



TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held at the Town Hall, High Street, Tewkesbury on **Monday 13th May 2024 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
8th May 2024

1. Election of Town Mayor
2. Election of Deputy Town Mayor
3. To receive apologies for absence
4. To receive declarations of interest
5. To consider requests for dispensation
6. To receive written questions from members of the public
7. 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.)*
8. To note the Mayor's announcements
9. To approve the minutes of the meeting held on 11th March 2024
10. To note the following Committee Minutes: Buildings & Moorings – 5th March 2024, Planning – 7th & 28th February 2024, 13th & 27th March 2024, Finance – 26th February 2024, Environment & Amenities – 26th March 2024, Severn Ham – 13th March 2024
11. Matters arising from the minutes – for information only
12. To receive the finance reports for February & March 2024 and earmarked reserves report
13. To receive the payments report for February & March 2024
14. To consider the writing off of bad debts at year end 2023/24

15. To approve the payment of the annual stipend to the Town Crier and the Mayor's allowance
16. To note the conclusion of the External Audit for 2022/23
17. To agree the committee membership and terms of reference for 2024/25
18. To agree the internal control checkers for 2024/25
19. To consider and agree grant applications from outside bodies
20. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities (none undertaken by Tewkesbury Town Council)
21. Review of representation on or work with external bodies and arrangements for reporting back
22. Review of inventory of land and assets including buildings and office equipment (online system adopted, now covered in automated year end process)
23. Confirmation of arrangements for insurance cover in respect of all insured risks (policy in force with three-year rate agreement)
24. Review of the Council's and / or staff subscriptions to other bodies
25. Review of the Council's complaints procedure
26. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
27. Review of the Council's policy for dealing with the press / media
28. Review of the Council's employment policies and procedures
29. To approve the payments list
30. Correspondence
31. 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 s1. ss2
32. To consider any nominations that the Town Council may wish to make for nationwide awards

The next Full Council meeting will be:
10th June 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 11th March 2024 at 6.00pm

Present: Cllrs P Jones (Chair), J Baddams, C Cody, H Bowman, P Brookes, M Dimond-Brown, A Hayes, K Moran, J Raywood, S Raywood, C Robertson, M Sztymiak.

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

23/24 - 146 To receive apologies for absence

Apologies received from Cllr Ash (health), Cllr Danter (health), Cllr Langdon (work), Cllr Robertson (work), Cllr Smith (work)

23/24 - 147 To receive declarations of interest

Cllrs Sztymiak, Dimond-Brown & Bowman – Tewkesbury Borough Councillors
Cllr S Raywood – employed with the Planning Inspectorate – item 17

23/24 - 148 To consider requests for dispensation

None required.

23/24 - 149 To receive written questions from members of the public

There were no questions received.

23/24 - 150 Public Participation

A member of the public raised questions about the representation made regarding the Black Bear's licence review and why it was not raised on the agenda. In addition, why it was different to the Council's response to the stance on the licensing for the Canterbury Inn.

The Black Bear already had a licence to operate in the way they have been doing, whereas the Canterbury Inn was making an application to extend their operation beyond the terms of their current licence. The Black Bear is situated in an area of town which has a night-time economy, whereas we believe there is no night-time economy around the Canterbury Inn. The Council had responded to the licensing details for the Canterbury Inn by requesting more information and when this was received, it was a satisfactory answer. In respect of the way in which the Black Bear's licence had been responded to, this was different because there was no time to ask for any more information and the committee took the advice of the Clerk as to how they should respond. The Committee's response included that things needed to be kept under review.

Licensing is not the Town Council's responsibility, that sits with the Borough Council. We have requested to be copied in on licensing matters within the town and the process of consultation is one that we continue to work with the Borough to improve. Sometimes we are consulted well in advance, sometimes at very short notice and sometimes not at all. Some licence applications are straightforward to comment on, but some are unique and require a novel approach. We aim to learn from all we do at the Town Council, especially when having dealt with something unique and novel.

As detailed at the last Full Council meeting, a complaint was made to the Monitoring Officer at Tewkesbury Borough Council regarding the procedure taken. Since then the Monitoring Officer spoke to the Town Clerk regarding the procedure taken and confirmed that there is no issue.

A member of the public asked if the Town Council has any connection to the main sponsor of Tewkesbury Live.

The Town Clerk advised that there was no connection between the Town Council and the main sponsor, but they do wish to remain anonymous.

23/24 - 151 To note the Mayor's Announcements

The Annual Town Meeting will take place at 6pm at the Town Hall.

Tewkesbury Dementia Action Alliance drop in event. Monday 18th March, 10am-6pm, at the Watson Hall.

23/24 - 152 To approve the minutes of the meetings held on 15th January 2024

It was RESOLVED to approve the minutes of the meeting held on 15th January 2024. Proposed by Cllr Dimond-Brown, seconded by Cllr J Raywood.

23/24 - 153 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, Staffing – 6th December 2023, Severn Ham – 20th December 2023, Building & Moorings – 12th December 2023

The above minutes were noted.

A Cllr asked about the Planning Committee's response on 17th January to the Garden Towns Charter and the request that natural methods of flood over technical ones and whether we should just listen to the expert's view. A Cllr replied that in this context it is raising the point that nature should come first.

23/24 - 154 Matters arising from the minutes

21/22-147 Cycle storage and Riverside Walk signs – new signs are going up at the moment. Cycle storage locations and suitable units are being considered

23/24-66 Civic Pride / Our Town working group – terms of reference to return to Full Council in June. Leaflet has been printed and the Town Council supported the costs.

23/24-95 TBC archaeological collection – No update available from Cllrs Bowman / Cody. **Action:** Town Clerk to provide the storage costs.

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

23/24-120 Splitting committees – to be discussed at the Annual Town Council meeting in May, along with draft terms of reference for the Planning Committee and confirming terms of reference for all other committees.

23/24 - 155 To receive the budget reports for December 2023 & January 2024 and earmarked reserves report

The reports were received.

The Town Clerk noted that the Finance Consultant is currently working with the Town Council regarding the High Street Heritage Action Zone (HSHAZ) funding and some of the income that was treated as income in advance and how to report this

correctly, so the accounts reflect the correct funding. This will go to the Finance Committee.

It was noted that the Council has received more grants this year from HSHAZ and MEND funding than in previous years, so the accounts do show more income than the budgeted figures.

Planning income figures show £3,356 which is the repayment of monies previously held in a separate account for Neighbourhood Development Planning and it has been confirmed that these do not need to be repaid, so they have been paid into the Town Council's account.

The income for Severn Ham, shows £23,000 of additional income which was reinstatement compensation from Severn Trent which will be used for the future preservation on Severn Ham.

A Cllr asked how do we capture HSHAZ monies, so that it can be clearly seen? The Town Clerk advised that a full income and expenditure report for is reviewed at each Finance Committee meeting.

The end of year accounts are expected to be complete by end of April / beginning of May.

23/24 - 156 To receive the payments reports for December 2023 & January 2024

The reports were received.

There are two redactions, one of which is the refund of a hire charge for the front bar which was not required and the second is staff mileage expenses.

23/24 - 157 To note the Q3 bank reconciliations

The bank reconciliations were noted. As there was no bank statement for the Mayor's Charity account in December 2023, the January statement was included for completeness.

23/24 - 158 To note the meeting schedule for 2024/25

The meeting schedule was noted.

23/24 - 159 To receive and vote on nominations for the positions of Mayor & Deputy Mayor

It was RESOLVED that Cllr Paul Jones be elected as Town Mayor for 2024/25. Proposed by Cllr J Raywood, seconded by Cllr S Raywood.

It was RESOLVED that Cllr Alan Hayes be elected as Deputy Mayor for 2024/25. Proposed by Cllr Jones, seconded by Cllr Danter.

23/24 - 160 To agree to register all remaining Town Council assets, including the Anglo-American Remembrance Garden and the Riverside Walk with Land Registry

A Cllr asked about the costs. The Town Clerk advised that a sector specific consultant rather than a solicitor is being used, which is keeping the costs down. This year the Town Council will have spent between £1500 and £2000 and it is within the legal budget set.

It was RESOLVED to register the above assets with Land Registry. Proposed by Cllr S Raywood, seconded by Cllr Hayes.

- 23/24 - 161 To receive an update on 64 Barton Street**
The Town Clerk advised that external works at 64 Barton Street have been completed and the scaffolding has been taken down.
Internal works continue, with the second fix electrics, internal repairs and painting taking place. Damp proofing works have also been undertaken as the ground level outside the south room is higher than the room. The asbestos floor tiles in this room needed to be removed to enable the damp proofing work to commence. Low level roofing works are to be completed by 18th March, along with the restoration of the decorative ceiling. Refurbishment will be complete at end of April, with the museum starting a phased move back in from May onwards.
The current contract value is £212,353, but there is some additional plasterwork and decoration work to be added. The budget for the project is £235,573 and the contingency has not been touched. However, this may be required for the transport costs of moving back in, as removal and storage costs were higher than expected.
- 23/24 - 162 To resolve to support the campaign from Zero Hour regarding the Climate & Ecology Bill**
It was RESOLVED to support the campaign from Zero Hour regarding the Climate & Ecology Bill. Proposed by Cllr Cody, seconded by Cllr Baddams.
- 23/24 - 163 To review the Planning Committee's terms of reference**
Deferred to May meeting.
- 23/24 - 164 To receive an update from the Climate Change Working Group**
Cllr Cody provided an update on items that had happened over the past year. All Parish footpaths have been mapped out and there are volunteers who regularly walk and report any issues. The Swilgate 20mph signs have been repainted, the water fountain has been installed at Spring Gardens and a swap box installed at the Town Hall. 'Tewkesbury Goes Wild' held 40 free outdoor events and the same is planned for July 2024. Next meeting is 23rd April at 10am, all councillors are welcome to attend, followed at 11.30am by the next Tewkesbury Goes Wild planning meeting.
- 23/24 - 165 To note the update on the accessibility discussions for the Town Council buildings**
The update was noted. Next steps are to get a topographical survey. Funding options are being investigated. A Cllr suggested that the Barnwood Trust also be approached. A Cllr asked about whether Lloyds Bank was closing and whether this would have an impact. The Council has no information about this, but is aware that Lloyds own the building that they are in.
- 23/24 - 166 To note the reports from Tewkesbury Borough Council (TBC) and Gloucestershire County Council**
The reports from TBC & GCC were noted.
The resurfacing on the High Street, Tewkesbury is scheduled to take place overnight on w/c 8th April.
- 23/24 - 167 Correspondence**
Thanks were received from the Air Ambulance for their grant.

Tewkesbury Wheelchair Bus Committee – invitation has been extended to Town Councillors as to whether anyone would like to join. Please let the office know.

23/24 - 168 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 s1. ss2
It was RESOLVED to exclude the press and public.
Proposed by Cllr S Raywood, seconded by Cllr Hayes.

23/24 - 169 To discuss and agree the nominations for the Tewkesbury Town Civic Awards
The nominations were discussed and agreed.

Cllrs discussed the possibility of nominating individuals for additional country wide awards, such as OBE /MBE. **Action:** To add to next agenda

There being no further business, the meeting closed at 7.26pm.

Signature of Chairman upon approval of the minutes 13th May 2024

DRAFT

MINUTES
of the
**Buildings & Moorings Committee meeting held on 5th March 2024 at 6.00pm in the Town
Hall, Tewkesbury**

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

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

B&M.23.068 Receive apologies for absence

Cllrs R Langdon, K Moran, C Robertson

B&M.23.069 Receive declarations of interest

Town Clerk regarding items 23.085 and 23.087.

B&M.23.070 Receive dispensations

None.

B&M.23.071 Approve the minutes of the Buildings & Moorings Committee meeting held on 12th December 2023

It was RESOLVED to approve the minutes of the meeting held on 12th December.
Proposed by Cllr S Raywood, seconded by Cllr Jones.

B&M.23.072 Matters arising from the minutes – for information only

22.048 TH Basement storage – the basement has been cleared of items to be disposed of and a skip has been booked. Cllr Danter to arrange final sort out.

Lease to Avon Navigation Trust – awaiting update from solicitor.

Town Hall heating improvements – 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 – awaiting costs for Architect managed project at the Watson Hall (grant funding stream identified) and for Historic England to visit the Town Hall for possible inclusion on the at risk register.

23.033 Accessibility issues at the Town Hall – awaiting response from Highways Manager. This is now an active project for B&M committee and on agenda for this meeting.

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 – complete.

64 Barton Street 210 4590 - expenditure to be moved to 4500 – complete.

23.064 Removal of DPS at Watson Hall – no longer progressing but committee keen to have an update from Licensing team, especially regarding town safe project.

B&M.23.073 Receive correspondence relating to the Buildings & Moorings Committee

None.

B&M.23.074 Public Participation

A member of the public queried when the moorings working group meeting will be held as there remains concerns about the jetty structure on St. Mary's Road. The member of the public also stated that there remain outstanding questions for the working group from October 2023.

A member of the public read out a statement as follows:

My fit, active husband endured 3 strokes which have left him with significant mobility impairments.

We are well aware that any disability is limiting, and have become used to the disadvantages inherent with my husband's condition, and we know it is unreasonable to expect that every opportunity open to the able bodied will be also be made available to those with disabilities. However, we feel strongly that municipal buildings, and the services within them, should comply with legal requirements and the Equality Act says that public services must make 'reasonable adjustments' so disabled people can access them.

The issue of access to the Town Hall was brought home to us a few years ago when an event was organised in the venue by our local u3a, an organisation for retired people, and my husband, among others, was unable to attend, as the steps are insurmountable. I was alarmed to witness an elderly member of the u3a attempting to negotiate the steps with a walking aid. After the event, I raised the issue with the u3a committee who commendably undertook to raise the issue with the council and to find an alternative venue for future events until access to the Town Hall had been made possible. I also personally contacted the Mayor at around this time and received a positive response, but I ran out of steam when, despite requesting that the issue be added to the council agenda, I could find nothing in subsequent meeting notes which seemed to relate to the issue. I became despondent when reading in local publications about improvements to the High Street through the Heritage Action Zone fund and finding no reference to the Town Hall access.

I am aware that much work goes on behind the scenes and that I don't always know where to look for information about the councils committees and sub committees but I do feel that up to now disabled access has not been given the priority it should have. The Equality Act was passed over 13 years ago ... I appreciate the challenges involved with the building being listed, etc, but access 'through the back door' while not being ideal, as acknowledged in the meeting notes, would be a good indication to the community that the council at least acknowledged the needs of those with disabilities.

We are very pleased that the council now appears to be giving the issue some attention and it would be very helpful if you could share your progress with the community, by any means available. I also feel that to keep the momentum, the issue should be on the council's agenda until the matter is resolved.

B&M.23.075 Approve payments to be made

It was RESOLVED to approve the payments list totalling £2,747.98. Proposed by Cllr Jones, seconded by Cllr Bowman.

B&M.23.076 Review the budget report and earmarked reserves report

The budget and earmarked reserves reports were reviewed. It was noted that the Moorings maintenance budget and project budget had not reflected the journal of £3,237 from maintenance to projects.

B&M.23.077 Review Watson Hall income and expenditure – from Finance Committee

The committee reviewed Watson Hall income and expenditure and it was noted that current income over expenditure was £4,205.

B&M.23.078 Agree any vires, movement of existing earmarked reserves and new earmarked reserves

It was RESOLVED to approve the following movements in earmarked reserves. Proposed by Cllr Bowman, seconded by Cllr Danter.

EMR 351 Moorings St. Mary's Road to be combined with EMR 349 Moorings Projects
EMR 363 Watson Hall maintenance to be released to 600 4450
EMR 364 to be renamed to Buildings fundraising
Remaining budget at year end to be earmarked
200 4480 Moorings Projects to EMR 349
210 1100 64 Bartons Street grant income to new EMR
210 4450 64 Barton Street maintenance to EMR 320
220 4450 Town Hall maintenance to EMR 354
220 4590 Town Hall projects to EMR 360
230 4450 War Memorial maintenance to EMR 328
600 4913 Watson Hall bar equipment to EMR 356
600 1835 to new EMR

B&M.23.079 Review quotes and approve expenditure for replacement fire exit door to the balcony at the Watson Hall in financial year 2024/25

It was RESOLVED to approve the replacement fire exit door at a cost of £2,441.60. Proposed by Cllr Raywood, seconded by Cllr Jones.

B&M.23.080 Receive a report on accessibility to the Town Hall and to approve the next steps

Cllr J Raywood gave an overview of the report. She reported that the potential loss of car parking space in front of the Town Hall is acceptable in principle with Gloucestershire Highways. Tewkesbury Borough Council's Conservation Officer is also in favour in principle of the accessibility proposals. It was noted that the public status of the building may be in the Town Council's favour for the proposed alterations. The next step is to commission a Topographical Survey. **Action:** Town Clerk to contact Nick Joyce Architects for recommendation for a contractor to undertake the Topographical Survey. The Town Clerk has registered the Town Hall with Historic England regarding possible at risk status. The Town Clerk is looking into funding possibilities with the Town Council's fundraiser.

B&M.23.081 Note the Mechanical & Electrical Buildings Services Condition Report for 64 Barton Street

The report was noted. **Action:** Town Clerk to look into gas service recommendations.

B&M.23.082 Receive an update from the Town Clerk on the refurbishment project at 64 Barton Street

The Town Clerk reported that internally the radiators are being installed, internal plaster repairs and decorations are ongoing. A damp proof specialist has been appointed to instal a membrane and drain in the South room on the ground floor that has historically been a problem. It is hoped that this will help with humidity levels in this room. Externally the scaffolding is being taken down. Remaining roofing works should be completed by 18th March and also the repairs to the decorative ceiling. Anticipated completion of grant funded refurbishment works is now the end of April.

B&M.23.083 Delegate authority to Cllrs Danter, Jones & Raywood to appoint a contractor to undertake improvement works up to the value of £10,000 to the mooring area adjacent to St. Mary's Lane car park being funded by the High Street Heritage Action Zone fund

It was RESOLVED to delegate authority. Proposed by Cllr Bowman, seconded by Cllr Danter.

The meeting was extended for up to 30 minutes. Proposed by Cllr Danter, seconded by Cllr Jones.

B&M.23.084 Delegate authority to Cllrs Danter, Jones & Raywood to appoint a contractor to undertake improvement works up to the value of £10,000 to the mooring area adjacent to St. Mary's Lane car park being funded by the High Street Heritage Action Zone fund

B&M.23.085 Note expenditure for health & safety works to the mooring at the Back of Avon
Emergency expenditure of £1,360 was noted.

B&M.23.086 Note increase to mooring rate with effect from 1st April 2024 as advised by Avon Navigation Trust

It was noted that the mooring rate will increase to £3.25 per foot and £3.60 per foot for commercial vessels.

B&M.23.087 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

The additional information requested had been received from the Finance Officer. It was RESOLVED to approve the request. Proposed by Cllr Jones, seconded by Cllr Bowman.

There being no further business, the meeting closed at 20:12

Signature of Chairman upon approval of the minutes 28th May 2024



TEWKESBURY TOWN COUNCIL

PLANNING COMMITTEE

Wednesday 7th February 2024

Present: Cllrs. J Raywood, M Dimond-Brown, H Bowman, E Ash, Mr R Carey and Mr R Maggs (arrived at 7.25pm)

In attendance: Mrs J King (Deputy Town Clerk)

MINUTES

P.23/24.370 Welcome.

The Chairman welcomed everyone present when the meeting opened at 6.00 pm

P.23/24.371 To receive apologies for absence

Cllrs. S Raywood, A Hayes, P Jones

P.23/24.372 To receive declarations of interest

Cllr Dimond-Brown – member of TBC Planning Committee

Cllr Bowman – substitute member of TBC Planning Committee, also Treasurer of the local branch of Friends of the Earth (item 8)

P.23/24.373 To receive and consider requests for dispensations

None

P.23/24.374 To approve the minutes of the Planning Committee meeting held on 17th January 2024

Proposed by Cllr Dimond-Brown and seconded by Cllr Bowman

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

P.23/24.375 To receive updates on matters arising from the minutes – for information only

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

Re. **P.23/24.358** - The Mayor, Deputy Mayor and Cllr J Raywood attended an in-person briefing that the Strategic and Local Planning Team arranged for all town and parish councils across the area. The event was well attended and many concerns were aired, including housing land supply, flooding and land east of Bredon Road. We are urged to encourage as many residents as possible to respond to the Regulation 18 Consultation before it closes on 12th March.

The Accessibility Working Group has now met with representatives from Gloucestershire County Highways. A report of progress so far will be submitted to Full Council in March.

- P.23/24.376 To approve the payments list**
Proposed by Cllr Dimond-Brown and seconded by Cllr Bowman
It was resolved to **approve** the payments list. Total payments = £57,252.49
- P.23/24.377 To receive the current budget and earmarked reserves report**
Received
- P.23/24.378 To consider a request from Friends of the Earth, to fund the purchase of two water testing kits and associated consumables, for use in testing the Carrant Brook.**
The water testing kits cost £180 each and a year's worth of consumables for each kit costs £60.
Proposed by Cllr Ash and seconded by Mr Carey
It was resolved to **approve** the purchase of two water testing kits, plus associated consumables, for use by Friends of the Earth to test water in the Carrant Brook, on the understanding that the test data obtained will be provided to the Town Council. Total cost - £480.00, to be taken from 400/4810 – Outreach.
- P.23/24.379 To approve a response to the pre-application consultation on the Hinkley Point C Material Change 1 Application - Preliminary Environmental Information Report - Volume 3: Proposed Changes Off-Site**

Members agreed to change the answer to question 1 from 'no comment' to 'Yes – Tewkesbury Town Council would prefer that an Acoustic Fish Deterrent be installed, rather than the mitigations being proposed'.
Subject to that change being made, the proposed response was **approved**.
Proposed by Cllr Dimond-Brown and seconded by Cllr Ash.

Mrs J King left the meeting at this point.
- P.23/24.380 To agree a response to Tewkesbury Borough Council's Regulation 18 Strategic and Local Plan**
<https://strategiclocalplan.org/consultations/>
Some changes to the draft document were proposed. Due to pressure of time, it was agreed that the changes would be made and the document recirculated, prior to being brought back to this committee on 28th February.
- P.23/24.381 To agree a submission to the Planning Inspector re:**
Residential Development (up to 165 dwellings), associated works, including infrastructure, open space, landscaping and pumping station. Construction of a new vehicular access from Mythe Road and demolition of existing structures.
Part Parcel 2352 Mythe Road Tewkesbury Gloucestershire
Ref. No: 22/00610/OUT
It was agreed that the Town Council should strengthen its previous response with regard to flood alleviation, now that we understand more than we did. It was also agreed that we should quote the actual gradient of the road on Mythe Hill, in order to make our point that most people will not choose to travel that way by sustainable/active means.
- P.23/24.382 Remove - 2 x Cypress Trees at front of building**
Planning Application
Sanctum Hall Barton Street Tewkesbury Gloucestershire GL20 5PX
-

Ref. No: 24/00043/TPO

The committee took tree warden advice before making the following response:

Observations:

Objection. We don't have enough mature trees in our built environment, for shade and to improve air quality.

P.23/24.383 Proposed replacement front door, new signage and replace concrete blockwork within stallriser with traditional brick.

Planning Application

67 Barton Street Tewkesbury Gloucestershire GL20 5PX

Ref. No: 23/01185/LBC

Observations:

No objection

P.23/24.384 Reinstate window in side elevation

Planning Application

Flat 6 Barton Street Tewkesbury Gloucestershire GL20 5PP

Ref. No: 24/00011/LBC

Observations:

There is insufficient information for the Town Council to know whether or not the proposed window would overlook another property at the expense of neighbour's privacy. Since the window will not be in a habitable room we would not object if the risk of overlooking was mitigated by the use of obscure glazing.

P.23/24.385 To receive the Borough Councillor's report (if applicable)

The most recent meeting of the borough Planning Committee focused entirely on **Residential Development (up to 165 dwellings), associated works, including infrastructure, open space, landscaping and pumping station. Construction of a new vehicular access from Mythe Road and demolition of existing structures.**

Part Parcel 2352 Mythe Road Tewkesbury Gloucestershire

Ref. No: 22/00610/OUT

Committee members were unanimous in being minded to refuse.

One problem that the Borough has been struggling with is maintaining sufficient planning officers. This is common to many authorities, but the Borough is now only short by one officer and it has been able to reduce its backlog of applications to a position that is above national standards. The Borough has been looking at CIL and realises it does not work for this area. It doesn't bring in enough money. Even by combining the CIL for all three authorities that working together on the SLP, there is not enough funding from CIL to pay for any one project on the list. In addition, the Borough is aware of the need to balance rural against urban needs and there is a concern that rural needs might not be prioritised.

P.23/24.386 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.23/24.387 To note correspondence

None

P.23/24.388 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

P.23/24.389 To note any additional applications on the Planning Portal which will expire before Wednesday 28th February and agree further actions

Supply and fit flush casement black upvc windows to replace all existing windows.

Planning Application

The Boat House St Marys Lane Tewkesbury Gloucestershire GL20 5SF

Ref. No: 23/01038/FUL

Observations:

Although the Town Council is in favour of the resultant energy savings obtained by double glazing, it would prefer to see the use of wooden frames rather than upvc for greater sustainability and to be in keeping with other properties nearby.

As two hours had passed since the start of the meeting, committee members **agreed** unanimously to stay in order to complete the last item on the agenda.

Proposed by Cllr Dimond-Brown and seconded by Mr Carey

Removal/Variation of condition 2 (approved documents) of the planning application ref number 23/00478/FUL (part retrospective)

Planning Application

Plot 7100 Severn Drive Ashchurch Tewkesbury Gloucestershire

Ref. No: 24/00052/FUL

Observations:

No objection

There being no further business, the meeting closed at 8.06pm

Chairman's signature

28th February 2024



TEWKESBURY TOWN COUNCIL

PLANNING COMMITTEE

Wednesday 28th February 2024

Present: Cllrs. J Raywood, S Raywood, A Hayes, P Jones, M Dimond-Brown and Mr R Carey

In attendance: 1 member of the public

MINUTES

P.23/24.390 Welcome.

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

P.23/24.391 To receive apologies for absence

Mr R Maggs

P.23/24.392 To receive declarations of interest

Cllr S Raywood - Items 10, 11 and 12, (Employed by the Planning Inspectorate)
Cllr Dimond-Brown – Borough Councillor

P.23/24.393 To receive and consider requests for dispensations

None

P.23/24.394 To approve the minutes of the Planning Committee meeting held on 7th February 2024

Proposed by Cllr Jones and seconded by Mr Carey

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

P.23/24.395 To receive updates on matters arising from the minutes – for information only

P.23/24.375 – The report of the Accessibility Working Group has been sent to the Town Clerk. It is not yet clear whether or not it will make it onto the March full Council agenda.

P.23/24.379 – The Deputy Town Clerk has submitted the agreed response to EDF, regarding the Pre-Application consultation on material changes to the DCO for Hinkley Point C.

P.23/24.396 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.23/24.397 To note correspondence

The chairman has written to Laurence Robertson MP, to enquire about his opinion regarding the possible material changes to Hinkley Point C. His assistant has responded to say that Laurence monitors such things very closely and he is currently reviewing it in detail.

Within the same communication, the chairman thanked Laurence for securing in the House the debate on flooding on 6th February. His assistant's reply explained that Laurence has recently tabled several Parliamentary Questions about flooding and he will forward the answers when they have been received. The email went on to say that Sir Greg Knight recently tabled the following to the Department:

Q: To ask the Secretary of State for Levelling Up, Housing and Communities, if he will require local authorities to give greater weight to the risk of local flooding before granting of planning permission for (a) housebuilding and (b) other future developments.

A: The National Planning Policy Framework (NPPF) is clear that all sources of flood risk need to be considered, including future flood risk, to ensure that any new development is safe for its lifetime without increasing the risk of flooding elsewhere. The Framework sets out strict tests on flood risk which are in place to protect people and property. Where they are not met, it is clear that local authorities should not be permitting new development.

Laurence agrees with the chairman that proper infrastructure must be in place, and has previously raised this in the Commons, specifically in regard to drainage. He has been clear that this should be implemented before any development commences, which is in line with the NPPF.

The chairman will respond, expressing the opinions that the NPPF could offer stronger direction on these points and that it is necessary for EA to update the baseline data that is used in calculating flood risk, as it is out of date and does not reflect the flood levels that Tewkesbury is experiencing with increasing frequency. It was pointed out by a member of committee that a one-in-a-hundred-year flood risk actually means that, in any given year, there is a 1% risk of that flood occurring.

P.23/24.398 To receive the Borough Councillor's report (if applicable)

Cllr Dimond Brown reported on three key developments in Borough Planning Strategy

- Adoption of a garden communities charter
- Regulation 18 consultation on the Strategic and Local Plan (consultation period ends on 13th March)
- Joining the new Gloucestershire City Regions Board

Cllr S Raywood left the room at this point (7.56pm)

P.23/24.399 To agree a response to Tewkesbury Borough Council's Regulation 18 Strategic and Local Plan

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

The draft response that was circulated with the agenda was unanimously agreed upon.

Proposed by Cllr Hayes, seconded by Cllr Jones

P.23/24.400 To agree a submission to the Planning Inspector re:

Residential Development (up to 165 dwellings), associated works, including infrastructure, open space, landscaping and pumping station. Construction of a new vehicular access from Mythe Road and demolition of existing structures.

Part Parcel 2352 Mythe Road Tewkesbury Gloucestershire

Ref. No: 22/00610/OUT

The draft submission that was circulated with the agenda was unanimously agreed upon.

Proposed by Mr Carey, seconded by Cllr Jones

P.23/24.401 To determine whether Tewkesbury Town Council should register as an interested party or maintain a watching brief, with regard to the M5 Junction 10 Improvements Scheme.

<https://national-infrastructure-consenting.planninginspectorate.gov.uk/having-your-say-guide>

The deadline for registering as an IP (Interested party) is 12th March, the day before our next meeting. At the point of registration, we only need to make a brief representation, so long as it explains clearly the nature of our interest. If we are then accepted as an IP, there will be opportunities to make more detailed representations if we so wish.

The committee feels that it is important for the Town Council to be an IP. Although improvements to junction 10 have the potential to relieve significantly the issues this parish experiences in terms of traffic congestion, with its attendant impacts on local air quality and on the environment, it is recognised that the improvements will open up land to the west of Cheltenham for development and thus increase traffic in that area. Of greatest concern is the impact of motorway closures. Currently, if an accident occurs between junctions 9 and 10 the road will close between junctions 9 and 11. Such closures tend to cause gridlock in Tewkesbury. If, after the improvement, the road closes between junctions 9 and 10, there are fewer options available for drivers to avoid Tewkesbury and this could lead to greater congestion. Committee members are also interested to understand better the impact of improvements at junction 10 on the A46.

Due to his employment in the National Infrastructure section of the Planning Inspectorate, Cllr S Raywood will excuse himself from all discussions of this application, as will Cllr J Raywood. Cllrs Hayes and Jones will manage the committee's involvement in the NSIP process instead, with assistance from the Town Council Admin Officer.

Cllrs Hayes and Jones will write the committee's initial representation, based on members' initial observations.

Cllr S Raywood returned to the meeting at this point (8.10pm)

P.23/24.402 Replacement illuminated fascia sign. Replacement illuminated projecting hanging sign and Hello Tewkesbury illuminated sign

Planning Application

26 - 29 High Street Tewkesbury Gloucestershire GL20 5AT

Ref. No: 22/00895/ADV

Observations:

The Town Council has no objection to the hanging sign but the council has reservations regarding the internally illuminated sign and the halo lit sign. We request that these are only illuminated during working hours and are switched off at all other times. It must be remembered that this is also a residential street and that such illuminations are disturbing to the sleep of residents and therefore their wellbeing. In addition, it should be remembered that the Borough and Town Councils have declared a climate emergency; the use of such lighting should be minimised overnight to conserve electricity.

P.23/24.403 Retention of signage fascia design.

Planning Application

50 High Street Tewkesbury Gloucestershire GL20 5BH

Ref. No: 23/00654/LBC

Observations:

The Town Council objects to the current proposal as it is out of keeping with the character of the Town Centre and Conservation area. We feel that it does not follow the principles of the Shopfront Supplementary Planning Document.

P.23/24.404 Four trees are growing on top of a main inlet pipe which may lead to the root systems potentially damaging underground pipes T1 Cherry remove to ground level T2 Alder remove to ground level T3 Alder remove to ground level T4 Hawthorn remove to ground level Stump grind all roots. We will however be more than happy to replant as per the LPA request to the south of the site beyond the flood defence and as suggested trees that can cope with seasonal flooding on the land in the south such as willow, alder, aspen, Betula nigra and swamp cypress

Planning Application

Mythe Water Treatment Works Mythe Road Tewkesbury Gloucestershire GL20 6AA

Ref. No: 24/00116/TCA

Observations:

We strongly encourage that two trees are planted for each removed, following the advice of our Parish Tree Warden, and there is a management plan in place to ensure their survival.

P.23/24.405 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

P.23/24.406 To note any additional applications on the Planning Portal which will expire before Wednesday 13th March and agree further actions
None

P.23/24.407 To note the decisions made in January 2024, in respect of planning applications to Tewkesbury Borough Council
Noted

There being no further business, the meeting closed at 8.48pm.

Chairman's signature

13th March 2024



TEWKESBURY TOWN COUNCIL

PLANNING COMMITTEE

Wednesday 27th March 2024

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

In attendance: Mrs N Finnegan (TTC officer)

MINUTES

P.23/24.429 Welcome.

In the absence of the chairman, Cllr. P. Jones was selected to deputise. Proposed by Cllr S. Raywood and seconded by Cllr A. Hayes

The meeting started at 7:30pm

P.23/24.430 To receive apologies for absence

J Raywood - choir practice for Holy Week

P.23/24.431 To receive declarations of interest

S. Raywood 10.17

R. Carey 14

P.23/24.432 To receive and consider requests for dispensations

None

P.23/24.433 To approve the minutes of the Planning Committee meeting held on 13th March 2024

Proposed by Cllr S. Raywood and seconded by Cllr A. Hayes

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

P.23/24.434 To receive updates on matters arising from the minutes – for information only

P.23/24.375 – Accessibility project - The Town Clerk has asked Andy Foster to carry out the topographical survey at a cost of £495. Andy carried out a condition survey and measured building survey on the Town Hall early last year. So much of the work needed for the topographical survey we now require has therefore already been done by him, which is good in terms of additional work required and the cost. Andy is booked to come and complete the survey work in mid-April.

P.23/24.435 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.23/24.436 To note correspondence

The chairman has received an email reply from the assistant of Laurence Robertson MP, saying

Thank you for your email. I ran your thoughts by Laurence, who was actually on Points West discussing flooding yesterday evening, who completely agrees that further reform is necessary.

We also discussed the Environment Agency – it appears that certain information on their website related to flooding is severely out of date, particularly in reference to the one percent chance of a ‘once in a hundred years’ flood you mention below. This is, of course, entirely untrue, and certain areas across Tewkesbury do now face flooding annually. Laurence is aware of this, and will continue to discuss with Ministers on how best to take this forward.

You may also be interested to know that I attended a meeting of the Parliamentary River Severn Caucus on Laurence’s behalf last week, to discuss with MPs and the Minister flood prevention methods specifically for the River Severn. As the Severn begins its journey in Wales, and water is a devolved power in the country, it does throw up various problems in terms of tangible solutions. However, we are set on further meetings, and Laurence will of course keep abreast of all developments.

The Town Clerk has received the following email from a member of the public regarding TCC Representations against the Review of YOBB licence:

In response to the town council minutes of 11/03/24, where the council makes its reasoning for their recommendations, the residents surrounding the pub would like to draw your attention to the following:

Despite the pub operating within its current licence, this licence has never been previously tested by needing a review to control its activities. As you may be aware, there is only one other pub in the county with a similar licence, and despite having such a licence the operator chooses to have only ONE day of amplified music outdoors per year since they do not want to upset their neighbours nor be forced into a licensing review which would affect their licence (The Exmouth Arms, Bath Rd, Cheltenham). The town council’s representations ignored the nuisance raised by the EH team and the concerns from a considerable amount of nearby residents.

While residents accept that there are a number of pubs in the area this does not permit one to cause extreme noise nuisance to those living alongside. It was clear that the pub’s intention was to peruse an outdoor festival-style venue, not a riverside pub with a beer garden. These activities have contravened the Environmental Protection Act 1990. The limits suggested by the EH team were supposed to be a reasonable compromise so that the pub and the residents could co-exist in harmony. The town council had no need to become involved in such a dispute without a very good reason. The reasons given didn’t seem to be relevant at all.

The council’s stance towards the Canterbury Inn was in complete contrast to YOBB. Without having any noise complaints nor involvement from EH or Licensing, the council chose to object to an extension until 1am. In the case of YOBB, the council chose to ignore current complaints from residents and challenge a proposed review brought by the borough’s EH team. We don’t see how the two stances marry up nor

understand what the council means by a ‘novel’ approach to YOBB; Don’t you mean ‘biased’? Without transparency regarding the sponsor who wrote in, residents are left to consider the possibility that the sponsor who ‘emailed in’ was in fact the Black Bear itself, which raises eyebrows even further.

We don’t expect the Town Council to make further representations on this matter without considering the views of the local residents.

The Town Clerk has replied:

Thank you for your email and I will pass it on to the Chair of the Planning Committee. With regards to your statement that possibly the sponsor who sent the email was in fact the Black Bear, I can confirm as I did in public at the Council meeting held on 11th March that the sponsor is unconnected to the Town Council. Additionally the sponsor is NOT the Black Bear.

Representatives from Bellway Homes, Bromford and Mansfield Partners, a Consortium of majority landowners that make up the north of Ashchurch section of the Tewkesbury Garden Community, are intending to start public engagement on the Framework Masterplan Document for the land north of Ashchurch. They will come to the Town Hall at 6.00pm on Wednesday 10th April for a Pre-Applications meeting with councillors.

An application has been made for for a new premises licence for the service station at Ashchurch Road, Tewkesbury GL20 5QG. Application number: **24/00401/LIQPRM**. If members wish, this can be considered at the next meeting, bearing in mind The Licensing Act 2003 , which outlines four objectives which underpin the regime and must be considered when determining an application:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

Committee members have expressed a wish to consider this matter at the next meeting on 10th April.

P.23/24.437 To receive the Borough Councillor’s report (if applicable)

None

Cllr S Raywood left the meeting.

P.23/24.438 To ratify our Interested Party statement re. the National Infrastructure Project to make improvements to M5 junction 10, which was agreed by email earlier this month.

‘Although M5 Motorway Junction 10 is not within the Tewkesbury Town Council immediate area of influence and concern, Junction 9, is and where there have been issues on adjacent stretches of the M5 Motorway in the past, this has often had an impact on the flow of traffic through Junction 9 and into the town centre. We are concerned that decisions made on the development of Junction 10 should take this potential impact into account and include mitigations for future scenarios.’

Proposed by Mr R Carey seconded by Cllr A. Hayes

It was agreed to **ratify** the statement.

Cllr S Raywood then returned to the meeting.

P.23/24.439 **Installation of 20 CCTV cameras, consisting of 3 on the Alms House building, 14 on the main Abbey building and 3 on the Visitor Centre/Parish Hall building.**

Planning Application

Abbey Office Church Street Tewkesbury Gloucestershire GL20 5RZ

Ref. No: 23/00490/FUL

Observations:

Plans seem clear and comprehensive, no objection.

P.23/24.440 **Installation of CCTV cameras to Alms House Trust building.**

Planning Application

Russells Alms Houses Church Street Tewkesbury Gloucestershire GL20 5RZ

Ref. No: 23/00491/LBC

Observations:

Plans seem clear and comprehensive, no objection.

P.23/24.441 **Colour change to shop front and change of fascia font and alterations to shop front windows.**

Planning Application

1 Barton Street Tewkesbury Gloucestershire GL20 5PP

Ref. No: 24/00010/LBC

Observations:

Proposal looks good, no objection.

P.23/24.442 **Reserved Matters application for a community sports pavilion, playing field and associated infrastructure at the Land south east of Bluebell Road, Wheatpieces, Tewkesbury.**

Planning Application

Land To The North East Of Rudgeway Farm And South Of Nightingale Way Walton Cardiff Tewkesbury Gloucestershire

Ref. No: 24/00183/APP

Observations:

No objection, subject to Ashchurch Rural Parish Council opinion.

P.23/24.443 **To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None

P.23/24.444 **To note any additional applications on the Planning Portal which will expire before Wednesday 10th April and agree further actions**

None

Cllr. S Raywood left the meeting.

P.23/24.445 To note that planning.data.gov.uk has recently been updated to include further information about this parish, such as the extents of the Article 4 Direction.

Duly noted.

Cllr S. Raywood then returned.

Meeting closed at 8:15pm

Chairman's signature

10th April 2024



TEWKESBURY TOWN COUNCIL

PLANNING COMMITTEE

Wednesday 13th March 2024

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

In attendance: D Hill, Town Clerk, plus one member of the public

MINUTES

- P.23/24.408 Welcome.**
The Chairman welcomed everyone present when the meeting opened at 7.32 pm
- P.23/24.409 To receive apologies for absence**
Cllr Dimond-Brown
- P.23/24.410 To receive declarations of interest**
Town Clerk – payments list
- P.23/24.411 To receive and consider requests for dispensations**
None
- P.23/24.412 To approve the minutes of the Planning Committee meeting held on 28th February 2024**
Proposed by Mr Carey and seconded by Cllr Hayes
It was resolved to **approve** the minutes.
- P.23/24.413 To receive updates on matters arising from the minutes – for information only**
P.23/24.375 – The report of the Accessibility Working Group was received by the Buildings and Moorings Committee and also by Full Council. The Town Clerk will look for a suitable surveyor to carry out the topographical survey.
P.23/24.399 – The Town Council’s response to the Borough SLP has been submitted.
P.23/24.400 – Our agreed submission regarding Residential Development (up to 165 dwellings), associated works, including infrastructure, open space, landscaping and pumping station, plus construction of a new vehicular access from Mythe Road and demolition of existing structures, has been submitted to the Planning Inspectorate.
P.23/24.401 – The Town Council has now registered as an interested party in the National Infrastructure Project to improve Junction 10 of the M5. A brief registration statement was submitted, saying that ‘**Although M5 Motorway Junction 10 is not within the Tewkesbury Town Council immediate area of influence and**

concern, Junction 9, is and where there have been issues on adjacent stretches of the M5 Motorway in the past, this has often had an impact on the flow of traffic through Junction 9 and into the town centre. We are concerned that decisions made on the development of Junction 10 should take this potential impact into account and include mitigations for future scenarios.’.

The chairman thanked Cllr Hayes for his work on this.

P.23/24.414 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.23/24.415 To receive the current budget and earmarked reserves report
Received

P.23/24.416 To agree to vire £1,000 from 400 4718 Planning, Community Development Planning to 220 4595 Town Hall, Accessibility and to agree that this amount should be earmarked at the end of financial year 2023/24
Proposed by Cllr Jones and seconded by Cllr Hayes
It was resolved to **approve** the vire and subsequent earmarking.

P.23/24.417 To agree the earmarked reserves at the end of the financial year 2023/24
400 1600 CIL Income £2,252 (must be kept separate and carefully tracked, as it must be returned if not spent within five years) to be earmarked to a new EMR for CIL. 400 1130 Misc Income £3,356 to be earmarked to EMR 359 Community Development Planning. As the Town Centre Masterplan emerges and the Town Hall accessibility project is developed, it can be used to fund consultation activities and other initiatives to encourage public engagement in Planning. 400 4719 Planning Consultancy £1,415 to be earmarked to a new EMR for Planning Consultancy.
Proposed by Cllr Jones and seconded by Cllr Hayes
It was resolved to **approve** the earmarks above.

P.23/24.418 To approve payments to be made
Proposed by Cllr Hayes and seconded by Cllr Jones
It was resolved to **approve** the payments list for a total of £6,884.05

P.23/24.419 To note correspondence
Tewkesbury Borough Council is working with engagement specialists MATT + FIONA to run a three-day Design Studio at Tewkesbury Academy. The studio sessions will comprise three groups of up to 25 Key Stage 3 students each day, to discuss the issues concerning environmentally sustainable development and growth and to establish their vision for the Garden Communities.
This project will culminate in a drop-in family fun day for the community which will be held at Tewkesbury Town Hall **on Saturday, 16 March between 10am and 3pm**, at which young and old are encouraged to take part in creative activities exploring Tewkesbury's future and learn more about the Garden Communities programme. Showcasing the work of the students who attended the Design Studio, it will enable the council to collect feedback on their ideas from residents.

The Assistant Town Clerk has received an assurance from EDF that they will **not** remove the weir at the Upper Lode.

P.23/24.420 To receive the Borough Councillor's report (if applicable)

Three updates from Cllr Dimond-Brown by email:-

* the Borough adopted the Garden Community Charter at its February meeting

* consultation closed on the Strategic and Local Plan spatial options at midnight last night. We await the results from that.

* I will be the Borough representative on the Gloucestershire City Region Board Scrutiny Committee. I will be happy to represent TTC as well as TBC views as we scrutinise the decisions and impact that that Board makes.

Cllr Bowman drew the committee's attention to 'Spatial Planning for Climate Resilience and Net Zero' published in July 2023, which it is hoped will feed into the SLP.

P.23/24.421 Erection of a detached garden room.

Planning Application

2 Abbey Cottage Abbey Precinct Tewkesbury Gloucestershire GL20 5SR

Ref. No: 24/00064/FUL

Observations:

In principle the Town Council does not have an objection to the proposed garden room but regrets the loss of the cherry tree.

P.23/24.422 Reserved Matters for Parcel H3 & H4 for Access, Appearance, Landscaping, Layout and Scale for the erection of 307 no. dwellings (Use Class C3) pursuant to outline permission 17/00520/OUT and discharge of conditions 9, 10, 11, 14, 15, 21, 23, 26, 28, 36, 40 & 42

Planning Application

Phase 5 And 6 (Known As H3 And H4) Fiddington Fields Development Ashchurch

Ref. No: 24/00147/APP

Observations:

The Town Council concurs with the content of the consultee comments tracker. Overall, the scheme appears to be at a minimum standard, if that, and we feel that is not good enough. There also seems to be an inadequate provision of trees, especially on the road sides.

P.23/24.423 Replacement doors and windows to single storey rear wing, detached function room and garage

Planning Application

Gupshill Manor Gloucester Road Tewkesbury Gloucestershire GL20 5SG

Ref. No: 24/00107/LBC

Observations:

No objection

P.23/24.424 Property access for vehicles in the form of a driveway with a dropped kerb required.

Planning Application
23 Foresters Road Tewkesbury Gloucestershire GL20 5TQ
Ref. No: 24/00021/FUL

Observations:

On the basis of the limited information available, the Town Council is concerned that the proposal could present implications for Highway Safety. It is not clear where the car would be and it would be concealed access for which visibility has not been demonstrated.

P.23/24.425 New single storey, glazed rear extension to improve amenity space.

Planning Application
43 Trafalgar Road Tewkesbury Gloucestershire GL20 5FL
Ref. No: 24/00168/FUL

Observations:

No objection

P.23/24.426 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

24/00011/LBC - Flat 6 Barton Street

After taking consideration of our comments and following negotiations with the applicant, the Planning Officer can confirm that they have agreed for the proposed window to be fitted with and retained in obscure glazing (Pilkington level 4 or equivalent)

Observations:

On the basis of advice from the Planning Officer that obscured glass will be used, our objection is withdrawn.

23/01038/FUL - The Boat House

We raised concerns regarding the black UPVC windows and would prefer to see timber frames. The Planning Officer has raised this with the applicants however, following negotiations they still wish to continue with the black UPVC windows.

The Conservation Specialist has also provided his comments, whilst he also agrees timber frames would be more in keeping with the character of the building, they commented that as the designations applicable to this proposal are to preserve the character and appearance of the Conservation Area it is considered that these windows (black UPVC) will achieve that objective.

Observations:

The Town Council will defer to the Conservation Officer's view.

P.23/24.427 To note any additional applications on the Planning Portal which will expire before Wednesday 27th February and agree further actions
The original 1820's building has 2 single story extensions that detract from the setting and create ongoing safeguarding and maintenance issues. Their removal will make the site more attractive and enhance the appearance of the core building. the south extension has a flat roof and is very visible on the approach. The west extension is within the enclosed courtyard and has a pitched slate roof.
Planning Application
Orbis Abbey Rose Gloucester Road Tewkesbury Gloucestershire GL20 7DG
Ref. No: 24/00133/DEM

Observations:
No objection

P.23/24.428 To note the decisions made in February 2024, in respect of planning applications to Tewkesbury Borough Council
Noted

There being no further business, the meeting was closed at 9.10pm

Chairman's signature

27th March 2024

**MINUTES of
the
Finance Committee meeting held on 26th February 2024 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: Cllr Cody, D Hill (Town Clerk)

F.23.783 To receive apologies None.

F.23.784 To receive declarations of interest
Cllr Sztymiak re payments list as a member of Friends of the Earth

F.23.785 To receive dispensations None.

F.23.786 To approve the minutes of the Finance Committee meetings held on 8th January 2024
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 8th January 2024. Proposed by Cllr Brookes, seconded by Cllr J Raywood.

F.23.787 **Matters arising from the minutes of 8th January – for Information only**
23.054 Moorings maintenance and projects breakdown – Cllr Danter to review
23.064 Power to spend relating to religious buildings – The Town Clerk had circulated L02-23 | POWER TO FUND WORKS TO PROPERTY RELATING TO AFFAIRS OF THE CHURCH OR HELD FOR AN ECCLESIASTICAL CHARITY (ENGLAND ONLY) which clarifies the power to spend – complete
23.078 Neighbourhood Development Plan – The Town Clerk reported that the monies from account closure have been journalled to miscellaneous income under the Planning Committee - complete. The Town Clerk updated the committee that the Community & Place Development Officer at Tewkesbury Borough Council has confirmed that the £500 grant will not have to be repaid – complete.
23.078 Breakdown of Mayor’s Chrity funds – The Town Clerk has circulated the breakdown to committee members – complete.
23.078 HSHAZ income and expenditure – Town Clerk and Finance Officer looking into discrepancy which is believed to relate to year end work from 2022/23 – carried forward.
23.079 Payment clarification – The Town Clerk clarified that the queried payment related to a partial refund of hall hire for the Vegan Fayre – complete.
23.080 Change of code name – wording ‘TTC’ added to code 600 1830 – complete.
23.080 Review of Watson Hall income by B&M Committee – this will be added as an agenda to the meeting being held on 5th March – complete.
23.081 Tewkesbury Live ledger report to be circulated – carried forward as error in report circulated.

F.23.788 To receive correspondence relating to the Finance Committee
None.

- F.23.789 Public Participation**
None.
- F.23.790 To approve the payments list**
It was RESOLVED to approve payments totalling £85,161.73. Proposed by Cllr Jones, seconded by Cllr J Raywood.
- F.23.791 To review the financial reports and bank reconciliations of the Town Council for December 2023 and January 2024**
The reports and bank reconciliations were reviewed.
A Councillor queried grant income relating to new bins under 340 Outside Spaces. The Town Clerk confirmed that the grant funding had been received. **Action:** Town Clerk to look into how this has been entered onto Omega.
- F.23.792 To review the payments report for December 2023 and January 2024**
The payments report was reviewed. A query was raised over the new radios bought for the Watson Hall and whether these could be used for Emergency situations. The Clerk reported that these were specifically for use by staff when the bar is busy and probably not to the level required for use in an emergency across town. A query was also raised over the payment for a new energy certificate. The Town Clerk reported that this was produced to be able to apply for grant funding as it was a requirement to have a certificate issued within the last two years.
- F.23.793 To review the Q3 internal control checks report**
Cllr Brookes reported that all had been satisfactory and that all information required had been supplied. Cllr Brookes asked for thanks to be passed on to the Finance Officer and office team.
- F.23.794 To note the recent bar stocktake and planned audit for Q4 2023-24**
The Town Clerk advised that a stocktake for Q3 had been completed and that an audit for Q4 is planned for the beginning of April. This will provide the stock figure for financial year end and also provide an audit report.
- F.23.795 To consider and agree grant applications from outside bodies**
It was RESOLVED to award a grant of £59 to Tewkesbury Civic Society. Proposed by Cllr Danter, seconded by Cllr J Raywood.
It was RESOLVED to award a grant of £354 to Insight Gloucestershire. Proposed by Cllr Sztymiak, seconded by Cllr Danter.
The committee noted that these grant awards have used all grant budget for 2023/24 and the amount held in earmarked reserves.
Action: Release of earmarked reserve to be added to the next agenda.

There being no further business the meeting closed at 18:55.

Signature of Chairman upon approval of the minutes



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Environment & Amenities Committee meeting
Held at Tewkesbury Town Hall on 26th March 2024 at 6.00pm

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

In attendance: J King (Deputy Town Clerk)

E&A 23/043 To receive apologies for absence

No apologies received.

E&A 23/044 To record declarations of interest

None received.

E&A 23/045 To consider requests for dispensations

None received.

E&A 23/046 To approve the minutes of the meetings held on 2nd January 2024

It was RESOLVED to approve the minutes of the meetings held on 2nd January 2024.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 23/047 Matters arising from the minutes – for information only

19/036 Community right to bid — complete, listed on Tewkesbury Borough Council website

23/009 Alternative Play Provision – with Cllr Baddams

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

23/038 Derek Graham Play Area – no response from Wheatpieces Parish Council

23/041 Spring Gardens Bench – slat replaced by Tewkesbury Borough Council

23/040 VAS earmarked reserve release – complete

23/042 Time for cleaning Watson Hall floor – time decreased from 90 minutes (and sometimes multiple cleans required) to 20 minutes per clean.

E&A 23/048 Public participation

There was no public participation.

E&A 23/049 To receive correspondence relating to the Environment & Amenities Committee

There was no correspondence.

E&A 23/050 To receive the committee budget report (including earmarked reserves)

The budget was received and reviewed.

E&A 23/051 To review the work programme and agree any actions

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

- Repairs to bench on High Street after being hit by van.



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- Glass replacement in bus shelter on Ashchurch Road.
- Bins have been replaced at Oldfield, Anglo-American Remembrance Garden & King John's Bridge. Also, two bins outside Tewkesbury School replaced.
- Speedwatch camera post has been instructed – ongoing issue with personnel and currently no contact regarding the 5 suitable locations for the VAS.
- Bulbs at Priors Park – thanks to Cllr Danter for organising.

E&A 23/052 To receive updates on Play Areas and agree any actions

Derek Graham Play Area – toddler refurbishment is complete, however nets not in colour expected but company only make them in red. Pink paint being redone in purple so the clash is not so severe.

Update on feedback for the park refurbishment – will need to balance security concerns and not wanting it used any more, with the need to improve the site. No response from Wheatpieces Parish Council. It was suggested that a Councillor attend their Parish meeting.

All documents for registration of Derek Graham are ready to be passed over to land registration advisor to complete the next piece of work.

Bearing on carousel at Mitton is being replaced.

E&A 23/053 To receive an update on the bus shelters

The insurers for Stagecoach have agreed to pay the claim in full. Money was received on 21st March and Externiture have been advised to start the replacement.

Matched funding request for Gupshill has been submitted.

Bus shelter cleaning will continue with the current provider at a cost of £375, three times a year.

E&A 23/054 To consider and agree to replace a number of dog waste bins

It was RESOLVED to replace 6 number of dog waste bins at a cost of £1563.90. Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 23/055 To consider and agree the purchase of heritage style bin for the bus stop next to Morrisons at a cost of £475

It was RESOLVED to purchase a heritage style bin at a cost of £475. Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 23/056 To consider and agree the purchase of a heritage style bin for the Anglo-American Remembrance Garden at a cost of £475

It was RESOLVED to purchase of a heritage style bin for the Anglo-American Remembrance Garden at a cost of £475.



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Proposed by Cllr Danter, seconded by Cllr J Raywood.

E&A 23/057 To consider and agree the purchase of an additional mixed waste bin for Courtney Close at a cost of £250

It was RESOLVED to purchase of an additional mixed waste bin for Courtney Close at a cost of £250. Ask Tewkesbury Borough Council if there is any s.106 money that would cover it.

Proposed by Cllr Danter, seconded by Cllr J Raywood.

E&A 23/058 To consider relocating one CCTV camera in Spring Gardens at a cost of £896

It was RESOLVED to relocate one CCTV camera in Spring Gardens at a cost of £896.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 23/059 To consider and agree Play Ranger sessions for 2024/25 at a cost of £580 per session

Maximum sessions available are three in the summer, one in October, one in February, one at Easter. It was RESOLVED to approve six sessions at a cost of £580 per session.

Proposed by Cllr Brookes, seconded by Cllr Danter.

E&A 23/060 To consider and agree an additional noticeboard for the side of Spring Gardens toilet block at a cost of up to £700

Order will need to be placed in the next financial year. Two door, 8 A4 sized green noticeboard to be placed on the mural side. Requested that helpline numbers are listed in there as well.

It was RESOLVED to purchase a noticeboard for Spring Gardens up to a cost of £700.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

E&A 23/061 To consider and agree to install outdoor defibrillators at Spring Gardens and Gloucester Road at a matched cost of £750 each

Matching funding has been approved for three defibrillators.

One will be placed at Woody's in Mitton and the additional £750 will be matched by community fundraising that has already taken place.

Councillors were concerned that locating them at Spring Gardens and Gloucester Road, meant that they were too close to others already in the Town Centre.

Looking at the online map of locations, there are no defibrillators located in Newtown. Suggested location is Boys' Brigade. Check that the funding body are happy with moving the locations.

Action: Ask Councillors if location issue with defibrillator in Prior's Park has been resolved.

E&A 23/062 To agree the earmarked reserves at the end of the financial year 2023/24

It was RESOLVED to agree the following earmarked reserves:

300 Play Parks – up to £1447 to EMR 325 Playground Projects



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- 310/4450 SG Maintenance £750 to new EMR for Defibrillators
- 310 Spring Gardens up to £7777 to EMR 333 Toilet Block Project
- 320/4450 GR Maintenance £750 to new EMR for Defibrillators
- 320 Gloucester Road up to £2469 to EMR 333 Toilet Block Project
- 340/4750 CCTV £1625 to EMR 330 CCTV
- 340/4770 Youth £775 to EMR 325 Playground Projects
- 340/4775 Insurance £295 to EMR 332 Street Furniture
- 340/1130 Misc Income £6072 to EMR 335 Bus Shelters
- 340/1850 HAZ Income £2669 to EMR 332 Street Furniture

Proposed by J Raywood, seconded Cllr Brookes.

E&A 23/063 To agree the payments list

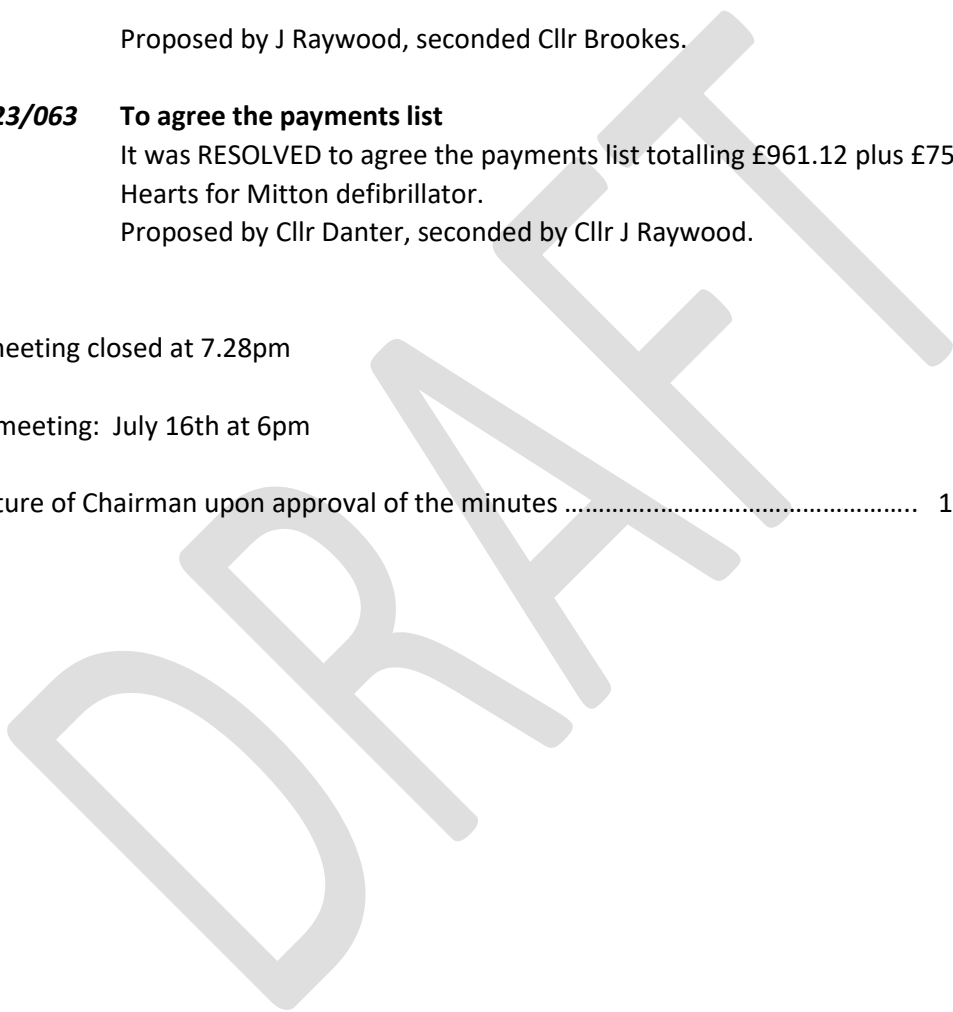
It was RESOLVED to agree the payments list totalling £961.12 plus £750 London Hearts for Mitton defibrillator.

Proposed by Cllr Danter, seconded by Cllr J Raywood.

The meeting closed at 7.28pm

Next meeting: July 16th at 6pm

Signature of Chairman upon approval of the minutes 16th July 2024





TEWKESBURY TOWN COUNCIL

MINUTES
of the
Severn Ham Committee meeting
Held at Town Hall, Tewkesbury on 13th March 2024 at 10.00am

Present: Cllrs P Brookes (Chair), C Cody, J Raywood, Ms C Corsie, Mrs Andrews, Mr Perry

In attendance: J King (Assistant Town Clerk), Mr Baggs (Clerk to the Commoners)

The Chair extended his thanks to Mr Cornwell-Kelly who has had to step down from being Clerk to the Commons. His input has been invaluable over the last few years.

SH 23/047 To receive apologies for absence
Apologies were received from Cllr Danter.

SH 23/048 To record declarations of interest
Mr Baggs – Clerk to the Commoners
Mr Perry – Hay spreading and application

SH 23/049 To consider requests for dispensations
None received.

SH 23/050 To approve the Minutes of the meeting held on 20th December 2023
Subject to the removal of the words 'At Twyning' from item SH23/036
It was RESOLVED to approve the minutes of the meeting held on 20th December 2023. Proposed by Cllr Raywood, seconded by Cllr Cody.

SH 23/051 Public Participation
There was no public participation.

SH 23/052 Correspondence
Two items of correspondence were received:
A question was raised as to whether any assistance could be given to nesting swans.
Action: Add to next agenda.

A member of the public noted the decline of flora and fauna on the Ham over the years and was pleased to note that the committee is supporting testing the water and Safe Avon.

SH 23/053 Matters arising from the previous minutes – for information only
SH20/024 ELMS Model for the Severn Ham – ongoing.
SH22/058 Eel Pass monitoring details – ongoing.
SH22/070 Legacy proposal – circulated – now with Severn Trent.



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SH23/025 Plug plant project – assent given – ongoing.
SH23/026 Bird boxes – being installed - ongoing
SH23/036 Safe Avon information on Severn Ham board – complete
SH23/038 Botanical report circulated – complete
SH253/039 Pennywort – update from Ms Corsie – ongoing

SH 23/054 **To receive an update from Severn Trent and to agree any actions**
No update was received from Severn Trent.

SH 23/055 **To receive an update from the Environment Agency and to agree any actions**
A report was received from Mrs Andrews.
There is no data re: Abbey Mill reinstatement strip, Mrs Andrews will seek to get an update.
The eel pass works have been delayed due to flooding.
Floating Pennywort, removal of this invasive non-native species will require a co-ordinated approach across the whole catchment. A working group will be created with stakeholders to kickstart the management and eradication of the pennywort.

Helping the fish home project. The EA have identified that there are still delays to fish coming up the weirs (Maisemore and Upper Lode) The delay at Maisemore is 4-5 days, which results in increased predation. Salmon stocks on the Severn are in crisis and it is important that these big barriers are tackled as well as habitat issues. A fish pass at Upper Lode is being considered in feasibility stage, any construction would not happen until 2026/27. The potential problem is funding. Anything that happens will be based on full partnership working.

A Committee Member asked about fishing. Mrs Andrew responded that there will still be angling, and they want the angling community to be part of this discussion. These projects will hopefully make the fish less vulnerable and more sustainable.

SH 23/056 **To receive an update from Caroline Corsie, Environmental Advisor and to agree any actions**

Ms Corsie provided the following update:
Catchment Partnerships (CaBa) are open to anyone who is involved in the water environment. Tewkesbury falls between two catchment partnerships – Severn Vale and Warwickshire Avon. If committee members would like to be added to the mailing lists, please contact Mrs Andrews.

Local Nature Recovery Strategy consultation is currently open. Gloucestershire County Council is the responsible authority.

Action: Circulate details to the committee.



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Steve Pullen has sent the monitoring survey for works done on the Severn Ham for Severn Trent. The report indicates a positive situation at the time of monitoring. Donor site at Coombe Hill has also been unscathed from the harvesting.

Kym Jackson at Marshlands - visit for committee on June 11th. He is happy for hand collecting of seed if desired.

Curlew are back and are calling. Two pairs near the Marina. There were three birds calling on southwest quarter. Dogs on leads signs up will be put up over the next few days.

SH 23/057 **To receive an update from Tewkesbury Popular Angling Association**
Deferred to the next meeting.

SH 23/058 **To receive an update from the Assistant Town Clerk and agree any actions including:**

- i. To appoint Carver Knowles as Land Agent for 2024/25
It was RESOLVED to appoint Carver Knowles as Land Agent for 2024/25.
Proposed by Cllr Brookes, seconded by Cllr Raywood.
- ii. To appoint Caroline Corsie as Environmental Advisor for 2024/25
It was RESOLVED to appoint Caroline Corsie as Environmental Advisor for 2024/25. Proposed by Cllr Raywood, seconded by Cllr Cody.
- iii. Eelscape Project – meeting held in February with Eelscape team and Eunomia regarding future funding options. Eunomia meeting with individual land managers in the next few months to discuss which options might work best.
- iv. Future funding for the Severn Ham – Higher Level Stewardship current runs to the end of December 2028. In the meantime, the Basic Payment Scheme continues to decrease. New options may be available within the Sustainable Farming Incentive 2024 that would be more beneficial. Currently investigating the options and liaising with Natural England.
- v. Rootwave / Legacy Issues - the issue with the docks remains. Have received no response from Severn Trent regarding the solution.
- vi. Extended flooding period on the Ham – concerns as to the impact of five long flooding incidents since October 2023. **Action:** Apply for permission from Natural England for small test area of harrowing following floods.
- vii. Hinckley Point C consultation – feedback has been submitted opposing the removal of the Lower Lode Weir. Full response can be found in Planning Committee minutes dated 7th February 2024.



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- viii. To approve up to £2000 for costs of green hay and spreading. The committee discussed this issue regarding the damage caused by extensive flooding this year and whether there were any additional steps that could be taken. Committee agreed that if additional bales were available, the area to have hay applied could be extended. Full budget to be allocated.

It was RESOLVED to approve up to £4000 for hay and application this year.
Proposed by Cllr Brookes, seconded by Cllr Cody.

The Committee also noted the work programme.

The Committee discussed engagement with local schools.

Action: Cllr Cody to speak to Tewkesbury C of E School.

SH 23/059 To receive the committee budget report and earmarked reserve report
The reports were received.

SH 23/060 To agree the earmarked reserves at the end of the financial year 2023/24

It was RESOLVED to earmark the following reserves:
 £3784 from 1620 Hay Auction to EMR343 SH Weeding
 £1100 from 4450 Maintenance to EMR329 SH Severn Ham
 £2495 from 4855 Hay Sowing Project to EMR343 SH Weeding
 £900 from 4860 Volunteers to EMR343 SH Weeding
 £2500 from 4870 Weeding to EMR343 SH Weeding
 £3000 from 4875 Tree Conservation to EMR343 SH Weeding
 £2000 from 4890 Carver Knowles to EMR329 SH Severn Ham
 £24,893 from 1715 Reinstatement Compensation to EMR329 SH Severn Ham

Proposed by Cllr Raywood, seconded by Cllr Cody.

The meeting closed at 11.30am.

Next meeting: Wednesday 19th June 2024 at 10am

Signature of Chairman upon approval of the minutes

Summary Income & Expenditure by Budget Heading February 2024

Month No: 11

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Finance						
120 Finance	Income	562,821	469,870	(92,951)		
	Expenditure	45,339	59,522	14,183		14,183
	Net Income over Expenditure	<u>517,481</u>	<u>410,348</u>	<u>(107,133)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>517,481</u>				
130 Mayor's Charity	Income	4,074	0	(4,074)		
140 Tewkesbury Live	Income	45,081	20,000	(25,081)		
	Expenditure	44,296	22,000	(22,296)		(22,296)
	Net Income over Expenditure	<u>785</u>	<u>(2,000)</u>	<u>(2,785)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>785</u>				
150 Christmas Lights	Income	100	3,910	3,810		
	Expenditure	46	6,683	6,637		6,637
	Movement to/(from) Gen Reserve	<u>54</u>				
	Finance Income	<u>612,075</u>	<u>493,780</u>	<u>(118,295)</u>		
	Expenditure	<u>89,681</u>	<u>88,205</u>	<u>(1,476)</u>	0	(1,476)
	Net Income over Expenditure	<u>522,394</u>				
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>522,394</u>				
Building & Moorings						
160 Fundraising	Expenditure	0	3,550	3,550		3,550
200 Moorings	Income	41,745	6,000	(35,745)		
	Expenditure	57,722	16,400	(41,322)		(41,322)
	Net Income over Expenditure	<u>(15,977)</u>	<u>(10,400)</u>	<u>5,577</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(15,977)</u>				
210 64 Barton Street	Income	330,325	367,027	36,702		
	Expenditure	187,152	418,277	231,125	211	230,914
	Net Income over Expenditure	<u>143,173</u>	<u>(51,250)</u>	<u>(194,423)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>143,173</u>				

Summary Income & Expenditure by Budget Heading February 2024

Month No: 11

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
220	Town Hall					
	Income	24,783	20,050	(4,733)		
	Expenditure	50,312	46,435	(3,877)	538	(4,415)
	Net Income over Expenditure	<u>(25,530)</u>	<u>(26,385)</u>	<u>(855)</u>		
	plus Transfer from EMR	90				
	Movement to/(from) Gen Reserve	<u>(25,440)</u>				
230	War Memorial					
	Expenditure	0	1,000	1,000		1,000
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>0</u>				
	Building & Moorings Income	<u>396,852</u>	<u>393,077</u>	<u>(3,775)</u>		
	Expenditure	<u>295,186</u>	<u>485,662</u>	<u>190,476</u>	<u>749</u>	<u>189,727</u>
	Net Income over Expenditure	<u>101,666</u>				
	plus Transfer from EMR	90				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>101,756</u>				
<u>Environment & Amenities</u>						
300	Play Parks					
	Expenditure	4,892	11,368	6,476		6,476
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(4,892)</u>				
310	Spring Gardens					
	Expenditure	2,882	11,409	8,527		8,527
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(2,882)</u>				
320	Gloucester Road					
	Expenditure	1,599	4,818	3,219		3,219
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(1,599)</u>				
330	Cleaning & Consumables					
	Expenditure	4,986	5,518	532		532
340	Outside Spaces					
	Income	3,822	0	(3,822)		
	Expenditure	16,721	25,409	8,688	6,072	2,617
	Net Income over Expenditure	<u>(12,899)</u>	<u>(25,409)</u>	<u>(12,510)</u>		
	plus Transfer from EMR	1,655				
	Movement to/(from) Gen Reserve	<u>(11,244)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
	Environment & Amenities Income	<u>3,822</u>	<u>0</u>	<u>(3,822)</u>		
	Expenditure	<u>31,079</u>	<u>58,522</u>	<u>27,443</u>	<u>6,072</u>	<u>21,371</u>
	Net Income over Expenditure	<u>(27,257)</u>				

Summary Income & Expenditure by Budget Heading February 2024

Month No: 11

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
plus Transfer from EMR	1,655				
less Transfer to EMR	0				
Movement to/(from) Gen Reserve	<u>(25,602)</u>				
<u>Planning</u>					
400 Planning					
Income	5,608	0	(5,608)		
Expenditure	4,065	5,500	1,435		1,435
Net Income over Expenditure	<u>1,543</u>	<u>(5,500)</u>	<u>(7,043)</u>		
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>1,543</u>				
Planning Income	<u>5,608</u>	<u>0</u>	<u>(5,608)</u>		
Expenditure	<u>4,065</u>	<u>5,500</u>	<u>1,435</u>	<u>0</u>	<u>1,435</u>
Net Income over Expenditure	<u>1,543</u>	<u>(5,500)</u>	<u>(7,043)</u>		
plus Transfer from EMR	0				
less Transfer to EMR	0				
Movement to/(from) Gen Reserve	<u>1,543</u>				
<u>Severn Ham</u>					
500 Severn Ham					
Income	71,949	33,748	(38,201)		
Expenditure	31,471	29,616	(1,855)	5	(1,860)
Net Income over Expenditure	<u>40,478</u>	<u>4,132</u>	<u>(36,346)</u>		
plus Transfer from EMR	7,485				
Movement to/(from) Gen Reserve	<u>47,963</u>				
Severn Ham Income	<u>71,949</u>	<u>33,748</u>	<u>(38,201)</u>		
Expenditure	<u>31,471</u>	<u>29,616</u>	<u>(1,855)</u>	<u>5</u>	<u>(1,860)</u>
Net Income over Expenditure	<u>40,478</u>	<u>4,132</u>	<u>(36,346)</u>		
plus Transfer from EMR	7,485				
less Transfer to EMR	0				
Movement to/(from) Gen Reserve	<u>47,963</u>				
<u>Watson Hall</u>					
600 Watson Hall					
Income	76,013	76,600	587		
Expenditure	80,229	91,990	11,761	950	10,811
Net Income over Expenditure	<u>(4,216)</u>	<u>(15,390)</u>	<u>(11,174)</u>		
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(4,216)</u>				

Summary Income & Expenditure by Budget Heading February 2024

Month No: 11

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Watson Hall Income	76,013	76,600	587		
Expenditure	80,229	91,990	11,761	950	10,811
Net Income over Expenditure	<u>(4,216)</u>	<u>(15,390)</u>	<u>(11,174)</u>		
plus Transfer from EMR	0				
less Transfer to EMR	0				
Movement to/(from) Gen Reserve	<u>(4,216)</u>				
Staffing					
110 Staffing					
Expenditure	208,762	237,710	28,948		28,948
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(208,762)</u>				
Staffing Income	0	0	0		
Expenditure	208,762	237,710	28,948	0	28,948
Net Income over Expenditure	<u>(208,762)</u>				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(208,762)</u>				
Grand Totals:- Income	1,166,319	997,205	(169,114)		
Expenditure	740,473	997,205	256,732	7,775	248,957
Net Income over Expenditure	<u>425,846</u>	<u>0</u>	<u>(425,846)</u>		
plus Transfer from EMR	9,230				
less Transfer to EMR	0				
Movement to/(from) Gen Reserve	<u>435,076</u>				

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Finance						
120 Finance	Income	519,872	469,870	(50,002)		
	Expenditure	53,391	59,522	6,131		6,131
	Net Income over Expenditure	<u>466,480</u>	<u>410,348</u>	<u>(56,132)</u>		
	plus Transfer from EMR	-7,815				
	Movement to/(from) Gen Reserve	<u>458,665</u>				
130 Mayor's Charity	Income	4,074	0	(4,074)		
140 Tewkesbury Live	Income	45,646	20,000	(25,646)		
	Expenditure	43,447	22,000	(21,447)		(21,447)
	Net Income over Expenditure	<u>2,199</u>	<u>(2,000)</u>	<u>(4,199)</u>		
	plus Transfer from EMR	-2,029				
	Movement to/(from) Gen Reserve	<u>170</u>				
150 Christmas Lights	Income	130	3,910	3,780		
	Expenditure	6,604	6,683	79		79
	Movement to/(from) Gen Reserve	<u>(6,474)</u>				
	Finance Income	<u>569,721</u>	<u>493,780</u>	<u>(75,941)</u>		
	Expenditure	<u>103,442</u>	<u>88,205</u>	<u>(15,237)</u>	0	(15,237)
	Net Income over Expenditure	<u>466,280</u>				
	plus Transfer from EMR	-9,844				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>456,436</u>				
Building & Moorings						
160 Fundraising	Expenditure	2,175	3,550	1,375		1,375
200 Moorings	Income	17,955	6,000	(11,955)		
	Expenditure	68,437	16,400	(52,037)		(52,037)
	Net Income over Expenditure	<u>(50,481)</u>	<u>(10,400)</u>	<u>40,081</u>		
	plus Transfer from EMR	-5,255				
	Movement to/(from) Gen Reserve	<u>(55,736)</u>				
210 64 Barton Street	Income	330,325	367,027	36,702		
	Expenditure	189,573	418,277	228,704	211	228,494
	Net Income over Expenditure	<u>140,752</u>	<u>(51,250)</u>	<u>(192,002)</u>		
	plus Transfer from EMR	-227,694				
	Movement to/(from) Gen Reserve	<u>(86,942)</u>				

Summary Income & Expenditure by Budget Heading March 2024

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
220	Town Hall					
	Income	26,135	20,050	(6,085)		
	Expenditure	52,055	46,435	(5,620)	538	(6,158)
	Net Income over Expenditure	<u>(25,920)</u>	<u>(26,385)</u>	<u>(465)</u>		
	plus Transfer from EMR	-14,545				
	Movement to/(from) Gen Reserve	<u>(40,465)</u>				
230	War Memorial					
	Expenditure	0	1,000	1,000		1,000
	plus Transfer from EMR	-1,000				
	Movement to/(from) Gen Reserve	<u>(1,000)</u>				
	Building & Moorings Income	374,415	393,077	18,662		
	Expenditure	312,239	485,662	173,423	749	172,674
	Net Income over Expenditure	<u>62,176</u>				
	plus Transfer from EMR	-248,494				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>(186,318)</u>				
<u>Environment & Amenities</u>						
300	Play Parks					
	Expenditure	8,246	11,368	3,122		3,122
	plus Transfer from EMR	-3,123				
	Movement to/(from) Gen Reserve	<u>(11,369)</u>				
310	Spring Gardens					
	Expenditure	3,002	11,409	8,407		8,407
	plus Transfer from EMR	-8,407				
	Movement to/(from) Gen Reserve	<u>(11,409)</u>				
320	Gloucester Road					
	Expenditure	1,685	4,818	3,133		3,133
	plus Transfer from EMR	-3,130				
	Movement to/(from) Gen Reserve	<u>(4,815)</u>				
330	Cleaning & Consumables					
	Expenditure	5,217	5,518	301		301
340	Outside Spaces					
	Income	11,955	0	(11,955)		
	Expenditure	20,060	25,409	5,349	6,072	(722)
	Net Income over Expenditure	<u>(8,105)</u>	<u>(25,409)</u>	<u>(17,304)</u>		
	plus Transfer from EMR	-1,040				
	Movement to/(from) Gen Reserve	<u>(19,947)</u>				
700	Memorial Benches					
	Income	815	0	(815)		
	Environment & Amenities Income	<u>12,770</u>	<u>0</u>	<u>(12,770)</u>		
	Expenditure	38,209	58,522	20,313	6,072	14,241
	Net Income over Expenditure	<u>(25,440)</u>				
	plus Transfer from EMR	-15,700				

Summary Income & Expenditure by Budget Heading March 2024

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
less Transfer to EMR	10,802				
Movement to/(from) Gen Reserve	<u>(51,942)</u>				
<u>Planning</u>					
400 Planning					
Income	5,608	0	(5,608)		
Expenditure	4,065	5,500	1,435		1,435
Net Income over Expenditure	<u>1,543</u>	<u>(5,500)</u>	<u>(7,043)</u>		
plus Transfer from EMR	-1,415				
Movement to/(from) Gen Reserve	<u>(5,480)</u>				
Planning Income	5,608	0	(5,608)		
Expenditure	4,065	5,500	1,435	0	1,435
Net Income over Expenditure	<u>1,543</u>	<u>(5,500)</u>	<u>(7,043)</u>		
plus Transfer from EMR	-1,415				
less Transfer to EMR	5,608				
Movement to/(from) Gen Reserve	<u>(5,480)</u>				
<u>Severn Ham</u>					
500 Severn Ham					
Income	71,949	33,748	(38,201)		
Expenditure	32,460	29,616	(2,844)	5	(2,849)
Net Income over Expenditure	<u>39,490</u>	<u>4,132</u>	<u>(35,358)</u>		
plus Transfer from EMR	-4,510				
Movement to/(from) Gen Reserve	<u>6,303</u>				
Severn Ham Income	71,949	33,748	(38,201)		
Expenditure	32,460	29,616	(2,844)	5	(2,849)
Net Income over Expenditure	<u>39,490</u>	<u>4,132</u>	<u>(35,358)</u>		
plus Transfer from EMR	-4,510				
less Transfer to EMR	28,677				
Movement to/(from) Gen Reserve	<u>6,303</u>				
<u>Watson Hall</u>					
600 Watson Hall					
Income	81,910	76,600	(5,310)		
Expenditure	83,253	91,990	8,737	950	7,787
Net Income over Expenditure	<u>(1,344)</u>	<u>(15,390)</u>	<u>(14,046)</u>		
plus Transfer from EMR	159				
Movement to/(from) Gen Reserve	<u>(4,694)</u>				

Summary Income & Expenditure by Budget Heading March 2024

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Watson Hall Income	81,910	76,600	(5,310)		
Expenditure	83,253	91,990	8,737	950	7,787
Net Income over Expenditure	<u>(1,344)</u>	<u>(15,390)</u>	<u>(14,046)</u>		
plus Transfer from EMR	159				
less Transfer to EMR	3,509				
Movement to/(from) Gen Reserve	<u>(4,694)</u>				
<u>Staffing</u>					
110 Staffing					
Expenditure	233,087	237,710	4,623		4,623
plus Transfer from EMR	-3,792				
Movement to/(from) Gen Reserve	<u>(236,879)</u>				
Staffing Income	0	0	0		
Expenditure	233,087	237,710	4,623	0	4,623
Net Income over Expenditure	<u>(233,087)</u>				
plus Transfer from EMR	-3,792				
Movement to/(from) Gen Reserve	<u>(236,879)</u>				
Grand Totals:- Income	1,116,373	997,205	(119,168)		
Expenditure	806,755	997,205	190,450	7,775	182,675
Net Income over Expenditure	<u>309,618</u>	<u>0</u>	<u>(309,618)</u>		
plus Transfer from EMR	-283,596				
less Transfer to EMR	48,596				
Movement to/(from) Gen Reserve	<u>(22,574)</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	46,671.00	66,935.00
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	3,898.00	24,003.00
326	EMR E&A Youth	4,105.00		4,105.00
328	EMR B&M War Memorial	6,875.73	1,000.00	7,875.73
329	EMR SH Severn Ham	6,140.00	27,993.00	34,133.00
330	EMR E&A CCTV	2,500.00	1,625.00	4,125.00
331	EMR E&A Tree Maintenance	5,650.00		5,650.00
332	EMR E&A Street Furniture	3,050.00	2,964.00	6,014.00
333	EMR E&A Toilet Block Project	3,108.00	10,037.00	13,145.00
335	EMR E&A Bus Shelters	2,640.00	8,133.25	10,773.25
336	EMR FIN Regalia	0.00	209.00	209.00
337	EMR FIN Website	2,160.00	360.00	2,520.00
338	EMR FIN Professional Fees	5,237.00		5,237.00
339	EMR FIN Legal	14,087.00	3,380.00	17,467.00
340	EMR FIN Elections	4,000.00	1,000.00	5,000.00
341	EMR FIN Tourism & Marketing	1,474.00	283.00	1,757.00
342	EMR FIN Newsletter	1,500.00	648.00	2,148.00
343	EMR SH Weeding	10,000.00	12,679.00	22,679.00
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	7,688.00	14,051.00
350	EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351	EMR B&M 64 BS Grant expenditure	2,433.00	178,590.00	181,023.00
354	EMR B&M TH Maintenance	10,129.00	7,900.00	18,029.00
355	EMR B&M WH Projects	19,319.00		19,319.00
356	EMR B&M WH Bar Equipment	1,914.00	148.00	2,062.00
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	3,356.00	5,856.00
360	EMR B&M TH Projects	26,627.00	6,735.00	33,362.00
361	EMR FIN Community Grants	622.00	-22.00	600.00
362	EMR FIN Tewkes Live Music Fest	0.00	2,029.00	2,029.00
363	EMR B&M WH Maintenance	307.00	-307.00	0.00
364	EMR Buildings Fundraising	720.00		720.00
365	EMR FIN Events and Services	482.00	1,957.00	2,439.00
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
370	EMR CIL	0.00	2,252.00	2,252.00
371	EMR Planning Consultancy	0.00	1,415.00	1,415.00
372	EMR STA Professional Fees	0.00	3,792.00	3,792.00
373	EMR Defibrillators	0.00	1,500.00	1,500.00
374	Staffed Bar Hire Income	0.00	3,509.00	3,509.00

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
	<u>277,142.96</u>	<u>325,976.25</u>	<u>603,119.21</u>

List of Payments made between 01/02/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	IMEX	Std Ord	57.60		Till Maintenance
01/02/2024	Petty Cash	002492	100.00		Petty Cash
01/02/2024	Tesco Mobile	Feb 2024	27.98		Work Mobiles
05/02/2024	TV Licensing	DEB	159.00		TV Licencing
05/02/2024	Opus Gas Supply Limited	28605500	836.01		Town Hall gas
06/02/2024	Land Registry	002493	35.00		Land Registry
06/02/2024	Land Registry	CHQ	35.00		002494
08/02/2024	Inty Limited	680702	125.66		IT
14/02/2024	GAB	Std Ord	5,950.00		Contractor costs
14/02/2024	Octopus Energy - Glos Rd Toile	0011 GR	87.81		Energy Glos Rd Toilets
14/02/2024	Octopus Energy - Oldbury Rd To	0011 SG	175.18		Energy SG Toilets
15/02/2024	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
15/02/2024	Land Registry	CHQ	35.00		002495
16/02/2024	A&E Fire and Security	1	1,120.14		Quoted works 17587LT
16/02/2024	Anti Graffiti Systems Ltd	2	108.00		Pest Service
16/02/2024	Cellar Supplies Cheltenham Ltd	3	795.89		Credit Note for Bar Stock
16/02/2024	Chinnicks Ttheatre Services	4	1,670.17		Projector
16/02/2024	GAPTC	5	572.90		New Cllr training
16/02/2024	Gloucester Brewery	6	43.20		Bar Stock
16/02/2024	Timber & Hardware Supplies Ltd	7	17.60		Supplies
16/02/2024	Haywards Tewkesbury Ltd	8	234.03		January Invoices
16/02/2024	Hy-Clean Supplies Limited	9	291.78		Cleaning Supplies
16/02/2024	Electrical Plumbing & Building	10	110.00		Spring Gardens
16/02/2024	Nick Joyce Architects	11	2,485.43		Architectural services
16/02/2024	Orchard Fundraising Ltd	12	1,170.00		Fund-raising services
16/02/2024	Panacea Business Solutions Ltd	13	71.02		Printing
16/02/2024	PAYROLLS UK LTD	14	80.40		Payroll Processing
16/02/2024	Paul Burdick - ACCLC	15	90.00		Professional fees
16/02/2024	Proactive Business Supplies Lt	16	17.99		Office Supplies
16/02/2024	J Brett - Red Madog	17	100.00		Deposit
16/02/2024	Tewkesbury Commons	18	2,600.00		Grazing compensation
16/02/2024	Tewkesbury Garden Centre	19	210.00		Christmas tree
16/02/2024	Trade UK (T/A Screwfix)	20	129.98		Playparks
16/02/2024	Travis Perkins Trading Company	21	201.71		Grit refill
16/02/2024	Wybone Limited	22	1,626.23		Bins x3
16/02/2024	Smith's (Gloucester) Limited	C463341	37.20		Glass Recycling
19/02/2024	Charlton Networks	187.03	187.03		IT
19/02/2024	Waterplus (Trough B. Avon - 08	04632859	4.79		Water - Trough
20/02/2024	Tewkesbury Friends of the Eart	120124A	480.00		Testing kits
20/02/2024	Gloucester County Council	FPO	2,228.37		Pensions Jan P10
20/02/2024	HMRC	FPO	2,660.42		Tax/Ni Jan P10
20/02/2024	Staff Salaries	BP	8,696.34		Office Net Wages Jan P10
20/02/2024	Staff Salaries	BP	1,156.42		Bar Net Wages Jan P10
20/02/2024	Staff Salaries	BP	127.89		Duty Manager Jan P10
20/02/2024	Waterplus (PC Spring Gdns. - 0	04686005	106.42		Water - SG
20/02/2024	Waterplus (Town Hall - 0385036	04686781	120.63		Water - Town hall
23/02/2024	Waterplus (Watson Hall Bar- 03	04745944	60.81		Water - WH

List of Payments made between 01/02/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/02/2024	NEST	DD	204.87		Pensions Feb P11
26/02/2024	Digital Telecom Ltd	207028	53.75		Phones - WH
26/02/2024	Digital Telecom Ltd	207027	78.72		Phones - TH
26/02/2024	Opus Gas Supply Limited	28637640	328.49		Gas Town hall
26/02/2024	Opus Gas Supply Limited	28637642	252.00		Gas Bill
26/02/2024	Insight Gloucester	FPO	354.00		Insight Gloucester
26/02/2024	Insight Gloucester	FPO	-354.00		Community Grant
27/02/2024	Jenantone	FPO	50.00		Deposit - 10/5/24
28/02/2024	Diversity Business Services	Std Ord	165.00		HR Retainer
28/02/2024	Lloyds	PAY	38.39		Service Charges
29/02/2024	Waterplus (Watson Hall - 03850	04896045	49.79		WH Water
01/03/2024	Tesco Mobile	March 2024	27.98		Mobile Phones
01/03/2024	IMEX	Std Ord	57.60		Till Maintenance
04/03/2024	AG Boniface & Sons Ltd	1	46,294.13		63 Barton St
04/03/2024	Cellar Supplies Cheltenham Ltd	2	204.51		Bar Stock
04/03/2024	Caroline Corsie	3	1,250.00		Severn Ham
04/03/2024	Fleet Graphics Tewkesbury Ltd	4	413.00		Winter Newsletter printing
04/03/2024	Tewkesbury Friends of the Eart	5	480.00		Water testing kits
04/03/2024	Gloucestershire County Council	6	70.00		Glos Music - Tewkes Live
04/03/2024	Gloucester Brewery	7	180.00		Bar Stock
04/03/2024	Hy-Clean Supplies Limited	8	194.36		Cleaning Supplies
04/03/2024	Nick Joyce Architects	9	2,640.55		MEND works
04/03/2024	William Spry - Stocktaker	10	210.00		Stocktaking services
04/03/2024	Wybone Limited	11	633.58		Street Furniture
04/03/2024	Debbie Hill	FPO	7.20		Expenses
04/03/2024	Gloucester County Council	FPO	2,228.37		Pensions Feb P11
04/03/2024	HMRC	FPO	2,665.62		Tax/Ni Feb P11
04/03/2024	Waterplus (Trough B. Avon - 08	04861071	7.81		Water trough
05/03/2024	Cellar Supplies Cheltenham Ltd	903909	231.51		Bar Stock
07/03/2024	A&E Fire and Security	12	102.91		Extinguisher test/inspect
07/03/2024	Timber & Hardware Supplies Ltd	13	53.50		Maintenance supplies
07/03/2024	Haywards Tewkesbury Ltd	14	189.44		Assorted Feb invoices
07/03/2024	Panacea Business Solutions Ltd	15	54.17		Photocopier
07/03/2024	PAYROLLS UK LTD	16	157.20		Payroll Processing
07/03/2024	Proactive Business Supplies Lt	17	40.76		Office Supplies
07/03/2024	Skys The Limit Mobile Access S	18	2,100.00		Inspect for Christ/Lights
08/03/2024	Inty Limited	694372	125.66		IT
12/03/2024	Octopus Energy - Glos Rd Toile	0012	11.38		Energy
12/03/2024	Octopus Energy - Oldbury Rd To	0012-2	35.03		Energy
12/03/2024	Charlton Networks	40457	186.96		Phones
12/03/2024	The Flag Shop	DEB	17.98		Lest we forget flag
13/03/2024	Cellar Supplies Cheltenham Ltd	917907	310.10		Bar Stock
14/03/2024	GK Engineering, Building & Mar	19	1,360.00		Moorings
14/03/2024	The Nestbox Company	20	854.10		Nestboxes
14/03/2024	DDC Foods Ltd.	21	93.55		Bar Stock
14/03/2024	Orchard Fundraising Ltd	22	990.00		Fund-raising
14/03/2024	Packwood Printers Ltd	23	86.40		Community Service Certificates

List of Payments made between 01/02/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/03/2024	GAB	Std Ord	5,950.00		Contractor costs
15/03/2024	GK Engineering, Building & Mar	13/3/24	3,500.00		St Mary's lane carpark
15/03/2024	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
15/03/2024	Smith's (Gloucester) Limited	C467251	673.80		General Waste/Skip
19/03/2024	Waterplus (Town Hall - 0385036	05002027	111.88		Water
19/03/2024	Gov.uk	DEB	3.00		Land Info Search
19/03/2024	Gov.uk	DEB	3.00		Land Info Search
19/03/2024	Gov.uk	DEB	3.00		Land info search
19/03/2024	gov.uk	DEB	3.00		Land info search
19/03/2024	Waterplus (PC Spring Gdns. - 0	04994725	86.65		Water
20/03/2024	Monarch	DEB	431.50		Dry Cleaning - Robes
20/03/2024	Staff Salaries	FPO	8,696.74		Office Net Wages March P12
20/03/2024	Staff Salaries	BP	851.97		Bar Net Wages March P12
20/03/2024	Staff Salaries	BP	56.84		Duty Manager March P12
22/03/2024	Waterplus (Watson Hall Bar- 03	05056407	54.23		Water
25/03/2024	NEST	DD	204.87		Pensions March P12
25/03/2024	Digital Telecom Ltd	207208	53.75		Phones
25/03/2024	Digital Telecom Ltd	207209	78.71		Phones
26/03/2024	Montvieux	FPO	401.28		Refund of over-payment
27/03/2024	Cellar Supplies Cheltenham Ltd	918483	1,597.57		Bar Stock
27/03/2024	Fleet Graphics Tewkesbury Ltd	24	142.80		Nesting Signage
27/03/2024	Glos Playing fields Associatio	25	100.00		Subscription Renewal
27/03/2024	Gloucester Brewery	26	244.80		Bar Stock
27/03/2024	Laithwaites Wine Gloucester Sh	27	185.52		Bar Stock
27/03/2024	PAYROLLS UK LTD	28	66.00		Payroll Processing
27/03/2024	Tewkesbury Borough Council	29	222.00		Garden Waste
27/03/2024	Gloucester County Council	FPO	2,228.37		Pensions March P12
27/03/2024	HMRC	FPO	2,656.22		Tax/Ni March P12
27/03/2024	Tewkesbury Civic Society	FPO	59.00		Community Grant Awarded
27/03/2024	Springfield Pets Centre	DEB	8.75		Springfield Pets Centre
28/03/2024	Pets at Home	DEB	13.57		Nesting Project
28/03/2024	Lloyds	PAY	30.61		Service Charges
28/03/2024	GK Engineering, Building & Mar	28/3/24	5,855.00		St Mary's Lane Car Park
28/03/2024	Diversity Business Services	Std Ord	165.00		HR Retainer
Total Payments			138,184.83		

Additional information for May 2024 Full Council agenda.

Item 14: There are two bad debts for consideration

Crafts, Cakes & Collectables - £1015.60

Individual (name redacted) - £268.80

Item 15. Annual stipend to the Town Crier is £1000 and the Mayor's allowance is £1500.

Item 19. Grant request from Big Weekend has come to Full Council as Finance Committee was inquorate due to conflicts of interest.

Item 20. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities (none undertaken by Tewkesbury Town Council)

None currently undertaken by Tewkesbury Town Council.

Item 21. Review of representation on or work with external bodies and arrangements for reporting back

2023/24 list included in agenda pack.

Item 22. Review of inventory of land and assets including buildings and office equipment (online system adopted, now covered in automated year end process)

The inventory is checked by the internal control checkers. Delegated to internal control checkers and Finance committee.

Item 23. Confirmation of arrangements for insurance cover in respect of all insured risks (policy in force with three year rate agreement)

The Town Clerk confirms that the policy is in place for all insured risks. Renewals go to the Finance committee for review.

Item 25. Review of the Council's complaints procedure

No changes recommended. Policy can be found here:

<https://tewkesburytowncouncil.gov.uk/documents/complaints-policy/>

Item 26. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

No changes recommended. Policy can be found here:

<https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2018/07/General-Privacy-Notice-reviewed-September-2023.pdf>

Item 27. Review of the Council's policy for dealing with the press / media

<https://tewkesburytowncouncil.gov.uk/wp-content/uploads/2022/06/Media-Policy-June-2022-1.pdf>

Item 28. Review of the Council's employment policies and procedures

Overseen by the Staffing Committee.

**TEWKESBURY TOWN COUNCIL
COMMITTEE MEMBERSHIP 2023/24**

Environment & Amenities:	TUESDAY
	Quorum: 4
<p>S. Raywood, J. Raywood, M. Sztymiak, J. Baddams, C. Danter</p> <p style="text-align: right;"><i>Mayor and Deputy Mayor are ex-officio</i></p>	
Planning:	WEDNESDAY
	Quorum: 3
<p>J. Raywood, A. Hayes, P. Jones, S. Raywood, Mr R Maggs & Mr R Carey</p> <p style="text-align: right;"><i>Mayor and Deputy Mayor are ex-officio</i></p>	
Buildings & Moorings:	TUESDAY
	Quorum: 4
<p>C. Danter, H. Bowman, P. Jones, R. Langdon, K. Moran, S Raywood, C. Robertson</p> <p style="text-align: right;"><i>Mayor and Deputy Mayor are ex-officio</i></p>	
Finance:	MONDAY
(Chair Mayor and includes 5 Chairs)	Quorum: 5
<p>C. Danter, P. Brookes, J. Raywood, S. Raywood, H Bowman, K Moran, M. Sztymiak</p>	
Severn Ham:	MONDAY / WEDNESDAY
	Quorum: 3
<p>P. Brookes, E. Ash, J. Baddams, C. Cody, C. Danter, J. Raywood <i>Mr Cornwell-Kelly, Ms K. Andrew (EA) and Mr T. Perry are co-opted members</i></p> <p style="text-align: right;"><i>Mayor and Deputy Mayor are ex-officio</i></p>	
Staffing Committee:	AD HOC
5 Councillors – (Chair Deputy Mayor plus 4 Councillors))	Quorum: 3
<p>P. Jones, H. Bowman, J. Raywood, C Robertson, M. Sztymiak</p> <p style="text-align: right;"><i>Mayor is ex-officio</i></p>	

Proposed changes to Committees – agenda item 17

Buildings & Moorings Committee

It is proposed to split the Buildings & Moorings Committee into two committees as follows:

The Buildings Committee meetings will remain as scheduled, meeting on a Tuesday evening at 6pm and will be supported by the Town Clerk.

The Moorings Committee meetings will be held during the daytime day and time to be decided) and will be supported by the Administration Assistant, with assistance as required from the Town Clerk/Deputy Town Clerk.

Planning Committee

It is proposed to change to holding a monthly Planning Committee meeting as follows:

The Administration Assistant will provide admin support to the committee and will be responsible for checking the planning portal daily for new applications. The applications will be forwarded by email to committee members for their information.

Committee members will be required to respond indicating whether they have any objection to the application. Applications where there is no objection will then be responded to accordingly on the planning portal by the Administration Assistant and will be noted accordingly on the next Planning Committee meeting. This process will also be used for tree applications.

Where committee members have an objection, the application will be added to the next agenda for discussion. The Administration Assistant will request an extension where any response is required before the date of the next meeting. Should an extension not be granted, the response will be agreed and submitted and then ratified at the next meeting.

Larger scale planning applications and consultations will be added to the agenda for the next meeting for discussion with any extension required being requested by the Administration Assistant.

The meeting will remain on a Wednesday evening but will return to a 7pm and will be supported by the Administration Assistant and the Finance Officer on a rotational basis.

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

Introduction

The Town Council appoints committees and determines their terms of reference and constitution. Sub-committees (Task and Finish or Working Groups) may be appointed either by Full Council or a committee. The appointing body determines the terms of reference and constitution. Any function of the Council, with the sole exception of setting the precept, may be delegated to a committee, sub-committee or employee but not to any one Councillor. Town Council remains responsible for any function it delegates to a committee, sub-committee or employee.
Last review: May 2023 Date of next review: May 2024

Committees & Delegations

Committee	Membership	Quorum	Duties	Powers and Responsibilities
Finance Committee	Mayor (Chair), Deputy Mayor & Chairs of committees x four	5	To oversee the management of all financial matters (including Risk Assessments), ensure audit requirements are met.	<p>Delegated authority in respect of all finance matters with the exception of writing off bad debt and setting the precept.</p> <p>To prepare a budget in consultation with the Chairs of all spending committees, and others as appropriate.</p> <p>To recommend the budget and precept to full Council no later than the January Council meeting.</p> <p>To prepare a three-year rolling strategic policy.</p> <p>To authorise any expenditure already budgeted for.</p> <p>To approve small grants (up to £1,000) not included in the budget.</p> <p>To refer grants over £1,000 to Full Council for consideration.</p> <p>To appoint internal control checkers from Councillors.</p> <p>To ensure regular internal control checks are made in accordance with legislation.</p> <p>To appoint the independent Internal Auditor.</p> <p>To ensure the assets register is updated annually at the time of renewal of insurance.</p> <p>To ensure Council's assets and other risks are adequately insured.</p> <p>To seek and approve quotations for works and contracts.</p> <p>To ensure Financial Regulations, Risk Assessment and internal controls are reviewed annually.</p> <p>Report all committee and working group decisions to Full Council via minutes.</p>

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

Buildings and Moorings Committee	Mayor & Deputy Mayor are ex-officio.	4	<p>To oversee the management of the following:</p> <ul style="list-style-type: none"> a) Town Hall b) Watson Hall c) <u>64 Barton Street Town Museum</u> d) <u>The War Memorial Cross</u> e) <u>Rehearsal Rooms, The Saffron Road-site</u> <p><u>To oversee the management of the moorings and to deal with issues over disputes.</u></p>	<p>To furnish Finance Committee with a budget for the following year by October 31st.</p> <p>Report all decisions to Full Council via minutes.</p> <p>Delegated authority in respect of all matters relating to the five assets/properties.</p> <p>To ensure all properties are fit for purpose.</p> <p>To ensure all legal requirements are fulfilled in respect of Health & Safety, insurance, public and employee liability.</p> <p>To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget.</p> <p>To review, no later than October annually, hire rates.</p> <p>To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.</p> <p>Delegated authority in respect of all matters relating to the moorings.</p> <p><u>To ensure all facilities are fit for purpose.</u></p> <p><u>To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget.</u></p> <p><u>To make recommendations to full Council for all capital expenditure.</u></p> <p><u>To consider and attempt to resolve issues arising from disputes.</u></p> <p><u>To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.</u></p> <p>Report all committee and working group decisions to Full Council via minutes.</p>
Moorings Committee	Mayor & Deputy Mayor are ex-officio	3	<p>To oversee the management of the moorings and to deal with issues over disputes.</p>	<p>Delegated authority in respect of all matters relating to the five assets/properties.</p> <p><u>To ensure all facilities are fit for purpose.</u></p> <p><u>To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget.</u></p> <p><u>To make recommendations to full Council for all capital expenditure.</u></p> <p><u>To consider and attempt to resolve issues arising from disputes.</u></p> <p><u>To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.</u></p> <p>Report all committee and working group decisions to Full Council via minutes.</p>

				<p><u>To ensure all facilities are fit for purpose.</u> <u>To authorise any expenditure included in the budget as well as minor items not exceeding £10,000 not included in the budget.</u> <u>To make recommendations to full Council for all capital expenditure.</u> <u>To consider and attempt to resolve issues arising from disputes.</u> <u>To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.</u></p> <p><u>Report all committee and working group decisions to Full Council via minutes.</u></p>
Staffing Committee	5 Deputy Mayor (Chair), Mayor is ex-officio	3	To oversee staffing matters.	<p>Delegated authority in respect of all matters relating to staffing.</p> <p>All personnel matters and appraisals relating to all members of staff, including:</p> <p>Issues relating to sickness, discipline, grievance and capability. Salaries, appraisals, staffing cover, staffing reviews and professional development. To keep an overview of the Code of Conduct and Councillor's compliance. Setting up Hearings Panels or Appeals Panels when necessary. Decisions to be taken in accordance with legislation, HR advice where required and in line with Council's Policies. To furnish Finance Committee with a budget (income and expenditure) for the following year by 31st October.</p> <p>Report all decisions to Full Council/Finance Committee via minutes.</p>

TEWKESBURY TOWN COUNCIL

OUTSIDE BODIES 2023/24

Representation on External and Partner Organisations

1. Outside Bodies

Organisation	Representative(s)
The Almhouse Trust	C Monk & J Raywood
Gloucestershire Market Towns Forum	All Councillors
Trustees of Tewkesbury Museum	C Robertson
Chartered Parishes Group (<i>run by GCC</i>)	All Councillors
Tewkesbury Town Band	Town Mayor
War Memorial Committee Tewkesbury	C Danter
Gloucestershire Playing Fields Association	Environment & Amenities Committee
Campaign for the Protection of Rural England	Severn Ham Committee
Gloucestershire Rural Community Council	S Raywood
Tewkesbury Garden Communities – Parish Liaison Group	P Jones
Tewkesbury Christmas Lights Events Committee	Town Clerk
Tewkesbury in Bloom	
Tewkesbury Medieval Festival	K Moran
Tewkesbury Big Weekend	C Danter
Tewkesbury Culture Group	C Cody, J Baddams, B Blockley
Tewkesbury Commoners	All Councillors
Town Council Tree Warden	Chris Leibbrandt

And other groups as necessary.

2. Charitable Trusts

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

Subscriptions to Other Bodies Reviewed May 2024

Organisation	Renewal Month	Annual Cost (approx..)	Description
GAPTC	April	£2,500	County Association of National Association of Local Councils
SLCC	September	£400	Society of Local Council Clerks membership at Principal level (ALCC membership is excluded and is paid for by officer if required)
CPRE	September	£36	Campaign to Protect Rural England (countryside awareness)
GPFA	January	£100	Gloucestershire Playing Fields Association
GRCC	January	£25	Gloucestershire Rural Community Council