



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 11th March 2024 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
5th March 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 15th January 2024
8. To note the following Committee Minutes: Planning – 13th December 2023, 3rd & 17th January 2024, Finance – 14th December 2023 & 8th January 2024, Environment & Amenities – 2nd January 2024, Buildings & Moorings – 12th December 2023, Staffing – 6th December 2023, Severn Ham – 20th December 2023
9. Matters arising from the minutes – for information only
10. To receive the budget and earmarked reserves reports for December 2023 & January 2024
11. To receive the payments reports for December 2023 & January 2024
12. To note the Q3 bank reconciliations

13. To note the meeting schedule for 2024/25
14. To receive and vote on nominations for the positions of Mayor and Deputy Mayor
15. To agree to register all remaining Town Council assets, including the Anglo-American Remembrance Garden and the Riverside Walk with Land Registry
16. To receive an update on 64 Barton Street
17. To resolve to support the campaign from Zero Hour regarding the Climate & Ecology Bill
18. To review the Planning Committee's terms of reference
19. To receive an update from the Climate Change Working Group
20. To note the update on the accessibility discussions for the Town Council buildings
21. To note the reports from Tewkesbury Borough Council & Gloucestershire County Council
22. Correspondence
23. 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 section2.
24. To discuss and agree the nominations for the Tewkesbury Town Civic Awards

The next Full Council meeting will be:

13th May 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 15th January 2024 at 6.00pm

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

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

23/24 - 125 To receive apologies for absence
Apologies received from Cllr Cody (personal).

23/24 - 126 To receive declarations of interest
Cllrs Sztymiak, Dimond-Brown & Bowman – Tewkesbury Borough Councillors
Cllr S Raywood – employed with the Planning Inspectorate – item 23/24-139
Town Clerk – item 23/24-141

23/24 - 127 To consider requests for dispensation
None required.

23/24 - 128 To receive written questions from members of the public
There were no questions received.

23/24 - 129 Public Participation
There was no public participation.

23/24 - 130 To note the Mayor's Announcements
Thank you to all the Councillors who helped during the recent floods.

A flood recovery surgery has been organised by Tewkesbury Borough Council and will take place on 16th January at Holy Trinity Church at 6pm.

Gaia appears in the Abbey on 2nd February and the CAMRA beer festival starts the same evening.

23/24 - 131 To approve the minutes of the meetings held on 13th November 2023
Subject to a minor typographical error in 23/24-119, it was RESOLVED to approve the minutes of the meeting held on 13th November 2023.
Proposed by Cllr J Raywood, seconded by Cllr Moran.

23/24 - 132 To note the following Committee Minutes – Planning – 4th & 18th October, 1st, 15th & 29th November 2023, Finance – 6th November 2023, Environment & Amenities – 10th October 2023, Building & Moorings – 24th October 2023, Staffing – 31st October 2023
The above minutes were noted.

A councillor asked questions about why the correspondence concerning the licensing review at the Black Bear had not been on the agenda for the Planning Committee meeting held on 15th November. The Town Clerk advised that it had

arrived as an email on 15th November and therefore there was insufficient time to add it to the agenda and it was dealt with as correspondence.

Another councillor advised that licensing reviews do not appear via the planning portal, as they are not planning applications and the Town Council is not regularly consulted about licensing reviews. The Borough Solicitor has been in touch about this and the Town Clerk has responded accordingly. For completeness the response sent will be ratified at the Planning Committee meeting on 17th January and is clearly on the agenda.

A councillor asked about Building and Moorings meeting on 24th October and whether a decision has been made about the request to retain a commercial mooring at 15% of the normal commercial mooring fee on Back of Avon (item B&M23.050). The item was deferred to the next meeting. The item was dealt with in the Buildings & Moorings meeting in December, no decision was made as questions were raised at the meeting. These minutes will be included in the next Full Council pack.

23/24 - 133 Matters arising from the minutes

21/22-147 Cycle storage and Riverside Walk signs – ongoing HSHAZ work.

22/23-95 Accessibility of Town Hall - ongoing. Next meeting will involve the conservation officer.

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

23/24-89 Tewkesbury Live – discussed at January Finance Committee meeting, there are further actions following that meeting.

23/24-95 TBC archaeological collection – No update available from Cllrs Bowman / Cody

23/24-117 Civility & Respect Training – Cllr Robertson & Town Clerk are trialling the online training.

23/24-119 Burials – Town Clerk to write to Strategic Planning to find out what provision is being made for burials in Tewkesbury. TBC advised that the local plan may earmark land for future additional burial spaces in the event of this being shown to be necessary and feasible. TBC will keep the Town Council informed – complete.

23/24-120 Splitting committees – Town Clerk to return with more information and terms of reference for each of the proposed committees – carried forward.

23/24-121 Biodiversity statement – on the website – complete.

23/24 - 134 To receive the budget reports for October & November 2023 and earmarked reserves report

The reports were received.

The Town Clerk advised that at the Finance Committee meeting held on 8th January, a potential discrepancy around accounting for HSHAZ funding had been identified. Once rectified, a revised budget report will be circulated to all Councillors. This does not have an impact on the budget setting for 2024/25.

23/24 - 135 To receive the payments reports for October & November 2023

The reports were received.

23/24 - 136 To agree the budget for financial year 2024-25

The Finance Committee discussed amending the budget to make provision for new robes for the new Town Crier, but as the earmarked reserve for the Mythe Nature Reserve has just been released, this could be funded from general reserves. The budget is the recommendation from the Finance Committee meeting held on 8th January, with an expenditure of £649,873 and income of £150,833.

The Town Clerk was asked what her view was on the expected year-end position in terms of reserves. The Town Clerk advised that she expects a surplus but for reserves but anticipates much of this will be earmarked at year end for projects e.g, playpark improvements.

A councillor raised concerns that the budget is too high and that it is not scrutinised enough. They gave the example of the bar income. A number of other councillors disagreed with this and stated that the figures had been scrutinised and that any concerns that they had raised had been answered and they were happy with how the budget is set.

Another councillor asked if the Town Council is maximising the income from moorings, the Town Hall and Watson Hall. The Town Clerk responded that as the Proper Officer and Responsible Financial Officer this is something the office takes very seriously. Over the last six years the income from the Watson Hall has increased from £6,000 to £30,000 per annum. Moorings currently bring in £2,000 more per annum than six years ago. It is noted that there are going to be difficult decisions regarding the moorings for the Buildings & Moorings committee to take this year.

It was RESOLVED to agree the budget for the financial year 2024-25.
Proposed by Cllr S Raywood, seconded by Cllr Bowman.

23/24 - 137 To agree the Council's precept request for financial year 2024-25

It was RESOLVED to approve the precept request of £494,540 for financial year 2024-25. Proposed by Cllr S Raywood, seconded by Cllr Brookes.

23/24 - 138 To note the GAPTC subscription fee for 2024-25

The subscription fee has not yet been released. Deferred to the next meeting.

Cllr S Raywood left the meeting.

23/24 - 139 To delegate authority to the Planning Committee to respond to the Strategic & Local Plan consultation and the draft charter for Tewkesbury Garden Communities.

Cllr J Raywood has circulated information explaining the reasons for taking this route and the delegated authority. This is the only Full Council meeting before the Strategic & Local Plan consultation closes and there hasn't been sufficient time to prepare a response within planning. All Councillors are welcome to go to the planning meeting. Both consultations are open to the public and it is up to Councillors to make sure that their constituents are aware of them and take part.

It was RESOLVED to delegate authority to respond to the Planning Committee.
Proposed by Cllr Moran, seconded by Cllr Brookes.

Cllr S Raywood rejoined the meeting.

23/24 - 140 To agree to register the Derek Graham Play Area with Land Registry

In order to apply for grants, the land needs to be registered and this will be funded from the legal budget.

It was RESOLVED to register the Derek Graham Play Area with Land Registry.

Proposed by Cllr S Raywood, seconded by Cllr Baddams.

The Town Clerk left the meeting.

23/24 - 141 To agree the retained contractors list

It was RESOLVED to approve the retained contractors list.

Proposed by Cllr J Raywood, seconded by Cllr Bowman.

The Town Clerk rejoined the meeting.

23/24 - 142 To grant an extension to the six-month attendance rule for Cllr Dimond-Brown due to ill health

No longer required.

23/24 - 143 To receive an update from the Climate Change Working Group

Deferred to the next meeting.

23/24 - 144 To note the reports from Tewkesbury Borough Council (TBC) and Gloucestershire County Council

The report from GCC was noted.

Cllr Sztymiak provided an update from Tewkesbury Borough Council. The recent floods were the worst since 2007, but were still 60cm below those levels. Sandbags were distributed and rescue centres opened and TBC has now moved into recovery mode. There is further grant information to come from GCC. The flood recovery surgery is on 17th January at Holy Trinity at 6pm.

The Garden Town Charter; now referred to as Garden Community, consultation is open and responses are required by 31st January.

There will shortly be a public consultation on the possibility of changing the name from Tewkesbury Borough Council. Possible suggestions include North Gloucestershire Borough Council.

23/24 - 145 Correspondence

There was no correspondence.

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

Signature of Chairman upon approval of the minutes 11th March 2024



PLANNING COMMITTEE

Wednesday 13th December 2023

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

Also present: Mr G Sallis (Friends of the Earth)

MINUTES

- P.23/24.318** **Welcome.**
Introductions were made and the Chairman welcomed everyone present when the meeting opened at 7.30pm.
- P.23/24.319** **To receive apologies for absence**
None
- P.23/24.320** **To receive declarations of interest**
Cllr A Hayes – item 14
- P.23/24.321** **To receive and consider requests for dispensations**
None
- P.23/24.322** **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.23/24.323** **To approve the minutes of the Planning Committee meeting held on 29th November 2023**
Proposed by Cllr Hayes and seconded by Cllr Jones
It was resolved to **approve** the minutes.
- P.23/24.324** **To receive updates on matters arising from the minutes – for information only**
Re. **P.22/23.392** - The Planning Officer has been contacted regarding progress on 22/00462/LBC but no reply has been received.

Re. **P.23/24.311** – Mr G Sallis provided committee members with answers to their queries regarding current testing of the water of the Carrant Brook, and the general

state of pollution in the watercourses around Tewkesbury. He has offered to submit the Town Council with quarterly data, going forward. He is also hoping to speak to the Severn Ham Committee about water testing in the River Severn and the Mill Avon.

Mr Sallis left the meeting after he had finished speaking.

P.23/24.325

To note correspondence

An email was recently received concerning the Tewkesbury Garden Communities Parish Liaison Group. It appears that this group has already met once but it is not clear why we didn't know about it. The Town Clerk is looking for a representative to attend these meetings.

Following our query regarding the current water quality monitoring that occurs on the Carrant Brook, Mr Sallis of Friends of the Earth has sent three reports, concerning water testing, sewage dumps within Tewkesbury Borough and test data. These will be circulated to committee members.

A resident has copied the chairman in on correspondence he has had with Historic England, regarding the Mythe Toll House and Healings Mill, asking why these two sites are not on the risk register. The buildings on both sites are listed grade 2. A building has to be grade 2* or higher to qualify for the risk register. It has to be noted also that being on the risk register is no guarantee of the availability of funding for repairs.

P.23/24.326

To receive the Borough Councillor's report (if applicable)

Tewkesbury Borough Council has published a new draft Garden Communities charter on their website. Hard copies will be available to view in Tewkesbury Library. Current thinking is that future development will take the form of little villages, each with their own character. Existing village communities will retain their own characters also. TBC is keen to encourage responses from all interested parties and the aim will be to get interested parties to sign up to the final charter document. If successful, this approach to development consultation will be replicated in other communities around the Borough.

Consultations on the forthcoming Strategic Local Plan (SLP) will commence on 18th December.

The Admin Officer will be asked to post links to both the charter and the SLP consultation on the Town Council's Planning webpage.

P.23/24.327

Proposed single storey rear extension and single storey side extension with garage conversion.

Planning Application

85 York Road Tewkesbury Gloucestershire GL20 5HB

Ref. No: 23/00505/FUL

Observations:

Objection. The information recently submitted by the applicant does not address our previous queries of 28th June.

P.23/24.328 **Installation of multiple signs to a commercial unit on Church Street, Tewkesbury.**
The proposed works include the replacement and installation of 4 framed signs
(carpark and side entrance) and Installation of 7 small window graphics (Front and
Side Elevations).

Planning Application

34 Church Street Tewkesbury Gloucestershire GL20 5SN

Ref. No: 23/00998/LBC

Observations:

No objection

P.23/24.329 **New awning over fascia**

Planning Application

Stationery And Art 105 High Street Tewkesbury Gloucestershire GL20 5JZ

Ref. No: 23/01027/LBC

Observations:

No objection

P.23/24.330 **Installation of temporary internal handrail**

Planning Application

39 Church Street Tewkesbury Gloucestershire GL20 5SN

Ref. No: 23/00883/LBC

Observations:

No objection, but the Town Council is somewhat disappointed with the visual appearance of the handrail.

Cllr Hayes left the room at this point in the meeting.

P.23/24.331 **Application to vary a premises licence under the Licensing Act 2003**
The Canterbury Inn, Ashchurch Road

Observations:

Before making a response to this application, the Town Council would like to know what kind of consultation has been conducted with local residents. It would also like to know what the outcomes of that consultation have been.

Cllr Hayes returned to the room at this point in the meeting.

P.23/24.332 **To note any additional information on the Planning Portal regarding applications to**
which this committee has already responded, and agree further actions
None

P.23/24.333 **To note any additional applications on the Planning Portal which will expire before**
Wednesday 3rd January 2024 and agree further actions

P.23/24.333.1 Change of use from ground floor laundrette (Class E) to residential

Planning Application

5 Chance Street Tewkesbury Gloucestershire GL20 5RQ

Ref. No: 23/01050/FUL

Observations:

No objection

P.23/24.333.2 Reserved matters application for the erection of 102 dwellings, with associated parking, garaging and infrastructure works, with appearance, layout, scale and landscaping to be approved following outline consent 21/00451/OUT and discharge of conditions 1, 2, 8, 9, 10, 16, 17, 18, 22, 24, 25, 27 & 29 of 21/00451/OUT for this phase (Phase 1 residential).

Planning Application

Land To The North Of Milnes Covert (David Wilson Homes) Fiddington Tewkesbury Gloucestershire

Ref. No: 23/01071/APP

Observations:

Committee members would like to give careful consideration to this application when they next meet, on 3rd January 2024. The deadline date for consultation is actually 29th December, so the Planning Officer will be contacted to ask for an extension of time.

P.23/24.333.3 Addition of a new cast iron rainwater pipe down the face of the building

Planning Application

5 Barton Street Tewkesbury Gloucestershire GL20 5PP

Ref. No: 23/01090/LBC

Observations:

Although the Town Council is in agreement with the principle of the rainwater pipe it feels that the dispersal of the water at ground floor level needs further consideration. There is a concern that the proposed solution could create a dangerous surface when cold weather follows wet weather, and this solution is not in keeping with similar situations in the town centre.

P.23/24.334 To note the decisions made in November 2023, in respect of planning applications to Tewkesbury Borough Council

Noted

There being no further business the meeting closed at approximately 9.10pm. The chairman thanked everyone for their time and attention during this past year and wished them a Happy Christmas.

Chairman's signature

3rd January 2024



PLANNING COMMITTEE

Wednesday 3rd January 2024

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

MINUTES

P.23/24.335 Welcome.

Introductions were made and the Chairman welcomed everyone present when the meeting opened at 7.30 pm

P.23/24.336 To receive apologies for absence

Mr R Maggs and Mr R Carey

P.23/24.337 To receive declarations of interest

None

P.23/24.338 To receive and consider requests for dispensations

None

P.23/24.339 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.23/24.340 To approve the minutes of the Planning Committee meeting held on 13th December 2023

Proposed by Cllr Hayes and seconded by Cllr S Raywood

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

Cllr P Jones arrived at 7.38pm

P.23/24.341 To receive updates on matters arising from the minutes – for information only

Re. **P.22/23.392** – The Planning Officer has replied to say that ‘there has been back and forth with the agent on this one to clarify certain aspects of the scheme and negotiating other aspects. I am currently waiting on revised plans to be submitted.’

Re. **P.23/24.311** – Mr Sallis has now met with members of the Severn Ham Committee, which has agreed to fund the purchase of two water testing kits.
Re. **P.23/24.326** – the Admin Officer has posted a link to the draft policies on our webpage.

P.23/24.342 To note correspondence

An email has been received by the Town Clerk from the Borough's Monitoring Officer and Solicitor. He has received a complaint that this committee dealt with a response to a licensing application involving the Black Bear when it was not on the agenda of the meeting. He has asked for clarification regarding how this came to happen. The Town Clerk has responded, explaining that it was the subject of correspondence, which arrived after the agenda was issued and which required immediate action. The Town Clerk has responded to the Monitoring Officer and we will include an item to retrospectively approve the action on our next agenda.

An email has been received from the Cratus Group, thanking councillors for attending their October engagement session to talk about the Garden Communities programme (previously referred to as the Tewkesbury Garden Town programme). During the session they referred to a 'charter' that is being developed, setting out what local stakeholders would expect to see in the delivery of the Garden Communities programme. We are warmly invited to provide our feedback on the draft charter, including its content, design and any ideas for how it can be developed further. Feedback can be submitted via an [online questionnaire](#) or emailed to gardencommunities@tewkesbury.gov.uk before 31 January 2024.

For anyone unable to access the form online, paper copies will be available from Northway Community Hub, Tewkesbury Library and Tewkesbury's Public Services Centre.

There has been an enquiry from a member of the public regarding the outcome of the hydrology report and its recommendations, plus next steps. The Town Clerk has replied to him, correcting his assumption that the report would have been commissioned with a specific outcome in mind, depending on the council's opinion of current applications to develop land to the east of Bredon Road. The Chairman has advised the Clerk on the next steps, saying that we await the outcomes of deliberations by Wychavon District Council, with regard to specific current applications on that site and by the Planning Inspector, with regard to the Regulation 19 Examination of the South Worcestershire Development Plan.

(It is worth noting that The Town Council has consistently strongly opposed the application to develop land to the east of Bredon Road and we still maintain that position.)

P.23/24.343 To receive the Borough Councillor's report (if applicable)

None

P.23/24.344 Reserved matters application for the erection of 102 dwellings, with associated parking, garaging and infrastructure works, with appearance, layout, scale and landscaping to be approved following outline consent 21/00451/OUT and discharge of conditions 1, 2, 8, 9, 10, 16, 17, 18, 22, 24, 25, 27 & 29 of 21/00451/OUT for this phase (Phase 1 residential).

Planning Application

Land To The North Of Milnes Covert (David Wilson Homes) Fiddington Tewkesbury
Gloucestershire
Ref. No: 23/01071/APP

Observations:

The Town Council does not object but we consider that further thought needs to be given to the following:

1. The Local Area of Play (LAP) seems to lack ambition and challenge for children.
2. The location of the LAP could give rise to problems in terms of visibility at the adjacent junction.
3. Care needs to be taken with respect to the kerbside trees on the main street to ensure there is not a negative impact on highway safety.

P.23/24.345 Proposed Industrial Unit (Class B2)

Planning Application

Matara (UK) Ltd Unit 5801 Shannon Place Tewkesbury Business Park Tewkesbury
Gloucestershire GL20 8SL

Ref. No: 23/00939/FUL

Observations:

No objection

P.23/24.346 Regularisation of existing shop front signage

Planning Application

5 Tysoes Court 5A Barton Street Tewkesbury Gloucestershire GL20 5PP

Ref. No: 23/01176/LBC

Observations:

No objection

P.23/24.347 Application to vary a premises licence under the Licensing Act 2003

The Canterbury Inn, Ashchurch Road

An email from the Licensing Officer re our enquiry regarding public consultation -

‘Thank you for your e-mail. I can advise that residents are not consulted as part of this application process to vary the premises licence.

We have consulted the Police, Environmental Health, Food safety and Health and Safety, Home Office, Planning , Public Health Trading Standards and Child protection on the 05th December 2023. The consultation closes on the 29th December 2023’.

‘I should have mentioned the Notice placed in the Newspaper Gloucestershire Echo 07th Dec and the Notice placed in the window of the premises acts as the public consultation and residents can read that and make a representation to Licensing with any comments they have by the 29th December 2023’

Observations:

The applicant has requested that regulated entertainment be permitted on Friday and Saturday nights until 01.00 hours. The Planning Committee considers that, due to the

largely residential nature of the local environment, there should be no extension beyond 24.00 hours. While we understand and sympathise with the need for pubs to diversify, we would request that sound levels emanating from the site during open hours be monitored, in order to determine the impact of the changed activity and to provide an evidence base which can be called upon in the event of any further developments regarding this licence.

P.23/24.348 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

P.23/24.349 To note any additional applications on the Planning Portal which will expire before Wednesday 17th January 2024 and agree further actions

None

P.23/24.350 To note the decisions made in December 2023, in respect of planning applications to Tewkesbury Borough Council

Noted

There being no further business the meeting closed at 8.14pm

Chairman's signature

17th January 2024



PLANNING COMMITTEE

Wednesday 17th January 2024

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

In attendance: Mrs N Finnegan (TTC finance officer)

Also: 2 members of the public

MINUTES

P.23/24.351 Welcome.

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

P.23/24.352 To receive apologies for absence

None

P.23/24.353 To receive declarations of interest

Cllr S Raywood – Items 5, 11 and 12 - Employed by the Planning Inspectorate

P.23/24.354 To receive and consider requests for dispensations

Cllr S Raywood – item 5

(At this point Cllrs Bowman and Baddams, plus two members of the public joined the meeting.)

P.23/24.355 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.23/24.356 To approve the minutes of the Planning Committee meeting held on 3rd January 2024

Subject to correction of a typo in P.23/24.342 - should be 'east' not 'eats.'

Proposed by Cllr Hayes and seconded by Cllr Jones

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

P.23/24.357 To receive updates on matters arising from the minutes – for information only

Re. **P.22/23.392** – no further news available.

Re. **P.23/24.311** – The Deputy Town Clerk has suggested that if the Planning Committee wishes to support water testing on the Carrant Brook, in line with the

recommendation in the Hydrologist's report, it could consider funding two water testing kits for that purpose, at a cost of £480 for kits and consumables, as it is the cost of the kits that restricts expansion of the monitoring programme. We could fund this through either our Community Development budget or Outreach budget. We can include this on our next agenda.

Re **P.23/24.347**, a response has been received from a TBC Licensing Officer, thanking us for our comments, which arrived too late to be taken into account, and listing the following conditions which have been added to the licence:

- When regulated entertainment is provided, noise checks will be carried out at the nearest noise sensitive property. A noise check log of these checks will be kept and maintained at the premises. As a minimum the log will record the date and time of the check, the name of the person making the check, the sound level and if required, and action taken. The log will be made available to an authorised officer upon required.
- A complaints log will be maintained and any complaints from residents shall be recorded in it. As a minimum, the information recorded shall include: date and time of the complaints, name of complainant and any action taken thereafter in relation to it.
- Within 3 months of the issue of the license, the premises licence holder must draw up and implement a noise management plan (NMP) in relation to provision of live and recorded music at the premises. The NMP will include reference to the preventative measures that will be implemented at the premises to ensure that music at the premises does not cause a public nuisance. The NMP must be adhered to at all times. A copy of the NMP will be made available to officers from the Responsible Authorities on request and will be updated as necessary to ensure best practice.

The email also said that there is a process for the review of the licence, should the need arise.

P.23/24.358 To note correspondence

An email has been received from a TBC Planning Officer who has picked up the case in the absence of the allocated officer, in respect of 23/00505/FUL - 85 York Road. 'Having picked up the application, I reviewed it in its entirety and liaised with the Local Highway Authority in respect of the revised plans – and they confirmed a response of 'No Objection, subject to condition' (which I include, verbatim, as follows): ***"The existing vehicle hardstanding and access from Richard Place shall be retained for off-street vehicle parking and the western and southern boundary treatments shall be retained at a level no greater than 600mm high."***

Although I appreciate that the Town Council upheld its objection, notwithstanding the revised plans, given the position of the highway authority it was considered that there was no substantive planning reason for refusal and as such, a decision has been made to permit the application (which should be formally published on the Council's website today).'

The Town Council last commented on this application on 13th December, while the condition imposed by County Highways did not appear on the Planning Portal until 10th January 2024. Clearly, this committee was correct to uphold its objection.

The Mayor, Deputy Mayor and Cllr J Raywood have received advance notice of an in-person briefing that the Strategic and Local Planning Team would like to convene for all town and parish councils across the area. The event will be an opportunity for officers to set out the background to the 'Regulation 18' consultation and to answer

any questions. They hope this will enable this council to fully engage in the public consultation and encourage others to do so.

The event will take place at 6.00pm on Wednesday 31 January 2024 in the Stoke Orchard Community Centre, Armstrong Road, Stoke Orchard GL52 7SB.

Cllr J Raywood has therefore requested that the next meeting of this Planning Committee should be moved from 31st January to 7th February and the meeting on 14th February be cancelled. A request for a 24 hour extension will be made, to enable this committee to respond on the 7th February, to the application on the Planning Portal that will expire on 6th February but cannot be addressed under item 18.

The GCC Local Highways manager has contacted Cllr J Raywood to arrange a meeting with the Accessibility Working Group, to discuss the impact of improved accessibility to the Town Hall, on the High Street and Back of Avon. This meeting is likely to take place in the first week of February.

We have been notified of a TBC recommendation to their own Planning Committee regarding 22/00610/OUT - Part Parcel 2352, Mythe Road, Tewkesbury. The recommendation is that the council should be minded to refuse. This is in the wake of the news that the Developer has lodged a non-determination appeal with the Planning Inspectorate. The application was for Residential Development (up to 235 dwellings), associated works, including infrastructure, open space and landscaping and pumping station. Construction of a new vehicular access from Mythe Road and demolition of existing structures. The Town Council objected strongly to this application in July 2022.

The Civic Society is currently setting up the next 6 monthly meeting with TBC enforcement officers, which Cllr J Raywood also attends.

P.23/24.359 To receive the Borough Councillor's report (if applicable)

Cllr H Bowman said there was nothing to report that wasn't already being addressed in our agenda. It is expected that Cllr Dimond-Brown will soon be able to resume his role as Borough Councillor reporting to this committee.

P.23/24.360 To retrospectively approve the Town Clerk's response, on behalf of this committee, to Licensing re. the review of the Licence for the Black Bear Public House.

(P.23/24.290, 15th November 2023)

Proposed by Cllr Hayes and seconded by Cllr Jones

It was resolved to **approve** the Town Clerk's response.

(Cllr S Raywood left the meeting at this point.)

P.23/24.361 To agree a response to the Tewkesbury Garden Communities Draft Charter

<https://teiwkesbury.gov.uk/garden-communities/engagement-and-governance/engagement/>

Observations:

1. Did you have any problems reading or understanding the charter?

No

2. Recent engagement sessions highlighted the need to update the programme's vision (featured on page 6). Would you like to see anything added or changed in the existing vision?

Yes. The vision has a weakness relating to cultural areas.

3. Do the development principles include everything you would like to see from Garden Communities' development?

No. There is no mention of cemeteries, places of worship, medical centres, allotments, car clubs, provision for electric vehicles, libraries, reading rooms, community centres, banking facilities, local supermarkets, multi-generational living, 'tiny homes' for single people, places to stay, safe and welcoming night-time facilities.

There is no mention of sustainable transport links with other population centres, eg Bishops Cleeve.

Building in the garden communities should not only meet, but exceed, building standards.

4. Are there any other comments you would like to make on the charter?

The management of water and flooding should prioritise the use of natural methods over technical ones.

Is there an implication that there will be a new civic parish?

(Mrs N Finnegan left the meeting at this point.)

P.23/24.362 To prepare a draft response to the Tewkesbury Borough Council's Regulation 18 Strategic and Local Plan

<https://straQuestion5tegiclocalplan.org/consultations/>

There are 31 questions in this consultation document and within the meeting there was time only to address the first five.

In answer to question 1, the committee agreed that the Strategic and Local Plan should be a long-term document, covering the next 25 years.

In answer to question 2, the committee noted a lack of consideration of farming and the use of farmland.

In answer to question 3, the committee identified the following local policy topics as being unique to our parish:

- Water management
- Tourism
- The preservation of historic fabric
- Social hubs
- Nature reserves/SSSIs
- Rights of way

Question 4 – the committee agrees with the draft Vision.

Question 5 – the committee agrees with the draft Strategic Objectives.

This work will continue at the next meeting on 7th February.

In the meantime, our admin officer will be asked to create a poster for the Town Council website, which encourages members of the public to make their own responses to the Strategic and Local Plan, and also points towards the library as a place where hard copies of the documents can be seen.

(Cllr S Raywood returned to the meeting at this point. Cllrs Ash Baddams, and Bowman left the meeting, accompanied by the two members of the public.)

P.23/24.363 Remove rear staircase, handrail and partition wall, and reinstate first floor structure and two new doors

Planning Application

Tewkesbury Museum 64 Barton Street Tewkesbury Gloucestershire GL20 5PX

Ref. No: 23/01161/LBC

Observations:

As the Town Council is named as the applicant this committee refrains from commenting on this application.

P.23/24.364 New heating installation, new handrail to cellar stairs, new stair nosings, new extract fan, new attic access ladder

Planning Application

Tewkesbury Museum 64 Barton Street Tewkesbury Gloucestershire GL20 5PX

Ref. No: 23/01173/LBC

Observations:

As the Town Council is the applicant this committee refrains from commenting on this application.

P.23/24.365 Demolish existing conservatory and outbuilding. Construct single-storey extension, nominally 6m x 4m with side walls of brick, frontage of glazing with bi-folding doors and mono-pitch roof with Icoslate tiles.

Planning Application

4 Elmbury Drive Newtown Tewkesbury Gloucestershire GL20 8DQ

Ref. No: 23/01147/FUL

Observations:

No objection

P.23/24.366 Alterations and repair work to building fabric including floors, roofs and windows

Planning Application

Thomson And Banks 27 Church Street Tewkesbury Gloucestershire GL20 5PD

Ref. No: 23/01165/LBC

Observations:

No objection

P.23/24.367 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

P.23/24.368 To note any additional applications on the Planning Portal which will expire before Wednesday 17th January 2024 and agree further actions

None

P.23/24.369 To note the decisions made in December 2023, in respect of planning applications to Tewkesbury Borough Council

This item was added to the agenda in error, having been covered on 3rd January 2024.

There being no further business, the meeting closed at 9.26 pm.

Chairman's signature

7th February 2024

MINUTES
of the
Finance Committee meeting held on 14th December 2023 at 1:00PM in the Town Hall,
Tewkesbury

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

In attendance: D Hill (Town Clerk)

F.23.061 To receive apologies
None.

F.23.062 To receive declarations of interest
None.

F.23.063 To receive dispensations
None.

F.23.064 To receive correspondence relating to the Finance Committee
Cllr Danter reported that she had been approached concerning the possibility of funding for Tewkesbury Abbey via the Town Council's precepting ability. **Action:** Town Clerk to look into this.

F.23.065 Public Participation
None.

F.23.066 To review the draft Town Council budget for 2024/25
The draft budget had been circulated with the agenda pack for review. It was noted that there were a few figures that needed to be rounded down slightly in the Buildings & Moorings and Watson Hall budgets. The Buildings & Moorings budget had increased by £10,000 due to the addition of a new budget code for accessibility at the Town Hall. The increase in the IT budget was queried and the Town Clerk reminded members that the increase related to expenditure to instal an OWL streaming system into the Council Chamber. The committee discussed the potential budget required for new Town Crier's robes and it was agreed that the amount budgeted for regalia should be increased to £5,000. It was noted that the Severn Ham committee budget was still in draft. Cllr Brookes, Severn Ham Committee Chair and the Deputy town Clerk had prepared the budget for approval at the committee meeting to be held on 18th December. **Action:** The Town Clerk was asked to make the amendments above to the finance system and to circulate the revised figures for the expenditure budget and precept requirement.
Post meeting note: further to the changes detailed above and the draft Severn Ham budget being approved at the meeting on 18th December, the proposed figures for 2024/25 are as follows:
Expenditure £649,873
Income £150,833
Precept requirement £494,540 representing an increase of 5.28% on 2023/24

- F.23.067** **To retrospectively approve additional expenditure totalling £300 relating to the hydrology study for land off Bredon Road**
It was RESOLVED to approve the additional expenditure of £300. Proposed by Cllr Jones, seconded by Cllr Brookes.
- F.23.068** **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 J Raywood, seconded by Cllr Bowman.
- F.23.069** **To discuss the recruitment process for a new Town Crier and to agree any required budget**
It was agreed to invite the Town Crier to a working group meeting to discuss the recruitment of a new Town Crier. The working group will consist of Cllrs Danter, Jones, Brookes, S Raywood and Sztymiak.

There being no further business the meeting closed at 14:00.

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

MINUTES
of the
Finance Committee meeting held on 8th January 2024 at 6:00PM in the Town Hall,
Tewkesbury

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

In attendance: One member of the public, D Hill (Town Clerk)

F.23.070 To receive apologies

None.

F.23.071 To receive declarations of interest

None.

F.23.072 To receive dispensations

None.

F.23.073 To approve the minutes of the Finance Committee meetings held on 6th November and 14th December 2023

It was RESOLVED to approve the minutes of the Finance Committee meetings held on 6th November 2023 and 14th December 2023.

6th November 2023 - proposed by Cllr J Raywood, seconded by Cllr Jones

14th December 2023 - proposed by Cllr Brookes, seconded by Cllr Bowman

F.23.074 Matters arising from the minutes of 6th November and 14th December – for Information only

23.028 Bar audit - awaiting confirmation of date

23.038 EMR 220 4450 Town Hall maintenance - correct – complete

23.038 Journal to Staffing Professional – complete

23.054 Christmas Lights collection buckets – the Town Clerk confirmed that the Lights Committee receive half of the amount collected - complete

23.054 Moorings maintenance and projects breakdown – Cllr Danter to review

23.055 Queried payments – the Town Clerk confirmed the invoice for £3,300 related to the M&E survey at 64 Barton Street and the two payments for £100 each were for a moorings lease and Tewkesbury Live expenditure - complete

23.064 Power to spend relating to religious buildings – Town Clerk to check wording of section 8 of the Local Government Act 1894 as the recently issued topic note 31E is not clear

F.23.075 To receive correspondence relating to the Finance Committee

None

F.23.076 Public Participation

A member of the public raised the matter of expenditure relating to churches in response to items 23.064 above. It was confirmed that this also excludes charities for spiritual purposes etc.

F.23.077 To approve the payments list

It was RESOLVED to approve payments totalling £3,411.59. Proposed by Cllr Brookes, seconded by Cllr Jones.

F.23.078 To review the financial reports and bank reconciliations of the Town Council for October and November 2023

The reports and bank reconciliations were reviewed.

CIL income – cannot contain anything other than CIL monies. This code has income posted to it relating to the closure of the bank account opened for a producing a Neighbourhood Development Plan. **Action:** Town Clerk to arrange for this money to be journalled to an income code under the Planning Committee. **Action:** Town Clerk to contact Tewkesbury Borough Council about the circa £500 that is believed to have been received from them for this purpose. **Action** – breakdown of Mayor's Charity Expenditure to be circulated to committee members. **Action:** Town Clerk to look into expenditure relating to HSHAZ grant funding as there appears to be a discrepancy under 120 1850. Expenditure should be posted to Town Hall or Moorings.

F.23.079 To review the payments report for October and November 2023

The payments report was reviewed.

Action – clarify payment for £112.50 made on 16th October 2023.

F.23.080 To agree a recommendation to Full Council for the budget for Financial Year 2024/25 and the precept request for 202425

Members discussed whether to amend bar income and expenditure budget but decided to retain existing figures.

E&A – playparks maintenance expenditure increase in budget was queried and an explanation provided by the E&A Chair. Also explained budget for projects for playparks.

Severn Ham – query on budget for commoners grazing compensation and weeding and Carver Knowles. Chair of Severn Ham committee provided an explanation.

Cllr Danter left the meeting at this point and Cllr Jones took over chairing the meeting.

Action - add the word TTC to code 600 1830

Action – Finance committee to ask B&M committee to review Watson Hall income
It was RESOLVED to recommend to Full Council budgeted expenditure of £649,873 and budgeted income of £150,833. This would result in a precept request of £494,540. Proposed by Cllr S Raywood, seconded by Cllr Brookes.

F.23.081 To review Tewkesbury Live income and expenditure for 2023 and future funding

The report was reviewed.

Action: Tewkesbury Live ledger report to be circulated.

F.23.082 To consider and agree grant applications from outside bodies

Application received from Insight Gloucestershire. Some queries have been raised with the organisation, but reply not received at the time of the meeting. Therefore the application will be reviewed at the next meeting.

There being no further business the meeting closed at 19:45.

Signature of Chairman upon approval of the minutes 26th February 2024

DRAFT



TEWKESBURY TOWN COUNCIL

MINUTES
of the
Environment & Amenities Committee meeting
Held at Tewkesbury Town Hall on 2nd January 2024 at 6.00pm

Present: Cllrs S Raywood (Chair), J Raywood, C Danter, M Sztymiak

In attendance: J King (Deputy Town Clerk)

E&A 23/029 To receive apologies for absence

No apologies received.

E&A 23/030 To record declarations of interest

None received.

E&A 23/031 To consider requests for dispensations

None received.

E&A 23/032 To approve the minutes of the meetings held on 10th October 2023

It was RESOLVED to approve the minutes of the meetings held on 10th October 2023.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 23/033 Matters arising from the minutes – for information only

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

23/009 Alternative Play Provision – with Cllr Baddams

23/027 Emergency Plan – Cllr Brookes to check instructions to enter the building

E&A 23/034 Public participation

There was no public participation.

E&A 23/035 To receive correspondence relating to the Environment & Amenities Committee

There was no correspondence.

E&A 23/036 To receive the committee budget report (including earmarked reserves)

The budget was received and reviewed.

E&A 23/037 To review the work programme and agree any actions

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

- Gloucester Road toilet doors have been repainted.
- New bench has been installed at Warwick Place.
- Condition check has been completed.
- November play ranger session was well attended.
- Eight new heritage style bins have been installed as part of the High Street Heritage Action Zone funding.



TEWKESBURY TOWN COUNCIL

E&A 23/038 To receive updates on Play Areas and agree any actions

Recover matting for Mitton would cost £24,800. Wetpour would cost considerably more due to the groundworks that would also be required. Although the current surface is not ideal, it does not cause significant enough issues to warrant this expenditure. Current maintenance costs around £600 every 12-18 months. No further action recommended.

Works have been instructed for the refurbishment of the toddler play equipment at Derek Graham. Dry weather required for the work to take place.

The Play Rangers will be back in February half term.

Derek Graham Play Area feedback from is ready to go live. Deputy Town Clerk attending the Newtown Resident's meeting on Monday 22nd January. Action: Ask Wheatpieces Parish Council if they would like to take part in the consultation and if they would be prepared to contribute to the refurbishment.

Need to register Derek Graham Play Area in order to be able to apply for grant applications. Committee agreed that this should go back to Full Council for approval as it was not on the original list of land registration priorities.

It was RESOLVED to replace the carousel bearing at Mitton at a cost of £1810. Proposed by Cllr Sztymiak, seconded by Cllr J Raywood. To be funded from Mitton maintenance and play park projects budgets.

E&A 23/039 To receive an update on the bus shelters

The Odessa bus shelter was hit by a bus in November 2023. Currently in contact with Stagecoach insurers as it is not repairable as the base is twisted.

Payment has now been received from GCC for the 50% matched funding for the Odessa.

Gupshill bus shelter replacement plans have been started.

E&A 23/040 To release £910.50 from EMR 368 VAS Repairs to 340/4760 Outside Spaces / Street furniture to cover the repairs of the vehicle activated sign

The Vehicle Activated Signs were discussed and it was agreed that an additional battery would be purchased to save time with the switching. This will be done under delegated authority.

All earmarked reserves relating to the vehicle activated signs will be released back into street furniture, as there are no further repairs outstanding.



TEWKESBURY TOWN COUNCIL

It was RESOLVED to release £1655 from EMR 368 VAS Repairs to 340/4760 Outside Spaces / Street furniture to cover the repairs of the vehicle activated sign.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 23/041 To review the results of the street condition checks and agree any next steps, including the purchase of two new heritage bins at a cost of £951.

There are three heritage style bins which need replacing at the following locations: Oldfield, King John's Bridge & Anglo-American Remembrance Garden.

In addition, there are two blue round plastic bins outside Tewkesbury School which need replacing with mixed waste bins.

It was RESOLVED to purchase three heritage style bins at a cost of £1500 and two mixed waste bins at a cost of £600.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

It was noted that two benches on the bund need repair, but it is difficult to ascertain which ones they are. Suggested that the benches on the Ham are numbered.

The bench near Spring Gardens is missing a slat.

Action: Check ownership with Tewkesbury Borough Council.

If it belongs to the Town Council, repair as appropriate.

E&A 23/042 To consider and agree the most effective use of the cleaning and maintenance equipment budget 330/4700

The committee discussed the pressures on the facilities maintenance team and the amount of time that is spent cleaning the Watson Hall. It was agreed that if this could be made easier, there would be more time for the team to carry out work for this committee, particularly painting benches and cleaning bins.

It was RESOLVED to purchase floor cleaner for the Watson Hall at a cost of £1165.

Proposed by Cllr Danter, seconded by Cllr J Raywood.

The committee would be interested in knowing what the saving in manpower hours is with the introduction of the floor cleaner.

The meeting closed at 6.51pm

Next meeting: March 26th at 6pm

Signature of Chairman upon approval of the minutes 26th March 2024

MINUTES
of the
Buildings & Moorings Committee meeting held on 12th December 2023 at 6.00pm in the
Town Hall, Tewkesbury

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

In attendance: D Hill (Town Clerk)

B&M.23.052 Receive apologies for absence

H Bowman

B&M.23.053 Receive declarations of interest

Town Clerk regarding item 23.067

B&M.23.054 Receive dispensations

None.

B&M.23.055 Approve the minutes of the Buildings & Moorings Committee meetings held on 24th October 2023

It was RESOLVED to approve the minutes of the meeting held on 24th October.
Proposed by Cllr Jones, seconded by Cllr Langdon.

B&M.23.056 Matters arising from the minutes – for information only

20.127 64 Barton Street repairs – with 64 Barton Street contractor

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 requires a warrant to remove the structure - ongoing.

23.016 Building Condition reports – Town Clerk has emailed Architect regarding managing the projects.

23.025 HAZ income & expenditure – complete

23.033 Accessibility issues at the Town Hall – awaiting response from Highways Manager. **Action** – Accessibility working group to follow up on this.

23.041 Moorings working group - review of moorings and number of boats to be taken to working group – meeting to be arranged.

23.043 Budget - Committee chair to review expenditure for moorings maintenance vs project related expenditure.

64 Barton Street 210 4590 - expenditure to be moved to 4500 - carried forward

Town Hall maintenance 200 4450 - £90 transfer in from EMR relates to electrical work paid from Planning EMR – complete.

- B&M.23.057 Receive correspondence relating to the Buildings & Moorings Committee**
Correspondence had been received relating to Town Hall accessibility and will be responded to by the working group.
- B&M.23.058 Public Participation**
None.
- B&M.23.059 Approve payments to be made**
It was RESOLVED to approve the payments list totalling £116,274.11. Proposed by Cllr Raywood, seconded by Cllr Danter.
- B&M.23.060 Review the budget report, earmarked reserves report and annual budget 2024/25 report**
The budget and earmarked reserves reports were reviewed. The annual budget 2024/25 report was reviewed and it was agreed to add £10,000 to the draft budget for Town Hall accessibility.
- B&M.23.061 Approve the vire of £3,550 from 210 4505 64 Barton Street fundraising to 600 4505 Watson Hall fundraising**
It was RESOLVED to approve the vire. Proposed by Cllr Raywood, seconded by Cllr Jones.
- B&M.23.062 Approve the release of earmarked reserve 363 Watson Hall maintenance to 600 4450 Watson Hall maintenance**
It was RESOLVED to approve the release of the earmarked reserve. Proposed by Cllr Raywood, seconded by Cllr Langdon.
- B&M.23.063 Retrospectively approve additional expenditure of £1,391.81 for an upgrade to the short throw projector at the Watson Hall**
It was RESOLVED to approve the additional expenditure. Proposed by Cllr Danter, seconded by Cllr Langdon.
- B&M.23.064 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**
This item was deferred. **Action:** Request Michelle Bignall to talk to committee.
- B&M.23.065 Receive an update from the Town Clerk on funding opportunities for the Watson Hall and approve 15% matched funding for the heating, ventilation and air conditioning project if the grant application is successful**
The Town Clerk reported that the Town Council is looking into submitting a grant application to the Shared Prosperity Fund for a programme of repair works to the Watson Hall and also to the Tewkesbury Borough Council Capital Grant Scheme - Energy Efficiency for community buildings for installation of air conditioning. The second grant application will now have to be in 2024/25 due to a restriction on the amount not being greater than £25k.

B&M.23.066 Review and approve the moorings license

It was RESOLVED to approve the moorings license. Proposed by Cllr Langdon, seconded by Cllr Jones. **Action** – Town Clerk to email Avon Navigation Trust to check the moorings fee is still appropriate.

The Town Clerk left the meeting at this point.

B&M.23.067 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

Following discussion, the committee would like more information, i.e.

- a) 15% of what?
- b) Is this charge for a commercial mooring, if so, what is the charge?
- c) If it is for a commercial mooring is there an additional licence form for this?
- d) Is it a charge according to our licence of the commercial rate of £3 per foot?
- e) Is this a case where the rents are decided on a case by case situation?
- f) What is the case for the other trip boat?

Any decision made retrospectively on the result of these questions could be backdated.

Cllr Langdon left the meeting at 20:30

There being no further business, the meeting closed at 20:35

Signature of Chairman upon approval of the minutes 5th March 2024

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 6TH DECEMBER 2023 IN THE COURT ROOM, TEWKESBURY TOWN HALL AT 4.00 PM

Present: Cllrs P Jones, (Chair), H Bowman, J Raywood, C Robertson, M Sztymiak, C Danter
D Hill (Town Clerk)

- 1) **To receive apologies**
None.
- 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 31st October 2023**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 31st October 2023. Proposed by Cllr Raywood, seconded by Cllr Sztymiak.
- 5) **Public participation**
None.
- 6) **To receive written correspondence**
None.
- 7) **Matters arising from the minutes – for information only**
Review monthly breakdown of staff working time – this information has been circulated to committee members with role names as the identifier.
Budget report – The Town Clerk has amended the description for the FM Contractor on Omega and now appears as Facilities Mgmt Contractor. Finance Committee to review splitting the Councillor travel and training budgets.
- 8) **To note the 2023/24 Local Government Services Pay Agreement of a flat rate payment of £1,925 for all staff to spinal point 43**
The pay agreement was noted and the Town Clerk confirmed that the pay increase and back pay had all been actioned in the November payroll.
- 9) **To note the Real Living Wage increase to £12 per hour and to approve payment of this to impacted staff from 1st April 2024**
The increase to the real living wage was noted and it was RESOLVED to approve the increase to impacted staff from 1st April 2024. Proposed by Cllr Bowman, seconded by Cllr Sztymiak.

10) To approve the mental health policy

The draft mental health policy was reviewed and it was agreed to clarify the annual assessment of employee health will be added to the appraisal process. It was RESOLVED to approve the mental health policy with the amendment as detailed. Proposed by Cllr Raywood, seconded by Cllr Danter.

11) To approve the amended training policy

The amended training policy was reviewed and it was agreed to add that the council will provide relevant publications offering information on all aspects of local government. It was RESOLVED to approve the training policy with the amendment as detailed. Proposed by Cllr Bowman, seconded by Cllr Danter.

12) To review the annual budget report

The annual budget report was reviewed and the budget figures for 2024/25 noted.

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 committee reviewed the salary costings spreadsheet prepared by the Town Council's payroll services provider. It was RESOLVED to award a two point salary increase to the Events & Venues Manager with effect from 1st April 2023. Proposed by Cllr Sztymiak, seconded by Cllr Bowman. It was RESOLVED to award a three point salary increase to the Finance Officer with effect from 1st April 2023. Proposed by Cllr Bowman, seconded by Cllr Robertson.

ii) Review of Events & Venues Manager job description and contracted hours

The Events & Venues Manager job description was reviewed. The Town Clerk explained that following the Condition Surveys a grant application is being prepared for the Watson Hall and this will generate an increase in workload both in terms of the application and the background specialist reports, surveys, quotes etc that will need to be obtained. Costings relating to this increase had been obtained and were reviewed. It was RESOLVED to approve the amended job description and to increase the role to 30 hours per week on a six month basis with effect from 1st January 2024. Proposed by Cllr Danter, seconded by Cllr Raywood.

iii) Review of Finance Officer contracted hours

The Town Clerk reported that the Finance Officer has been regularly working around 28 hours per week to deal with the increased workload associated with the role. Historically the Finance Officer role was for around 14 hours per week but the work has grown considerably. The Finance Officer is also responsible for the Town Council's social media presence which has increased significantly and also assists the Events & Venues Manager. Costings relating to this increase had been obtained and were reviewed. It was RESOLVED to increase the role to 28 hours per week on a permanent basis with effect from 1st January 2024. Proposed by Cllr Raywood, seconded by Cllr Bowman.

iv) Review of Assistant Town Clerk job title to Deputy Town Clerk

The Town Clerk reported that the Assistant Town Clerk's role and responsibilities have increased since recruitment and the Assistant Town Clerk is now CiLCA qualified. It was RESOLVED to change the job title to Deputy Town Clerk. Proposed by Cllr Bowman, seconded by Cllr Raywood.

There being no further business the meeting closed at 5.35pm.

Signature of Chairman upon approval of Minutes

.....



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Severn Ham Committee meeting

Held at Town Hall, Tewkesbury on 20th December 2023 at 10.00am

Present: Cllrs P Brookes (Chair), E Ash, J Baddams, C Danter, P Jones, J Raywood, Ms C Corsie, Mr M Cornwall-Kelly

In attendance: J King (Assistant Town Clerk) & two members of the public.

SH 23/029 To receive apologies for absence
Apologies were received from Mrs Andrews, Mr Perry & Cllr Cody.

SH 23/030 To record declarations of interest
Mr M Cornwall-Kelly – Clerk to the Commoners

SH 23/031 To consider requests for dispensations
None received.

SH 23/032 To approve the Minutes of the meeting held on 18th September 2023
It was RESOLVED to approve the minutes of the meeting held on 18th September 2023. Proposed by Cllr Danter, seconded by Cllr Baddams.

SH 23/033 Public Participation
One member of the public asked the following questions:

- i. In the area where the initial pipe burst took place, there is now a semi-permanent wet area and the rutting from the vehicles remains. Does the committee plan to do anything with it, as the individual believes it would be best to leave it. [The Committee agrees that the area should be left at present and closely monitored.](#)
- ii. Pollution – how are we holding the Environment Agency and Severn Trent to account. This is a particular issue with the slow moving Avon. [Agreed, this is an ongoing issue and one we are discussing within the meeting.](#)
- iii. Left over rubble at the edge of the bund from the resurfacing. [Check with the fishermen that they have used all that they need for maintenance of the pegs.](#)

SH 23/034 Correspondence
There was no correspondence received.

SH 23/035 Matters arising from the previous minutes – for information only
SH20/024 ELMS Model for the Severn Ham – ongoing.
SH21/042 Mythe Nature Reserve adoption – complete – GWT no longer selling.
SH22/058 Eel Pass monitoring details – ongoing.



TEWKESBURY TOWN COUNCIL

SH22/070 Legacy proposal – circulated – now with Severn Trent.

SH23/025 Plug plant project – assent given – ongoing.

SH23/025 Trough leak – leak fixed – complete.

SH23/026 Grazier's details – circulated – complete.

SH23/026 Bird boxes – on order – ongoing.

SH 23/036

To receive a presentation on the Citizen Science project focussing on water quality in the River Avon and agree any actions

The committee received a talk from Mr Sallis who represents the Safe Avon group.

Safe Avon was started in 2020 as a project carrying out weekly tests for phosphates and nitrates along the Avon. The project involves numerous environmental groups, and these tests are carried out with the same methodology as Cardiff University uses on the Wye. Currently Stratford and Tewkesbury (three sites) are covered. Training is underway in Pershore and Coventry and by March 2024 the majority of the river will be covered.

Environment Agency (EA), Ofwat and the Government know that the river is polluted. There have been 75% cuts to EA since 2010. There is a focus on flooding rather than river pollution as people can't see it. The group believe that although farming is an issue, it's not the biggest issue, this is the issue of combined flooding and sewage overflow, even treated sewage can be highly polluted.

Rivers normally have a low nitrate basis, with sewage overflow the rivers are flooded with nutrients and therefore the original species are dying off and the more invasive species are taking over, as they can adapt to the new nutrient levels.

Tewkesbury testing takes place at on the Carrant Brook at Twyning, at the Abbey Mill and the Swilgate and the group would like to expand it to below the outlets at the Lower Lode and the A38. Once the tests are established, it should be possible to see whether there are rising pollution levels at these spots.

There are 27 weirs between Tewkesbury and Stratford. The pollution levels are higher on the Avon than the Wye, but the issues with the Wye are more well known, due to the higher profile. To raise the profile of the Avon there first needs to be testing and results, and then the second part is campaigning and raising awareness.

The committee discussed what action plan should be put in place as a Town Council.

Actions: Severn Ham noticeboards to be used to share information about the pollution issues. Mr Sallis to provide information about what other Councils have done in terms of signage. See what other councils have done in terms of signage. Use the Severn Ham Facebook page to educate.

Additional kits would enable further monitoring on the Lower Lode and the A38 from the bridge, cost is £180 per kit, plus a further £60 for consumables.



TEWKESBURY TOWN COUNCIL

It was RESOLVED to provide two kits and consumables at a total cost of £480.

Proposed by Cllr Danter, seconded by Cllr Baddam.

Action: Deputy Town Clerk to contact Mr Sallis regarding the information and how to create poster. Consider QR code for the poster to find out more information.

SH 23/037 To receive an update from Severn Trent and to agree any actions

No update received from Severn Trent.

SH 23/038 To receive an update from the Environment Agency and to agree any actions

A report was received from Mrs Andrews. This advised that the monitoring of the restorations strip continues and that the planned minor works to the eel pass are still being scoped.

The report also provided feedback to the report provided by the citizen science group in terms of how to work more closely with the Environment Agency and also with the Warwickshire Avon CaBA (catchment-based approach).

Action: Deputy Town Clerk to circulate the botanical report.

SH 23/039 To receive an update from Caroline Corsie, Environmental Advisor and to agree any actions

Ms Corsie provided the following update:

This year the functional link was established for the Ham, in respect of the curlew, and this links to the Higher Level Stewardship.

Assent has been given for the planting of 128 Greater Burnett plug plants on the Ham in the spring. This is good news as it is the emblem of the floristic community that sits in part of the Ham.

Birds are being fed on the Ham and people call it the singing bench.

Nest boxes are coming in January.

It is great that the sheep made it on to the Ham as even for just a short time improves the ecosystem.

There is free farm resilience advice from the Government, Caroline has had a positive experience with them. **Action:** details to be shared with the Town Council & the Commoners.

Action: Caroline to ask Avon Navigation Trust what the status of the new machine for the pennywort is.



TEWKESBURY TOWN COUNCIL

SH 23/040

To receive an update from the Assistant Town Clerk and agree any actions including:

- i. Grazing – Autumn 2023. The Autumn grazing was initially delayed by a month due to the late hay cut. This was due to wet conditions throughout July and August. The Town Council compensated the grazier for the loss of one month's grazing (at a pro-rata cost of £100).

Due to flooding in October and an inconclusive TB test, it was not possible to get cattle on to the Ham this year. Natural England were contacted and advised that in these circumstances the Difficult Site Supplement would remain payable. This will be paid to the Tewkesbury Commoners as all efforts were made to secure cattle and sheep for the Ham.

Six weeks grazing in total this year. Farmer will continue next year. Commoners have offered a discount for next year and willing to repeat 300 sheep and 30 cattle.

- ii. Eelscape Project – soil sampling and baseline flora and fauna surveys took place over the summer. Update meeting due in the early new year.
- iii. Rootwave / Legacy Issues – proposal submitted to Severn Trent, awaiting response. Also awaiting responses on repairs to the bund and water monitoring feedback.
- iv. Tree and scrub work – assent submitted.

The Committee also noted the work programme.

SH 23/041

To receive the committee budget report and earmarked reserve report
The reports were received.

SH 23/042

To release £7,485 earmarked reserves (EMR 346 Footpath Repairs) to 500/4905 Footpath Repairs

It was RESOLVED to release £7,485 earmarked reserves (EMR 346 Footpath Repairs) to 500/4905 Footpath Repairs. Proposed by Cllr J Raywood, seconded by Cllr Danter.

SH 23/043

To release £5,000 earmarked reserves (EMR 358 SH Mythe Nature Reserve) to General Reserves

It was RESOLVED to release £5,000 earmarked reserves (EMR 358 SH Mythe Nature Reserve) to General Reserves. Proposed by Cllr J Raywood, seconded by Cllr Danter.

SH 23/044

To consider and agree the virement of £4,000 from Ancillary Management (500/4880) to Staffing Professional (110/4100)

It was RESOLVED to agree the virement of £4,000 from Ancillary Management to Staffing Professional. Proposed by Cllr Baddams, seconded by Cllr Danter.



TEWKESBURY TOWN COUNCIL

SH 23/045 To consider and agree the committee budget for 2024/25
It was RESOLVED to agree the committee budget for 2024/25.
Proposed by Cllr J Raywood, seconded by Cllr Ash.

SH 23/046 To approve the payments list
It was RESOLVED to approve the payments list totalling £4188.15.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

The meeting closed at 11.33 am.

Next meeting: Wednesday 13th March 2023 at 10am in Mayor's Parlour.

Signature of Chairman upon approval of the minutes

DRAFT

Summary Income & Expenditure by Budget Heading December 2023

Month No: 9

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<u>Finance</u>						
120	Finance					
	Income	562,210	493,780	(68,430)		
	Expenditure	42,400	88,205	45,805		45,805
	Net Income over Expenditure	<u>519,810</u>	<u>405,575</u>	<u>(114,235)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>519,810</u>				
130	Mayor's Charity					
	Income	4,020	0	(4,020)		
140	Tewkesbury Live					
	Income	44,429	0	(44,429)		
	Expenditure	44,137	0	(44,137)		(44,137)
	Movement to/(from) Gen Reserve	<u>292</u>				
150	Christmas Lights					
	Expenditure	46	0	(46)		(46)
	Finance Income	<u>610,659</u>	<u>493,780</u>	<u>(116,879)</u>		
	Expenditure	<u>86,583</u>	<u>88,205</u>	<u>1,622</u>	<u>0</u>	<u>1,622</u>
	Net Income over Expenditure	<u>524,076</u>				
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>524,076</u>				
<u>Building & Moorings</u>						
200	Moorings					
	Income	41,175	6,000	(35,175)		
	Expenditure	56,839	16,400	(40,439)		(40,439)
	Net Income over Expenditure	<u>(15,663)</u>	<u>(10,400)</u>	<u>5,263</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(15,663)</u>				
210	64 Barton Street					
	Income	0	367,027	367,027		
	Expenditure	107,007	421,827	314,820	211	314,610
	Net Income over Expenditure	<u>(107,007)</u>	<u>(54,800)</u>	<u>52,207</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(107,007)</u>				
220	Town Hall					
	Income	22,523	20,050	(2,473)		
	Expenditure	47,311	45,435	(1,876)	700	(2,576)
	Net Income over Expenditure	<u>(24,789)</u>	<u>(25,385)</u>	<u>(596)</u>		
	plus Transfer from EMR	90				
	Movement to/(from) Gen Reserve	<u>(24,699)</u>				
230	War Memorial					
	Expenditure	0	1,000	1,000		1,000

Summary Income & Expenditure by Budget Heading December 2023

Month No: 9

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	
Building & Moorings Income		63,698	393,077	329,379			
Expenditure		211,157	484,662	273,505	911	272,595	
Net Income over Expenditure		(147,459)					
plus Transfer from EMR		90					
Movement to/(from) Gen Reserve		(147,369)					
<u>Environment & Amenities</u>							
300	Play Parks	Expenditure	4,811	11,368	6,557	5,029	1,527
plus Transfer from EMR		0					
Movement to/(from) Gen Reserve		(4,811)					
310	Spring Gardens	Expenditure	2,233	11,409	9,176		9,176
plus Transfer from EMR		0					
Movement to/(from) Gen Reserve		(2,233)					
320	Gloucester Road	Expenditure	1,368	4,818	3,450		3,450
plus Transfer from EMR		0					
Movement to/(from) Gen Reserve		(1,368)					
330	Cleaning & Consumables	Expenditure	3,439	5,518	2,079		2,079
340	Outside Spaces	Expenditure	10,593	25,409	14,816		14,816
plus Transfer from EMR		0					
Movement to/(from) Gen Reserve		(10,593)					
Movement to/(from) Gen Reserve		0					
Environment & Amenities Income		0	0	0			
Expenditure		22,445	58,522	36,077	5,029	31,048	
Net Income over Expenditure		(22,445)					
plus Transfer from EMR		0					
Movement to/(from) Gen Reserve		(22,445)					
<u>Planning</u>							
400	Planning	Income	5,608	0	(5,608)		
Expenditure		3,585	6,500	2,915		2,915	
Net Income over Expenditure		2,023	(6,500)	(8,523)			
plus Transfer from EMR		0					
Movement to/(from) Gen Reserve		2,023					

Summary Income & Expenditure by Budget Heading December 2023

Month No: 9

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Planning Income	5,608	0	(5,608)		
Expenditure	3,585	6,500	2,915	0	2,915
Net Income over Expenditure	2,023				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	2,023				
Severn Ham					
500 Severn Ham Income	71,949	33,748	(38,201)		
Expenditure	26,981	29,616	2,635	717	1,918
Net Income over Expenditure	44,968	4,132	(40,836)		
plus Transfer from EMR	7,485				
Movement to/(from) Gen Reserve	52,453				
Severn Ham Income	71,949	33,748	(38,201)		
Expenditure	26,981	29,616	2,635	717	1,918
Net Income over Expenditure	44,968	4,132	(40,836)		
plus Transfer from EMR	7,485				
less Transfer to EMR	0				
Movement to/(from) Gen Reserve	52,453				
Watson Hall					
600 Watson Hall Income	62,678	76,600	13,922		
Expenditure	70,566	91,990	21,424	1,229	20,195
Net Income over Expenditure	(7,888)	(15,390)	(7,502)		
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	(7,888)				
Watson Hall Income	62,678	76,600	13,922		
Expenditure	70,566	91,990	21,424	1,229	20,195
Net Income over Expenditure	(7,888)				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	(7,888)				
Staffing					
110 Staffing Expenditure	167,861	237,710	69,849		69,849

Summary Income & Expenditure by Budget Heading December 2023

Month No: 9

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Staffing Income	<u>0</u>	<u>0</u>	<u>0</u>		
Expenditure	<u>167,861</u>	<u>237,710</u>	<u>69,849</u>	<u>0</u>	<u>69,849</u>
Movement to/(from) Gen Reserve	<u>(167,861)</u>				

Grand Totals:- Income	<u>814,593</u>	<u>997,205</u>	<u>182,612</u>		
Expenditure	<u>589,178</u>	<u>997,205</u>	<u>408,027</u>	<u>7,885</u>	<u>400,142</u>
Net Income over Expenditure	<u>225,415</u>	<u>0</u>	<u>(225,415)</u>		
plus Transfer from EMR	<u>7,575</u>				
less Transfer to EMR	<u>0</u>				
Movement to/(from) Gen Reserve	<u>232,990</u>				

Summary Income & Expenditure by Budget Heading January 2024

Month No: 10

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<u>Finance</u>						
120	Finance					
	Income	562,683	493,780	(68,903)		
	Expenditure	44,105	88,205	44,100		44,100
	Net Income over Expenditure	<u>518,578</u>	<u>405,575</u>	<u>(113,003)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>518,578</u>				
130	Mayor's Charity					
	Income	4,074	0	(4,074)		
140	Tewkesbury Live					
	Income	45,039	0	(45,039)		
	Expenditure	44,137	0	(44,137)		(44,137)
	Movement to/(from) Gen Reserve	<u>902</u>				
150	Christmas Lights					
	Expenditure	46	0	(46)		(46)
	Finance Income	<u>611,796</u>	<u>493,780</u>	<u>(118,016)</u>		
	Expenditure	88,288	88,205	(83)	0	(83)
	Net Income over Expenditure	<u>523,508</u>				
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>523,508</u>				
<u>Building & Moorings</u>						
200	Moorings					
	Income	41,270	6,000	(35,270)		
	Expenditure	57,722	16,400	(41,322)		(41,322)
	Net Income over Expenditure	<u>(16,452)</u>	<u>(10,400)</u>	<u>6,052</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(16,452)</u>				
210	64 Barton Street					
	Income	183,514	367,027	183,513		
	Expenditure	145,398	421,827	276,429	211	276,218
	Net Income over Expenditure	<u>38,116</u>	<u>(54,800)</u>	<u>(92,916)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>38,116</u>				
220	Town Hall					
	Income	22,793	20,050	(2,743)		
	Expenditure	49,865	45,435	(4,430)	700	(5,130)
	Net Income over Expenditure	<u>(27,071)</u>	<u>(25,385)</u>	<u>1,686</u>		
	plus Transfer from EMR	90				
	Movement to/(from) Gen Reserve	<u>(26,981)</u>				
230	War Memorial					
	Expenditure	0	1,000	1,000		1,000

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Building & Moorings Income	247,577	393,077	145,500		
Expenditure	252,985	484,662	231,677	911	230,767
Net Income over Expenditure	(5,408)				
plus Transfer from EMR	90				
Movement to/(from) Gen Reserve	(5,318)				

Environment & Amenities

300 Play Parks	Expenditure	4,892	11,368	6,476	5,029	1,447
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	(4,892)				
310 Spring Gardens	Expenditure	2,608	11,409	8,801		8,801
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	(2,608)				
320 Gloucester Road	Expenditure	1,490	4,818	3,328		3,328
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	(1,490)				
330 Cleaning & Consumables	Expenditure	4,824	5,518	694		694
340 Outside Spaces	Expenditure	12,367	25,409	13,042		13,042
	plus Transfer from EMR	1,655				
	Movement to/(from) Gen Reserve	(10,712)				
	Movement to/(from) Gen Reserve	0				
Environment & Amenities Income	0	0	0			
Expenditure	26,182	58,522	32,340	5,029		27,311
Net Income over Expenditure	(26,182)					
plus Transfer from EMR	1,655					
Movement to/(from) Gen Reserve	(24,527)					

Planning

400 Planning	Income	5,608	0	(5,608)		
	Expenditure	3,585	6,500	2,915		2,915
	Net Income over Expenditure	2,023	(6,500)	(8,523)		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	2,023				

Summary Income & Expenditure by Budget Heading January 2024

Month No: 10

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
	Planning Income	5,608	0	(5,608)		
	Expenditure	3,585	6,500	2,915	0	2,915
	Net Income over Expenditure	2,023				
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	2,023				
<u>Severn Ham</u>						
500	Severn Ham					
	Income	71,949	33,748	(38,201)		
	Expenditure	30,145	29,616	(529)	717	(1,246)
	Net Income over Expenditure	41,804	4,132	(37,672)		
	plus Transfer from EMR	7,485				
	Movement to/(from) Gen Reserve	49,289				
	Severn Ham Income	71,949	33,748	(38,201)		
	Expenditure	30,145	29,616	(529)	717	(1,246)
	Net Income over Expenditure	41,804	4,132	(37,672)		
	plus Transfer from EMR	7,485				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	49,289				
<u>Watson Hall</u>						
600	Watson Hall					
	Income	69,863	76,600	6,737		
	Expenditure	77,116	91,990	14,874	1,229	13,646
	Net Income over Expenditure	(7,253)	(15,390)	(8,137)		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	(7,253)				
	Watson Hall Income	69,863	76,600	6,737		
	Expenditure	77,116	91,990	14,874	1,229	13,646
	Net Income over Expenditure	(7,253)				
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	(7,253)				
<u>Staffing</u>						
110	Staffing					
	Expenditure	188,708	237,710	49,002		49,002

Summary Income & Expenditure by Budget Heading January 2024

Month No: 10

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Staffing Income	0	0	0		
Expenditure	188,708	237,710	49,002	0	49,002
Movement to/(from) Gen Reserve	<u>(188,708)</u>				

Grand Totals:- Income	1,006,794	997,205	(9,589)		
Expenditure	667,009	997,205	330,196	7,885	322,311
Net Income over Expenditure	<u>339,785</u>	<u>0</u>	<u>(339,785)</u>		
plus Transfer from EMR	9,230				
less Transfer to EMR	0				
Movement to/(from) Gen Reserve	<u>349,015</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	0.00
369	EMR STA Training	2,087.00		2,087.00
		<u>277,142.96</u>	<u>-15,446.00</u>	<u>261,696.96</u>

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Tesco Mobile	DEC 2023	27.98		Office Mobiles
01/12/2023	IMEX	Std Ord	57.60		Till Maintenace
04/12/2023	Opus Gas Supply Limited	28531518	294.84		Town Hall Gas
04/12/2023	Morrisons	DEB	27.50		Bar Stock - Winter Warmer Wine
05/12/2023	TBC - Back Of Avon	5105564X	73.00		Back Of Avon Business Rates
06/12/2023	Gloucester County Council	FPO	2,798.43		Pensions Nov P8
06/12/2023	HMRC	FPO	4,013.24		Tax/Ni Nov P8
06/12/2023	Cellar Supplies Cheltenham Ltd	843592	722.38		Bar Stock
06/12/2023		FPO	50.00		Refund
08/12/2023	Inty Limited	654329	125.66		IT
12/12/2023	Octopus Energy - Glos Rd Toile	GR 0009	61.74		Glos Rd Toilets - Energy
12/12/2023	Octopus Energy - Oldbury Rd To	SG 0009	119.41		Spring Gardens Toilets - energ
12/12/2023	Octopus Energy - Town Hall	TH 0009	233.92		Town hall Energy
12/12/2023	Octopus Energy - Watson Hall	WH 0009	840.52		Watson hall energy
12/12/2023	Waterplus (Toilet Block - 0513	04016295	97.18		Glos Rd Water
12/12/2023	Waterplus (Trough B. Avon - 08	04030510	7.81		BoA trough Water
12/12/2023	Waterplus (Town Hall - 0385036	04032283	117.55		Town hall water
13/12/2023	Cellar Supplies Cheltenham Ltd	844529	1,666.68		Bar Stock
13/12/2023	LiGo	DEB	204.94		Radios for WH
14/12/2023	AG Boniface & Sons Ltd	5175	73,561.58		MEND works at 64 Barton St
14/12/2023	Green Lofts and Ladders	INV GL289	2,580.00		Loft insulation
14/12/2023		BACS	14.76		Milage Expenses
14/12/2023	GAB	Std Ord	5,950.00		Contractor costs
14/12/2023	Dukes Valley	DEB	198.29		Reusable pint glasses WH
14/12/2023	Dukes Valley	DEB	243.91		Bar equipment
14/12/2023	Dukes Valley	DEB	-198.29		reversal
15/12/2023	A&E Fire and Security	1	1,486.90		Installation/test of alarm sys
15/12/2023	Anti Graffiti Systems Ltd	2	216.00		Pest Control
15/12/2023	A-Star Traffic	3	408.00		Road closure
15/12/2023	Astralsound	4	300.00		Hire PA system
15/12/2023	Caroline Corsie	5	1,250.00		Severn Ham - July-Sept 2023
15/12/2023	Dormakaba	6	576.00		Maintenance contract WH
15/12/2023	Engineering Services Consultan	7	5,940.00		64 Barton street heating
15/12/2023	H Fraser Consulting Ltd	8	1,080.00		Land east of Bredon Rd
15/12/2023	Matt Hale Tree Surgery Ltd	9	84.00		Dead Tree limb removal - BoA
15/12/2023	Haywards Tewkesbury Ltd	10	522.44		November invoices
15/12/2023	Hy-Clean Supplies Limited	11	192.78		Cleaning supplies
15/12/2023	C.W. Hygiene Services Ltd	12	450.00		Window cleaning TH/WH
15/12/2023	Laithwaites Wine Gloucester Sh	13	390.48		Bar Stock
15/12/2023	Michaels Civic Robes	14	332.40		Town Crier 25 years service ba
15/12/2023	National Association of Local	15	60.00		Local Councils Award Scheme
15/12/2023	Nick Joyce Architects	16	4,184.69		MEND fund repair works 64 Bart
15/12/2023	Orchard Fundraising Ltd	17	450.00		November fund-raising
15/12/2023	Panacea Business Solutions Ltd	18	66.38		Printing
15/12/2023	PAYROLLS UK LTD	19	99.60		Pay Calculations
15/12/2023	The Photo Studio (Tewkesbury)	20	54.10		Council Photo
15/12/2023	Priors Park Neighbourhood Proj	21	400.00		Community share boxes x2

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/12/2023	Proactive Business Supplies Lt	22	90.10		Office supplies split
15/12/2023	SLCC Enterprises Ltd	23	141.80		Local council admin 13th ed
15/12/2023	SPA Security	24	192.00		Key holding/ Event staff
15/12/2023	Tewkesbury Trophies	25	13.00		Trophy engraving
15/12/2023	Vimto Out of Home	26	424.93		Bar Stock
15/12/2023	Wicksteed Leisure Ltd	27	501.17		Bench
15/12/2023	Wybone Limited	28	348.00		Litter bin accessories/letteri
15/12/2023	Smith's (Gloucester) Limited	C455318	18.60		Glass recycling
15/12/2023	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
15/12/2023	Nisbets	DEB	67.17		Kitchen Equipment
18/12/2023	Charlton Networks	40087	187.33		IT
20/12/2023	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall
20/12/2023	NEST	DD	259.22		Pensions Dec P9
20/12/2023	Staff Salaries	BP	9,399.80		Office net Wages Dec P9
20/12/2023	Staff Salaries	BP	1,454.42		Bar Net Wages Dec P9
20/12/2023	Cellar Supplies Cheltenham Ltd	858475	1,613.77		Bar Stock
22/12/2023	Digital Telecom Ltd	206667	78.71		Town hall phones
22/12/2023	Digital Telecom Ltd	206668	53.75		Watson Hall Phones
22/12/2023	Waterplus (Watson Hall Bar- 03	INV0416449	55.97		WH Water
22/12/2023	Information Commisioners Offic	2023	35.00		2023 renewal
28/12/2023	Opus Gas Supply Limited	28559928	735.58		Watson hall Gas
28/12/2023	Diversity Business Services	Std Ord	165.00		HR Retainer
28/12/2023	Lloyds	PAY	33.11		Bank Service charges
29/12/2023	Waterplus (PC Spring Gdns. - 0	INV0419378	23.55		SG Water
29/12/2023	Waterplus (Toilet Block - 0513	INV0421450	27.43		GR Water
29/12/2023	Waterplus (Town Hall - 0385036	INV0421458	55.39		TH Water
29/12/2023	Cellar Supplies Cheltenham Ltd	858739	200.35		Bar Stock
Total Payments			129,174.55		

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2024	IMEX	Std Ord	57.60		Till Maintenace
02/01/2024	DW Safety	1794	630.00		Fire Risk Assesments
02/01/2024	Gloucester Brewery	100721	264.00		Bar Stock
02/01/2024	Laithwaites Wine Gloucester Sh	015810317	170.16		Bar Stock
02/01/2024	Play Gloucestershire	SI-313	2,725.00		5 full playdays
02/01/2024	Tewkesbury Abbey	INV 7	372.00		Remembrance Sunday
02/01/2024	Trade UK (T/A Screwfix)	1364359529	26.99		Security Chain for Healings mi
02/01/2024	Gloucester County Council	FPO	2,369.14		Penisons Dec P9
02/01/2024	HMRC	FPO	3,214.85		Tax/Ni Dec P9
02/01/2024	Waterplus (Watson Hall - 03850	03140293	49.79		Water
02/01/2024	Tesco Mobile	Jan 2024	27.98		Mobile Phones
03/01/2024	Opus Gas Supply Limited	28569228	1,285.49		Gas TH
03/01/2024	Amazon	DEB	33.72		Supplies
05/01/2024	TBC - Back Of Avon	5105564X	73.00		Back Of Avon Business Rates
08/01/2024	Inty Limited	661545	125.66		IT
09/01/2024	Mobility Smart	DEB	89.94	E&A	Mobility Smart
10/01/2024	A&E Fire and Security	1	133.20		Maintenance
10/01/2024	Dormakaba	2	558.40		Watson Hall Doors
10/01/2024	ESOS-Energy	3	182.40		Energy Certificate Renewal
10/01/2024	Timber & Hardware Supplies Ltd	4	31.24		Maintenance
10/01/2024	Haywards Tewkesbury Ltd	5	123.60		Assorted invoices
10/01/2024	Hewer Facilities Management Lt	6	476.04		Maintenance
10/01/2024	Hy-Clean Supplies Limited	7	331.46		Cleaning Supplies
10/01/2024	DDC Foods Ltd.	8	77.96		Bar Stock
10/01/2024	Panacea Business Solutions Ltd	9	50.28		Photocopier
10/01/2024	Proactive Business Supplies Lt	10	71.88		Office Supplies
10/01/2024	Topregal UK Ltd.	11	1,370.04		Cleaning Equipment
10/01/2024	Trade UK (T/A Screwfix)	12	5.09		Maintenance
10/01/2024	Namesco Ltd	DEB	141.58		Watson Hall Domaine
14/01/2024	GAB	Std Ord	5,950.00		Contractor costs
15/01/2024	Smith's (Gloucester) Limited	C457671	37.20		Glass recycling
15/01/2024	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
16/01/2024	Amazon	DEB	68.97		Acoustic foam panels
17/01/2024	Octopus Energy - Glos Rd Toile	0010	84.08		Glos Rd Electric
17/01/2024	Octopus Energy - Oldbury Rd To	0010 - 2	167.37		Spring Gardens Electric
17/01/2024	Octopus Energy - Town Hall	0010 - 3	285.43		Town Hall Electric
17/01/2024	Octopus Energy - Watson Hall	0010 - 4	1,173.36		Watson Hall Electric
19/01/2024	Siemens	DD	513.79		Photocopier lease
19/01/2024	Staff Salaries	BP	8,697.14		Office New Wages Jan P10
19/01/2024	Staff Salaries	BP	1,418.17		Bar Net Wages Jan P10
19/01/2024	The Digital College	DEB	118.80		Training
20/01/2024	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall
22/01/2024	Waterplus (PC Spring Gdns. - 0	INV0441720	106.44		Spring Gardens Water
22/01/2024	Waterplus (Town Hall - 0385036	04421834	120.63		Town Hall Water
22/01/2024	Waterplus (Trough B. Avon - 08	04314346	7.56		Water Trough
22/01/2024	Amazon	DEB	16.60		Graffiti removal wipes
22/01/2024	Charlton Networks	40212	187.08		IT

List of Payments made between 01/01/2024 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/01/2024	Waterplus (Watson Hall Bar- 03	INV0446467	62.59		WH Water
25/01/2024	NEST	DD	204.87		Penisons Jan P10
25/01/2024	AG Boniface & Sons Ltd	5210	43,026.02		64 Barton St progress payment
26/01/2024	Digital Telecom Ltd	206847	78.72		Phones
26/01/2024	Digital Telecom Ltd	206848	53.75		Phones
26/01/2024	Lloyds	PAY	33.60		Service Charges
28/01/2024	Diversity Business Services	Std Ord	165.00		HR Retainer
29/01/2024	Opus Gas Supply Limited	26598647	931.40		Watson Hall Gas
29/01/2024	Tewkesbury Borough Council - R	FPO	720.00		Red Lane - Business rates
30/01/2024	Dunelm	DEB	16.00		WH supplies
31/01/2024	Waterplus (Watson Hall - 03850	INV0383673	49.79		Water
Total Payments			79,927.85		

Date: 09/01/2024

Tewkesbury Town Council

Page 1

Time: 10:48

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 4 - Lloyds - 32 Day Notice A/C

User: JK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/12/2023	73	201,257.23
			<u>201,257.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			201,257.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			201,257.23
		Balance per Cash Book is :-	201,257.23
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/12/2023		325,431.46
			<u>325,431.46</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			325,431.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			325,431.46
		Balance per Cash Book is :-	325,431.46
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 12/02/2024

Tewkesbury Town Council

Page 1

Time: 12:02

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 2 - Lloyds - Mayor's Charity A/C

User: JK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Mayor's Charity	31/01/2024		9,289.26
			<u>9,289.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,289.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,289.26
		Balance per Cash Book is :-	9,289.26
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

TEWKESBURY TOWN COUNCIL

SCHEDULE OF MEETINGS 2024/25

Year/Month															
Day	Time	Meeting	2024								2025				
			May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Monday	6:00pm	Annual Assembly												7 th	
	6:00pm	Full Council	13 th 20 th	10 th	8 th		9 th		11 th		13 th		10 th		12 th 19 th
	6:00pm	Finance		3 rd	1 st		2 nd		4 th		6 th		3 rd	28 th	
Tuesday	6:00pm	Environment & Amenities			16 th					15 th		28 th			
	6.00pm	Buildings & Moorings	28 th		2 nd					8 th			4 th		27 th
Wednesday	10.00am	Severn Ham		19 th			25 th						12 th		
	4:00pm	Staffing		26 th											
	7:00pm	Planning	8 th 22 nd	5 th 19 th	3 rd 17 th 31 st	14 th 28 th	11 th 25 th	9 th 23 rd	13 th 27 th	11 th	8 th 22 nd	5 th 19 th	5 th 19 th	2 nd 16 th 30 th	14 th 28 th

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

Item 17

To whom it may concern,

My name is Charlotte and I live in Tewkesbury. I'm currently campaigning with Zero Hour, the group supporting the cross-party Climate & Ecology Bill in Parliament.

We're launching a new campaign for the general election, building on our success in getting 350+ local councils and 500+ national partners across the UK to back the Bill.

We're asking local residents and organisations in Tewkesbury to sign an open letter in support of the Bill. The aim is to show the candidates standing for Parliament in the upcoming elections, whichever party they're from, that they have a mandate to take action on the climate & nature crisis if they're elected.

I'm writing to ask if your organisation would like to publicly support the Bill in our region?

It would be wonderful to add your logo to the list of supporters in the constituency alongside Tewkesbury Borough Council, The Wildlife Trusts, WWT and others.

To sign just click the link below. There is an option for signing as an organisation.

<https://action.zerohour.uk>

Report from the Town Hall Accessibility working group.

The accessibility working group has a clear purpose to improve accessibility to, and within, the Town Hall, for people with mobility challenges. In consideration of the aging demographic of residents, the need to address this issue is only likely to increase. The working group consists of representatives from the Planning, Environment and Amenities and Buildings and Moorings Committees. It has met on four occasions: including once with the Borough Conservation Officer and once with two representatives from County Highways. Following those discussions, we now have a vision of what that improved accessibility could look like, and also an order for the works, starting with the lowest hanging fruit, while working towards the bigger challenges. As well as achieving improved accessibility, the group believes that it should be possible to enhance the High Street frontage with regard to its role in civic ceremonial and to create a more attractive and usable community space at the rear. The working group has begun to carry out a SWOT analysis. This needs further work, now that we have more information available to us.

STRENGTHS

TTC owns the land
We have a vision
There is a destination at each end of the property
The route through the property, from the High Street to the Back of Avon is equidistant from alternative routes between these two highways
Lloyds Bank, which also wishes to improve accessibility to its property, is a neighbour
Our points of access could provide a focal point on both the High Street and the Back of Avon

OPPORTUNITIES

Contextual opportunity – providing a link from the High Street to the River, improving access to, and enhancing a green public space
The conservation officer has been encouraging of our ideas and would see improved accessibility as a public benefit

WEAKNESSES

We don't yet have the funding to do the work
The public have a view with regard to car parking, which we will need to overcome

THREATS

Some people may feel uncomfortable walking through the door
Accessibility is currently very poor and some people may not expect it to change
The County Council appears to perceive parish councils as private organisations rather than public ones

With regard to movement inside the building, there is already permission to install a platform lift between the Corn Exchange and the Court Room, also to install a lift from the ground floor to the first floor in the southwestern corner of the Town Hall. The latter will necessitate some reconfiguration of the office accommodation. However, unless access to the building from outside is substantially improved, the implementation of these measures will have little purpose.

As the Town Council has control of the Town Hall Garden and also the Anglo-American Garden of Remembrance, access to the Town Hall from the rear is going to be much more achievable in the short/medium term than access from the front. We will need planning permission to change the entrance from Back of Avon but Highways wouldn't object, since we would be improving safety, visibility, and accessibility. However, we fully recognise that it isn't appropriate to divert people to the rear of buildings in order to gain access.

Changes to the front would impact on surface water drainage along the High Street, and there would be a loss of two parking spaces. We'd have to have a public consultation about that. GCC has expressed concern about whether or not the width of the footway is adequate to accommodate a ramp, but we think it is if we can get people to agree to the loss of the parking spaces.

Modifications to the Back of Avon, in order to create a sense of place so that it doesn't feel like a rear entrance, is going to be the most long-term and difficult part of the project, again because of parking and because GCC have no plans to make any changes down there. However, if we improve access into the Anglo-American Garden, we understand that will strengthen our case.

Next steps:

- **Commission a topographical survey of both the front and rear areas** (including heights, distances and services).
- Complete the SWOT analysis, which will help with funding applications.
- Talk to Georgia about the status of the site within the forthcoming Town Centre Masterplan.
- Talk to Lloyds Bank.
- Find and appoint an architect.

We request that Full Council give approval to commission the survey. There is funding for this work set aside from the Mayor's Charity Account (with regard to the Anglo-American Garden of Remembrance) and in Community Development Planning (some in earmarked reserves and some in the current Planning Committee budget).

The following sketches are merely conceptual and should be treated as such at this stage, but they do give a flavour of what the group aims to achieve.

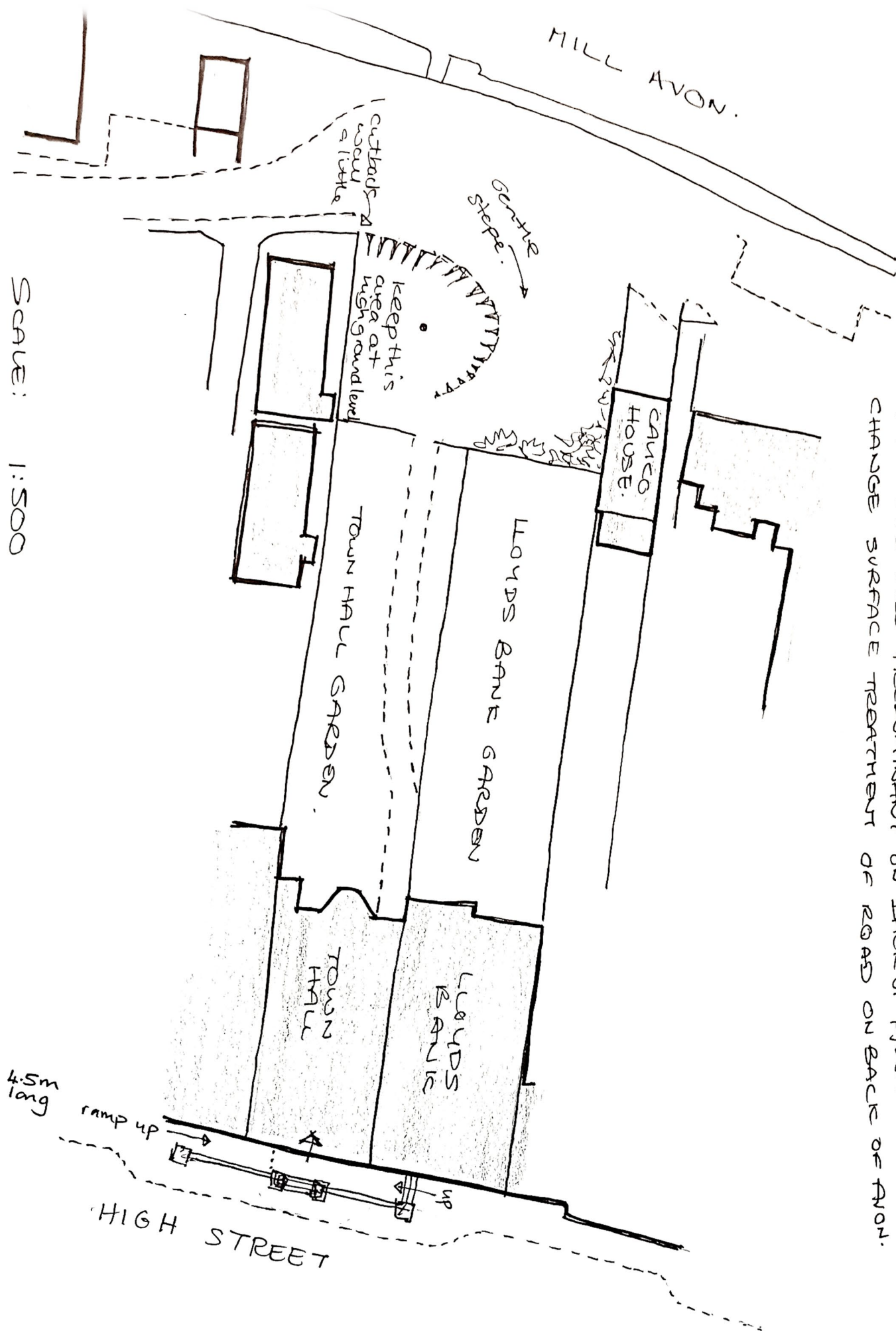


Anglo-American Garden of Remembrance



Tewkesbury Town Hall (High Street entrance)

REMOVE WALL BETWEEN ANGLO-AMERICAN GARDEN
 BLUE EDGES OF BACK OF AVON / ANGLO-AMERICAN GARDEN
 MAKE CARLS LESS PREDOMINANT ON BACK OF AVON
 CHANGE SURFACE TREATMENT OF ROAD ON BACK OF AVON.



SCALE: 1:500

Gloucestershire County Council Report - Cate Cody - 11th March 2024

Stagecoach Bus fares Single fares are still £2 until the end of December, (eg a return from Tewks to Chelt or Glos is currently £4) It's cheaper than car parking, saves carbon and keeps services running. Extra services are now in place: The 71 Gloucester to Ashchurch via Tewkesbury has new Sunday daytime journeys and weekday evening services. Full bus timetables here: <https://rb.gy/stm7zn>

A total of 6,539 Gloucestershire children who applied on time will be offered a **secondary school place** for September 2024 with 86% receiving their first preference school and 97% being offered one of their preferences. Parents have until 8th March to accept their school place or request an alternative school. If parents ask for their child's school place to be reconsidered, they will be placed on the waiting list. If places become available, they will be given an offer in line with the school's admission policy. For admission criteria and waiting lists for every school, see <https://rb.gy/nb0zsu>

Spring holiday fun for families Activity booking for spring's Holiday Activities and Food Programme (HAF) opens on 11th March and families can browse activities a week in advance. Families eligible for income-related free school meals can register now for the spring HAF which runs 25th March to 5th April. Families are encouraged to check their local district HAF webpages to see information about what's happening in their local area. Options include drama and science workshops, sports, games, art, crafts, music, dance and indoor and outdoor activities. Further support and information: www.gloucestershire.gov.uk/haf

Services to support children with **Special Educational Needs and Disabilities** (SEND) and their families are heading in the right direction but still need to improve further, according to a new report following an inspection in December 2023. Ofsted and Care Quality Commission (CQC) inspectors recognised the range of improvements made by Gloucestershire's Local Area Partnership, whilst also highlighting the need to do more to make sure experiences and outcomes are more consistent for all children and young people with SEND. To read the report in full see <https://rb.gy/6tfhri>

County Greens won **extra funding** for flood protection measures, free bus travel for unemployed veterans, and community libraries at last month's budget. Natural Flood Management projects using natural processes to address flooding risk on roads and residential areas, create additional habitat for nature along with attractive green surroundings for communities will receive £300,000. A further £100,000 originating via a Green motion will fund free bus passes for veterans seeking to return to work and community libraries across the county will receive £2,000 each (a total of £16,000) to bridge the gap until their funding is reviewed later this year. Other political groups gained funding for extra items including youth services, solar projects for schools, Public Rights of Way and rain gardens.

Free events at the **Gloucestershire Heritage Hub**. Various interesting free talks during February and March, some online, some in person. <https://rb.gy/vz94gz>

New **schools carbon calculator**. Free Carbon Counting resource from *Keep Britain Tidy* <https://rb.gy/5j8f1e> This is the nation's first free full scope carbon emissions tool built for – and in collaboration with – nurseries, schools and colleges. Count Your Carbon allows local authorities to access the data for the nurseries, schools and colleges in their area.

County council funding helping community groups to thrive. GCC has awarded over £400k to 65 community projects across Gloucestershire through its Thriving Communities Grant 2024. The programme invests to help local organisations and groups with projects that help people to stay well and support them to live independently for as long as possible, by connecting people to their communities, strengthening ties, reducing isolation and improving physical and mental wellbeing. Projects being funded this year include: £7,500 to Tewkesbury

Nature Reserve's 'Out of The Box' empowering women to learn to use woodworking power tools safely to make things like bird and bat boxes, bug hotels, hedgehog homes and compost bins. Full details of supported projects: <http://tinyurl.com/33hm2bxh>

Top kitchen safety tips from Fire and Rescue: Keep tea towels and cloths away from cookers and hobs. Take care wearing loose clothing, these can easily catch fire. Never leave cooking unattended. Avoid leaving children in the kitchen alone when cooking. Keep matches and saucepan handles out of their reach to keep them safe. Don't cook after drinking alcohol. Take care with electrics - keep leads and appliances away from water and place grills and toasters away from curtains. Hot oil can catch fire easily - be careful that it doesn't overheat. Never throw water on a chip pan fire. Double check the hob and oven are off when you've finished cooking. Make sure you have at least one smoke alarm on every level of your home and test them monthly. Don't take risks by tackling a fire. Get out, stay out and call 999.

New Family Hubs to offer a wide range of family support services and other signposting. Family hubs aim to provide support for all families with children and young people aged 0 to 19, or up to age 25 for young people with special educational needs and disabilities. GCC has appointed Aspire Foundation Trust to manage Tewkesbury's hub. The new contract begins 1st April 2024. The centres will co-ordinate and facilitate family support available locally and ensure families have access to the right support, at the right time, in the right place. The centres will become part of a wider network of physical and virtual family support points across the county. Visit <https://rb.gy/duciai>

GCC have appointed **Rethink Mental Illness** to support people with mental health issues. This is a leading charity provider which aims to improve the lives of people severely affected by mental illness through its network of local groups and services, expert information and successful campaigning. They will work with the council to bring together people who have lived experience of mental health conditions and mental health professionals to coproduce further elements of the new service. More info about mental health support services can be found at www.bewellglos.org.uk

Help to create a new strategy for nature recovery across Gloucestershire. Please take part in workshops and play a part in nature's recovery. The workshops will cover: Why we need a nature recovery strategy in Gloucestershire and areas that could be protected or restored for nature across the county. The events are open to everyone and no specialist knowledge is needed to participate. Workshops are being held in Gloucester, Northleach, Cinderford, Stroud and on-line. Find out more about the Local Nature Recovery Strategy, see <https://tinyurl.com/z5tpxs6s> and to book: <https://tinyurl.com/4t8xd49v> The events are being jointly planned by GCC and the Gloucestershire Local Nature Partnership (GLNP).

Tewkesbury Repair Cafe Next session Sat 16th March, 2-5pm at the Baptist Church.

Daytime Discos Free events, all are welcome – you can enjoy a cup of tea, a chat and some happy swing music, or even join in with some dancing if you like. Next events Thur 14th March and Mon 15th April, 1-4pm, Watson Hall, Barton Street, Tewkesbury.

Tewkesbury Dementia Action Alliance I've set this up and the group have our first public event on Monday 18th March, at the Watson Hall, from 10am to 6pm. The event is free and open to those with dementia, their carers or anyone wishing to know more about the condition. There will be stalls with support signposting, activities, talks by experts and information, plus free tea and coffee. Participants will include the NHS, Age UK, Barchester, Guideposts, CCP, Information and Education Service, Tewkesbury Nature Reserve, Severn Wye, Tewkesbury Hospital, Gloucestershire Dementia Action Alliance and more. If you have an organisation working in this area of expertise, please get in touch if you'd like to be part of the group. Please see attached poster.

Borough Report for Tewkesbury Town Council 11th March 2024.

The Borough Council at its meeting on 27th February agreed that its band D Council Tax will increase to £144.36 per annum an increase of £5.00 from April 2024.

At the same meeting it was agreed from 1st April 2025 the council tax for all second and empty homes (empty between 1 and 5 years) will be increased by 100%.

At the same meeting the Council agreed to the establishment of the Gloucestershire City Regions Board and to be part of it with the leader of Tewkesbury Borough being our representative. The overall aim is to develop and deliver a vision for the future growth of the economic success of the whole of the Gloucestershire economic area.

Again at the same meeting it was agreed to adopt the Garden Communities Charter and commence the process of stakeholder 'sign-up'.

The Borough has been very busy dealing with issues pertaining to the recent floods and has generally done a good job. There have been over 200 community grants and 70 business recovery grants received.

At its Full Council meeting on the 23rd January the Council signed up to the Gloucestershire Statement of Common Ground. It is a high level agreements covering items like, Climate Change, Housing, Economic needs, Transport provision and the Natural environment.

Advanced engineering and manufacturing firms can now benefit from specialist support from the Growth Hub. This is funded through the UK shared prosperity fund.

Cllr Philip Workman