



# 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 10<sup>th</sup> June 2024 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill  
Town Clerk  
4<sup>th</sup> June 2024

1. To receive apologies for absence
2. To receive declarations of interest
3. To consider requests for dispensation
4. To receive written questions from members of the public
5. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
6. To note the Mayor's announcements
7. To approve the minutes of the meeting held on 13<sup>th</sup> May 2024
8. To note the following Committee Minutes: Planning– 10<sup>th</sup> & 24<sup>th</sup> April, Finance– 29<sup>th</sup> April 2024
9. Matters arising from the minutes – for information only
10. To receive the finance reports for April 2024 and earmarked reserves report
11. To receive the payments report for April 2024
12. To receive the financial reports and bank reconciliations for the Town Council for the year ending 31<sup>st</sup> March 2024
13. To approve the Balance Sheet and receive the Income & Expenditure Account for 31<sup>st</sup> March 2024

14. To consider and approve the Annual Governance Statement 2023-24
15. To consider and approve the Accounting Statements 2023-24
16. To approve the following addition to the pre-application discussion document under bullet 2.1  
“In addition to developments that are subject to the Town and Country Planning Act 1990, the Town Council may be party to discussions of developments that are subject to other consenting regimes, e.g. National Infrastructure”
17. To retrospectively approve the overhaul of the strike hammer on the bell at the Town Hall at a cost of £1960
18. To consider and agree grant applications from outside bodies
19. To note the consultation on the proposed name change of Tewkesbury Borough Council and that officers will approach Tewkesbury Borough Council regarding the implications on charters and the ownership of maces and regalia
20. To note the reports from Tewkesbury Borough Council & Gloucestershire County Council
21. Correspondence

The next Full Council meeting will be:  
**8<sup>th</sup> July 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 the Tewkesbury Town Hall on 13<sup>th</sup> May 2024 at 6.00pm**

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

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

**24/25 - 1 Election of the Town Mayor**

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

The new Mayor thanked Cllr Danter for her service over the last year.

**24/25 - 2 Election of the Deputy Town Mayor**

It was RESOLVED that Cllr Hayes be Deputy Town Mayor for the year 2024/25.  
Proposed by Cllr Dimond Brown, seconded by Cllr Brookes.

**24/25 - 3 To receive apologies for absence**

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

**24/25 - 4 To receive declarations of interest**

Cllrs Bowman, Dimond-Brown & Sztymiak – Tewkesbury Borough Councillors  
Cllr Jones – Mayor's stipend  
Cllr Danter – Big Weekend grant application

**24/25 - 5 To consider requests for dispensation**

None received.

**24/25 - 6 To receive written questions from members of the public**

There were no written questions.

**24/25 - 7 Public Participation**

There was no public participation.

**24/25 - 8 To note the Mayor's Announcements**

Mayor Making will take place on Monday 20<sup>th</sup> May at 6pm in the Watson Hall. All councillors are requested to attend and arrive by 5.30pm.

The Town Council has been awarded the 'Quality Award' by LCAS following the submission earlier in the year.

**24/25 - 9 To approve the minutes of the meetings held on 11<sup>th</sup> March 2024**

It was RESOLVED to approve the minutes of the meeting held on 11<sup>th</sup> March 2024.  
Proposed by Cllr J Raywood, seconded by Cllr Brookes.

**24/25 - 10 To note the following Committee Minutes – Buildings & Moorings – 5<sup>th</sup> March 2024, Planning – 7<sup>th</sup> & 28<sup>th</sup> February, 13<sup>th</sup> & 27<sup>th</sup> March 2024, Finance - 26<sup>th</sup>**

**February 2024, Environment & Amenities – 26<sup>th</sup> March 2024, Severn Ham – 13<sup>th</sup> March 2024.**

The above minutes were noted and a duplicate entry was noted in the draft Buildings & Moorings minutes dated 5<sup>th</sup> March.

- 24/25 - 11 Matters arising from the minutes**  
21/22-147 Cycle storage - locations are under consideration at present  
23/24-66 Civic Pride / Our Town working group – terms of reference to return to Full Council – ongoing.  
23/24-95 TBC archaeological collection. **Action:** Town Clerk to share the calculation with Councillors of the costs of storage for Tewkesbury Borough Council items whilst the museum contents have been in storage. The Town Clerk is not in a position to provide details on the ongoing storage costs for the museum.  
23/24-117 Civility & Respect Training – Cllr Robertson & Town Clerk are trialling the online training. Login details have now been provided by GAPTC.
- 24/25 - 12 To receive the finance reports for February & March 2024 and earmarked reserves report**  
The finance reports were run during the year end process and therefore do not accurately reflect the final position. These will go to the Finance Committee once finalised and then return to Full Council in June.  
  
The identified issue with the High Street Heritage Action Zone grant income has been resolved, but will require a restatement to the 2022/23 figures.
- 24/25 - 13 To receive the payments report for February & March 2024**  
The reports were received.  
A question was asked regarding the TV licence for the Watson Hall. The Town Clerk replied that live events are sometimes now shown using the new projector.
- 24/25 - 14 To consider the writing off of bad debts at year end 2023/24**  
Two items are for the same bad debt. Hall bookings were made in two names. This was a regular booking who had been up to date but fell behind in November / December. Councillors had concerns about writing off this level of debt and asked about previous precedents. It was felt that an example should be set.  
**Action:** Town Clerk to bring back an action plan to Full Council.
- 24/25 - 15 To approve the payment of the annual stipend to the Town Crier and the Mayor's allowance**  
It was resolved to approve the payment of the annual stipend to the Town Crier of £1000 and the Mayor's allowance of £1500. The payment will be made to the Town Crier on a pro-rata basis, as a new appointment is expected this year.  
Proposed by Cllr Danter, seconded by Cllr Brookes.
- 24/25 - 16 To note the conclusion of the External Audit for 2022/23**  
The External Audit has been completed and the certificate is on the website under the financial pages. Full details are available in the last Finance Committee minutes.
- 24/25 - 17 To agree the committee membership and terms of reference for 2024/25**  
It was RESOLVED that the Planning Committee will continue to meet on a fortnightly basis and be supported by office staff once a month.  
Proposed by Cllr Haines, seconded by Cllr J Raywood.

It was RESOLVED to split the Buildings & Moorings Committee into two separate committees.

Proposed by Cllr Dimond-Brown, seconded by Cllr Bowman.

The Buildings Committee will meet as per the current schedule. The new Moorings Committee will meet during the day, dates and times to be agreed.

It was RESOLVED that the committee membership for 2024/ 2025 will be as follows: (Committee Chair is shown in bold):

Environment & Amenities

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

Planning

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

Buildings

Cllrs **C Danter**, P Jones, S Raywood, R Langdon, C Robertson, K Moran

Moorings

Cllrs **C Danter**, H Bowman, S Raywood, M Dimond-Brown

Severn Ham

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

Staffing

Cllrs **A Hayes**, J Raywood, C Robertson, M Sztymiak

Finance

Cllrs **P Jones**, C Danter, S Raywood, M Sztymiak, P Brookes, K Moran, J Raywood, A Hayes

Proposed by Cllr Sztymiak, seconded by Cllr Hayes.

The Town Council would like to express their condolences to the family of Malachy Cornwell-Kelly, former Clerk to the Commoners, who served on the Severn Ham Committee, who recently died.

It was RESOLVED to approve the changes to the terms of reference for the committees, as set out in the agenda pack subject to the change that the Planning Committee will bring the proposed spending of CIL income to Full Council rather than to the Finance Committee.

Proposed Cllr Bowman, seconded by Cllr Baddams.

**24/25 - 18**

**To agree the internal control checkers for 2024/25**

It was RESOLVED that the internal control checkers for 2024/25 will be Cllrs Brookes, Sztymiak & Moran.

Proposed by Cllr S Raywood, seconded by Cllr Danter.

**24/25 - 19 To consider and agree grant applications from outside bodies**  
The budget for 24/25 is £8000. £450 has been allocated and there is £600 in EMR due to a grant having been returned.

Cllr Danter left the meeting.

It was RESOLVED to award £800 to Tewkesbury Big Weekend  
Proposed by Cllr Sztymiak, seconded by Cllr Dimond-Brown.

Cllr Danter returned to the meeting.

It was RESOLVED to award £3000 to Tewkesbury Medieval Festival.  
Proposed by Cllr Sztymiak, seconded by Cllr Moran.

It was RESOLVED to extend the meeting by 30 minutes.  
Proposed by Cllr S Raywood, seconded by Cllr Brookes.

Cllr Moran left the meeting.

**24/25 - 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 undertaken by Tewkesbury Town Council.

**24/25 - 21 Review of representation on or work with external bodies and arrangements for reporting back**  
The list was updated.

**24/25 - 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.

**24/25 - 23 Confirmation of arrangements for insurance cover in respect of all insured risks (policy in force with three year rate agreement)**  
The Town Clerk confirmed that the policy is in place for all insured risks and the renewal will go to the Finance Committee for approval.

**24/25 - 24 Review of the Council's and / or staff subscriptions to other bodies**  
The details were reviewed.

**24/25 - 25 Review of the Council's complaints procedure**  
No changes recommended.

**24/25 - 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.

**24/25 - 27 Review of the Council's policy for dealing with the press / media**  
No changes recommended.

**24/25 - 28 Review of the Council's employment policies and procedures**  
Overseen by the Staffing Committee.

**24/25 - 29**

**To approve the payments list**

It was RESOLVED to approve the payments list totalling £44,933.81.  
Proposed by Cllr J Raywood, seconded by Cllr Bowman.

A Councillor asked if there was a sustainability procurement policy. The Town Clerk responded that there is no policy, but the Council does consider sustainability issues when purchasing. **Action:** Sustainability procurement policy to be considered.

**24/25 - 30**

**Correspondence**

There was no correspondence.

**24/25 - 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**

It was RESOLVED that the public and press be excluded.  
Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

**24/25 - 32**

**To consider any nominations that the Town Council may wish to make for nationwide awards**

The Council approved their first nomination and will submit the details.

There being no further business, the meeting closed at 8.30pm.

Signature of Chairman upon approval of the minutes ..... 10<sup>th</sup> June 2024

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# TEWKESBURY TOWN COUNCIL

## PLANNING COMMITTEE

Wednesday 10<sup>th</sup> April 2024

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

In attendance: One member of the public

## MINUTES

**P.23/24.446 Welcome.**

The chairman welcomed all present when the meeting opened at 7.34pm

**P.23/24.447 To receive apologies for absence**

Mr R Carey

Mr R Maggs (apologies sent in advance but not seen until after the end of the meeting)

**P.23/24.448 To receive declarations of interest**

None

**P.23/24.449 To receive and consider requests for dispensations**

None

**P.23/24.450 To approve the minutes of the Planning Committee meeting held on 27<sup>th</sup> March 2024**

It was pointed out that, where the minutes contain a sentence saying that Cllr S Raywood left the meeting, that sentence should precede the item from which he was absenting himself. This occurs in two places in the minutes. Subject to the sentences being moved to a place just prior to the commencement of the items in question, it was resolved to **approve** the minutes.

Proposed by Cllr S Raywood and seconded by Cllr A Hayes

**P.23/24.451 To receive updates on matters arising from the minutes – for information only**

**P.23/24.375** – Accessibility project – the topographical survey has now been carried out. The next steps will be to meet with Georgia Smith from TBC and then to commission an architect.

**P.23/24.436** - 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 came to the Town Hall earlier this evening for a Pre-Applications meeting with councillors, during which there was a very interesting discussion. The Chairman has asked for hard copy of the current development proposals to be made available in the Town Hall and will ask officers to liaise with the consortium to find a date when the display boards (16 in total) can be displayed in the Corn Exchange for the public to view. Committee members also agreed to encourage local businesses and groups to engage more with the project.

**P.23/24.452 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.23/24.453 To note correspondence**

An [online self-service planning tool](#) has just been launched by Tewkesbury Borough Council. Councillors whose wards contain part of the Article 4 Direction area or, indeed, the Conservation area should note that the new tool does not have the capacity to deal with enquiries in areas where there are restricted development rights. The new tool informs potential applicants if their property is in such an area but then goes on to outline their development rights as though no such restrictions exist. People may find this confusing and perhaps at this point the tool could direct them to seek the advice of a planning officer. It was pointed out by a committee member that the current Article 4 Direction predates current planning legislation and is in need of a review.

**P.23/24.454 To receive the Borough Councillor's report (if applicable)**

None.

**P.23/24.455 To receive the CIL report for April 2024**

Received. There were a couple of lines where the report reads £0.00, when it should read £2,251.83. A prompt has been received from TBC via email, which suggests that we have been in receipt of CIL funding in previous years but we know this not to be the case and officers have been asked to check this out with the Borough. This may just be due to the letter being a standard one that they send to every parish that has received CIL at some time. Once we are sure that the data we have is correct it can be submitted to Tewkesbury Borough Council by 30<sup>th</sup> June 2024, using their standard form.

**P.23/24.456 Approval of reserved matters relating to landscaping (pursuant to outline planning permission ref:22/00834/OUT) for a new eastern boundary hedgerow and post and wire fence at 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: 24/00214/APP

**Observations:**

No objection

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**P.23/24.457 Approval of reserved matters relating to layout, scale, appearance, and landscaping (pursuant to outline planning permission ref: 22/00834/OUT) for 238 dwellings, public open space, and associated highway infrastructure at 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: 24/00227/APP

**Observations:**

No objection. However, the Town Council feels that consideration should be given to getting people in the habit of driving below 20mph in this development.

**P.23/24.458 New pentice boards to North elevation. Alterations to rainwater goods to the east elevation. (Retrospective)**

Planning Application

Cross House Church Street Tewkesbury Gloucestershire GL20 5AB

Ref. No: 24/00182/LBC

**Observations:**

No objection

**P.23/24.459 Installation of a sculpture.**

Planning Application

Land Part Of St Marys Church Church Street Tewkesbury Gloucestershire

Ref. No: 24/00123/FUL

**Observations:**

No objection

**P.23/24.460 Removal of porch canopy, reinstate original Georgian facade. Replace front door (part retrospective).**

Planning Application

5 Abbey Terrace Gloucester Road Tewkesbury Gloucestershire GL20 5SP

Ref. No: 24/00192/LBC

**Observations:**

No objection

**P.23/24.461 Application for New Premises Licence- Service Station Ashchurch Road Tewkesbury GL20 5QG Branded as Morrisons**

Ref. No:24/00401/LIQPRM

**Observations:**

No objection

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**P.23/24.462 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None

**P.23/24.463 To note any additional applications on the Planning Portal which will expire before Wednesday 24<sup>th</sup> April and agree further actions**

None

**P.23/24.464 To note the decisions made in March 2024, in respect of planning applications to Tewkesbury Borough Council**

Noted

There being no further business, the meeting closed at 8.33pm

Chairman's signature

24<sup>th</sup> April 2024



# TEWKESBURY TOWN COUNCIL

## PLANNING COMMITTEE

Wednesday 24<sup>th</sup> April

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

In attendance: three members of the public

## MINUTES

**P.23/24.465 Welcome.**

The chairman welcomed all present and introductions were made, when the meeting opened at 7.30pm

**P.23/24.466 To receive apologies for absence**

None

**P.23/24.467 To receive declarations of interest**

None

**P.23/24.468 To receive and consider requests for dispensations**

None

**P.23/24.469 To approve the minutes of the Planning Committee meeting held on 10<sup>th</sup> April 2024**

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

**P.23/24.470 To receive updates on matters arising from the minutes – for information only**

**P.23/24.375** – Accessibility project – the resultant data and drawings from the topographical survey are now with the Town Clerk. The chairman will write to ask TBC's Georgia Smith (Town Centre Masterplan) for a meeting. Following that meeting, the next steps will be to talk with neighbours and to commission an architect.

Post meeting note: the chairman has now written to Georgia.

**P.23/24.471 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)*

Two members of the public, having been invited to attend by the chairman, spoke in support of their application.

**P.23/24.472 To note correspondence**

Display boards presenting outline proposals for houses on land north of Ashchurch will be located here in the Town Hall from around 5pm on Wednesday 8<sup>th</sup> May. The Town Hall will be open for visitors to view the boards during that evening, until the close of our Planning meeting (9-9.30pm). The boards will remain in place for visitors to view during the Town Hall opening hours on Thursday 9<sup>th</sup> May. The applicant and the Town Council will publicise the event in order to encourage local businesses and community groups in particular, to come, have a look and feedback their comments.

The chairman has been copied in on the Historical Society's email requests to Tewkesbury Borough Council and Corbally Group (Tewkesbury) Ltd, for information regarding the future of Healings Mill.

**P.23/24.473 To receive the Borough Councillor's report (if applicable)**

None

**P.23/24.474 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:**

The Town Council was reassured to hear the Applicant provide more context and the visibility drawing. On that basis we are content for this application to be permitted.

**P.23/24.475 Change of use of land to accommodate the provision of area of hardstanding and erection of fencing to comprise bin store**

Planning Application

Mitton Court Flats Mitton Way Mitton Tewkesbury Gloucestershire GL20 8BH

Ref. No: 23/01154/FUL

**Observations:**

No objection

**P.23/24.476 To review the Planning Pre-application Discussions Policy and recommend amendments if required**

Committee members agreed that there is no longer any need to retain the amendment and version history.

Since the scope of the committee has recently expanded to include NSIPs, there should be an additional bullet point in section 2.1 to say

- In addition to developments that are subject to the Town and Country Planning Act 1990, the Town Council may be party to discussions of developments that are subject to other consenting regimes, eg National Infrastructure

**P.23/24.477 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None

**P.23/24.478 To note any additional applications on the Planning Portal which will expire before Wednesday 8<sup>th</sup> May 2024 and agree further actions**

**Raising of floor level within building; raising of ground levels in external yard; alterations to the building to reflect raised levels. Installation of security fencing.**

Planning Application

17 Isbourne Way Winchcombe Cheltenham Gloucestershire GL54 5NS

Ref. No: 24/00207/FUL

This application is not in our parish but in Winchcombe. Initially, while we had been invited to comment, Winchcombe Town Council had not. The Chairman has contacted the Planning Officer with responsibility for managing this application, who immediately arranged for Winchcombe Town Council to be consulted. However, we have received a second invitation to comment, even though the first one has not yet expired. It is understood that such invitations are entered onto the Planning Portal on behalf of officers, by a third party. We believe that the only way of removing it from our in-tray is to provide a response, as follows:

**Observations:**

Tewkesbury Town Council has no objection in principle to the proposed development, especially as this scheme is located nine miles away from our parish boundary. However, we would welcome assurances that this will not have a flooding impact on Tewkesbury.

There being no further business, the chairman thanked all present for their time and attention before closing the meeting at 8.15pm.

Chairman's signature

8<sup>th</sup> May 2024

**MINUTES of  
the  
Finance Committee meeting held on 29th April 2024 at 6:00PM in the Town Hall,  
Tewkesbury**

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

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

- F.23.096 To receive apologies**  
Cllrs Bowman and Brookes.
- F.23.097 To receive declarations of interest**  
Cllr Danter re 23.108 – Big Weekend grant application.
- F.23.098 To receive dispensations**  
None.
- F.23.099 To approve the minutes of the Finance Committee meetings held on 26<sup>th</sup> February 2024**  
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 26<sup>th</sup> February 2024 subject to small amendments being made – add ‘a’ to charity and check numbering. Proposed by Cllr Jones, seconded by Cllr J Raywood.
- F.23.100 Matters arising from the minutes of 26th February – for Information only**  
**23.078 HSHA income and expenditure** – this will be picked up in the year end work  
**23.081 Tewkesbury Live ledger report to be circulated** – complete
- F.23.101 To receive correspondence relating to the Finance Committee**  
None.
- F.23.102 Public Participation**  
None.
- F.23.103 To approve the payments list**  
It was RESOLVED to approve payments totalling £23,688. Proposed by Cllr S Raywood, seconded by Cllr Danter. It was also RESOLVED to approve payments totalling £5,855. Proposed by Cllr J Raywood, seconded by Cllr Jones.
- F.23.104 To review the financial reports and bank reconciliations of the Town Council for February and March 2024**  
The reports and bank reconciliations were reviewed.  
£1,600 overspend due to additional overspend on PAYE/NI and Pension due to 13 months paid in this financial year.
- F.23.105 To review the payments report for February and March 2024**  
Deferred.

- F.23.106**      **To agree to release £22 from EMR 361 to 120 4330 community grants**  
It was RESOLVED to agree. Proposed by Cllr Jones, seconded by Cllr Moran.
- F.23.107**      **Agree any vires, movement of existing earmarked reserves and new earmarked reserves for the Finance Committee and Staffing Committee**  
It was RESOLVED to agree. Proposed by Cllr S Raywood, seconded by Cllr Jones.  
**Action:** Town Clerk to Forward budget 24/25 to committee members.
- F.23.108**      **To note the recent bar audit for Q4 2023-24 and final stock figure of £4,333.91**  
The bar audit and final stock figure were noted. Some recommendations have been made and will be implemented and reviewed at the Q1 stocktake in 2024/25.
- F.23.109**      **To note the conclusion of the external audit for 2022/23 and to note action to be taken**  
The Town Clerk reported that there were two exceptions for items. The final report and certificate have been published in line with requirements.
- F.23.110**      **To review the internal audit report for financial year 2023/24**  
1.4 expenditure  
2.3 on agenda  
3.1 Town Council on insurance schedule  
3.3 Town Council to action  
4.2 Finance committee to review general reserve  
6.6 recommend publishing internal audit certificate. Consider whether signatures need to be redacted.  
7.5 to add detail
- F.23.111**      **Review of direct debits and standing orders**  
The direct debits and standing orders were reviewed.
- F.23.112**      **To note GAPTC subs for 2024/25 of £2,646.63 (discounted by £223.08)**  
GAPTC subscription rates for 2024/25 were noted.
- F.23.113**      **To consider and agree any resolutions for proposal to GAPTC AGM to be held in July 2024**  
None.
- F.23.114**      **To consider and agree grant applications from outside bodies**  
-      BIG weekend deferred to Full Council  
-      Priors Park Community Church £450 approved - proposed by Cllr Moran, seconded by Cllr S Raywood.

There being no further business the meeting closed at 20:00.

Signature of Chairman upon approval of the minutes ..... 3<sup>rd</sup> June 2024



## Summary Income &amp; Expenditure by Budget Heading April 2024

Month No: 1

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<b>Finance</b>							
120	Finance						
	Income	519,872	247,737	498,540	250,803		
	Expenditure	53,391	3,311	70,225	66,914		66,914
	Net Income over Expenditure	<u>466,480</u>	<u>244,426</u>	<u>428,315</u>	<u>183,889</u>		
	plus Transfer from EMR	-7,815	0				
	Movement to/(from) Gen Reserve	<u>458,665</u>	<u>244,426</u>				
130	Mayor's Charity						
	Income	4,074	0	0	0		
140	Tewkesbury Live						
	Income	45,646	10,000	35,000	25,000		
	Expenditure	43,447	228	35,000	34,772		34,772
	Net Income over Expenditure	<u>2,199</u>	<u>9,772</u>	<u>0</u>	<u>(9,772)</u>		
	plus Transfer from EMR	-2,029	0				
	Movement to/(from) Gen Reserve	<u>170</u>	<u>9,772</u>				
150	Christmas Lights						
	Income	130	0	4,000	4,000		
	Expenditure	6,604	(187)	7,500	7,687		7,687
	Movement to/(from) Gen Reserve	<u>(6,474)</u>	<u>187</u>				
	Finance Income	<b>569,721</b>	<b>257,737</b>	<b>537,540</b>	<b>279,803</b>		
	Expenditure	<b>103,442</b>	<b>3,352</b>	<b>112,725</b>	<b>109,373</b>	<b>0</b>	<b>109,373</b>
	Net Income over Expenditure	<u>466,280</u>	<u>254,384</u>				
	plus Transfer from EMR	<b>-9,844</b>	<b>0</b>				
	less Transfer to EMR	<b>0</b>	<b>0</b>				
	Movement to/(from) Gen Reserve	<u>456,436</u>	<u>254,384</u>				
<b>Buildings</b>							
160	Fundraising						
	Expenditure	2,175	413	0	(413)		(413)
210	64 Barton Street						
	Income	330,325	0	0	0		
	Expenditure	189,573	46,369	30,825	(15,544)	211	(15,755)
	Net Income over Expenditure	<u>140,752</u>	<u>(46,369)</u>	<u>(30,825)</u>	<u>15,544</u>		
	plus Transfer from EMR	-227,694	0				
	Movement to/(from) Gen Reserve	<u>(86,942)</u>	<u>(46,369)</u>				
220	Town Hall						
	Income	26,135	1,539	15,050	13,511		
	Expenditure	52,055	1,934	63,085	61,151	538	60,613
	Net Income over Expenditure	<u>(25,920)</u>	<u>(395)</u>	<u>(48,035)</u>	<u>(47,640)</u>		
	plus Transfer from EMR	-14,545	0				
	Movement to/(from) Gen Reserve	<u>(40,465)</u>	<u>(395)</u>				
230	War Memorial						
	Expenditure	0	0	1,000	1,000		1,000
	plus Transfer from EMR	-1,000	0				
	Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>				

## Summary Income &amp; Expenditure by Budget Heading April 2024

Month No: 1

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
	Buildings Income	<b>356,460</b>	<b>1,539</b>	<b>15,050</b>	<b>13,511</b>		
	Expenditure	<b>243,803</b>	<b>48,716</b>	<b>94,910</b>	<b>46,194</b>	<b>749</b>	<b>45,446</b>
	Net Income over Expenditure	<b>112,657</b>	<b>(47,176)</b>				
	plus Transfer from EMR	<b>-243,239</b>	<b>0</b>				
	less Transfer to EMR	<b>0</b>	<b>0</b>				
	Movement to/(from) Gen Reserve	<b>(130,582)</b>	<b>(47,176)</b>				
<b>Environment &amp; Amenities</b>							
300	Play Parks						
	Expenditure	8,246	3,310	11,620	8,310		8,310
	plus Transfer from EMR	-3,123	0				
	Movement to/(from) Gen Reserve	<b>(11,369)</b>	<b>(3,310)</b>				
310	Spring Gardens						
	Expenditure	3,002	145	9,278	9,133		9,133
	plus Transfer from EMR	-8,407	0				
	Movement to/(from) Gen Reserve	<b>(11,409)</b>	<b>(145)</b>				
320	Gloucester Road						
	Expenditure	1,685	37	4,387	4,350		4,350
	plus Transfer from EMR	-3,130	0				
	Movement to/(from) Gen Reserve	<b>(4,815)</b>	<b>(37)</b>				
330	Cleaning & Consumables						
	Expenditure	5,217	449	5,544	5,095		5,095
340	Outside Spaces						
	Income	11,955	0	0	0		
	Expenditure	20,060	5,710	23,550	17,840	9,195	8,646
	Net Income over Expenditure	<b>(8,105)</b>	<b>(5,710)</b>	<b>(23,550)</b>	<b>(17,840)</b>		
	plus Transfer from EMR	-1,040	0				
	Movement to/(from) Gen Reserve	<b>(19,947)</b>	<b>(5,710)</b>				
700	Memorial Benches						
	Income	815	0	0	0		
	Expenditure	0	815	0	(815)		(815)
	Movement to/(from) Gen Reserve	<b>815</b>	<b>(815)</b>				
	Environment & Amenities Income	<b>12,770</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	Expenditure	<b>38,209</b>	<b>10,466</b>	<b>54,379</b>	<b>43,913</b>	<b>9,195</b>	<b>34,718</b>
	Net Income over Expenditure	<b>(25,440)</b>	<b>(10,466)</b>				
	plus Transfer from EMR	<b>-15,700</b>	<b>0</b>				
	less Transfer to EMR	<b>10,802</b>	<b>0</b>				
	Movement to/(from) Gen Reserve	<b>(51,942)</b>	<b>(10,466)</b>				

**Planning**

## Summary Income &amp; Expenditure by Budget Heading April 2024

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
400	Planning						
	Income	5,608	0	0	0		
	Expenditure	4,065	0	6,500	6,500		6,500
	Net Income over Expenditure	<u>1,543</u>	<u>0</u>	<u>(6,500)</u>	<u>(6,500)</u>		
	plus Transfer from EMR	-1,415	0				
	Movement to/(from) Gen Reserve	<u>(5,480)</u>	<u>0</u>				
	Planning Income	5,608	0	0	0		
	Expenditure	4,065	0	6,500	6,500	0	6,500
	Net Income over Expenditure	<u>1,543</u>	<u>0</u>	<u>(6,500)</u>	<u>(6,500)</u>		
	plus Transfer from EMR	-1,415	0				
	less Transfer to EMR	5,608	0				
	Movement to/(from) Gen Reserve	<u>(5,480)</u>	<u>0</u>				
<u>Severn Ham</u>							
500	Severn Ham						
	Income	71,949	0	32,183	32,183		
	Expenditure	32,460	44	31,608	31,564	2,955	28,609
	Net Income over Expenditure	<u>39,490</u>	<u>(44)</u>	<u>575</u>	<u>619</u>		
	plus Transfer from EMR	-4,510	0				
	Movement to/(from) Gen Reserve	<u>6,303</u>	<u>(44)</u>				
	Severn Ham Income	71,949	0	32,183	32,183		
	Expenditure	32,460	44	31,608	31,564	2,955	28,609
	Net Income over Expenditure	<u>39,490</u>	<u>(44)</u>	<u>575</u>	<u>619</u>		
	plus Transfer from EMR	-4,510	0				
	less Transfer to EMR	28,677	0				
	Movement to/(from) Gen Reserve	<u>6,303</u>	<u>(44)</u>				
<u>Watson Hall</u>							
600	Watson Hall						
	Income	81,910	8,889	53,600	44,711		
	Expenditure	83,253	5,626	85,750	80,124	5,738	74,386
	Net Income over Expenditure	<u>(1,344)</u>	<u>3,263</u>	<u>(32,150)</u>	<u>(35,413)</u>		
	plus Transfer from EMR	159	0				
	Movement to/(from) Gen Reserve	<u>(4,694)</u>	<u>3,263</u>				
	Watson Hall Income	81,910	8,889	53,600	44,711		
	Expenditure	83,253	5,626	85,750	80,124	5,738	74,386
	Net Income over Expenditure	<u>(1,344)</u>	<u>3,263</u>	<u>(32,150)</u>	<u>(35,413)</u>		
	plus Transfer from EMR	159	0				
	less Transfer to EMR	3,509	0				

## Summary Income &amp; Expenditure by Budget Heading April 2024

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>(4,694)</u>	<u>3,263</u>				

Staffing

110 Staffing	Expenditure	233,087	19,719	245,401	225,682		225,682
	plus Transfer from EMR	-3,792	0				
	Movement to/(from) Gen Reserve	<u>(236,879)</u>	<u>(19,719)</u>				
	Staffing Income	0	0	0	0		
	Expenditure	233,087	19,719	245,401	225,682	0	225,682
	Net Income over Expenditure	<u>(233,087)</u>	<u>(19,719)</u>				
	plus Transfer from EMR	-3,792	0				
	Movement to/(from) Gen Reserve	<u>(236,879)</u>	<u>(19,719)</u>				

Moorings

200 Moorings	Income	17,955	10,430	7,000	(3,430)		
	Expenditure	68,437	90	18,600	18,510		18,510
	Net Income over Expenditure	<u>(50,481)</u>	<u>10,340</u>	<u>(11,600)</u>	<u>(21,940)</u>		
	plus Transfer from EMR	-5,255	0				
	Movement to/(from) Gen Reserve	<u>(55,736)</u>	<u>10,340</u>				
	Moorings Income	17,955	10,430	7,000	(3,430)		
	Expenditure	68,437	90	18,600	18,510	0	18,510
	Net Income over Expenditure	<u>(50,481)</u>	<u>10,340</u>				
	plus Transfer from EMR	-5,255	0				
	Movement to/(from) Gen Reserve	<u>(55,736)</u>	<u>10,340</u>				

Grand Totals:- Income	1,116,373	278,595	645,373	366,778		
Expenditure	806,755	88,012	649,873	561,861	18,636	543,225
Net Income over Expenditure	<u>309,618</u>	<u>190,583</u>	<u>(4,500)</u>	<u>(195,083)</u>		
plus Transfer from EMR	-283,596	0				
less Transfer to EMR	48,596	0				
Movement to/(from) Gen Reserve	<u>(22,574)</u>	<u>190,583</u>				

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR BUILD 64 BS Maintenance	66,935.00		66,935.00
321 EMR BUILD Town Hall Gardens	250.00		250.00
322 EMR MOOR 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	24,003.00		24,003.00
326 EMR E&A Youth	4,105.00		4,105.00
328 EMR BUILD War Memorial	7,875.73		7,875.73
329 EMR SH Severn Ham	34,133.00		34,133.00
330 EMR E&A CCTV	4,125.00		4,125.00
331 EMR E&A Tree Maintenance	5,650.00		5,650.00
332 EMR E&A Street Furniture	6,014.00		6,014.00
333 EMR E&A Toilet Block Project	13,145.00		13,145.00
335 EMR E&A Bus Shelters	10,773.25		10,773.25
336 EMR FIN Regalia	209.00		209.00
337 EMR FIN Website	2,520.00		2,520.00
338 EMR FIN Professional Fees	5,237.00		5,237.00
339 EMR FIN Legal	17,467.00		17,467.00
340 EMR FIN Elections	5,000.00		5,000.00
341 EMR FIN Tourism & Marketing	1,757.00		1,757.00
342 EMR FIN Newsletter	2,148.00		2,148.00
343 EMR SH Weeding	22,679.00		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	3,253.00		3,253.00
349 EMR MOOR Projects	14,051.00		14,051.00
350 EMR BUILD Watson Hall Lease *	20,000.00		20,000.00
351 EMR BUILD 64 BS Grant Income	144,321.00		144,321.00
354 EMR BUILD TH Maintenance	18,029.00		18,029.00
355 EMR BUILD WH Projects	19,319.00		19,319.00
356 EMR BUILD WH Bar Equipment	2,062.00		2,062.00
357 EMR BUILD 64 BS Projects	11,219.00		11,219.00
359 EMR PLA Community Devel Planni	5,856.00		5,856.00
360 EMR BUILD TH Projects	33,362.00		33,362.00
361 EMR FIN Community Grants	600.00		600.00
362 EMR FIN Tewkes Live Music Fest	2,199.00		2,199.00
364 EMR Buildings Fundraising	720.00		720.00
365 EMR FIN Events and Services	2,439.00		2,439.00
366 EMR BUILD TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
369 EMR STA Training	2,087.00		2,087.00
370 EMR PLA CIL	2,252.00		2,252.00
371 EMR PLA Planning Consultancy	1,415.00		1,415.00
372 EMR STA Professional Fees	3,792.00		3,792.00
373 EMR E&A Defibrillators	1,500.00		1,500.00
375 EMR BUILD WH Go Fund Me	76.00		76.00
	<u>563,154.21</u>	<u>0.00</u>	<u>563,154.21</u>

## Payments Report April 2024

**Payments**

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Lloyds - Business Account	1	24/04/2024	FPO	Insight Gloucester	354.00
1	Lloyds - Business Account	1	01/04/2024	Std Ord	IMEX	57.60
1	Lloyds - Business Account	1	14/04/2024	Std Ord	GAB	6,188.00
1	Lloyds - Business Account	1	15/04/2024	Std Ord	Countrywide Grounds Maintenanc	211.00
1	Lloyds - Business Account	1	19/04/2024	DD	Siemens	513.79
1	Lloyds - Business Account	1	28/04/2024	Std Ord	Diversity Business Services	165.00
1	Lloyds - Business Account	1	02/04/2024	April 2024	Tesco Mobile	27.98
1	Lloyds - Business Account	1	03/04/2024	05195971	Waterplus (Trough B. Avon - 08	7.32
1	Lloyds - Business Account	1	03/04/2024	04896045	Waterplus (Watson Hall - 03850	62.53
1	Lloyds - Business Account	1	04/04/2024	933488	Cellar Supplies Cheltenham Ltd	58.79
1	Lloyds - Business Account	1	08/04/2024	708450	Inty Limited	125.66
1	Lloyds - Business Account	1	15/04/2024	C470958	Smith's (Gloucester) Limited	147.12
1	Lloyds - Business Account	1	16/04/2024	0013	Octopus Energy - Glos Rd Toile	78.61
1	Lloyds - Business Account	1	18/04/2024	947841	Cellar Supplies Cheltenham Ltd	337.20
1	Lloyds - Business Account	1	24/04/2024	948238	Cellar Supplies Cheltenham Ltd	161.69
1	Lloyds - Business Account	1	25/04/2024	207575	Digital Telecom Ltd	53.75
1	Lloyds - Business Account	1	25/04/2024	207574	Digital Telecom Ltd	78.71
1	Lloyds - Business Account	1	02/04/2024	01488	London Hearts	900.00
1	Lloyds - Business Account	1	15/04/2024	07882	London Hearts	1,800.00
1	Lloyds - Business Account	1	24/04/2024	FPO	Gloucester County Council	2,212.00
1	Lloyds - Business Account	1	24/04/2024	FPO	HMRC	1,697.10
1	Lloyds - Business Account	1	24/04/2024	DD	NEST	204.87
1	Lloyds - Business Account	1	05/04/2024	DEB	Hair therapy	25.00
1	Lloyds - Business Account	1	12/04/2024	DEB	Gloucester County Council	6.00
1	Lloyds - Business Account	1	12/04/2024	DEB	Gloucester County Council	7.50
1	Lloyds - Business Account	1	17/04/2024	05	Cotswold Cleaning	375.00
1	Lloyds - Business Account	1	17/04/2024	498778	Dormakaba	194.40
1	Lloyds - Business Account	1	17/04/2024	14304	Upton Glass & Glazing Limited	595.78
1	Lloyds - Business Account	1	17/04/2024	7737	Nick Joyce Architects	2,801.09
1	Lloyds - Business Account	1	17/04/2024	2633	A2B Removals Nationwide Ltd	3,672.00
1	Lloyds - Business Account	1	17/04/2024	5227	AG Boniface & Sons Ltd	49,779.46
1	Lloyds - Business Account	1	19/04/2024	BP	Staff Salaries	8,860.89
1	Lloyds - Business Account	1	19/04/2024	BP	Staff Salaries	2,207.86
1	Lloyds - Business Account	1	19/04/2024	BP	Staff Salaries	85.26
1	Lloyds - Business Account	1	17/04/2024	DEB	Emerging trend	39.22
1	Lloyds - Business Account	1	08/04/2024	2496	Petty Cash	100.00
1	Lloyds - Business Account	1	19/04/2024	05317251	Waterplus (Town Hall - 0385036	117.98
1	Lloyds - Business Account	1	23/04/2024	05359520	Waterplus (Watson Hall Bar- 03	61.25
1	Lloyds - Business Account	1	22/04/2024	40578	Charlton Networks	186.56
1	Lloyds - Business Account	1	30/04/2024	05480055	Waterplus (Trough B. Avon - 08	7.91
1	Lloyds - Business Account	1	16/04/2024	0013	Octopus Energy - Oldbury Rd To	152.54
1	Lloyds - Business Account	1	10/04/2024	10/4/24	Cellar Supplies Cheltenham Ltd	58.79
1	Lloyds - Business Account	1	22/04/2024	05330475	Waterplus (Toilet Block - 0513	36.64
1	Lloyds - Business Account	1	22/04/2024	Std Ord	TBC - TC	356.90
1	Lloyds - Business Account	1	25/04/2024	PAY	Lloyds	32.27
1	Lloyds - Business Account	1	24/04/2024	FPO	Bands for hire	70.00
1	Lloyds - Business Account	1	24/04/2024	FPO	Insight Gloucestershire	354.00

31/05/2024

## Tewkesbury Town Council

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### Payments Report April 2024

#### Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Lloyds - Business Account	1	29/04/2024	DEB	Facebook	20.00
1	Lloyds - Business Account	1	30/04/2024	FPO	Priors Park Community Church	450.00
3	Petty Cash	1	30/04/2024	CASH	Petty cash	47.38

## Summary Income &amp; Expenditure by Budget Heading

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<b>Finance</b>						
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	-2,199				
	Movement to/(from) Gen Reserve	<u>0</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	-10,014				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>456,266</u>				
<b>Building &amp; Moorings</b>						
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 &amp; Expenditure by Budget Heading

		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 &amp; 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 &amp; Expenditure by Budget Heading

	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 &amp; Expenditure by Budget Heading

	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	-283,766				
less Transfer to EMR	48,596				
Movement to/(from) Gen Reserve	<u>(22,744)</u>				

Account	Opening Balance	Net Transfers	Closing Balance
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 Income	2,433.00	141,888.00	144,321.00
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	2,199.00	2,199.00
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
375 EMR Go Fund Me	0.00	76.00	76.00

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
	<u>277,142.96</u>	<u>286,011.25</u>	<u>563,154.21</u>

Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 1 - Lloyds - Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/03/2024		496,835.26
			<u>496,835.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			496,835.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			496,835.26
		Balance per Cash Book is :-	496,835.26
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Mayor's Charity	31/03/2024		9,289.26
			<u>9,289.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,289.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,289.26
		Balance per Cash Book is :-	9,289.26
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/03/2024	76	202,551.53
			<u>202,551.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			202,551.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			202,551.53
		Balance per Cash Book is :-	202,551.53
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....



Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/03/2024		0.38
			<u>0.38</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.38
		Balance per Cash Book is :-	0.38
		Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

31st March 2023

31 March 2024

31st March 2023		31 March 2024
	Current Assets	
1,998	Sales	2,404
6,401	VAT Control A/c	21,899
4,875	Prepayments	1,670
24,605	Income Accruals	0
3,628	Stock	5,013
296,454	Current Bank A/c	496,835
5,216	Lloyds Bank - Mayor's Charity	9,289
83	Petty Cash	0
112,917	Lloyds Bank - Savings A/c	202,552
1,200	Floats	1,200
457,377		740,862
457,377	Total Assets	740,862
	Current Liabilities	
11,696	Creditors	25,387
24,090	Accruals	2,650
18,385	Receipts in Advance	0
54,170		28,037
403,207	Total Assets Less Current Liabilities	712,825
	Represented By	
126,064	General Reserves	149,671
20,264	EMR B&M 64 BS Maintenance	66,935
250	EMR B&M Town Hall Gardens	250
19,894	EMR B&M Moorings Prior's Court	19,894
1,708	EMR E&A Noticeboards & Swapbox	1,708
20,105	EMR E&A Playground Projects	24,003
4,105	EMR E&A Youth	4,105
6,876	EMR B&M War Memorial	7,876
6,140	EMR SH Severn Ham	34,133
2,500	EMR E&A CCTV	4,125
5,650	EMR E&A Tree Maintenance	5,650
3,050	EMR E&A Street Furniture	6,014
3,108	EMR E&A Toilet Block Project	13,145
2,640	EMR E&A Bus Shelters	10,773
0	EMR FIN Regalia	209
2,160	EMR FIN Website	2,520

31st March 2023

31 March 2024

5,237	EMR FIN Professional Fees	5,237
14,087	EMR FIN Legal	17,467
4,000	EMR FIN Elections	5,000
1,474	EMR FIN Tourism & Marketing	1,757
1,500	EMR FIN Newsletter	2,148
10,000	EMR SH Weeding	22,679
8,000	EMR SH Severn Ham Tree Maint	8,000
8,675	EMR SH Hay Sowing Project	8,675
10,738	EMR SH Footpath Repairs	3,253
1,306	EMR PLA Comm. & Display	0
6,363	EMR B&M Moorings Projects	14,051
20,000	EMR B&M Watson Hall Lease *	20,000
2,433	EMR B&M 64 BS Grant Income	144,321
10,129	EMR B&M TH Maintenance	18,029
19,319	EMR B&M WH Projects	19,319
1,914	EMR B&M WH Bar Equipment	2,062
11,219	EMR B&M 64 BS Projects	11,219
5,000	EMR SH Mythe Nature Reserve	0
2,500	EMR PLA Community Devel Planni	5,856
26,627	EMR B&M TH Projects	33,362
622	EMR FIN Community Grants	600
0	EMR FIN Tewkes Live Music Fest	2,199
307	EMR B&M WH Maintenance	0
720	EMR Buildings Fundraising	720
482	EMR FIN Events and Services	2,439
870	EMR B&M TH Equipment	870
1,429	EMR E&A Toilet Block Utilities	1,429
1,655	EMR E&A VAS Repairs	0
2,087	EMR STA Training	2,087
0	EMR CIL	2,252
0	EMR Planning Consultancy	1,415
0	EMR STA Professional Fees	3,792
0	EMR Defibrillators	1,500
0	EMR Go Fund Me	76

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 403,207
 

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 712,825
 

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31/05/2024

Tewkesbury Town Council

15:08

Balance Sheet as at 31 March 2024

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31st March 2023

31 March 2024

The above statement represents fairly the financial position of the authority as at 31 March 2024 and reflects its Income and Expenditure during the year.

Signed :

Chairman

\_\_\_\_\_

Date : \_\_\_\_\_

Signed :

Responsible

Financial

\_\_\_\_\_

Date : \_\_\_\_\_

Tewkesbury Town Council

Income and Expenditure Account for Year Ended 31 March 2024

31st March 2023		31 March 2024
	<b>Operating Income</b>	
460,026	Finance	519,872
4,683	Mayor's Charity	4,074
(17,345)	Tewkesbury Live	45,646
0	Christmas Lights	130
40,460	Moorings	17,955
0	64 Barton Street	330,325
9,639	Town Hall	26,135
0	Outside Spaces	11,955
0	Planning	5,608
43,708	Severn Ham	71,949
79,387	Watson Hall	81,910
368	Memorial Benches	815
<u>620,925</u>	<b>Total Income</b>	<u>1,116,373</u>
	<b>Running Costs</b>	
215,595	Staffing	233,087
77,764	Finance	53,391
2,759	Mayor's Charity	0
921	Tewkesbury Live	43,447
0	Christmas Lights	6,604
0	Fundraising	2,175
43,870	Moorings	68,437
21,675	64 Barton Street	189,573
29,316	Town Hall	52,055
22	War Memorial	0
1,926	Play Parks	8,246
18,926	Spring Gardens	3,002
3,160	Gloucester Road	1,685
3,912	Cleaning & Consumables	5,217
20,619	Outside Spaces	20,060
0	Planning	4,065
16,471	Severn Ham	32,460
102,781	Watson Hall	83,253
2,209	Memorial Benches	0
<u>561,926</u>	<b>Total Expenditure</b>	<u>806,755</u>
	<b>General Fund Analysis</b>	
121,463	Opening Balance	126,064
620,925	Plus : Income for Year	1,116,373
<u>742,389</u>		<u>1,242,437</u>
561,926	Less : Expenditure for Year	806,755
<u>180,463</u>		<u>435,682</u>
54,398	Transfers TO / FROM Reserves	286,011
<u>126,064</u>	<b>Closing Balance</b>	<u>149,671</u>

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

### TEWKESBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

10/06/2024

and recorded as minute reference:

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

Chair

Clerk

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## Section 2 – Accounting Statements 2023/24 for

### TEWKESBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	344,208	403,207	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	419,939	469,750	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	RESTATED 200,986	646,623	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	160,281	173,233	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	401,645	633,522	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	RESTATED 403,207	712,825	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	415,869	709,876	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	RESTATED 6,113,304	6,208,761	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

\_\_\_\_\_  
SIGNED AND CAPTIONED AS REQUIRED

Date 10/06/2024

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

10/06/2024

as recorded in minute reference:

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

## **Item 16 Pre application discussion document**

The current document can be found here:

<https://teWKesburytownCouncil.gov.uk/wp-content/uploads/2021/11/Planning-Pre-Application-Discussion-Policy-V1.1.pdf>

There are no changes other than the addition under 2.1 of the following:

“In addition to developments that are subject to the Town and Country Planning Act 1990, the Town Council may be party to discussions of developments that are subject to other consenting regimes, e.g. National Infrastructure”