coming to us. A new cost centre has been created for this in the planning budget. This committee is required to review CIL twice yearly, in May and September. This year, reporting took place in early June and early October. Bearing in mind that the schedule for payments is also twice yearly, in April and October, this committee agreed to move the September report to November in future years. It was suggested that an appropriate use for the money would be an intervention make it easier and safer for pedestrians to cross the High Street near no 66 and Homeabbey House. We would need to find significant additional funding to do this.

There being no further business, the meeting closed at 9.23pm.

Chairman's signature

15th November 2023



PLANNING COMMITTEE

Wednesday 15th November 2023

Present: Cllrs. J Raywood, S Raywood, A Hayes, P Jones, Mr R Carey

In attendance: D Hill, Town Clerk

MINUTES

P.23/34.283 Welcome.

The Chairman welcomed everyone present when the meeting opened at 7.30pm.

P.23/34.284 To receive apologies for absence

R Maggs (email sent prior to meeting but received afterwards)

P.23/34.285 To receive declarations of interest

S Raywood – item 16 DPI – employed by the Planning Inspectorate

P.23/34.286 To receive and consider requests for dispensations

None

P.23/34.287 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.23/34.288 To approve the minutes of the Planning Committee meeting held on 1st November 2023

Proposed by Cllr Hayes and seconded by Cllr Jones

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

P.23/34.289 To receive updates on matters arising from the minutes – for information only

Re. **P.22/23.392** - There has still been no further information forthcoming on 22/00462/LBC.

The chairman will write to the Conservation Officer to enquire about further progress on these applications. (Ongoing)

Three Town Councillors and the Town Clerk attended the 'Future Tewkesbury' workshops on 8th and 9th November, concerning the HSHAZ and the centre of the town. Initial ideas for the creation of a Masterplan for the Town Centre were formulated and discussed and we wait to see how it will develop during the next three months.

P.23/34.290 To note correspondence

An email has been received from a Tewkesbury Live sponsor, expressing concern for the future viability of the event, in the light of a licensing review of the Black Bear, following complaints of noise nuisance. The deadline for input into the review is 16th November. The Town Clerk will make a written response on behalf of the Town Council as follows in response to the proposed licensing conditions:

1. The Planning Committee felt the proposed restriction of regulated entertainment taking place in any outdoor area, including the terrace/patio area to six days per calendar year to be a draconian approach. The committee noted that the landlord/personal licence holder could apply for up to 20 TENS per calendar year but feel a much more sensible approach would be to set a reasonable level of outdoor events to be reviewed in say a years' time, as currently there are no outdoor events taking place.
2. The Planning Committee felt a noise management plan would be a useful reference document for the Borough Council and the landlord at this stage. The committee questions the rationale behind insisting this is produced by a person who is a member of the Institute of Acoustics. The committee feels that the landlord would gain greater understanding from working with an acoustic engineer on a range of issues for improvements that can be made to the building and for input into such a plan. Again, the committee feels the Landlord should be given sufficient time to consult and implement these changes and for this to be reviewed in a years' time. The committee understands the Landlord has already sought some advice and introduced some short-term measures to reduce noise escaping from the building.
3. The Planning Committee opposes the installation of a noise limiting device at this stage for the reasons stated above in point 2. The committee is aware that such devices can damage electrical equipment and feel that this requirement should be an absolute last resort. The committee is aware that the Landlord has been taking noise readings and is committed to reducing the noise from the building.
4. No objection.
5. No objection to closing the garden and terrace/patio area closing earlier at 22:30. The committee does not feel that SIA staff would be required outside the front of the building on all days after 22:30, only on event days. The committee would like to bring to the attention of the Borough Council that there are two high quality pan tilt and zoom CCTV cameras in this area of town. One of these points directly at the front of the building and has a view extending down Mythe Road and the other has a view of the High Street from the Black Bear. The Town Council owns and maintains this CCTV and it is used

by the town's PCSO's/Police Officers. It may be prudent to add or increase signage in this area alerting members of the public to the fact that CCTV is in operation.

6. No objection and the committee understand that the Landlord has already taken steps to ensure that no deliveries or collections are made at unsociable hours.
7. No objection and the committee understand that the Landlord has implemented this requirement already.
8. No objection but the committee questions whether this requirement actually needs to form part of the licence?

As you will be aware, Tewkesbury Town Council organises the Tewkesbury Live Music Festival. The festival is self-funding through sponsorship, donations and the sale of merchandise, with support from the Town Council in the form of officer resource. We have received an email from our main sponsor expressing their dissatisfaction at the proposed licence changes. The Black Bear has been the main venue for the last two years and should the licence have such severe restrictions imposed on it, the sponsor has said that they will need to re-consider their sponsorship of the festival.

The Planning Committee therefore urges Tewkesbury Borough Council to re-consider the proposed changes and instead to come up with a plan that can allow the Landlord time to appoint and work with an acoustic consultant for internal noise and to make more reasonable changes to the licence in respect of outdoor events e.g. just restricting the end time initially and then review after 12 months.

The Town Clerk departed from the meeting at this point.

Councillors were invited to the seminar at Tewkesbury Borough Council to hear and discuss the Borough's Housing Land Supply Statement. Three councillors attended. We have also received the slides from this meeting, which will be circulated to committee members.

An email has been received from Localdialogue.com, to let us know about some upcoming works that will be carried out on a small piece of land at the former Tewkesbury Gasworks site, off Oldbury Road.

Following the successful completion of ground investigation works on this land in June 2022, National Grid is now ready to begin environmental improvement works on the site. There may be some odours, dust and noise caused by the works, however these will be proactively monitored and managed by our specialist contractors Englobe, and ongoing monitoring will take place as agreed with the Council under the planning regime. Specialist contractors will be on site from early January 2024 to late spring 2024. The work will involve the controlled demolition of the three existing buildings on the site, some drilling and dewatering, grouting and infilling of some below ground tanks. The works are expected to take approximately three months to complete in various phases, with varying degrees of site attendance and will be reviewed and approved by Tewkesbury Borough Council and the Environment Agency. The work will be undertaken during working hours, these will be 8am – 6pm Monday to Friday and 8am -1pm on Saturdays. Measures will be taken to minimise the impact the work may

have on neighbours and there are opportunities to discuss the project further, either in person or virtually. This email will be circulated to committee members.

Amongst the recommendations submitted to the next Borough Planning Committee is 23/00731/FUL, Cross House, Church Street, Tewkesbury, GL20 5AB – **Permit**

A start date of 5th December has been set for the hearing of Moreton Cullimore's appeal against GCC's refusal of the application regarding land at Bow Farm, reference number 23/0001/REFUSE. The venue will be Puckrup Hall.

P.23/34.291 To receive the Borough Councillor's report (if applicable)
None

P.23/34.292 Change of use of the first and second floors from office (Use Class E) to residential flats (Use Class C3) and associated works.
Planning Application
First Choice Recruitment Service 62 High Street Tewkesbury Gloucestershire GL20 5BJ
Ref. No: 23/00625/FUL

Observations:
No objection

P.23/34.293 Change of use of the first and second floors from office (Use Class E) to residential flats (Use Class C3) and associated works.
Planning Application
First Choice Recruitment Service 62 High Street Tewkesbury Gloucestershire GL20 5BJ
Ref. No: 23/00626/LBC

Observations:
No objection

P.23/34.294 Modify of a Section 106 agreement
Planning Application
The Abbey School Church Street Tewkesbury Gloucestershire GL20 5PD
Ref. No: 23/00966/OBM

Observations:
No objection

P.23/34.295 Demolition of Gupshill Manor Bungalow and detached stables, replacement roofing of detached store building.
Planning Application
Gupshill Manor Gloucester Road Tewkesbury Gloucestershire GL20 5SG
Ref. No: 22/00745/FUL

Observations:
No objection

P.23/34.296 Demolition of Gupshill Manor Bungalow and detached stables, replacement roofing of detached store building.

Planning Application

Gupshill Manor Gloucester Road Tewkesbury Gloucestershire GL20 5SG

Ref. No: 22/00746/LBC

Observations:

No objection

P.23/34.297 Proposed conversion of an ancillary outbuilding into a new one bedroom single storey dwelling

Planning Application

1 Union Place Chance Street Tewkesbury Gloucestershire GL20 5RE

Ref. No: 23/00979/FUL

Observations:

No objection

Cllr S Raywood left the meeting just prior to the next item.

P.23/34.298 To complete any interim actions required at this stage, for submission to the Worcestershire Development Plan review
[South Worcestershire Development Plan Review | Local Plan Examination Services \(localplanservices.co.uk\)](https://localplanservices.co.uk)

The Hydrologist's final report is due this week. This committee has been granted delegated authority to make a submission on behalf of the Town Council and will do so on 29th November 2023. It was agreed that a more appropriate term to use in place of 'betterment' would be 'enhancement'. The hydrology consultant's report will be submitted as part of our response.

Cllr S Raywood returned to the meeting after the end of this item.

P.23/34.299 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions
23/00287/LBC

Observations:

No objection

P.23/34.300 To note any additional applications on the Planning Portal which will expire before Wednesday 1st November 2023 and agree further actions
[Fell 1 x Cherry](#)

Planning Application

Mythe Water Treatment Works Mythe Road Tewkesbury Gloucestershire GL20 6AA

Ref. No: 23/00994/TCA

Observations:

| |
|---|
| The Town Council would appreciate the rationale for the removal of the cherry tree and the plum tree. |
|---|

P.23/34.301 To note the decisions made in October 2023, in respect of planning applications to Tewkesbury Borough Council

Noted

There being no further business, the meeting closed at 8.58pm.

Chairman's signature

29th November 2023



PLANNING COMMITTEE

Wednesday 29th November 2023

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

In attendance: Mrs D Hill (Town Clerk)

MINUTES

P.23/24.302 Welcome.

The Chairman welcomed everyone present when the meeting opened at 7.30pm.

P.23/24.303 To receive apologies for absence

Mr R Maggs

P.23/24.304 To receive declarations of interest

Cllr S Raywood - item 10 DPI – employed by the Planning Inspectorate

P.23/24.305 To receive and consider requests for dispensations

None

P.23/24.306 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.23/24.307 To approve the minutes of the Planning Committee meeting held on 15th November 2023

Proposed by Cllr Hayes and seconded by Cllr Jones

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

P.23/24.308 To receive updates on matters arising from the minutes – for information only

Re. **P.22/23.392** - There has still been no further information forthcoming on 22/00462/LBC.

The chairman will write to the Conservation Officer to enquire about further progress on these applications. (Ongoing)

P.23/24.309 To note correspondence

None, that is not addressed elsewhere in the agenda

P.23/24.310 To receive the Borough Councillor's report (if applicable)

Cllr Bowman reported that Borough Planning Committee members have attended a seminar about the proposed Elms Park Development. Proposals will include a new secondary school and two new primary schools, as well as sports facilities. Although the development is within the boundary of Tewkesbury Borough, the houses are intended to meet the housing needs of Cheltenham Borough. However, Uckington Parish will receive CIL funding. Any proposed developments to the west of Elms Park will count towards meeting Tewkesbury Borough's housing need. However this land is green belt land.

Cllr S Raywood left the meeting at this point (7.36pm)

P.23/24.311 To complete the Town Council's submission to the Worcestershire Development Plan review, under the authority delegated to this committee by Full Council, on Monday, 13th November 2023

[South Worcestershire Development Plan Review | Local Plan Examination Services \(localplanservices.co.uk\)](https://localplanservices.co.uk)

A question was asked about whether or not anyone is currently carrying out water quality testing on the Carrant Brook. Cllr Bowman, agreed to enquire on behalf of the committee. After considering the final report of the Hydrology Consultant, the committee agreed to include the report's recommendations in their submission to South Worcestershire but felt that the remainder of the second draft submission should remain unchanged. The hydrologist's report is to be submitted alongside the submission and a copy will of both the submission and the report will also be sent to Tewkesbury Borough Council.

Proposed by **Cllr Hayes**, seconded by **Mr Carey**.
Both the submission and the course of action were **approved**.

Cllr S Raywood returned to the meeting and the town Clerk left at this point (7.59pm)

P.23/24.312 Erection of covered area.

Planning Application
16 High Street Tewkesbury Gloucestershire GL20 5AL
Ref. No: 22/00172/FUL

Observations:

No objection. We defer to the opinion of the Conservation Officer.

P.23/24.313 Erection of covered area.

Planning Application
16 High Street Tewkesbury Gloucestershire GL20 5AL
Ref. No: 22/00173/LBC

Observations:

No objection. We defer to the opinion of the Conservation Officer.

-
- P.23/24.314** Replace 3 wooden sash windows to the front of the property with 3 wooden sash windows (ie a like for like replacement). Replace 2 wooden sash windows to the rear of the property with 2 upvc sash windows.

Planning Application

14 Chance Street Tewkesbury Gloucestershire GL20 5RQ

Ref. No: 23/00021/FUL

Observations:

No objection

- P.23/24.315** T1 Large Oak Reduce any over extended branches back from neighbour's by approximately 1-1.5m, also on the right side of tree needs to be reduced back by 1m to balance. T2 Beech Reduce height by 0.5m to reshape and crown lift lower branches over neighbour's to give a clearance of 2m.

Planning Application

11 York Road Tewkesbury Gloucestershire GL20 5HX

Ref. No: 23/01030/TPO

(The parish tree warden has been consulted and his opinion taken into account in the determination of the following response.)

Observations:

No objection

- P.23/24.316** **To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

23/00903/FTP | Footpath AAS7 (Route A-B-C-D-E) altered to follow route A-W-X-Y-E. | Parcel 4256 Homedowns Tewkesbury Gloucestershire

Copy of email from Sarah Barnes, TBC Planning Officer, re. : 23/00903/FTP -

"Persimmon own all the land which the current and proposed footpath will cross. The

proposals relate to application 22/00439/APP for 209 dwellings, associated works and infrastructure pursuant to outline permission 17/00520/OUT. Footpath AAS7 currently follows route A-B-C-D-E but we wish for it to follow A-W-X-Y-E. This will allow the footpath to follow a more logical route through the development and be safer for users as the proposed route has natural surveillance from the surrounding dwellings. The topography of the proposed route is also flatter and will be easier for users to navigate, as the B-D part of the footpath slopes downwards slightly to a ditch which runs along the boundary of the field. The new footpath will meet all required guidelines (i.e. 3m in width) and will not possess any gates or bridges or other limitations to users. Proposed gas and telecoms mains to serve new dwellings will be 1.2m below the surface of the proposed footpath along points A-Z."

Observations:

Objection. We agree with Ashchurch Rural Parish Council.

P.23/24.317 To note any additional applications on the Planning Portal which will expire before Wednesday 13th December 2023 and agree further actions
None

There being no further business, the meeting closed at 8.20pm

Chairman's signature

13th December 2023

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

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

In attendance: D Hill (Town Clerk)

F.23.046 To receive apologies
Cllr P Jones

F.23.047 To receive declarations of interest
None.

F.23.048 To receive dispensations
None.

F.23.049 To approve the Minutes of the Finance Committee meeting held on 29th August 2023
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 29th August 2023 subject to the small typo on 23.042 being amended. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

F.23.050 Matters arising from the Minutes of 29th August 2023 – for information only
23.024 Breakdown of events at Watson Hall generating higher income levels – the Town Clerk advised that the event date queried was 19th August 2023 – complete.
23.028 Bar audit - new bar auditor to be appointed at a cost of £175 per visit.
23.037 Insurance claim for moorings damage - to be considered by Buildings & Moorings Committee – complete.
23.038 Journal – temporary staff expenditure coded to 120 4100 finance profession to be journalled to 110 4100 staffing professional - carried forward.
23.038 EMR 220 4450 Town Hall maintenance – this relates to expenditure on the display screen in the court room. Town Clerk and Finance Officer checking this has been actioned in the system correctly – carried forward.
23.045 Tewkesbury Live update - carried forward.

F.23.051 To receive correspondence relating to the Finance Committee
None.

F.23.052 Public Participation
None.

F.23.053 To approve the payments list
It was RESOLVED to approve payments totalling £11,752.80. Proposed by Cllr Brookes, seconded by Cllr Moran.

F.23.054 To review the financial reports and bank reconciliations of the Town Council for August and September 2023

The reports were reviewed.

The distribution of funds from collection buckets for the Christmas Lights was queried. **Action:** Town Clerk to clarify.

Cllr Danter to look at expenditure coded to 200 4450 moorings maintenance and check whether some should be journalled to 200 4480 moorings projects. The Precept has now been received in full.

The bank reconciliations were reviewed.

F.23.055 To review the payments report for August and September 2023

The payments report was reviewed.

Three payments were queried; £3,300 Engineering Consultancy Services – 31/8/23, redacted £100 on 31/8/23 and 19/9/23. **Action:** Town Clerk to clarify at next meeting.

F.23.056 To agree the budget for 2024/25 and to agree the forward budget

The budget for 2024/25 was reviewed against the budget for the previous year and the current year to date position and the draft budget for 2024/25 was agreed. The forward budget was not set due to the current unpredictable economical situation and cost of living crisis.

Cllr J Raywood left the meeting.

F.23.057 To agree to pay Countrywide Grounds Maintenance by monthly standing for £211

It was RESOLVED to pay Countrywide Grounds Maintenance by monthly standing order. Proposed by Cllr S Raywood, seconded by Cllr Bowman.

F.23.058 To consider and agree grant applications from outside bodies

Air Ambulance - £100 and offer of use of Town Hall for fundraising purposes.

Proposed by Cllr Bowman, seconded by Cllr Brookes.

Alley Revival - £600, proposed by Cllr Sztymiak, seconded by Cllr Brookes.

F.23.059 To receive a report from the Internal control checkers for Q2 2023/24

Cllr Brookes reported that these had been the best checks so far.

Tewkesbury Live – to go to Finance Committee for final position.

Bank Statements – now initialled.

F.23.060 To agree to appoint GAPTC as Internal Auditor for financial year 2023-24

It was RESOLVED to appoint GAPTS as internal auditor for 2023/24. Proposed by Cllr Bowman, seconded by Cllr Brookes.

There being no further business the meeting closed at 19:55.

Signature of Chairman upon approval of the minutes 8th January 2024



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Environment & Amenities Committee meeting

Held at Tewkesbury Town Hall on 10th October 2023 at 6.40pm

Present: Cllrs S Raywood (Chair), J Raywood, C Danter, P Brookes

In attendance: J King (Assistant Town Clerk)

E&A 23/015 To receive apologies for absence

Apologies received from Cllr Sztymiak and Cllr Baddams.

E&A 23/016 To record declarations of interest

None received.

E&A 23/017 To consider requests for dispensations

None received.

E&A 23/018 To approve the minutes of the meetings held on 4th July 2023

It was RESOLVED to approve the minutes of the meetings held on 4th July 2023.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 23/019 Matters arising from the minutes – for information only

19/036 Community right to bid — complete – awaiting confirmation letter

22/039 Ownership of land behind Gupshill bus shelter – complete - owned by TBC

23/009 Alternative Play Provision – with Cllr Baddams

23/010 Cost of Wetpour for Mitton – awaiting costs for wetpour and alternative

23/010 PPNP Litter Picking – Local residents have been in touch to say they will keep an eye on the park. The Town Council already litter pick the site twice a week and there are sufficient bins for the amount of rubbish. This particular issue was caused by a new resident moving in and packing material becoming loose over the site.

E&A 23/020 Public participation

There was no public participation.

E&A 23/021 To receive correspondence relating to the Environment & Amenities Committee

The yarn bombing group are preparing Christmas displays to put in the bus shelters.

A member of the public requested a bin at the other end of Gravel Walk, however the issue isn't lack of bins, it is people not picking up the dog waste.

Issues were raised about cars parking at Derek Graham. CCTV was requested, but this is not possible at this location and the issue has been reported to the PCSOs.



TEWKESBURY TOWN COUNCIL

A request to put up A4 posters was received from U3A. The committee approved this request as they are a community group.

A number of questions were received from a member of the public regarding the youth budget, the work programme, the draft budget and the budget setting process and Parish Online. The Assistant Town Clerk has responded to the questions but given the level of detail requested, they will offer to speak to, or meet with, the individual.

E&A 23/022 To receive the committee budget report (including earmarked reserves)

The budget was received and reviewed.

The Assistant Town Clerk advised that there was £522 that had recently been spent on sand at Mitton to maintain the surface.

High Street Heritage Action Zone funding has been granted for eight new heritage style bins on the High Street and Back of Avon. This purchase order will show on the next accounts, but will show as an overspend until the grant is received.

Only two sessions of the Play Rangers went ahead during the summer due to availability. We now have five booked for the year, so the current commitment is £2725.

E&A 23/023 To review the work programme and agree any actions

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

- Town Hall swap box ready for collection
- Ballast bins have been topped up with pea gravel
- New supply of sandbags at the Town Hall and with councillors closest to the ballast bins
- Work on the Arrivall sculptures has been completed
- Sand has been applied to the artificial surface in Mitton, there were some application issues that have been resolved
- Councillor Danter has kindly agreed to oversee the bulb planting at Warwick Place
- The Vehicle Activated Sign is back out in use in Mitton
- Thank you to all Councillors taking part in the street condition check, this will give us a good idea of priorities to work on over the next year
- Barton Court bench replaced following a car hitting it. Tewkesbury Borough Council had spare bench which has been installed.

It was agreed that the toilet doors at Gloucester Road require a coat of paint. This should be the same burgundy colour as was used at Spring Gardens.

Action: Caretaking team to repaint doors.



TEWKESBURY TOWN COUNCIL

E&A 23/024 To receive updates on Play Areas and agree any actions

i. Refurbishment of Derek Graham Memorial Park

The issues regarding the wetpour and toddler play equipment were discussed. It is important that the current equipment is refurbished and does not deteriorate beyond repair, as it is still sound.

The wetpour has come away from around the carousel and the toddler play equipment is rusting and the nets need replacing.

It was RESOLVED to carry out the above project work at Derek Graham at a cost of £3219.31. Proposed by Cllr J Raywood, seconded by Cllr Danter.

ii. Replacement bench at Warwick Place at a cost of £394 + delivery

It was RESOLVED to replace the bench at Warwick Place with a Keyston metal bench at a cost of £394 plus delivery.

Proposed by Cllr J Raywood, seconded by Cllr Brookes.

The Play Rangers are returning to the Vineyards on Wednesday 1st November.

E&A 23/025 To receive an update on the vandalism issues at Spring Gardens

We have received three letters of apology from the three individuals carrying out the restorative justice programme.

There was an incident with the door to the storeroom being kicked to try to gain entry. Entry was not achieved, but the door was bent in the process. Reported to the police – they are taking no further action as the individuals are not known. Healthmatic to look at when out to fix the locks previously damaged by vandalism.

E&A 23/026 To agree next steps for the repair / replacement of the Gupshill bus shelter

Two quotes have been received to repair the roof at the Gupshill Bus Shelter, both have been in the region of £2300. Delegated authority was only given up to £1000. Committee to choose whether to replace the roof or go for matched funding and replace the whole bus shelter. Total cost would be in the region of £7500, potential cost to the Town Council £3750.

Concerns were raised about the safety of the bus shelter as you cannot see inside it.

It was RESOLVED to apply for matched funding to replace the Gupshill Bus Shelter, together with approving the matched funding up to £3750

Proposed by Cllr J Raywood, seconded by Cllr Danter.

Action: Advise Tewkesbury Borough Council of intention to replace bus shelter.



TEWKESBURY TOWN COUNCIL

E&A 23/027 To agree the emergency / winter plan and any additional updates

The draft emergency plan has been circulated to Councillors for discussion and no further feedback has been received.

It was RESOLVED to approve the updated emergency plan.
Proposed by Cllr J Raywood, seconded by Cllr Brookes.

Note that it will need updating when analogue lines are phased out.

Action: Cllr Brookes to try out accessing the building via the emergency plan notes to ensure accuracy.

E&A 23/028 To consider and agree the draft budget for 2024/25

The draft budget was considered and the following changes agreed:

- 300/4630 Annual Playground Inspection decreased to £1550
- 300/4550 SG Water decreased to £2000
- 310/4560 SG Electric decreased to £2000
- 310/4590 Toilet block projects held at £2000
- 320/4560 GR Electric decreased to £1500
- 330/4700 Cleaning & maintenance equipment decreased to £1500
- 340/4750 CCTV held at £5000
- 340/4755 Tree maintenance decreased to £750
- 340/4760 Street furniture held at £6000
- 340/4765 Emergency plan held at £1000
- 340/4770 Youth budget held at £3500
- 340/4780 Bus shelter held at £3000
- 340/4790 Grass cutting decreased to actual cost £2500
- 340/4795 Noticeboards decreased to £1000

Utility bills have stabilised compared to when predictions were made, so reductions have been possible. All noticeboards in the parish have been replaced so the budget is now for maintenance rather than replacement. 3% increase was not required on a number of items and the small reductions add up to a saving of £2622 in Outside Spaces budget.

It was RESOLVED to approve the draft budget as detailed above.
Proposed by Cllr J Raywood, seconded by Cllr Brookes.

The meeting closed at 7.55pm

Next meeting: 2nd January 2024 at 6pm

Signature of Chairman upon approval of the minutes 2nd January 2024

MINUTES
of the
Buildings & Moorings Committee meeting held on 24th October 2023 at 6.00pm in the
Town Hall, Tewkesbury

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

In attendance: D Hill (Town Clerk), Cllr J Raywood and six members of the public

B&M.23.035 Receive apologies for absence

Cllr Robertson

B&M.23.036 Receive declarations of interest

None for members. The Chair advised that the Town Clerk had an interest in respect of item 16 of the agenda. **Post meeting note:** item 16 was not discussed at the meeting due to time constraints.

B&M.23.037 Receive dispensations

None.

B&M.23.038 Approve the minutes of the Buildings & Moorings Committee meetings held on 25th July 2023

It was RESOLVED to approve the minutes of the meeting held on 25th July. Proposed by Cllr S Raywood, seconded by Cllr Jones.

B&M.23.039 Matters arising from the minutes – for information only

20.127 64 Barton Street repairs – added to work of main contractor – check crack in wall has been identified. Check condition of toilet window. **Action:** Town Clerk to liaise with Architect/Contractor about these items.

22.048 TH Basement storage – ongoing.

Lease to Avon Navigation Trust – insurance information received, so next stage progressing.

Town Hall heating improvements – lagging and zone complete. Some upgrade issues remain outstanding.

22.115 Mooring structure at Priors Court – Town Council to obtain a warrant – ongoing.

23.016 Building Condition reports – **Action:** Town Clerk to speak to Architect about the best way to move forward with this work in terms of project management, planning permissions etc.

23.025 HAZ income & expenditure – **Action:** Town Clerk/Finance Officer to undertake work on the finance system to make the recording of grant income clearer.

23.033 Accessibility issues at the Town Hall – ongoing, working with partners, Tewkesbury Borough Council, Gloucestershire County Council (GCC) and Architects. Grants for some of this work may be available. Cllr J Raywood confirmed that

communication now received from GCC.

B&M.23.040 Receive correspondence relating to the Buildings & Moorings Committee

An email was received from a member of the public and a response from the Town Council as follows:

Almost three years ago Friends of Mill Avon (FOMA) first proposed to the Council's Buildings and Moorings committee (B&M) that the Mill Bank Jetty be used for very short stay visiting boats to facilitate their crews visiting this end of town plus providing a stage where Canoes and SUPs could be taken out and put in, particularly by those going up and down the Mill Avon past the Abbey Mill.

FOMA regrets that it took B&M around one and a half years to accept this proposal and confirm the Jetty would be used for that purpose, not for permanent moorings. FOMA further regrets that after a further year and a half the Jetty has not yet been prepared for and is not being used for the purpose agreed.

Anything done has not been part of a well thought out coherent plan but has been spasmodic and incomplete.

FOMA asks that a working group, in which it is invited to participate, studies the detailed requirements, solutions, funding requirements and timescales resulting in a documented implementation plan, approved by the committee, for all to understand?

Part of the initial FOMA proposals was the removal of then newly installed high mooring poles, regarded as inappropriate and ugly in a highly sensitive heritage area but also as unnecessary if the Jetty was to be used as proposed.

The Jetty continues to be used contrary to agreed plan, as a permanent mooring, and the poles are being raised to their original height, provocatively so. FOMA asks that the mooring poles be left in their acceptable reduced state?

The Chair of the Buildings & Moorings Committee thanked the member of the public for their email. The issues raised will be addressed by the Moorings working group and there is also consideration being given to splitting the Buildings & Moorings committee in the near future.

B&M.23.041 Public Participation

A member of the public commented that a boat was moved to the jetty mooring on St Mary's Road and since then the steps could not have been used by paddleboarders and added support for the agenda item to discuss the moorings working group.

Another member of the public stated that they have removed nearly a skip full of weeds and debris. and that stand up paddleboarders have requested a handrail to help with access to and from the river. The member of the public offered to install a handrail free of charge.

Action – review of moorings and number of boats to be taken to the working group. Another member of the public asked whether there are any plans for dealing with the floating pennywort.

Another member of the public raised the issue of accessibility for the Town Hall and stated that the main problem seems to be the staircase. This member of the public also queried whether mooring feed would be increased and whether rates would be budgeted for at the Watson Hall.

B&M.23.042 Approve payments to be made

It was RESOLVED to approve the payments list totalling £12,193.01. Proposed by Cllr Langdon, seconded by Cllr Jones.

B&M.23.043 Review the budget report and earmarked reserves report

The Town Clerk reported that the following budget codes have overspent their budget:

200 4450 Moorings maintenance overspent by £4,867. Health and Safety works had to be completed and **4960** need to separate HAZ expenditure. **Action:** Committee Chair to review expenditure for project related expenditure.

210 4500 64 Barton Street projects relates to refurbishment works expenditure ahead of grant income being received. **Action:** 4590 expenditure to be moved to 4500.

600 4450 Watson Hall maintenance, overspent by £1,074. Mainly attributable to expenditure on health and safety related matters. More spend anticipated in relation to ongoing maintenance.

200 4450 Maintenance, £90 committed. **Action: Town Clerk to raise with RBS.**

Action: add release of earmarked reserves to the next agenda.

B&M.23.044 Agree the budget for 2024/25 and the forward budget

The budget for 2024/25 was reviewed against the budget for the previous year and the six month current year position and the draft budget for 2024/25 was agreed.

The forward budget was not set due to the current unpredictable economical situation and cost of living crisis.

Six below agenda items deferred to next meeting:

B&M.23.045 Retrospectively approve additional expenditure of £1,391.81 for an upgrade to the short throw projector at the Watson Hall

B&M.23.046 Approve the appointment of an acoustic sound engineer for the Watson Hall at a cost of £1,950

B&M.23.047 Agree to remove the requirement for a Designated Premises Supervisor at the Watson Hall and for the licensable responsibility to be held with the Buildings & Moorings Committee

B&M.23.048 Receive an update from the Town Clerk on funding options for the Watson Hall and Town Hall

B&M.23.049 Review and approve the moorings license

B&M.23.050 Consider a request to retain a commercial mooring at 15% of the normal commercial mooring fee at the Back of Avon from 1st November 2023 to 31st March 2024

B&M.23.051 Review of B&M working groups and work programmes

It was agreed that there should be future working group meetings to discuss accessibility issues, moorings matters and the work programme.

It was noted that as a Town Council, overall buildings and moorings problems have built up over the exacerbated by being under resourced for many years.

The meeting was extended to 20:30 and again to 20:45 in order to complete the budget setting. The meeting closed a 20:43

Signature of Chairman upon approval of the minutes 21st November 2023

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 31ST OCTOBER 2023 IN THE COURT ROOM, TEWKESBURY TOWN HALL AT 4.00 PM

Present: Cllrs P Jones, (Chair), H Bowman, J Raywood, M Sztymiak, C Danter
D Hill (Town Clerk) and one member of the public

1) To receive apologies

Cllr C Robertson.

2) To receive declarations of interests

None received.

3) To receive dispensations

None.

4) To approve the minutes of the Staffing Committee meeting held on 12th June 2023

There was one amendment, to add that Cllr C Danter was present. It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 12th June 2023. Proposed by Cllr Danter, seconded by Cllr Raywood.

5) Public participation

A member of the public commented that they were surprised the HR Adviser was not at the meeting to present the new section of the Employee Handbook in relation to staff conflicts of interest. The member of the public also stated that there was no form included for use when making a declaration of interest. Cllr Danter pointed out to the member of the public that there was a form for this purpose contained in the meeting pack. The member of the public then stated that in their opinion the form was not sufficient.

The member of the public then commented that the review of safe travel would be interesting. Some people may prefer to go home by bicycle, to varying locations and was keen to understand how this would impact on staff, noting an expense claim of £80 in relation to a bicycle service in financial year 2022/23. Cllr Danter advised the member of the public that this was offered to that particular staff member as taxis had not been provided when working later at night.

6) To receive written correspondence

None.

7) Matters arising from the minutes – for information only

None as all matters covered on the agenda.

8) To review the amendments to the Employee Handbook and to approve the amended handbook

There was a discussion around the proposed new section 22 relating to staff conflicts of interest in terms of who needs to be made aware of any conflict of interest and whether an officer would leave a meeting at any point an item was being discussed. It was noted that this would only be relevant if an officer was at the meeting.

It was RESOLVED to approve the amended handbook with the addition of wording that should any officer who has declared an interest be present at a meeting where an interest arose then they would leave the meeting. Proposed by Cllr Bowman, seconded by Cllr Raywood.

9) To review the monthly breakdown of staff working time

The committee wished to thank the staff for recording their time and felt it was a beneficial to the committee. The committee noted the considerable resource to Tewkesbury Live. The committee wished for staff to continue to monitor their working time and to review this data twice a year.

Action: Town Clerk to issue data to members with role names as the identifier.

10) To review safe travel home for Watson Hall staff

The Town Clerk reported that all bar staff at the Watson Hall had been briefed on various ways they can help to ensure safe travel. This includes planning your route home beforehand, using a buddy system, always carry a mobile phone and consider using an app such as a Hollie Guard, Red Panic Button (Apple) or Life360, keep aware of your surroundings, stick to well-lit public areas and carry a whistle.

11) To receive the budget report

The six-month budget position was reviewed. It was noted that the NJC national pay review had still not been concluded.

Action: Town Clerk to investigate whether FM Contractor description can be made more relevant.

Action: Request Finance Committee to review whether Councillor travel and training budgets should be moved to responsibility of Finance Committee.

12) To agree the budget for 2024/25 and the forward budget

The budget was reviewed and again it was noted that the salary budget was difficult to consider properly when the pay rise dating back to April 2023 had not been confirmed.

13) To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2

Proposed by Cllr Danter, seconded by Cllr Raywood.

14) Staffing matters

i) Review of salary scales following appraisals

The Town Clerk had obtained costings relating to proposed increases, however members felt it would be helpful to have data on the current costings. **Action:** Town Clerk to obtain current costings and bring back to the next meeting.

ii) Award a one-point salary increase for the Administration Assistant for passing the ILCA qualification

It was RESOLVED to award a one-point salary increase to the Administration Assistant and for this to be backdated to 1st April 2023. Proposed by Cllr Sztymiak, seconded by Cllr Danter.

TEWKESBURY TOWN COUNCIL

iii) Review of Administration Assistant job description and salary point

The amended job description was reviewed. It was RESOLVED to award an increase to SCP 8 for the Administration Assistant with effect from 1st November 2023. Proposed by Cllr Bowman, seconded by Cllr Sztymiak.

There being no further business the meeting closed at 5.52pm.

Signature of Chairman upon approval of Minutes 6th December 2023

Summary Income & Expenditure by Budget Heading November 2023

Month No: 8

Committee Report

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available |
|---------------------------------------|--------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|
| <u>Finance</u> | | | | | | |
| 120 | Finance | | | | | |
| | Income | 560,795 | 493,780 | (67,015) | | |
| | Expenditure | 41,553 | 88,205 | 46,652 | | 46,652 |
| | Net Income over Expenditure | <u>519,242</u> | <u>405,575</u> | <u>(113,667)</u> | | |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>519,242</u> | | | | |
| 130 | Mayor's Charity | | | | | |
| | Income | 4,020 | 0 | (4,020) | | |
| 140 | Tewkesbury Live | | | | | |
| | Income | 43,229 | 0 | (43,229) | | |
| | Expenditure | 44,137 | 0 | (44,137) | | (44,137) |
| | Movement to/(from) Gen Reserve | <u>(908)</u> | | | | |
| 150 | Christmas Lights | | | | | |
| | Expenditure | 46 | 0 | (46) | | (46) |
| | | | | | | |
| | Finance Income | <u>608,044</u> | <u>493,780</u> | <u>(114,264)</u> | | |
| | Expenditure | <u>85,736</u> | <u>88,205</u> | <u>2,469</u> | <u>0</u> | <u>2,469</u> |
| | Net Income over Expenditure | <u>522,308</u> | | | | |
| | plus Transfer from EMR | 0 | | | | |
| | less Transfer to EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>522,308</u> | | | | |
| <u>Building & Moorings</u> | | | | | | |
| 200 | Moorings | | | | | |
| | Income | 40,037 | 6,000 | (34,037) | | |
| | Expenditure | 56,766 | 16,400 | (40,366) | | (40,366) |
| | Net Income over Expenditure | <u>(16,729)</u> | <u>(10,400)</u> | <u>6,329</u> | | |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(16,729)</u> | | | | |
| 210 | 64 Barton Street | | | | | |
| | Expenditure | 106,452 | 54,800 | (51,652) | | (51,652) |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(106,452)</u> | | | | |
| 220 | Town Hall | | | | | |
| | Income | 21,136 | 20,050 | (1,086) | | |
| | Expenditure | 45,580 | 45,435 | (145) | 480 | (625) |
| | Net Income over Expenditure | <u>(24,444)</u> | <u>(25,385)</u> | <u>(941)</u> | | |
| | plus Transfer from EMR | 90 | | | | |
| | Movement to/(from) Gen Reserve | <u>(24,354)</u> | | | | |
| 230 | War Memorial | | | | | |
| | Expenditure | 0 | 1,000 | 1,000 | | 1,000 |
| | | | | | | |
| | Building & Moorings Income | <u>61,173</u> | <u>26,050</u> | <u>(35,123)</u> | | |
| | Expenditure | <u>208,797</u> | <u>117,635</u> | <u>(91,162)</u> | <u>480</u> | <u>(91,642)</u> |
| | Net Income over Expenditure | <u>(147,625)</u> | | | | |

09:24

Summary Income & Expenditure by Budget Heading November 2023

Month No: 8

Committee Report

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available |
|---|------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|
| | plus Transfer from EMR | 90 | | | | |
| | Movement to/(from) Gen Reserve | <u>(147,535)</u> | | | | |
| <u>Environment & Amenities</u> | | | | | | |
| 300 | Play Parks Expenditure | 4,781 | 11,368 | 6,587 | 3,219 | 3,368 |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(4,781)</u> | | | | |
| 310 | Spring Gardens Expenditure | 2,095 | 11,409 | 9,314 | | 9,314 |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(2,095)</u> | | | | |
| 320 | Gloucester Road Expenditure | 1,171 | 4,818 | 3,647 | | 3,647 |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(1,171)</u> | | | | |
| 330 | Cleaning & Consumables Expenditure | 3,163 | 5,518 | 2,355 | | 2,355 |
| 340 | Outside Spaces Expenditure | 11,244 | 25,409 | 14,165 | | 14,165 |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(11,244)</u> | | | | |
| | Movement to/(from) Gen Reserve | <u>0</u> | | | | |
| | Environment & Amenities Income | <u>0</u> | <u>0</u> | <u>0</u> | | |
| | Expenditure | <u>22,454</u> | <u>58,522</u> | <u>36,068</u> | <u>3,219</u> | <u>32,848</u> |
| | Net Income over Expenditure | <u>(22,454)</u> | | | | |
| | plus Transfer from EMR | <u>0</u> | | | | |
| | Movement to/(from) Gen Reserve | <u>(22,454)</u> | | | | |
| <u>Planning</u> | | | | | | |
| 400 | Planning Income | 5,608 | 0 | (5,608) | | |
| | Expenditure | 3,585 | 6,500 | 2,915 | | 2,915 |
| | Net Income over Expenditure | <u>2,023</u> | <u>(6,500)</u> | <u>(8,523)</u> | | |
| | plus Transfer from EMR | <u>0</u> | | | | |
| | Movement to/(from) Gen Reserve | <u>2,023</u> | | | | |
| | Planning Income | <u>5,608</u> | <u>0</u> | <u>(5,608)</u> | | |
| | Expenditure | <u>3,585</u> | <u>6,500</u> | <u>2,915</u> | <u>0</u> | <u>2,915</u> |
| | Net Income over Expenditure | <u>2,023</u> | | | | |
| | plus Transfer from EMR | <u>0</u> | | | | |
| | Movement to/(from) Gen Reserve | <u>2,023</u> | | | | |

Summary Income & Expenditure by Budget Heading November 2023

Month No: 8

Committee Report

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available |
|---------------------------|--------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|
| <u>Severn Ham</u> | | | | | | |
| 500 | Severn Ham | | | | | |
| | Income | 45,326 | 33,748 | (11,578) | | |
| | Expenditure | 26,908 | 29,616 | 2,708 | 717 | 1,991 |
| | Net Income over Expenditure | 18,418 | 4,132 | (14,286) | | |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | 18,418 | | | | |
| | | | | | | |
| | Severn Ham Income | 45,326 | 33,748 | (11,578) | | |
| | Expenditure | 26,908 | 29,616 | 2,708 | 717 | 1,991 |
| | Net Income over Expenditure | 18,418 | 4,132 | (14,286) | | |
| | plus Transfer from EMR | 0 | | | | |
| | less Transfer to EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | 18,418 | | | | |
| <u>Watson Hall</u> | | | | | | |
| 600 | Watson Hall | | | | | |
| | Income | 47,017 | 76,600 | 29,583 | | |
| | Expenditure | 61,262 | 91,990 | 30,728 | 950 | 29,778 |
| | Net Income over Expenditure | (14,245) | (15,390) | (1,145) | | |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | (14,245) | | | | |
| | | | | | | |
| | Watson Hall Income | 47,017 | 76,600 | 29,583 | | |
| | Expenditure | 61,262 | 91,990 | 30,728 | 950 | 29,778 |
| | Net Income over Expenditure | (14,245) | | | | |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | (14,245) | | | | |
| <u>Staffing</u> | | | | | | |
| 110 | Staffing | | | | | |
| | Expenditure | 145,426 | 237,710 | 92,284 | | 92,284 |
| | | | | | | |
| | Staffing Income | 0 | 0 | 0 | | |
| | Expenditure | 145,426 | 237,710 | 92,284 | 0 | 92,284 |
| | Movement to/(from) Gen Reserve | (145,426) | | | | |
| Grand Totals:- | | | | | | |
| | Income | 767,167 | 630,178 | (136,989) | | |
| | Expenditure | 554,168 | 630,178 | 76,010 | 5,366 | 70,644 |
| | Net Income over Expenditure | 212,999 | 0 | (212,999) | | |
| | plus Transfer from EMR | 90 | | | | |
| | less Transfer to EMR | 0 | | | | |

Continued over page

09:24

Summary Income & Expenditure by Budget Heading November 2023

Month No: 8

Committee Report

| | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available |
|--------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|
| Movement to/(from) Gen Reserve | <u>213,089</u> | | | | |

09:23 Summary Income & Expenditure by Budget Heading October 2023

Month No: 7 Committee Report

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available |
|--------------------------------|--------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|
| <u>Finance</u> | | | | | | |
| 120 | Finance | | | | | |
| | Income | 560,366 | 493,780 | (66,586) | | |
| | Expenditure | 40,314 | 88,205 | 47,891 | | 47,891 |
| | Net Income over Expenditure | <u>520,051</u> | <u>405,575</u> | <u>(114,476)</u> | | |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>520,051</u> | | | | |
| 130 | Mayor's Charity | | | | | |
| | Income | 4,020 | 0 | (4,020) | | |
| 140 | Tewkesbury Live | | | | | |
| | Income | 41,276 | 0 | (41,276) | | |
| | Expenditure | 44,137 | 0 | (44,137) | | (44,137) |
| | Movement to/(from) Gen Reserve | <u>(2,862)</u> | | | | |
| | | | | | | |
| | Finance Income | <u>605,661</u> | <u>493,780</u> | <u>(111,881)</u> | | |
| | Expenditure | <u>84,452</u> | <u>88,205</u> | <u>3,753</u> | 0 | 3,753 |
| | Net Income over Expenditure | <u>521,210</u> | | | | |
| | plus Transfer from EMR | 0 | | | | |
| | less Transfer to EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>521,210</u> | | | | |
| <u>Building & Moorings</u> | | | | | | |
| 200 | Moorings | | | | | |
| | Income | 39,562 | 6,000 | (33,562) | | |
| | Expenditure | 56,811 | 16,400 | (40,411) | | (40,411) |
| | Net Income over Expenditure | <u>(17,249)</u> | <u>(10,400)</u> | <u>6,849</u> | | |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(17,249)</u> | | | | |
| 210 | 64 Barton Street | | | | | |
| | Expenditure | 36,322 | 54,800 | 18,478 | | 18,478 |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(36,322)</u> | | | | |
| 220 | Town Hall | | | | | |
| | Income | 19,790 | 20,050 | 260 | | |
| | Expenditure | 44,550 | 45,435 | 885 | 480 | 405 |
| | Net Income over Expenditure | <u>(24,760)</u> | <u>(25,385)</u> | <u>(625)</u> | | |
| | plus Transfer from EMR | 90 | | | | |
| | Movement to/(from) Gen Reserve | <u>(24,670)</u> | | | | |
| 230 | War Memorial | | | | | |
| | Expenditure | 0 | 1,000 | 1,000 | | 1,000 |
| | | | | | | |
| | Building & Moorings Income | <u>59,352</u> | <u>26,050</u> | <u>(33,302)</u> | | |
| | Expenditure | <u>137,683</u> | <u>117,635</u> | <u>(20,048)</u> | 480 | (20,528) |
| | Net Income over Expenditure | <u>(78,331)</u> | | | | |
| | plus Transfer from EMR | 90 | | | | |

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available |
|------------------------------------|------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|
| | Movement to/(from) Gen Reserve | <u>(78,241)</u> | | | | |
| <u>Environment & Amenities</u> | | | | | | |
| 300 | Play Parks Expenditure | 4,363 | 11,368 | 7,005 | 3,219 | 3,785 |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(4,363)</u> | | | | |
| 310 | Spring Gardens Expenditure | 1,929 | 11,409 | 9,480 | | 9,480 |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(1,929)</u> | | | | |
| 320 | Gloucester Road Expenditure | 946 | 4,818 | 3,872 | | 3,872 |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(946)</u> | | | | |
| 330 | Cleaning & Consumables Expenditure | 3,002 | 5,518 | 2,516 | | 2,516 |
| 340 | Outside Spaces Expenditure | 6,751 | 25,409 | 18,658 | | 18,658 |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(6,751)</u> | | | | |
| | Movement to/(from) Gen Reserve | <u>0</u> | | | | |
| | Environment & Amenities Income | <u>0</u> | <u>0</u> | <u>0</u> | | |
| | Expenditure | 16,991 | 58,522 | 41,531 | 3,219 | 38,312 |
| | Net Income over Expenditure | <u>(16,991)</u> | | | | |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(16,991)</u> | | | | |
| <u>Planning</u> | | | | | | |
| 400 | Planning Expenditure | 2,685 | 6,500 | 3,815 | | 3,815 |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(2,685)</u> | | | | |
| | Planning Income | <u>0</u> | <u>0</u> | <u>0</u> | | |
| | Expenditure | 2,685 | 6,500 | 3,815 | 0 | 3,815 |
| | Net Income over Expenditure | <u>(2,685)</u> | | | | |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(2,685)</u> | | | | |

Severn Ham

09:24 Summary Income & Expenditure by Budget Heading October 2023

Month No: 7 Committee Report

| | | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available |
|--------------------|--------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|
| 500 | Severn Ham | | | | | |
| | Income | 44,948 | 33,748 | (11,200) | | |
| | Expenditure | 25,651 | 29,616 | 3,965 | 717 | 3,249 |
| | Net Income over Expenditure | <u>19,297</u> | <u>4,132</u> | <u>(15,165)</u> | | |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>19,297</u> | | | | |
| | | | | | | |
| | Severn Ham Income | 44,948 | 33,748 | (11,200) | | |
| | Expenditure | 25,651 | 29,616 | 3,965 | 717 | 3,249 |
| | Net Income over Expenditure | <u>19,297</u> | <u>4,132</u> | <u>(15,165)</u> | | |
| | plus Transfer from EMR | 0 | | | | |
| | less Transfer to EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>19,297</u> | | | | |
| | | | | | | |
| <u>Watson Hall</u> | | | | | | |
| 600 | Watson Hall | | | | | |
| | Income | 41,869 | 76,600 | 34,731 | | |
| | Expenditure | 50,976 | 91,990 | 41,014 | 950 | 40,064 |
| | Net Income over Expenditure | <u>(9,107)</u> | <u>(15,390)</u> | <u>(6,283)</u> | | |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(9,107)</u> | | | | |
| | | | | | | |
| | Watson Hall Income | 41,869 | 76,600 | 34,731 | | |
| | Expenditure | 50,976 | 91,990 | 41,014 | 950 | 40,064 |
| | Net Income over Expenditure | <u>(9,107)</u> | | | | |
| | plus Transfer from EMR | 0 | | | | |
| | Movement to/(from) Gen Reserve | <u>(9,107)</u> | | | | |
| | | | | | | |
| <u>Staffing</u> | | | | | | |
| 110 | Staffing | | | | | |
| | Expenditure | 122,161 | 237,710 | 115,549 | | 115,549 |
| | | | | | | |
| | Staffing Income | 0 | 0 | 0 | | |
| | Expenditure | 122,161 | 237,710 | 115,549 | 0 | 115,549 |
| | Movement to/(from) Gen Reserve | <u>(122,161)</u> | | | | |
| | | | | | | |
| | Grand Totals:- Income | 751,831 | 630,178 | (121,653) | | |
| | Expenditure | 440,599 | 630,178 | 189,579 | 5,366 | 184,213 |
| | Net Income over Expenditure | <u>311,232</u> | <u>0</u> | <u>(311,232)</u> | | |
| | plus Transfer from EMR | 90 | | | | |
| | less Transfer to EMR | 0 | | | | |

| | Actual Year To Date | Current Annual | Variance Annual | Committed Expenditure | Funds Available |
|--------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|
| Movement to/(from) Gen Reserve | <u>311,322</u> | | | | |

Earmarked Reserves

| | <u>Account</u> | <u>Opening Balance</u> | <u>Net Transfers</u> | <u>Closing Balance</u> |
|-----|--------------------------------|------------------------|----------------------|------------------------|
| 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 |
| 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 |
| 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 |
| 335 | EMR E&A Bus Shelters | 2,640.00 | | 2,640.00 |
| 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 | -7,485.00 | 3,253.00 |
| 347 | EMR PLA Comm. & Display | 1,306.00 | -1,306.00 | 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 |
| 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 | 0.00 |
| 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 |
| 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>277,142.96</u> | <u>-13,791.00</u> | <u>263,351.96</u> |

List of Payments made between 01/10/2023 and 30/11/2023

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/10/2023 | IMEX | Std Ord | 57.60 | | Till Maintenace |
| 02/10/2023 | Tesco Mobile | OCT 2023 | 27.98 | | Wokd Mobiles |
| 02/10/2023 | Waterplus (Watson Hall - 03850 | Oct 2023 | 49.79 | | WH Water |
| 04/10/2023 | Gloucester County Council | FPO | 2,225.60 | | Pensions Sept P6 |
| 04/10/2023 | HMRC | FPO | 1,825.84 | | Tax/Ni Sept P6 |
| 04/10/2023 | The Coaching Inn Group | FPO | 138.00 | | The Coaching Inn Group |
| 04/10/2023 | Priors Park Community Church | BACS | 500.00 | | Priors Park Community Church |
| 04/10/2023 | Cellar Supplies Cheltenham Ltd | 4/10/23 | 685.93 | | Purchase Ledger DDR Payment |
| 05/10/2023 | A&E Fire and Security | 1 | 93.00 | | Call out - intruder alarm |
| 05/10/2023 | Carver Knowles Property Consul | 2 | 100.00 | | Compensation payment |
| 05/10/2023 | Countrywide Grounds Maintenanc | 3 | 211.00 | | Grass Cutting |
| 05/10/2023 | GK Engineering, Building & Mar | 4 | 5,303.00 | | Cellar door repair |
| 05/10/2023 | Gloucester Brewery | 5 | 386.28 | | Bar Stock |
| 05/10/2023 | Timber & Hardware Supplies Ltd | 6 | 31.03 | | Ply for pea-grit bins |
| 05/10/2023 | Hy-Clean Supplies Limited | 7 | 297.17 | | Toilet roll replacement |
| 05/10/2023 | NetwiseUK | 8 | 528.00 | | Hosting/support/maintenance |
| 05/10/2023 | DDC Foods Ltd. | 9 | 55.92 | | Bar Stock |
| 05/10/2023 | Ofcom | 10 | 75.00 | | Business Radio licence |
| 05/10/2023 | Panacea Business Solutions Ltd | 11 | 92.78 | | September usage |
| 05/10/2023 | PAYROLLS UK LTD | 12 | 76.80 | | Payroll processing |
| 05/10/2023 | Ben Perry | 13 | 1,650.00 | | Hay and seed project |
| 05/10/2023 | Proactive Business Supplies Lt | 14 | 14.35 | | Cutlery |
| 05/10/2023 | Tewkesbury Borough Council | 15 | 180.00 | | Annual Premises Licence Fee |
| 05/10/2023 | TKR Refrigeration Ltd | 16 | 93.60 | | Call out for bottle cooler |
| 05/10/2023 | Trade UK (T/A Screwfix) | 17 | 9.48 | | Maintenance supplies |
| 05/10/2023 | WHC Hire Services Ltd | 18 | 21.60 | | Strimmer hire |
| 05/10/2023 | Wicksteed Leisure Ltd | 19 | 211.37 | | Playground fixings |
| 05/10/2023 | TBC - Back Of Avon | 5105564X | 73.00 | | Back Of Avon Business Rates |
| 05/10/2023 | TBC - St Marys Lane | 51055668 | 52.00 | | St Marys Lane Business Rates |
| 09/10/2023 | Inty Limited | INV0062666 | 125.66 | | IT |
| 10/10/2023 | Charlton Networks | 39845 | 184.22 | | IT |
| 11/10/2023 | Waterplus (Toilet Block - 0513 | 034125592 | 97.18 | | GR Water |
| 12/10/2023 | Cellar Supplies Cheltenham Ltd | 12/10/23 | 144.38 | | Purchase Ledger DDR Payment |
| 13/10/2023 | Waterplus (Trough B. Avon - 08 | 03458509 | 7.81 | | trough water |
| 13/10/2023 | Waterplus (Town Hall - 0385036 | 03460139 | 117.55 | | Town Hall Water |
| 14/10/2023 | GAB | Std Ord | 5,950.00 | | Contractor costs |
| 16/10/2023 | Chapman | FPO | 145.00 | | refund of over payment |
| 16/10/2023 | B Creations | 4377 | 426.78 | | WH Staff jackets |
| 16/10/2023 | | FPO | 112.50 | | Vegan Events partial refund |
| 16/10/2023 | Tewkesbury Borough Council | FPO | 361.87 | | Business Rates Red Lane Moorin |
| 16/10/2023 | Initial Washroom Hygiene | 34850451 | 280.50 | | Service contract |
| 17/10/2023 | Smith's (Gloucester) Limited | C447672 | 37.20 | | WH glass recycling |
| 17/10/2023 | Octopus Energy - Glos Rd Toile | GR 0007 | 69.73 | | Glos Rd Electric |
| 17/10/2023 | Octopus Energy - Oldbury Rd To | SpGd 0007 | 126.81 | | Spring Garden Toilets Electric |
| 17/10/2023 | Octopus Energy - Town Hall | TH 0007 | 227.66 | | Town Hall Electric |
| 17/10/2023 | Octopus Energy - Watson Hall | Wh 0007 | 834.92 | | Watson Hall Electric |
| 18/10/2023 | Petty Cash | 002491 | 100.00 | | Transfer to petty cash |

List of Payments made between 01/10/2023 and 30/11/2023

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 19/10/2023 | Siemens | DD | 513.79 | | Photocopier lease |
| 20/10/2023 | TBC - TC | Std Ord | 354.00 | | Non Domestic Rates Town Hall |
| 20/10/2023 | Staff Salaries | BP | 7,972.83 | | Office Net Wages Oct P7 |
| 20/10/2023 | Staff Salaries | BP | 1,317.63 | | Bar Net Wages Oct P7 |
| 23/10/2023 | Waterplus (Watson Hall Bar- 03 | 03570317 | 55.97 | | Bar Water |
| 24/10/2023 | Maisies Courtyard Cafe | DEB | 36.10 | | Team Lunch - TH Clean up day |
| 25/10/2023 | NEST | DD | 199.34 | | Pensions Oct P7 |
| 26/10/2023 | Digital Telecom Ltd | 206295 | 79.91 | | Town hall Phones |
| 26/10/2023 | Digital Telecom Ltd | 206296 | 52.55 | | Watson Phones |
| 27/10/2023 | Lloyds | PAY | 43.35 | | Bank Service charges |
| 27/10/2023 | Campaign to protect rural engl | 2023 | 36.00 | | Annual renewal |
| 28/10/2023 | Diversity Business Services | Std Ord | 165.00 | | HR Retainer |
| 30/10/2023 | Opus Gas Supply Limited | 28479579 | 32.10 | | Watson hall gas |
| 31/10/2023 | Waterplus (Watson Hall - 03850 | INV0314029 | 49.79 | | WH Water |
| 01/11/2023 | Tesco Mobile | NOV 2023 | 27.98 | | Office Mobiles |
| 01/11/2023 | IMEX | Std Ord | 57.60 | | Till Maintenace |
| 01/11/2023 | Cellar Supplies Cheltenham Ltd | 814477 | 892.89 | | Credit note inv: AGR-814861 |
| 02/11/2023 | K J Hobson | 1 | 27.49 | | Basket liners |
| 02/11/2023 | Gloucestershire Electrical Ser | 2 | 5,640.00 | | Heating system/pipe lagging |
| 02/11/2023 | Gloucester Brewery | 3 | 156.00 | | Bar Stock |
| 02/11/2023 | Greenfields Garden Services Lt | 4 | 627.36 | | Sand for Mitton play area |
| 02/11/2023 | Haywards Tewkesbury Ltd | 5 | 65.30 | | various invoices. |
| 02/11/2023 | Hedgehogs R Us | 6 | 157.50 | | Hedgehog Highway |
| 02/11/2023 | Hy-Clean Supplies Limited | 7 | 245.12 | | Sprg Grds Supplies |
| 02/11/2023 | Laithwaites Wine Gloucester Sh | 8 | 247.20 | | Bar Stock |
| 02/11/2023 | LK Flooring Cheltenham Limited | 9 | 1,392.17 | | Flooring WH |
| 02/11/2023 | nisbets | 10 | 215.96 | | Water filler/mugs |
| 02/11/2023 | The Royal British Legion Poppy | 11 | 95.00 | | Poppy wreath x4 |
| 02/11/2023 | R.K. Jackson - Hay bales | 12 | 605.00 | | Hay Bales for seed |
| 02/11/2023 | Tewkesbury Direct | 13 | 108.00 | | Advert |
| 02/11/2023 | TKR Refrigeration Ltd | 14 | 1,298.64 | | replacement bottle cooler |
| 02/11/2023 | Tewkesbury Town band | 15 | 200.00 | | Tewkebsury live performance |
| 02/11/2023 | Vimto Out of Home | 16 | 194.45 | | Bar Stock |
| 02/11/2023 | WHC Hire Services Ltd | 17 | 28.80 | | Strimmer hire |
| 02/11/2023 | Securitas Security Services (U | s-sin14260 | 443.34 | | Intruder Alarm repair |
| 02/11/2023 | Debbie Hill | FPO | 18.90 | | Milage Expenses |
| 02/11/2023 | Gloucester County Council | FPO | 1,995.30 | | Pensions Oct P7 |
| 02/11/2023 | HMRC | FPO | 2,446.16 | | Tax/Ni Oct P7 |
| 02/11/2023 | Oodles Precious Metals | FPO | 127.20 | | Refund for duplicate payment |
| 02/11/2023 | ██████ | FPO | 50.00 | | Partial Refund |
| 03/11/2023 | Opus Gas Supply Limited | 28488685 | 18.36 | | Town hall Gas |
| 05/11/2023 | TBC - Back Of Avon | 5105564X | 73.00 | | Back Of Avon Business Rates |
| 05/11/2023 | TBC - St Marys Lane | 51055668 | 52.00 | | St Marys Lane Business Rates |
| 07/11/2023 | A&E Fire and Security | 1 | 99.00 | | Fire alarm test and inspection |
| 07/11/2023 | Chinnicks Ttheatre Services | 2 | 1,497.38 | | Projector, Supply and fit |
| 07/11/2023 | Countrywide Grounds Maintenanc | 3 | 211.00 | | Grass Cutting |
| 07/11/2023 | Gloucester Asbestos Ltd | 4 | 2,340.00 | | Treatment and removal 64 Barto |

List of Payments made between 01/10/2023 and 30/11/2023

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 07/11/2023 | Arthur J. Gallagher Insurance | 5 | 566.72 | | Insurance 64 Barton St |
| 07/11/2023 | Gloucestershire Electrical Ser | 6 | 1,836.00 | | Replace faulty light fitting |
| 07/11/2023 | Gloucester Brewery | 7 | 101.53 | | Bar Stock |
| 07/11/2023 | Timber & Hardware Supplies Ltd | 8 | 8.68 | | Postmix |
| 07/11/2023 | Hy-Clean Supplies Limited | 9 | 215.22 | | Watson Hall Cleaning Supplies |
| 07/11/2023 | Electrical Plumbing & Building | 10 | 60.00 | | Replace flush valve SG |
| 07/11/2023 | DDC Foods Ltd. | 11 | 79.16 | | Bar Stock |
| 07/11/2023 | Panacea Business Solutions Ltd | 12 | 64.37 | | Print usage |
| 07/11/2023 | PAYROLLS UK LTD | 13 | 76.80 | | Bar Staff Payroll Processing |
| 07/11/2023 | Proactive Business Supplies Lt | 14 | 44.33 | | Office Supplies |
| 07/11/2023 | SPA Security | 15 | 206.40 | | Key Holding and call out |
| 07/11/2023 | Wybone Limited | 16 | 4,346.21 | | Litter bins x8 |
| 07/11/2023 | Vocal Booth To Go - Uk | DEB | 191.16 | | Sound Proofing curtains |
| 08/11/2023 | Inty Limited | 639824 | 125.66 | | Nov IT |
| 13/11/2023 | Waterplus (Trough B. Avon - 08 | 03748858 | 7.56 | | Water Trough |
| 13/11/2023 | Waterplus (Toilet Block - 0513 | 03740991 | 93.45 | | Glos Rd Water |
| 13/11/2023 | Waterplus (Town Hall - 0385036 | 03746488 | 113.17 | | Town hall Water |
| 14/11/2023 | GAB | Std Ord | 5,950.00 | | Contractor costs |
| 15/11/2023 | Cellar Supplies Cheltenham Ltd | 829077 | 659.56 | | Bar Stock |
| 15/11/2023 | Smith's (Gloucester) Limited | C451599 | 37.20 | | WH Glass recycling |
| 15/11/2023 | Octopus Energy - Glos Rd Toile | 0008 | 88.62 | | Glos Rd Electric |
| 15/11/2023 | Octopus Energy - Oldbury Rd To | SG - 0008 | 174.59 | | October electric |
| 15/11/2023 | Octopus Energy - Town Hall | TH - 0008 | 219.31 | | October electric |
| 15/11/2023 | Octopus Energy - Watson Hall | WH - 0008 | 662.60 | | Ocotber Electric |
| 15/11/2023 | J&A International Ltd | DEB | 55.14 | | Christmas Lights donation stic |
| 20/11/2023 | Square | FPO | 14.00 | | Ticket Sales refund |
| 20/11/2023 | Staff Salaries | BP | 10,706.99 | | Office Net Wages Nov P8 |
| 20/11/2023 | Staff Salaries | BP | 1,491.31 | | Bar Net Wages Nov P8 |
| 20/11/2023 | TBC - TC | Std Ord | 354.00 | | Non Domestic Rates Town Hall |
| 22/11/2023 | Cellar Supplies Cheltenham Ltd | 842875 | 241.86 | | Credit Note inv:829077 |
| 22/11/2023 | Waterplus (Watson Hall Bar- 03 | INV0386060 | 60.81 | | Bar Water |
| 24/11/2023 | Digital Telecom Ltd | 206482 | 77.51 | | Town hall phones |
| 24/11/2023 | Digital Telecom Ltd | 206483 | 52.55 | | Watson Phones |
| 27/11/2023 | NEST | DD | 277.16 | | Penisons November P8 |
| 28/11/2023 | Diversity Business Services | Std Ord | 165.00 | | HR Retainer |
| 28/11/2023 | Opus Gas Supply Limited | 28520864 | 131.81 | | Watson hall GAs |
| 28/11/2023 | Lloyds | PAY | 47.74 | | Lloyds service charges |
| 28/11/2023 | Tewkesbury Town band | FPO | 500.00 | | Community Grant Awarded |
| 28/11/2023 | Great Western Air Ambulance Ch | FPO | 100.00 | | Community Grant Awarded |
| 28/11/2023 | Tewkesbury Alley Revival | FPO | 600.00 | | Community grant awarded |
| 28/11/2023 | Cotswold Cleaning | INV 04 | 375.00 | | Bus shelter cleaning |
| 28/11/2023 | A2B Removals Nationwide Ltd | 2557 | 19,488.00 | | Tewkesbury Museum Removals |
| 30/11/2023 | Waterplus (Watson Hall - 03850 | INV0314029 | 49.79 | | WH Water |
| 30/11/2023 | Charlton Networks | 39965 | 184.22 | | IT |
| 30/11/2023 | Tesco | DEB | 50.50 | | Bar Stock |
| Total Payments | | | 107,930.04 | | |

15:28

Annual Budget - By Committee (Actual YTD Month 9)

| Last Year | | | Current Year | | | | Next Year | | |
|----------------|--------------------------------|---------|--------------|------------|-----------|-----------|-----------|-------|-----------------|
| Budget | Actual | | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| <u>Finance</u> | | | | | | | | | |
| 120 | Finance | | | | | | | | |
| 1076 | Precept | 419,939 | 419,939 | 469,750 | 0 | 0 | 0 | 0 | 0 |
| 1090 | Interest Received | 40 | 806 | 120 | 3,002 | 0 | 0 | 4,000 | 0 |
| 1100 | Grant Income | 0 | 6,847 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1110 | Warm Spaces Grant Recieved | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 1120 | Tewkesbury Live Grants Receive | 0 | 11,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1121 | Tewkes Live Income | 0 | 20,434 | 20,000 | 0 | 0 | 0 | 0 | 0 |
| 1125 | Christmas Lights Income | 0 | 0 | 3,910 | 0 | 0 | 0 | 0 | 0 |
| 1850 | HAZ Income | 0 | 0 | 88,043 | 0 | 0 | 0 | 0 | 0 |
| Total Income | | | 493,780 | 561,795 | 0 | 0 | 4,000 | 0 | 0 |
| 4100 | Professional Fees | 2,000 | 0 | 1,000 | 0 | 0 | 1,000 | 0 | 0 |
| 4150 | Mayors Allowance | 1,500 | 1,500 | 1,500 | 0 | 0 | 1,500 | 0 | 0 |
| 4160 | Bank Charges | 300 | 677 | 800 | 513 | 0 | 825 | 0 | 0 |
| 4170 | Audit Fees | 2,081 | 3,763 | 2,000 | 885 | 0 | 2,500 | 0 | 0 |
| 4180 | Legal Fees | 12,485 | 1,497 | 6,000 | 2,503 | 0 | 6,000 | 0 | 0 |
| 4190 | Subscriptions & Memberships | 4,000 | 3,191 | 3,500 | 3,103 | 0 | 3,500 | 0 | 0 |
| 4200 | Insurance | 8,323 | 15,373 | 17,000 | 16,842 | 0 | 18,000 | 0 | 0 |
| 4210 | Stationery Office Equipment | 1,500 | 1,276 | 1,500 | 796 | 0 | 1,500 | 0 | 0 |
| 4211 | Contingency | 6,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4212 | Councillor Expenses | 600 | 0 | 100 | 0 | 0 | 0 | 0 | 0 |
| 4220 | Telephone & Broadband (TC) | 832 | 1,028 | 1,000 | 805 | 0 | 1,100 | 0 | 0 |
| 4230 | Photocopier | 2,601 | 1,853 | 2,600 | 1,740 | 0 | 2,600 | 0 | 0 |

Continued on next page

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Annual Budget - By Committee (Actual YTD Month 9)

| | | Last Year | | Current Year | | | | Next Year | | |
|---------------------------------|-----------------------------|-----------|--------|--------------|------------|-----------|-----------|-----------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4240 | Website | 500 | 611 | 800 | 440 | 0 | 0 | 900 | 0 | 0 |
| 4250 | IT | 3,500 | 3,916 | 5,000 | 3,246 | 0 | 0 | 9,000 | 0 | 0 |
| 4260 | Publications | 208 | 0 | 100 | 141 | 0 | 0 | 100 | 0 | 0 |
| 4270 | Newsletter | 1,040 | 382 | 1,061 | 0 | 0 | 0 | 500 | 0 | 0 |
| 4280 | Events & Services | 3,329 | 2,847 | 3,000 | 733 | 0 | 0 | 3,000 | 0 | 0 |
| 4290 | Regalia | 2,000 | 1,758 | 500 | 291 | 0 | 0 | 5,000 | 0 | 0 |
| 4300 | Civic | 1,000 | 564 | 1,061 | 580 | 0 | 0 | 600 | 0 | 0 |
| 4310 | Tourism & Marketing | 1,040 | 1,360 | 500 | -1,083 | 0 | 0 | 2,000 | 0 | 0 |
| 4320 | Town Crier | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 0 | 1,000 | 0 | 0 |
| 4330 | Community Grants | 10,000 | 11,200 | 7,500 | 7,709 | 0 | 0 | 8,000 | 0 | 0 |
| 4350 | Elections | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 1,000 | 0 | 0 |
| 4360 | Residents' Weekend | 0 | 38 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4370 | Tewkesbury Live Expenditure | 0 | 22,927 | 22,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4375 | Christmas Lights | 0 | 0 | 6,683 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4380 | Warm Spaces Expenditure | 0 | 500 | 0 | -201 | 0 | 0 | 0 | 0 | 0 |
| 4990 | Sundries/Petty Cash | 1,000 | 502 | 1,000 | 230 | 0 | 0 | 600 | 0 | 0 |
| Overhead Expenditure | | | | 88,205 | 41,773 | 0 | 0 | 70,225 | 0 | 0 |
| 120 Net Income over Expenditure | | | | 405,575 | 520,022 | 0 | 0 | -66,225 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 3,378 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6001 | less Transfer to EMR | 0 | -9,893 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | | | 405,575 | 520,022 | 0 | | (66,225) | | |
| 130 | Mayor's Charity | | | | | | | | | |
| 1200 | Mayor's Charity Income | 0 | 4,683 | 0 | 4,020 | 0 | 0 | 0 | 0 | 0 |

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

| | <u>Last Year</u> | | <u>Current Year</u> | | | | <u>Next Year</u> | | | |
|--------------------------------|---------------------------------|--------|---------------------|------------|-----------|-----------|------------------|---------|-----------------|---|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward | |
| | | | | | | | | | | |
| | | | 493,780 | 610,244 | 0 | 0 | 43,000 | 0 | 0 | |
| | | | 88,205 | 85,956 | 0 | 0 | 112,725 | 0 | 0 | |
| | | | 405,575 | 524,288 | 0 | 0 | -69,725 | 0 | 0 | |
| | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | 405,575 | 524,288 | 0 | | (69,725) | | | |
| <u>Building & Moorings</u> | | | | | | | | | | |
| <u>200</u> | <u>Moorings</u> | | | | | | | | | |
| 1300 | Moorings Income | 5,722 | 6,855 | 6,000 | 5,409 | 0 | 0 | 7,000 | 0 | 0 |
| 1850 | HAZ Income | 0 | -35,103 | 0 | 35,103 | 0 | 0 | 0 | 0 | 0 |
| | Total Income | 5,722 | -28,248 | 6,000 | 40,512 | 0 | 0 | 7,000 | 0 | 0 |
| 4390 | Grant Expenditure | 0 | 0 | 0 | 43,735 | 0 | 0 | 0 | 0 | 0 |
| 4450 | Maintenance | 4,162 | 14,692 | 5,000 | 9,697 | 0 | 0 | 7,000 | 0 | 0 |
| 4460 | Rates | 1,561 | 1,098 | 1,300 | 1,369 | 0 | 0 | 1,500 | 0 | 0 |
| 4470 | Mooring Leases | 100 | 100 | 100 | 100 | 0 | 0 | 100 | 0 | 0 |
| 4480 | Projects - Moorings | 6,500 | 27,980 | 10,000 | 1,508 | 0 | 0 | 10,000 | 0 | 0 |
| 4960 | Equipment | 0 | 0 | 0 | 358 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 12,323 | 43,870 | 16,400 | 56,766 | 0 | 0 | 18,600 | 0 | 0 |
| | 200 Net Income over Expenditure | -6,601 | -72,118 | -10,400 | -16,254 | 0 | 0 | -11,600 | 0 | 0 |
| 6000 | plus Transfer from EMR | 0 | 335 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

| Last Year | | | Current Year | | | | Next Year | | |
|-----------|---------------------------------|----------|--------------|------------|-----------|-----------|-----------|----------|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4550 | Water | 728 | 1,590 | 900 | 929 | 0 | 0 | 1,700 | 0 |
| 4560 | Electric | 2,000 | 4,360 | 5,000 | 1,704 | 0 | 0 | 5,155 | 0 |
| 4570 | Gas | 3,000 | 2,551 | 3,500 | 641 | 0 | 0 | 3,000 | 0 |
| 4580 | Garden Expenditure | 312 | 618 | 300 | 59 | 0 | 0 | 700 | 0 |
| 4590 | Projects | 15,606 | 1,079 | 16,000 | 9,265 | 0 | 0 | 20,000 | 0 |
| 4595 | Accessibility | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 | 0 |
| 4960 | Equipment | 2,081 | 1,211 | 2,000 | 1,181 | 0 | 0 | 2,000 | 0 |
| 4961 | Waste and recycling | 0 | 144 | 200 | 0 | 0 | 0 | 200 | 0 |
| | Overhead Expenditure | 40,978 | 29,316 | 45,435 | 46,379 | 0 | 480 | 63,085 | 0 |
| | 220 Net Income over Expenditure | -20,874 | -19,677 | -25,385 | -24,575 | 0 | -480 | -48,035 | 0 |
| 6000 | plus Transfer from EMR | 0 | 0 | 0 | 90 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (20,874) | (19,677) | (25,385) | (24,485) | 0 | | (48,035) | |
| 230 | War Memorial | | | | | | | | |
| 4450 | Maintenance | 1,040 | 22 | 1,000 | 0 | 0 | 0 | 1,000 | 0 |
| | Overhead Expenditure | 1,040 | 22 | 1,000 | 0 | 0 | 0 | 1,000 | 0 |
| | Movement to/(from) Gen Reserve | (1,040) | (22) | (1,000) | 0 | 0 | | (1,000) | |
| | Building & Moorings - Income | 25,826 | -18,609 | 26,050 | 62,315 | 0 | 0 | 22,050 | 0 |
| | Expenditure | 94,641 | 94,884 | 117,635 | 210,151 | 0 | 480 | 113,510 | 0 |
| | Net Income over Expenditure | -68,815 | -113,492 | -91,585 | -147,836 | 0 | -480 | -91,460 | 0 |
| | plus Transfer from EMR | 0 | 7,123 | 0 | 90 | 0 | 0 | 0 | 0 |

Continued on next page

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Annual Budget - By Committee (Actual YTD Month 9)

| | | | <u>Last Year</u> | | <u>Current Year</u> | | | <u>Next Year</u> | | | |
|------------------------------------|--------------------------------|--|------------------|-----------------|---------------------|----------------|-----------|------------------|-----------------|-----|-----------------|
| | | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| <u>Environment & Amenities</u> | | | | | | | | | | | |
| <u>300</u> | <u>Play Parks</u> | | | | | | | | | | |
| 4590 | Projects | | 5,000 | 0 | 5,000 | 0 | 0 | 3,219 | 5,150 | 0 | 0 |
| 4600 | Maintenance - Derek Graham | | 2,081 | 1,826 | 2,123 | 1,772 | 0 | 0 | 2,187 | 0 | 0 |
| 4610 | Maintenance - Mitton | | 1,040 | 0 | 1,061 | 585 | 0 | 0 | 1,093 | 0 | 0 |
| 4620 | Maintenance - Warwick Place | | 1,561 | 100 | 1,592 | 924 | 0 | 0 | 1,640 | 0 | 0 |
| 4630 | Annual Playground Inspection | | 1,561 | 0 | 1,592 | 1,500 | 0 | 0 | 1,550 | 0 | 0 |
| | Overhead Expenditure | | 11,243 | 1,926 | 11,368 | 4,781 | 0 | 3,219 | 11,620 | 0 | 0 |
| | Movement to/(from) Gen Reserve | | <u>(11,243)</u> | <u>(1,926)</u> | <u>(11,368)</u> | <u>(4,781)</u> | <u>0</u> | | <u>(11,620)</u> | | |
| <u>310</u> | <u>Spring Gardens</u> | | | | | | | | | | |
| 4450 | Maintenance | | 3,121 | 3,236 | 3,183 | 479 | 0 | 0 | 3,278 | 0 | 0 |
| 4550 | Water | | 2,081 | 652 | 2,913 | 671 | 0 | 0 | 2,000 | 0 | 0 |
| 4560 | Electric | | 1,276 | 1,712 | 3,190 | 1,059 | 0 | 0 | 2,000 | 0 | 0 |
| 4590 | Projects | | 7,491 | 13,325 | 2,123 | 0 | 0 | 0 | 2,000 | 0 | 0 |
| | Overhead Expenditure | | 13,969 | 18,926 | 11,409 | 2,209 | 0 | 0 | 9,278 | 0 | 0 |
| 6000 | plus Transfer from EMR | | 0 | 5,834 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | | <u>(13,969)</u> | <u>(13,092)</u> | <u>(11,409)</u> | <u>(2,209)</u> | <u>0</u> | | <u>(9,278)</u> | | |
| <u>320</u> | <u>Gloucester Road</u> | | | | | | | | | | |
| 4450 | Maintenance | | 1,821 | 781 | 1,857 | 61 | 0 | 0 | 1,913 | 0 | 0 |
| 4550 | Water | | 676 | 1,321 | 946 | 728 | 0 | 0 | 974 | 0 | 0 |
| 4560 | Electric | | 816 | 1,057 | 2,015 | 552 | 0 | 0 | 1,500 | 0 | 0 |

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Annual Budget - By Committee (Actual YTD Month 9)

| Last Year | | | Current Year | | | | Next Year | | |
|----------------------|--------------------------------|----------|--------------|------------|-----------|-----------|-----------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| Overhead Expenditure | 3,313 | 3,160 | 4,818 | 1,341 | 0 | 0 | 4,387 | 0 | 0 |
| | (3,313) | (3,160) | (4,818) | (1,341) | 0 | | (4,387) | | |
| | | | | | | | | | |
| 330 | Cleaning & Consumables | | | | | | | | |
| 4700 | 1,561 | 551 | 1,592 | 0 | 0 | 0 | 1,500 | 0 | 0 |
| 4710 | 2,601 | 2,384 | 2,653 | 1,921 | 0 | 0 | 2,733 | 0 | 0 |
| 4720 | 1,248 | 977 | 1,273 | 1,242 | 0 | 0 | 1,311 | 0 | 0 |
| Overhead Expenditure | 5,410 | 3,912 | 5,518 | 3,163 | 0 | 0 | 5,544 | 0 | 0 |
| | (5,410) | (3,912) | (5,518) | (3,163) | 0 | | (5,544) | | |
| | | | | | | | | | |
| 340 | Outside Spaces | | | | | | | | |
| 4750 | 5,000 | -30 | 5,000 | 3,375 | 0 | 0 | 5,000 | 0 | 0 |
| 4755 | 1,000 | 123 | 1,000 | 270 | 0 | 0 | 750 | 0 | 0 |
| 4760 | 6,000 | 4,489 | 6,000 | 6,622 | 0 | 0 | 6,000 | 0 | 0 |
| 4765 | 1,000 | 223 | 1,000 | 281 | 0 | 0 | 1,000 | 0 | 0 |
| 4770 | 3,500 | 3,619 | 3,500 | 0 | 0 | 0 | 3,500 | 0 | 0 |
| 4775 | 290 | 59 | 295 | 0 | 0 | 0 | 300 | 0 | 0 |
| 4780 | 3,000 | 7,673 | 3,000 | -3,230 | 0 | 0 | 3,000 | 0 | 0 |
| 4785 | 485 | 450 | 490 | 450 | 0 | 0 | 500 | 0 | 0 |
| 4790 | 2,840 | 2,276 | 3,124 | 1,407 | 0 | 0 | 2,500 | 0 | 0 |
| 4795 | 2,000 | 1,739 | 2,000 | 2,139 | 0 | 0 | 1,000 | 0 | 0 |
| Overhead Expenditure | 25,115 | 20,619 | 25,409 | 11,314 | 0 | 0 | 23,550 | 0 | 0 |
| | (25,115) | (20,619) | (25,409) | (11,314) | 0 | | (23,550) | | |
| | | | | | | | | | |
| | Movement to/(from) Gen Reserve | | | | | | | | |

Continued on next page

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Annual Budget - By Committee (Actual YTD Month 9)

| Last Year | | | Current Year | | | | Next Year | | |
|-------------------------------------|---------|--------|--------------|------------|-----------|-----------|-----------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| Planning | | | | | | | | | |
| 400 Planning | | | | | | | | | |
| 1600 CIL Income | 0 | 0 | 0 | 5,608 | 0 | 0 | 0 | 0 | 0 |
| Total Income | 0 | 0 | 0 | 5,608 | 0 | 0 | 0 | 0 | 0 |
| 4718 Community Development Planning | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 1,000 | 0 | 0 |
| 4719 Planning Consultancy | 0 | 0 | 5,000 | 3,585 | 0 | 0 | 5,000 | 0 | 0 |
| 4810 Outreach | 500 | 0 | 500 | 0 | 0 | 0 | 500 | 0 | 0 |
| Overhead Expenditure | 1,500 | 0 | 6,500 | 3,585 | 0 | 0 | 6,500 | 0 | 0 |
| Movement to/(from) Gen Reserve | (1,500) | 0 | (6,500) | 2,023 | 0 | | (6,500) | | |
| Planning - Income | 0 | 0 | 0 | 5,608 | 0 | 0 | 0 | 0 | 0 |
| Expenditure | 1,500 | 0 | 6,500 | 3,585 | 0 | 0 | 6,500 | 0 | 0 |
| Movement to/(from) Gen Reserve | (1,500) | 0 | (6,500) | 2,023 | 0 | | (6,500) | | |

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Annual Budget - By Committee (Actual YTD Month 9)

| Last Year | | | Current Year | | | | Next Year | | |
|--------------------|--------------------|--------|--------------|------------|-----------|-----------|-----------|-----|-----------------|
| Budget | Actual | | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| <u>Watson Hall</u> | | | | | | | | | |
| 600 | <u>Watson Hall</u> | | | | | | | | |
| 1100 | 0 | 0 | 0 | 205 | 0 | 0 | 0 | 0 | 0 |
| 1800 | 22,808 | 30,242 | 24,000 | 17,667 | 0 | 0 | 20,000 | 0 | 0 |
| 1810 | 300 | 0 | 600 | 0 | 0 | 0 | 600 | 0 | 0 |
| 1820 | 50,000 | 44,375 | 45,000 | 32,271 | 0 | 0 | 30,000 | 0 | 0 |
| 1830 | 7,000 | 4,694 | 7,000 | 6 | 0 | 0 | 3,000 | 0 | 0 |
| 1835 | 0 | 76 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Income | | | 76,600 | 50,148 | 0 | 0 | 53,600 | 0 | 0 |
| 4195 | 500 | 1,499 | 800 | 159 | 0 | 152 | 800 | 0 | 0 |
| 4221 | 750 | 1,013 | 1,000 | 827 | 0 | 0 | 1,500 | 0 | 0 |
| 4250 | 0 | 440 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4280 | 7,000 | 8,358 | 7,000 | 640 | 0 | 0 | 3,000 | 0 | 0 |
| 4450 | 10,000 | 9,694 | 10,000 | 11,952 | 0 | 650 | 13,000 | 0 | 0 |
| 4505 | 0 | 0 | 0 | 375 | 0 | 0 | 0 | 0 | 0 |
| 4550 | 728 | 1,411 | 1,500 | 794 | 0 | 0 | 1,500 | 0 | 0 |
| 4560 | 3,000 | 8,282 | 6,000 | 6,163 | 0 | 0 | 8,800 | 0 | 0 |
| 4570 | 2,081 | 1,990 | 4,000 | 1,072 | 0 | 0 | 4,000 | 0 | 0 |
| 4590 | 18,000 | 5,245 | 14,000 | 13,931 | 0 | 465 | 18,000 | 0 | 0 |
| 4912 | 200 | 250 | 220 | 177 | 0 | 0 | 250 | 0 | 0 |
| 4913 | 1,500 | 1,205 | 1,500 | 1,172 | 0 | 0 | 2,000 | 0 | 0 |
| 4914 | 850 | 636 | 850 | 485 | 0 | 0 | 700 | 0 | 0 |
| 4915 | 0 | 253 | 300 | 12 | 0 | 0 | 100 | 0 | 0 |

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

| Last Year | | | Current Year | | | | Next Year | | |
|-----------|---------|----------|--------------|------------|-----------|-----------|-----------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| 4919 | 0 | 16,155 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4920 | 0 | 260 | 520 | 0 | 0 | 0 | 500 | 0 | 0 |
| 4950 | 23,000 | 23,731 | 25,000 | 13,947 | 0 | 0 | 17,000 | 0 | 0 |
| 4955 | 15,000 | 17,032 | 17,000 | 10,514 | 0 | 0 | 12,000 | 0 | 0 |
| 4960 | 4,000 | 4,841 | 2,000 | 2,728 | 0 | 300 | 2,000 | 0 | 0 |
| 4961 | 0 | 385 | 300 | 248 | 0 | 0 | 400 | 0 | 0 |
| 4980 | 0 | 102 | 0 | 0 | 0 | 0 | 200 | 0 | 0 |
| 4990 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | 91,990 | 65,196 | 0 | 1,567 | 85,750 | 0 | 0 |
| | | | -15,390 | -15,048 | 0 | -1,567 | -32,150 | 0 | 0 |
| | | | (15,390) | (15,048) | 0 | | (32,150) | | |
| | | | | | | | | | |
| | | | 76,600 | 50,148 | 0 | 0 | 53,600 | 0 | 0 |
| | | | 91,990 | 65,196 | 0 | 1,567 | 85,750 | 0 | 0 |
| | | | -15,390 | -15,048 | 0 | -1,567 | -32,150 | 0 | 0 |
| | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | (15,390) | (15,048) | 0 | | (32,150) | | |
| | | | | | | | | | |
| | | | 80,108 | 79,387 | | | | | |
| | | | 86,709 | 102,781 | | | | | |
| | -6,601 | -23,395 | | | | | | | |
| | (6,601) | (19,993) | | | | | | | |
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Annual Budget - By Committee (Actual YTD Month 9)

| Last Year | | | Current Year | | | | Next Year | | |
|-----------------|-----------------|-----------|--------------|------------|-----------|-----------|-----------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| <u>Staffing</u> | | | | | | | | | |
| 110 | <u>Staffing</u> | | | | | | | | |
| 4000 | 96,242 | 93,378 | 106,000 | 66,731 | 0 | 0 | 113,420 | 0 | 0 |
| 4030 | 20,000 | 23,832 | 23,500 | 15,692 | 0 | 0 | 25,145 | 0 | 0 |
| 4040 | 25,000 | 26,038 | 26,000 | 18,616 | 0 | 0 | 27,820 | 0 | 0 |
| 4050 | 161 | 166 | 250 | 19 | 0 | 0 | 250 | 0 | 0 |
| 4060 | 54 | 0 | 60 | 0 | 0 | 0 | 60 | 0 | 0 |
| 4070 | 107 | 163 | 250 | 0 | 0 | 0 | 200 | 0 | 0 |
| 4080 | 68,250 | 68,000 | 71,400 | 47,600 | 0 | 0 | 74,256 | 0 | 0 |
| 4090 | 535 | 475 | 550 | 296 | 0 | 0 | 550 | 0 | 0 |
| 4100 | 7,749 | 2,952 | 3,000 | 2,988 | 0 | 0 | 3,000 | 0 | 0 |
| 4110 | 2,678 | 591 | 2,700 | 131 | 0 | 0 | 700 | 0 | 0 |
| | 220,776 | 215,595 | 233,710 | 152,072 | 0 | 0 | 245,401 | 0 | 0 |
| | (220,776) | (215,595) | (233,710) | (152,072) | 0 | | (245,401) | | |
| | | | | | | | | | |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 220,776 | 215,595 | 233,710 | 152,072 | 0 | 0 | 245,401 | 0 | 0 |
| | (220,776) | (215,595) | (233,710) | (152,072) | 0 | | (245,401) | | |
| | | | | | | | | | |
| | 561,741 | 552,218 | 630,178 | 778,199 | 0 | 0 | 150,833 | 0 | 0 |
| | 561,741 | 561,926 | 630,178 | 566,728 | 0 | 5,983 | 649,873 | 0 | 0 |
| | 0 | (9,708) | 0 | 211,471 | 0 | | (499,040) | | |

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Annual Budget - By Committee (Actual YTD Month 9)

| | <u>Last Year</u> | | <u>Current Year</u> | | | | <u>Next Year</u> | | |
|--------------------------------|------------------|---------|---------------------|------------|-----------|-----------|------------------|-----|-----------------|
| | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| | | | | | | | | | |
| plus Transfer from EMR | 0 | 19,737 | 0 | 90 | 0 | 0 | 0 | 0 | 0 |
| less Transfer to EMR | 0 | (9,892) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | 0 | 19,921 | 0 | 211,561 | 0 | | (499,040) | | |

Precept Calculation 14.12.2023

| | 2023/24 | 2024/25 | % Change |
|-------------|--------------|--------------|----------|
| Expenditure | £ 630,178.00 | £ 649,873.00 | 3% |
| | | | |
| Income | £ 160,428.00 | £ 150,833.00 | -6% |

| Precept Calculation | | | % Change |
|-----------------------|--------------|--------------|----------|
| Total Expenditure | £ 630,178.00 | £ 649,873.00 | 3% |
| Total Income | £ 160,428.00 | £ 150,833.00 | -6% |
| Difference | £ 469,750.00 | £ 499,040.00 | |
| General Reserves Used | £ - | £ 4,500.00 | |
| Funding required | £ 469,750.00 | £ 494,540.00 | |
| Precept | £ 469,750.00 | £ 494,540.00 | 5.28% |

| Tax Base Calculation | | | % Change |
|--------------------------------------|----------|----------|----------|
| Council Tax Base | 3606.58 | 3594.45 | -0.34% |
| Average Band D Charge | £ 130.25 | £ 137.58 | 5.63% |
| Household increase (per year Band D) | | £ 7.34 | |
| Household increase (per week Band D) | | £ 0.14 | |

Retained Contractors – Updated January 2024

| Contractor | Service area |
|---------------------------------------|---------------------------------------|
| Anti-graffiti Systems | Pest control |
| A G Boniface & Sons Ltd | Building services |
| A & E Security (C) | Fire & intruder alarms |
| Astralsound | PA, sound & lighting (hire) |
| Avon Navigation Trust | Moorings |
| B Creations | Workwear |
| Booker | Cash & carry |
| Cellar Supplies | Bar stock |
| Charlton Networks (C) | IT support & services |
| Cotswold Cleaning (C) | Bus shelter cleaning |
| Countrywide Maintenance Service (C) | Grass cutting |
| CTL Building Services | General building & maintenance |
| Digital Imaging | Signs |
| Digital Telecom (C) | Telephone & broadband provider |
| Diversity Business (C) | HR consultant |
| DW Safety | H&S consultant |
| Elusive Press | Tewkesbury Live T-shirts |
| Emorsgate Seeds | Seed provider |
| Externiture Ltd | Street furniture repairs |
| Fleet Graphics | Printing |
| GAB Services (C) | Facilities Management |
| GeoXphere Ltd (Parish Online) (C) | Online parish mapping |
| G K Engineering & Marine Services Ltd | Mooring repairs & maintenance |
| Gloucester Brewery | Bar stock |
| Gloucestershire Electrical Services | Electrical services |
| Greenfields Garden Services | Grounds keeping and play area repairs |
| Handyman Centre, Bredon Road | Buildings supplies |
| Hartell NB Construction | Installing street furniture |
| Haywards | Buildings supplies |
| Hewer FM Ltd | 24 Hour FM emergency supplier |
| Hy-clean Supplies Ltd | Cleaning and equipment supplier |
| Ian Bishop | Stonemason and Builder |
| Imex (C) | EPOS |
| Initial Rentokil (C) | Hygiene services |
| Inty | Anti-virus |
| Juice IT | Tewkesbury Live media |
| Kenelm Joinery Ltd | Wooden window & door repairs |
| Laithwaites | Bar stock |
| Leap Audio | PA, sound & lighting (hire) |
| Les Minter | Plumber |
| Locksmiths Gloucester Ltd | Locksmith |
| Matt Hale | Tree surgeon |
| Music, Sound & Lighting | Lighting, sound, mics (retail) |
| Nibblers | Bar snacks |

| | |
|------------------------------|---|
| Nick Joyce Architects | Architect & Project Management |
| Nisbetts | Cleaning & equipment supplier |
| Orchard Fundraising | Fundraising services |
| Packwood Printers | Printing services |
| Panacea Business Systems © | Officer copier |
| Payrolls UK (C) | Payroll services |
| Proactive Business Supplies | Stationery |
| Rialtas Business Systems (C) | Accounting software |
| Screwfix | Building supplies |
| Shades & Shutters Ltd | Blinds & shutters |
| Soundshack Studios | PA / sound provision |
| Spa Security | Security Services & out of hours keyholding |
| Springboard Graphics | Designer |
| Square One | Printing services |
| Stage@ | Stage provision |
| Sweets | General builders |
| The Green Stage | Stage and band set up |
| The Photo Studio | Photography |
| Thomson & Bancks | Solicitor |
| TK Refrigeration | Bar equipment |
| Trade UK | Building supplies |
| Upton Glazing | Glaziers |
| Wiggins Design | Designer |

(C) denotes a contract

Views wanted on ambitious proposed 2024/25 budget for Gloucestershire

Gloucestershire County Council wants to hear your views on its ambitious proposed 2024/25 budget.

[Views wanted on ambitious proposed 2024/25 budget for Gloucestershire | Gloucestershire County Council](#)

Fares on The Robin capped at £2

Fares on The Robin minibus service run by Gloucestershire County Council are being capped at £2 until 31 December 2024.

[Fares on The Robin capped at £2 | Gloucestershire County Council](#)

Council and Fire Service launch ground-breaking new educational approach

Gloucestershire County Council, in partnership with SkillZONE has announced a ground-breaking new educational approach for children with Special Educational Needs.

[Council and Fire Service launch ground-breaking new educational approach | Gloucestershire County Council](#)

Twist on festive songs to discourage drink and drug driving

The Gloucestershire Road Safety Partnership (GRSP) is today launching their annual anti drink and drug driving festive campaign by trying something new this year. The partnership has taken Christmas songs and changed the lyrics weaving in hard hitting messages aiming to discourage people from drinking or taking drugs when they drive.

[Twist on festive songs to discourage drink and drug driving | Gloucestershire County Council](#)

Gloucestershire Libraries launch first choir to help combat loneliness

Gloucestershire Libraries have launched their first choir to help combat loneliness and isolation among the over-65s.

[Gloucestershire Libraries launch first choir to help combat loneliness | Gloucestershire County Council](#)

Follow safety tips and don't let fire ruin your Christmas

Gloucestershire Fire and Rescue Service (GFRS) and Trading Standards are encouraging residents to take extra care over the festive season to ensure that families and loved ones are protected from fire.

[Follow safety tips and don't let fire ruin your Christmas | Gloucestershire County Council](#)