



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 16th June 2025 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
10th June 2025

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 12th May 2025
8. To note the following Committee Minutes: Planning – 2nd, 16th & 30th April 2025, Finance – 28th April 2025, Buildings – 22nd April 2025
9. Matters arising from the minutes – for information only
10. To receive the summary finance report to 30th April 2025 and earmarked reserves report
11. To receive the payments report for April 2025
12. To receive the financial reports and bank reconciliations for the Town Council for the year ending 31st March 2025
13. To approve the Balance Sheet and receive the Income & Expenditure Account for the year ending 31st March 2025

14. To consider and approve the Annual Governance Statement 2024-25
15. To consider and approve the Accounting Statements 2024-25
16. To review and agree the retained contractors list
17. To consider a motion from Cllr Sztymiak that Tewkesbury Town Council supports Tewkesbury Civic Society's petition to Tewkesbury Borough Council regarding bin blight
18. To consider and agree to support the 20's plenty campaign
19. To consider and agree grant applications from outside bodies
20. To note the reports from Tewkesbury Borough Council & Gloucestershire County Council
21. Correspondence

The next Full Council meeting will be:
8th September 2025

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 12th May 2025 at 6.00pm

Present: Cllrs P Jones (Chair), E Ash, H Bowman, P Brookes, C Cody, C Danter, A Hayes, J Raywood, C Robertson, M Sztymiak.

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

25/26 - 1 Election of Town Mayor

It was RESOLVED to elect Councillor Alan Hayes as Town Mayor for 2025/26.
Proposed by Cllr Cody, seconded by Cllr J Raywood.

25/26 - 2 Election of Deputy Mayor

It was RESOLVED to elect Councillor Emma Ash as Deputy Town Mayor for 2025/26.
Proposed by Cllr Jones, seconded by Cllr Hayes.

25/26 - 3 To receive apologies for absence

Apologies were received from Cllr Gurney (personal), Cllr Moran (work) & Cllr Smith (work).

Cllr S Raywood joined the meeting.

25/26 - 4 To receive declarations of interest

Cllrs Bowman, Cody & Sztymiak – Tewkesbury Borough Councillors
Cllr Smith – Gloucestershire County Councillor
Cllr Hayes – Mayor's stipend

25/26 - 5 To consider requests for dispensation

None received.

25/26 - 6 To consider the applications for co-option to Tewkesbury Town Council

It was RESOLVED by written vote to co-opt Rachael Bartlett & Joe Jones to Tewkesbury Town Council.

25/26 - 7 To receive written questions from members of the public

There were no written questions.

25/26 - 8 Public Participation

There was no public participation.

25/26 - 9 To note the Mayor's Announcements

Thank you to the Councillors who attended the VE service on Sunday at the Abbey.
Mayor Making is taking place on Monday 19th May at 6pm.
Mayor's charity event will take place on Saturday 18th October.

25/26 - 10 To approve the minutes of the meetings held on 10th March 2025

It was RESOLVED to approve the minutes of the meeting held on 10th March 2025.
Proposed by Cllr Jones, seconded by Cllr Brookes.

- 25/26 - 11** **To note the following Committee Minutes – Planning – 19th February, 5th & 19th March 2025, Finance – 3rd March 2025, Moorings – 25th March 2025, Environment & Amenities – 18th March 2025, Buildings – 17th March 2025, Severn Ham – 12th March 2025**
The above minutes were noted.
- 25/26 - 12** **Matters arising from the minutes**
21/22-147 Cycle storage – Two are due to be installed this week, and the other four shortly.
24/25-81 Payments reports – Smart meter installation is ongoing.
24/25-106 School Contact - Principal at Tewkesbury School is keen to get involved with the Town Council. Now with members of staff who run the Pupil Parliament. Ongoing.
24/25-126 Devolution – SLCC have formed a working group for large Gloucestershire Towns, which the Town Clerk has been invited to be part of and is scheduled to take place in May. At the last meeting it was suggested that a Town Council working group be formed, but at present there is insufficient information available to make this a meaningful group, as soon as this changes, a working group will be formed and will be open to all councillors.
- Grass cutting – TBC will not be cutting the highways verges for GCC and they will be getting their own contractors. Some areas will be part of 'No Mow May' and there will be signage for this. **Action:** Press release to be circulated.
- 25/26 - 13** **To receive the summary finance report to 31st March 2025 and earmarked reserves**
The finance reports were received. Year-end work has now been completed and the final reports will come to Full Council in June.
Earmarked reserves are down £20,000 as projects have commenced and there were significant earmarked reserves for 64 Barton Street in the previous financial year. General reserves are up by £11,000, so the financial year starts from a positive position. The Mayor's Charity account has been closed, as recommended by audit. £2485 has been allocated to the accessibility budget and the remainder earmarked at the end of the year.
- 25/26 - 14** **To receive the payments reports for February & March 2025**
The reports were received.
A Councillor asked about 27th Feb for £739 for replacement pads for the defibrillator and it seemed expensive. The Town Clerk advised that this also included a replacement battery, as well as pads.
- 25/26 - 15** **To approve the payment of annual stipend to the Town Crier and the Mayor's allowance**
It was RESOLVED to approve the annual stipend to the Town Crier of £1000.
Proposed by Cllr Danter, seconded Cllr S Raywood.
- It was RESOLVED to approve the Mayor's allowance of £1500.
Proposed by Cllr Jones, seconded by Cllr J Raywood.
- 25/26 - 16** **To agree the committee membership and terms of reference for 2025/26**
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 & C Danter

Planning

Cllrs **J Raywood**, P Jones, R Gurney, A Hayes, S Raywood
Mr R Maggs & Mr R Carey

Buildings

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

Moorings

Cllrs **C Danter**, H Bowman, S Raywood, R Gurney, Mr P Cronin

Severn Ham

Cllrs **P Brookes**, C Danter, C Cody, J Raywood, E Ash, R Gurney, R Bartlett
Mr J Bagg, Mr T Renals & Mr T Perry

Staffing

Cllrs **E Ash**, P Brookes, P Jones, C Robertson, M Sztymiak

Finance

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

Actions:

- There is a typographical error on Moorings committee.
- To consider moving Staffing committee time.
- Future Full Council agenda item – to consider the day to day running of the Riverside Walk and which committee should look after this.
- Moorings committee to draft improved terms of reference and return this to Full Council for approval.
- Planning committee to draft improved terms of reference, particularly regarding big planning applications where it is not possible to refer them to Full Council for opinions, due to the timings of meetings. Draft to return to Full Council for approval.

Cllr Cody left the meeting.

- 25/26 - 17 To agree the internal control checkers for 2025/26**
The internal control checkers for 2025/26 will be Cllrs Moran, Sztymiak, Brookes.
Proposed by Cllr Robertson, seconded by Cllr J Raywood.
- 25/26 - 18 To note the GAPTC subscription cost of £2810.60 for 2025/26**
The GAPTC subscription was noted.
- 25/26 - 19 To consider and agree any resolutions for the GAPTC AGM**
There were no resolutions proposed.
- 25/26 - 20 To consider and agree grant applications from outside bodies**
There were no applications to consider.

- 25/26 - 21 To note the CIL report for 2024/25**
The CIL report was noted.
A Councillor asked what the process is for spending the money, as it is time limited on five years. Cllr J Raywood advised that currently there isn't enough funding to do any of the things that have been proposed. Suggestions have included using it for accessibility for the Town Hall or a pedestrian crossing at the far end of the high street.
Action: Refer to Planning committee to advise what they feel process should be.
- 25/26 - 22 Review of code of conduct, to ensure no changes have been made a Borough level**
No changes.
- 25/26 - 23 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.
- 25/26 - 24 Review of representation on, or work with external bodies and arrangements for reporting back**
Cllr Robertson to become Council Advocacy Scheme (PCC) link.
- Cllr J Raywood left the meeting.
- 25/26 - 25 Review of inventory of land and assets including buildings and office equipment**
The online system was adopted and it is covered in automated year end process.
Delegated to the finance committee and internal control checkers.
- 25/26 - 26 Confirmation of arrangements for insurance cover in respect of all insured risks**
The policy is in force within a three-year rate agreement. Due for renewal in July goes to Finance Committee.
- 25/26 - 27 Review of the Council's and / or staff subscriptions to other bodies**
The subscriptions are as follows:
Gloucestershire Association of Parish & Town Councils (GAPTC) £2800
Society of Local Council Clerks (SLCC) £500
Campaign to Protect Rural England (CPRE) £36
Gloucestershire Playing Fields Association (GPFA) £100
Gloucestershire Rural Community Council (GRCC) £25
- 25/26 - 28 Review of the Council's complaints policy**
There have been no changes.
- 25/26 - 29 Review of the council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**
There have been no changes.
- 25/26 - 30 Review of the Council's policy for dealing with the press / media**
There have been no changes.
- 25/26 - 31 Review of the Council's employment policies and procedures**
This is overseen by the Staffing Committee, updated as and when required.

25/26 - 32

Correspondence

Tewkesbury Policing update. Question raised as to whether PCSO's could attend the meeting a couple of times a year. Noted that this would be a good idea, but at present they are going through a reorganisation.

Update 20s plenty campaign, details to be circulated. High level number is that casualties and fatalities have been reduced by 28%.

Action: Cllrs would like this to return to the agenda

There being no further business, the meeting closed at 7.32 pm

Signature of Chairman upon approval of the minutes 16th June 2025

DRAFT



PLANNING COMMITTEE

Wednesday 2nd April 2025

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

In attendance: K Chambers (Admin) One member of the public

MINUTES

P.24/25.364 Welcome

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

P.24/25.365 To receive apologies for absence

Mr R Carey

P.24/25.366 To receive declarations of interest

Cllr Jones – item 14

P.24/25.367 To receive and consider requests for dispensations

None

P.24/25.368 To approve the minutes of the Planning Committee meeting held on 19th March 2025

Proposed by Cllr Hayes and seconded by Cllr Jones

It was resolved to **approve** the minutes

P.24/25.369 To receive updates on matters arising from the minutes – for information only

P.23/24.375 – Accessibility project – ongoing

P.24/25.171 – Meetings with Corbally re Healings Mill – no further news

P.24/25.325 – meeting of chairman with TBC planning officers - ongoing

P.24/25.370 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)

The member of the public spoke concerning the NMA application for The Maltings.

P.24/25.371 To note correspondence

An update has been issued from Safe Avon, on water testing results and sewerage dumps by Severn Trent.

P.24/25.372 To receive the Borough Councillor's report (if applicable)
None

P.24/25.373 To note the CIL report for the year 2024-25
Noted. The report must be submitted to Tewkesbury Council and also published on our website by June.

P.24/25.374 T1 Willow by entrance - Remove to ground level and grind stump leaving grindings to back fill hole. chip all brash but leave all wood in 6 foot lengths including stem. T2 Goat Willow - Remove stump and grind T3 Conifer Stem - Remove stump - leave wood in 6ft lengths T4 leylandii hedge surrounding the car park side reduce by 1 metre T4 2 leylandii which are at one end of the courts and which need to be topped out, height needs to be reduced by 5m. T5 Conifer on the third hole to be felled.
Planning Application
Tewkesbury Park Golf And Country Club Lincoln Green Lane Tewkesbury
Gloucestershire GL20 7DN
Ref. No: 25/00100/TCA

Observations:

No objection

P.24/25.375 T1- Leylandii: Prune overhanging branches back to the boundary where possible. Without cutting the main stem.
Planning Application
31 Gravel Walk Tewkesbury Gloucestershire GL20 5NH
Ref. No: 25/00162/TCA

Observations:

No objection

P.24/25.376 Full planning application for the conversion of an agricultural barn to one new dwelling and associated works.
Planning Application
Barn At Tredington Park Tredington Tewkesbury Gloucestershire
Ref. No: 25/00197/FUL

Observations:

No objection

P.24/25.377 Non-material amendment to planning application 22/00532/FUL to allow minor fenestration changes
The Maltings Station Street Tewkesbury Gloucestershire GL20 5NN
Ref. No: 24/00032/NMA

Observations:

The Town Council are disappointed that there appears to have been no progress on this application since our last submission. We remain very concerned that the planning

authority isn't standing by the Borough Council's published policy and the opinion of their committee particularly because the site location is in a historically sensitive environment and one which the Borough wants to see improved rather than detracted from.
We would appreciate this application being determined without further undue delay.

P.24/25.378 To note any additional applications on the Planning Portal which will expire before Wednesday 16th April 2025 and agree further actions
None

P.24/25.379 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions
None

There being no further business, the meeting closed at

Chairman's signature

16th April 2025



PLANNING COMMITTEE

Wednesday 16th April 2025

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

In attendance: Nicole Finnegan (Finance),

MINUTES

P.24/25.380 Welcome.

The chairman welcomed all present when the meeting opened at 7.31pm and ensured that introductions were made.

P.24/25.381 To receive apologies for absence

Cllr. P Jones

P.24/25.382 To receive declarations of interest

None

P.24/25.383 To receive and consider requests for dispensations

None

P.24/25.384 To approve the minutes of the Planning Committee meeting held on 2nd April 2025

Proposed by Cllr S Raywood and seconded by Mr Carey

It was resolved to **approve** the minutes

P.24/25.385 To receive updates on matters arising from the minutes – for information only

P.23/24.375 – Accessibility project – ongoing

P.24/25.171 – Meetings with Corbally re Healings Mill – The architect is looking into it.

P.24/25.325 – meeting of chairman with TBC planning officers - ongoing

P.24/25.373 – The CIL report has been published on the Town Council's website and has been sent to TBC. It will be placed on the next Full Council agenda, in accordance with our terms of reference.

P.24/25.386 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.24/25.387 To note correspondence

The Civic Society objected to the GCC proposal to install EV charging points on the High Street. We have now received a copy of GCC's response to that objection.

P.24/25.388 To receive the Borough Councillor's report (if applicable)

None (Pre-election period)

P.24/25.389 Single storey side and rear extensions. Replacement doors, windows and cladding to front elevation.

Planning Application

33 Carrant Road Mitton Tewkesbury Gloucestershire GL20 8AA

Ref. No: 25/00262/FUL

Observations:

No objection

P.24/25.390 Prior Approval Application for the Proposed Partial Demolition of Unit 6400 Tewkesbury Business Park, Severn Drive, Tewkesbury, Gloucestershire.

Planning Application

Duraflex Unit 7200 Severn Drive Ashchurch Tewkesbury Gloucestershire GL20 8SF

Ref. No: 25/00279/DEM

Observations:

No objection

P.24/25.391 Installation of a stair lift to staircase for Disabled Person

Planning Application

Mythe Court North Mythe Road Tewkesbury Gloucestershire GL20 6EB

Ref. No: 25/00074/LBC

Observations:

No objection

P.24/25.392 Change front windows to new grade A plus rated double glazed sash windows - made like for like as wooden window frames beyond economical repair and thermally inefficient

Planning Application

5 Cotteswold Road Tewkesbury Gloucestershire GL20 5DQ

Ref. No: 25/00182/FUL

Observations:

The Town Council defers to the opinion of the Conservation Officer.

P.24/25.393 To note the decisions made in March 2025, in respect of planning applications to Tewkesbury Borough Council

Noted

P.24/25.394 To note any additional applications on the Planning Portal which will expire before Wednesday 30th April 2025 and agree further actions
None

P.24/25.395 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions
None

There being no further business, the meeting closed at 8.03pm.

Chairman's signature

30th April 2025



PLANNING COMMITTEE

Wednesday 30th April 2025

Present: Cllrs. J Raywood, S Raywood, R Gurney

In attendance: Nicole Finnegan (Finance)

MINUTES

- P.24/25.395** **Welcome.**
The chairman welcomed all present when the meeting opened at 7.30pm and ensured that introductions were made.
- P.24/25.396** **To receive apologies for absence**
Mr R Carey, Cllr Jones, Cllr Hayes
- P.24/25.397** **To receive declarations of interest**
None
- P.24/25.398** **To receive and consider requests for dispensations**
None
- P.24/25.399** **To approve the minutes of the Planning Committee meeting held on 16th April 2025**
Proposed by Cllr S Raywood and seconded by Cllr Gurney
It was resolved to **approve** the minutes
- P.24/25.400** **To receive updates on matters arising from the minutes – for information only**
P.23/24.375 – Accessibility project – ongoing
P.24/25.171 – Meetings with Corbally re Healings Mill – The architect is looking into it.
P.24/25.325 – meeting of chairman with TBC planning officers - ongoing
- P.24/25.401** **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.24/25.402 **To note correspondence**
Re **P.24/25.392 - Cotteswold Road Tewkesbury Gloucestershire GL20 5DQ**
Ref. No: 25/00182/FUL. The Civic Society has communicated that they have reservations regarding the thickness of the window frames and the fact that the available information does not substantiate the applicant's claims that these are like for like.

P.24/25.403 **To receive the Borough Councillor's report (if applicable)**
None (Pre-election period)

P.24/25.404 **Conversion of existing carport and outbuilding to ancillary accommodation, including fenestration alterations and external application of render**
Planning Application
Mythe Close Mythe Road Tewkesbury Gloucestershire GL20 6EB
Ref. No: 25/00300/FUL

Observations: No objection

P.24/25.405 **Single storey extension to the front to create enlarged kitchen incorporating the garage**
Planning Application**615 Springfield Tewkesbury Gloucestershire GL20 8EP**
Ref. No: 25/00295/FUL

Observations: No objection

P.24/25.406 **Minor internal alterations to create a downstairs bedroom and en suite shower room in a Grade II Listed Building**
Planning Application
4 Tolley Lane Tewkesbury Gloucestershire GL20 5AE
Ref. No: 25/00311/LBC

Observations: No objection, subject to the opinion of the Conservation Officer
--

P.24/25.407 **External window alterations including changing 5no. timber sash windows to thin double-glazed painted steel casement windows, and 5no. single-glazed painted steel windows to double-glazed windows.**
Planning Application
Sanctum Hall Barton Street Tewkesbury Gloucestershire GL20 5PX
Ref. No: 25/00231/LBC

Observations: No objection

P.24/25.408 **Single storey rear extension to dwelling house**
Planning Application
94 Queens Road Tewkesbury Gloucestershire GL20 5EJ
Ref. No: 25/00333/FUL

Observations:
No objection

P.24/25.409 **To note any additional applications on the Planning Portal which will expire before Wednesday 14th May 2025 and agree further actions**

W/25/00596/OUT

Land At (Os 9140 3472) Tewkesbury Road Bredons Hardwick

An outline application for phased residential development capable of being severed for up to 500 new homes, a neighbourhood centre (Use Classes C3, E, F2, and Sui Generis ((Hot Food takeaways, and pubs/bars)), means of access (from Hardwick Bank Road, and from the proposed Mitton A development to the south) drainage, landscaping, open space, and associated infrastructure with all matters reserved except for access.

Observations:

The Town Council is dismayed not to have been informed about the existence of this application. We would like to be informed from now on and would appreciate additional time to review and comment.

This scheme relies on Mitton A for part of its access requirements. However, the transport assessment for Mitton A indicates that there is an issue with the access and its impact on Tewkesbury. It follows then that additional demand on top of that will be a significant problem. In addition there will be significant strains on sewage, water management, and medical services.

We therefore object to this scheme in the strongest possible terms. We will submit a further response in two weeks time.

Planning permission is sought for a new fish pass at Upper Lode Weir. The fish pass will comprise a column style naturalised fish pass through the existing weir on the left bank. The fish pass will occupy an area of river channel that is currently populated by a sediment bank that has built up following the introduction of the weir. The fish pass will not be located within the Severn Ham SSSI designation.

Planning Application

Severn Ham Back Of Avon Tewkesbury Gloucestershire

Ref. No: 24/00097/PRE

Observations:

No objection, on the basis of the information we have at present.

P.24/25.410 **To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**
None

There being no further business, the meeting closed at 8.40pm

Chairman's signature

14th May 2025

**MINUTES of
the
Finance Committee meeting held on 28th April 2025 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk)

- F.24.099 To receive apologies**
Cllrs A Hayes, M Sztymiak
- F.24.100 To receive declarations of interest**
None.
- F.24.101 To receive dispensations**
None.
- F.24.102 To approve the minutes of the Finance Committee meeting held on 3rd March 2025**
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 3rd March 2025. Proposed by Cllr Brookes, seconded by Cllr J Raywood.
- F.24.103 Matters arising from the minutes of 6th January – for information only**
24.092 Alarm battery replacement at 64 BS – job sheet to be circulated to committee members – carried forward.
- F.24.104 To receive correspondence relating to the Finance Committee**
None.
- F.24.105 Public Participation**
None
- F.24.106 To review the financial reports and bank reconciliations of the Town Council for February and March 2025**
The financial reports and bank reconciliations were reviewed.
Action: It was suggested that the title of ‘youth budget’ should be reviewed. Will be passed to E&A to action.
- F.24.107 To note closing position of Mayor’s Charity Account (closed 17th March 2025)**
The closing position and supporting bank statement were noted.
- F.24.108 To review the payments report for February and March 2025**
The report was reviewed.
- F.24.109 Retrospectively approve expenditure of £6,780.80 relating to Christmas Lights e expenditure**
It was RESOLVED to approve the expenditure. Proposed by Cllr Brookes, seconded by Cllr Danter.
- F.24.110 Agree any vires, movement of existing earmarked reserves and new earmarked reserves for the Finance Committee and Staffing Committee**

It was RESOLVED to approve the following:
 EMR339 Legal £1,105 to be released to 120 4180 Legal Fees
 EMR361 Community Grants £600 to be released to 120 4330 Community Grants
 120 4240 Website £267 to EMR337 Website
 120 4250 IT £2,481to new EMR FIN IT
 120 4280 Events & Services £1,994 to EMR365 Events & Services
 120 4310 Tourism & Marketing £360 to EMR341 Tourism & Marketing
 120 4350 Elections £1,000 to EMR340 Elections
 110 4100 Professional Fees £3,311 vire to 110 4120 Asset Manager
 EMR369 Training release £1,351 to 110 4110 Training (to balance overspend)
 110 4100 Professional Fees £1,709 to EMR 372 Professional Fees

F.24.111 To note the recent bar audit for Q4 2024/25 and final stock figure of £4,743.51
 The recent bar audit and stock figure were noted.

F.24.112 Review of direct debits and standing orders
 The list of payees approved for direct debit / standing order was reviewed as contained in the meeting pack.

F.24.113 To consider and agree grant applications from outside bodies
 The grant application was reviewed. The committee requested a breakdown of the £630 expenditure. It was RESOLVED to award a grant of £630 for purchase of tools, subject to the Town Clerk receiving confirmation of the breakdown of expenditure. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

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

Signature of Chairman upon approval of the minutes 9th June 2025

MINUTES
of the
Buildings Committee meeting held on 22nd April 2025 at 6.00pm in the Town Hall,
Tewkesbury

Present: Cllrs C Danter (Chair), E Ash, R, Gurney, J Raywood, S Raywood

In attendance: D Hill (Town Clerk)

B.24.093 Receive apologies for absence
Cllrs P Jones, C Moran, C Robertson.

B.24.094 Receive declarations of interest
None.

B.24.095 Receive dispensations
None.

B.24.096 Approve the minutes of the Buildings & Moorings Committee meeting held on 17th March 2025
It was RESOLVED to approve the minutes of the meeting held on 17th March.
Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

B.24.097 Matters arising from the minutes – for information only

24.074 – War Memorial repairs – The Asset Manager advised he has a quote for two options – ongoing.
24.088 – Professional fee proposal for works at the Town Hall to be added to agenda – carried forward.

B.24.098 Receive correspondence relating to the Buildings Committee
None.

B.24.099 Public Participation
None.

B.24.100 Review the budget report and earmarked reserves report
The budget and earmarked reserves reports were reviewed. The committee notes the actual income for the year for the Town Hall and Watson Hall. Thanks was expressed to the office team for the hard work on the hall hire and bookings process.

B.24.101 Agree any vires, movement of existing earmarked reserves and new earmarked reserves
It was RESOLVED to approve the following:
EMR357 64 BS Projects £3,557 to be released to 210 4500 64 BS Projects (to balance overspend)

210 4195 Health & Safety £825 to a new EMR called BUILD 64 BS Health & Safety
 210 4390 Grant Expenditure £9,461 to EMR351 64 BS Grant Income
 210 4450 Maintenance £20,758 to EMR320 64 BS Maintenance
 220 4450 Maintenance £4,331 to EMR354 TH Maintenance
 220 4590 Projects £20,000 to EMR360 TH Projects
 220 4595 Accessibility £12,485 to a new EMR called BUILD TH Accessibility
 230 4450 Maintenance £1,000 to EMR328 War Memorial
 EMR355 WH Projects £443 to be released to 600 4590 (to balance overspend)
 600 4913 Bar Equipment £101 to EMR356 WH Bar Equipment
 600 4960 Equipment £1,473 to new EMR called WH Equipment
 Proposed by Cllr J Raywood, seconded by Cllr Danter.

B.24.102 Review quotes and approve expenditure for relocation of bar heaters, installation of new heating system in the bar and installation of new electric heaters in the toilets

It was RESOLVED to relocate the bar heaters, instal a HVAC system in the bar and new heaters in the toilets at a cost of £3,600. Proposed by Cllr J Raywood, seconded by Cllr Danter.

B.24.103 Receive an update from the Town Clerk on the following:

- i. **Town Hall refurbishment and accessibility project and associated grant funding**
 – The Town Clerk reported that an expression of interest will be submitted to the new heritage buildings at risk grant funding by 30th April.
- ii. **Watson Hall refurbishment and associated grant funding** – The Town Clerk reported that an expression of interest will be submitted to the new heritage buildings at risk grant funding by 30th April.
- iii. **64 Barton Street refurbishment and internal reconfiguration/accessibility project** – Planning permission has been permitted. Costs are being sought for the remaining work that is hoped to be funded from the existing MEND 2 funding. It is intended to submit an expression of interest to MEND 5.

B.24.104 Review buildings work programme tracking documentation

The documentation contained in the meeting pack was reviewed.

B.24.105 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, sub-section 2

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

B.24.106 Receive an update from the Town Clerk in respect of the Licence for the garden at the rear of the Watson Hall

The Town Clerk provided an update.

There being no further business, the meeting closed at 19:30

Signature of Chairman upon approval of the minutes 27th May 2025

Summary Income & Expenditure by Budget Heading 10/06/2025

Month No: 1

Summary Finance Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Finance						
120 Finance	Income	266,421	537,067	270,646		
	Expenditure	9,084	65,950	56,866		56,866
	Net Income over Expenditure	257,336	471,117	213,781		
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	257,336	471,117	213,781		
140 Tewkesbury Live	Income	1,530	45,000	43,470		
	Expenditure	1,705	45,000	43,295		43,295
	Net Income over Expenditure	(175)	0	175		
	plus Transfer from EMR	1,555	0	(1,555)		
	Movement to/(from) Gen Reserve	1,380	0	(1,380)		
150 Christmas Lights	Income	0	3,000	3,000		
	Expenditure	0	10,400	10,400		10,400
	Movement to/(from) Gen Reserve	0				
	Finance Income	267,951	585,067	317,116		
	Expenditure	10,789	121,350	110,561	0	110,561
	Net Income over Expenditure	257,161	463,717	206,556		
	plus Transfer from EMR	1,555	0	(1,555)		
	less Transfer to EMR	0	0	0		
	Movement to/(from) Gen Reserve	258,716	463,717	205,001		
Buildings						
160 Fundraising	Expenditure	0	4,000	4,000		4,000
210 64 Barton Street	Expenditure	1,015	30,860	29,845		29,845
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(1,015)	(30,860)	(29,845)		
220 Town Hall	Income	3,049	18,050	15,001		
	Expenditure	1,870	81,300	79,430		79,430
	Net Income over Expenditure	1,179	(63,250)	(64,429)		
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	1,179	(63,250)	(64,429)		
230 War Memorial	Expenditure	0	1,000	1,000		1,000
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	0	(1,000)	(1,000)		

Summary Income & Expenditure by Budget Heading 10/06/2025

Month No: 1

Summary Finance Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
	Buildings Income	3,049	18,050	15,001		
	Expenditure	2,885	117,160	114,275	0	114,275
	Net Income over Expenditure	164	(99,110)	(99,274)		
	plus Transfer from EMR	0	0	0		
	less Transfer to EMR	0	0	0		
	Movement to/(from) Gen Reserve	164	(99,110)	(99,274)		
Environment & Amenities						
300	Play Parks					
	Expenditure	1,525	11,356	9,831		9,831
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(1,525)	(11,356)	(9,831)		
310	Spring Gardens					
	Expenditure	163	11,600	11,437		11,437
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(163)	(11,600)	(11,437)		
320	Gloucester Road					
	Expenditure	70	3,950	3,880		3,880
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(70)	(3,950)	(3,880)		
330	Cleaning & Consumables					
	Expenditure	70	5,808	5,738		5,738
340	Outside Spaces					
	Expenditure	4,647	23,550	18,903		18,903
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(4,647)	(23,550)	(18,903)		
	Environment & Amenities Income	0	0	0		
	Expenditure	6,475	56,264	49,789	0	49,789
	Net Income over Expenditure	(6,475)	(56,264)	(49,789)		
	plus Transfer from EMR	0	0	0		
	less Transfer to EMR	0	0	0		
	Movement to/(from) Gen Reserve	(6,475)	(56,264)	(49,789)		
Planning						
400	Planning					
	Expenditure	0	6,500	6,500		6,500
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	0	(6,500)	(6,500)		
	Planning Income	0	0	0		
	Expenditure	0	6,500	6,500	0	6,500
	Net Income over Expenditure	0	(6,500)	(6,500)		

Summary Income & Expenditure by Budget Heading 10/06/2025

Month No: 1

Summary Finance Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
plus Transfer from EMR	0	0	0		
less Transfer to EMR	0	0	0		
Movement to/(from) Gen Reserve	0	(6,500)	(6,500)		
Severn Ham					
500 Severn Ham					
Income	0	27,966	27,966		
Expenditure	6	28,607	28,601		28,601
Net Income over Expenditure	(6)	(641)	(635)		
plus Transfer from EMR	0	0	0		
Movement to/(from) Gen Reserve	(6)	(641)	(635)		
Severn Ham Income	0	27,966	27,966		
Expenditure	6	28,607	28,601	0	28,601
Net Income over Expenditure	(6)	(641)	(635)		
plus Transfer from EMR	0	0	0		
less Transfer to EMR	0	0	0		
Movement to/(from) Gen Reserve	(6)	(641)	(635)		
Watson Hall					
600 Watson Hall					
Income	6,518	92,100	85,582		
Expenditure	7,605	122,500	114,895		114,895
Net Income over Expenditure	(1,087)	(30,400)	(29,313)		
plus Transfer from EMR	0	0	0		
Movement to/(from) Gen Reserve	(1,087)	(30,400)	(29,313)		
Watson Hall Income	6,518	92,100	85,582		
Expenditure	7,605	122,500	114,895	0	114,895
Net Income over Expenditure	(1,087)	(30,400)	(29,313)		
plus Transfer from EMR	0	0	0		
less Transfer to EMR	0	0	0		
Movement to/(from) Gen Reserve	(1,087)	(30,400)	(29,313)		
Staffing					
110 Staffing					
Expenditure	24,280	293,534	269,254		269,254
plus Transfer from EMR	0	0	0		
Movement to/(from) Gen Reserve	(24,280)	(293,534)	(269,254)		

Summary Income & Expenditure by Budget Heading 10/06/2025

Month No: 1

Summary Finance Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Staffing Income	0	0	0		
Expenditure	24,280	293,534	269,254	0	269,254
Net Income over Expenditure	(24,280)	(293,534)	(269,254)		
plus Transfer from EMR	0	0	0		
Movement to/(from) Gen Reserve	(24,280)	(293,534)	(269,254)		

Moorings

200 Moorings

Income	1,529	5,000	3,471		
Expenditure	149	20,100	19,951		19,951
Net Income over Expenditure	1,380	(15,100)	(16,480)		
plus Transfer from EMR	0	0	0		
Movement to/(from) Gen Reserve	1,380	(15,100)	(16,480)		
Moorings Income	1,529	5,000	3,471		
Expenditure	149	20,100	19,951	0	19,951
Net Income over Expenditure	1,380	(15,100)	(16,480)		
plus Transfer from EMR	0	0	0		
Movement to/(from) Gen Reserve	1,380	(15,100)	(16,480)		

Grand Totals:- Income	279,046	728,183	449,137		
Expenditure	52,190	766,015	713,825	0	713,825
Net Income over Expenditure	226,857	(37,832)	(264,689)		
plus Transfer from EMR	1,555	0	(1,555)		
less Transfer to EMR	0	0	0		
Movement to/(from) Gen Reserve	228,412	(37,832)	(266,244)		

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR BUILD 64 BS Maintenance	87,693.00		87,693.00
321	EMR BUILD Town Hall Gardens	250.00		250.00
324	EMR E&A Noticeboards & Swapbox	1,387.00		1,387.00
325	EMR E&A Playground Projects	29,941.00		29,941.00
326	EMR E&A Youth	4,105.00		4,105.00
328	EMR BUILD War Memorial	8,875.73		8,875.73
329	EMR SH Severn Ham	41,163.00		41,163.00
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	6,521.00		6,521.00
333	EMR E&A Toilet Block Project	25,626.00		25,626.00
335	EMR E&A Bus Shelters	6,951.25		6,951.25
336	EMR FIN Regalia	209.00		209.00
337	EMR FIN Website	2,787.00		2,787.00
338	EMR FIN Professional Fees	5,237.00		5,237.00
339	EMR FIN Legal	16,362.00		16,362.00
340	EMR FIN Elections	6,000.00		6,000.00
341	EMR FIN Tourism & Marketing	2,117.00		2,117.00
342	EMR FIN Newsletter	2,148.00		2,148.00
343	EMR SH Weeding	24,163.00		24,163.00
344	EMR SH Severn Ham Tree Maint	4,250.00		4,250.00
345	EMR SH Hay Sowing Project	8,675.00		8,675.00
346	EMR SH Footpath Repairs	5,253.00		5,253.00
349	EMR MOOR Projects	44,340.23		44,340.23
350	EMR BUILD Watson Hall Lease *	19,250.00		19,250.00
351	EMR BUILD 64 BS Grant Income	9,461.00		9,461.00
354	EMR BUILD TH Maintenance	22,360.00		22,360.00
355	EMR BUILD WH Projects	18,876.00		18,876.00
356	EMR BUILD WH Bar Equipment	2,163.00		2,163.00
357	EMR BUILD 64 BS Projects	7,662.00		7,662.00
359	EMR PLA Community Devel Planni	6,856.00		6,856.00
360	EMR BUILD TH Projects	53,362.00		53,362.00
362	EMR FIN Tewkes Live Music Fest	21,775.00	-1,580.25	20,194.75
365	EMR FIN Events and Services	4,433.00		4,433.00
366	EMR BUILD TH Equipment	870.00		870.00
369	EMR STA Training	736.00		736.00
370	EMR PLA CIL	2,252.00		2,252.00
371	EMR PLA Planning Consultancy	6,415.00		6,415.00
372	EMR STA Professional Fees	5,501.00		5,501.00
375	EMR BUILD WH Go Fund Me	76.00		76.00
376	BUILD 64 BS Health & Safety	825.00		825.00
377	EMR BUILD TH Accessibility	12,485.00		12,485.00
378	EMR FIN IT	2,481.00		2,481.00
379	EMR WH Equipment	1,473.00		1,473.00
		<u>543,141.21</u>	<u>-1,580.25</u>	<u>541,560.96</u>

List of Payments made between 01/04/2025 and 30/04/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2025	Tesco Mobile	April 2025	27.98		Phones
02/04/2025	IMEX	Std Ord	57.60		Till Maintenace
07/04/2025	Topregal UK Ltd.	SO-131841	84.00		Collection
07/04/2025	TBC - Back Of Avon	5105564X	90.25		Back Of Avon Business Rates
07/04/2025	TBC - St Marys Lane	51055668	59.00		St Marys Lane Business Rates
08/04/2025	Borglocks	DEB	169.20		Latch
10/04/2025	Post Office Ltd	DEB	2.00		Postage
14/04/2025	GAB Services	Std Ord	9,700.00		Caretaking Services
15/04/2025	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
15/04/2025	Smith's (Gloucester) Limited	C524769	153.84		Waste/recycling
15/04/2025	Octopus Energy - Glos Rd Toile	0026	77.95		Electricity
15/04/2025	Octopus Energy - Oldbury Rd To	0025	130.04		Electricity
15/04/2025	Octopus Energy - Town Hall	0020	952.94		Electric/Gas
15/04/2025	Octopus Energy - Watson Hall	0020 -WH	1,560.22		Electricity/Gas
16/04/2025	Staff Salaries	FPO	9,796.97		Office Net Wages April P1
16/04/2025	Staff Salaries	FPO	3,070.66		Bar Net Wages April P1
17/04/2025	A-Star Traffic	1	84.00		Bollards plan/drawing
17/04/2025	Cardinus Risk Management Ltd	2	3,102.00		Reinstatement cost assesment
17/04/2025	Expert Access Solutions(Form.	3	372.00		Wh Door Maint
17/04/2025	Eventec Ltd	4	8,136.96		Christmas lights
17/04/2025	Gloucestershire Electrical Ser	5	762.00		PAT
17/04/2025	Timber & Hardware Supplies Ltd	6	70.18		Timber
17/04/2025	Hewer Facilities Management Lt	7	1,271.53		Gas Valve Replacement
17/04/2025	Hy-Clean Supplies Limited	8	261.95		Cleaning supplies
17/04/2025	C.W. Hygiene Services Ltd	9	528.00		Watson Windows
17/04/2025	Panacea Business Solutions Ltd	10	156.27		Photocopier
17/04/2025	PAYROLLS UK LTD	11	73.20		Payroll processing
17/04/2025	Proactive Business Supplies Lt	12	77.86		Office Supplies
17/04/2025	Network Connections Uk Ltd T/A	13	4,050.00		Camera Maint yr 25-26
17/04/2025	Skys The Limit Mobile Access S	14	2,118.00		Christmas lights maint
17/04/2025	SPA Security	15	192.00		Call out TH
17/04/2025	Stroud Brewery Ltd	16	190.72		Bar stock
17/04/2025	Tewkesbury Borough Council	17	1,800.00		Annual inspections/ Play areas
17/04/2025	Trade UK (T/A Screwfix)	18	169.99		Erbauer Blower
17/04/2025	Vespas	FPO	300.00		Vespas - TL Fringe
17/04/2025	RAVE	FPO	700.00		Rave - TL Fringe Band
17/04/2025	Gloucester County Council	FPO	2,583.89		Pensions April P1
17/04/2025	HMRC	FPO	2,290.41		Tax/Ni April P1
17/04/2025	Vital-Parts	DEB	30.20		Play parks
20/04/2025	Contrctor	Std Ord	1,103.60		Asset Manager
21/04/2025	Siemens	DD	513.81		Photocopier lease
22/04/2025	TL Spring Fringe sound	FPO	250.00		Sound engineer
22/04/2025	Digital Telecom Ltd	210056	57.11		Phones
22/04/2025	Digital Telecom Ltd	210055	84.59		Phones
22/04/2025	Charlton Networks	42477	331.75		IT
22/04/2025	TBC - TC	Std Ord	366.70		Non Domestic Rates Town Hall
23/04/2025	Waterplus (Toilet Block - 0513	08861486	26.23		Water
23/04/2025	Amazon	DEB	28.48		Extractor Hood Filter

Continued on Page 2

List of Payments made between 01/04/2025 and 30/04/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
24/04/2025	NEST	DD	220.26		Pensions April P1
24/04/2025	Waterplus (Watson Hall Bar- 03	08881601	61.03		Water
24/04/2025	Waterplus (Town Hall - 0385036	08849702	107.11		Water
28/04/2025	Diversity Business Services	Std Ord	165.00		HR Retainer
28/04/2025	Lloyds	PAY	26.06		Service charges
28/04/2025	Booker	DEB	193.27		WH Bar Stock
28/04/2025	Booker	DEB	220.99		WH Bar Stock
30/04/2025	SPA Security	1264	366.30		Spring Fringe
30/04/2025	Charlton Networks	INV-2051	1,096.97		Laptop/Setup
30/04/2025	GRCC	FPO	25.00		Membership Renewal
30/04/2025	A&E Fire and Security	19	1,090.29		Town hall
30/04/2025	Tewkesbury Brewing Company	20	48.00		Bar Stock
30/04/2025	Cotswold Cleaning	21	375.00		Bus Shelter cleans
30/04/2025	GAPTC	22	2,810.60		Subscription / electors
30/04/2025	Gloucester Brewery	23	223.20		Bar Stock
30/04/2025	Neptune Building Services Ltd	24	504.00		Replace Water Heater
30/04/2025	PAYROLLS UK LTD	25	73.20		Payroll Processing
30/04/2025	Rialtas Business Solutions Ltd	26	2,294.40		Bookings software
30/04/2025	William Spry - Stocktaker	27	210.00		Stock take
30/04/2025	Vimto Out of Home	28	246.19		Bar Stock
30/04/2025	Waterplus (Trough B. Avon - 08	08994354	5.57		water
30/04/2025	Waterplus (Watson Hall - 03850	08459455	76.88		Purchase Ledger DDR Payment
30/04/2025	Thompson Bancks Solicitors	18.09.2024	399.60		P/Ledger Electronic Payment
30/04/2025	Tewkesbury Big Weekend	FPO	1,500.00		Community Grant Awarded
30/04/2025	Tewkesbury Medieval Festival	FPO	3,000.00		Community Grant Awarded
30/04/2025	Spotify	DEB	11.99		Spotify Premium April
30/04/2025	Safetec	DEB	62.40		Earplugs
30/04/2025	Amazon	DEB	68.96		Troughs and cables
Total Payments			73,709.35		

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>110 Staffing</u>						
4000 Staff Salary	114,130	116,366	2,236		2,236	
4030 PAYE and NI	30,686	25,145	(5,541)		(5,541)	
4040 Pension	31,582	27,820	(3,762)		(3,762)	
4050 Staff Travel	104	250	146		146	
4060 Councillor Travel	0	60	60		60	
4070 Staff Other Expenses	144	200	56		56	
4080 Facilities Mgmt. Contractor	75,235	74,256	(979)		(979)	
4090 Payroll Processing	444	550	106		106	
4100 Professional Fees	1,980	3,689	1,709		1,709	
4110 Training	2,051	700	(1,351)		(1,351)	1,351
4120 Asset Manager	3,311	3,311	0		0	
Staffing :- Indirect Expenditure	259,666	252,347	(7,319)	0	(7,319)	1,351
Net Expenditure	(259,666)	(252,347)	7,319			
6000 plus Transfer from EMR	1,351	0	(1,351)			
Movement to/(from) Gen Reserve	(258,315)	(252,347)	5,968			
<u>120 Finance</u>						
1076 Precept	494,540	494,540	0			
1090 Interest Received	7,718	4,000	(3,718)			
Finance :- Income	502,258	498,540	(3,718)			0
4100 Professional Fees	666	1,000	334		334	
4150 Mayors Allowance	1,500	1,500	0		0	
4160 Bank Charges	827	825	(2)		(2)	
4170 Audit Fees	2,700	2,500	(200)		(200)	
4180 Legal Fees	7,105	6,000	(1,105)		(1,105)	1,105
4190 Subscriptions & Memberships	3,798	3,500	(298)		(298)	
4200 Insurance	18,740	18,000	(740)		(740)	
4210 Stationery Office Equipment	924	1,500	576		576	
4220 Telephone & Broadband (TC)	1,161	1,100	(61)		(61)	
4230 Photocopier	2,760	2,600	(160)		(160)	
4240 Website	633	900	267		267	
4250 IT	6,519	9,000	2,481		2,481	
4260 Publications	10	100	90		90	
4270 Newsletter	415	500	85		85	
4280 Events & Services	1,006	3,000	1,994		1,994	
4290 Regalia	2,826	5,000	2,174		2,174	
4300 Civic	1,177	600	(577)		(577)	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4310 Tourism & Marketing	1,640	2,000	360		360	
4320 Town Crier	1,000	1,000	0		0	
4330 Community Grants	8,600	8,000	(600)		(600)	600
4350 Elections	0	1,000	1,000		1,000	
4390 Grant Expenditure	750	0	(750)		(750)	
4990 Sundries/Petty Cash	284	600	316		316	
Finance :- Indirect Expenditure	65,041	70,225	5,184	0	5,184	1,705
Net Income over Expenditure	437,217	428,315	(8,902)			
6000 plus Transfer from EMR	1,705	0	(1,705)			
Movement to/(from) Gen Reserve	438,922	428,315	(10,607)			
<u>130 Mayor's Charity</u>						
1200 Mayor's Charity Income	3,178	0	(3,178)			
Mayor's Charity :- Income	3,178	0	(3,178)			0
4410 Mayor's Charity Expenditure	8,919	0	(8,919)		(8,919)	
Mayor's Charity :- Indirect Expenditure	8,919	0	(8,919)	0	(8,919)	0
Net Income over Expenditure	(5,741)	0	5,741			
<u>140 Tewkesbury Live</u>						
1120 Tewkesbury Live Grants Receive	26,514	0	(26,514)			9,456
1121 Tewkes Live Income	43,036	35,000	(8,036)			
Tewkesbury Live :- Income	69,550	35,000	(34,550)			9,456
4370 Tewkesbury Live Expenditure	31,474	35,000	3,526		3,526	2,199
4390 Grant Expenditure	14,502	0	(14,502)		(14,502)	
4505 Fundraising	1,073	0	(1,073)		(1,073)	
Tewkesbury Live :- Indirect Expenditure	47,048	35,000	(12,048)	0	(12,048)	2,199
Net Income over Expenditure	22,502	0	(22,502)			
6000 plus Transfer from EMR	2,199	0	(2,199)			
6001 less Transfer to EMR	9,456	0	(9,456)			
Movement to/(from) Gen Reserve	15,245	0	(15,245)			
<u>150 Christmas Lights</u>						
1125 Christmas Lights Income	4,151	4,000	(151)			
Christmas Lights :- Income	4,151	4,000	(151)			0

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4375 Christmas Lights	7,926	7,500	(426)		(426)	
4560 Electric	339	0	(339)		(339)	
Christmas Lights :- Indirect Expenditure	8,265	7,500	(765)	0	(765)	0
Net Income over Expenditure	(4,114)	(3,500)	614			
<u>160 Fundraising</u>						
4505 Fundraising	238	0	(238)		(238)	
Fundraising :- Indirect Expenditure	238	0	(238)	0	(238)	0
Net Expenditure	(238)	0	238			
<u>200 Moorings</u>						
1300 Moorings Income	9,325	7,000	(2,325)			
1850 HAZ Income	9,355	0	(9,355)			
Moorings :- Income	18,680	7,000	(11,680)			0
4450 Maintenance	1,365	7,000	5,635		5,635	
4460 Rates	1,357	1,500	143		143	
4470 Mooring Leases	100	100	0		0	
4590 Projects	5,240	10,000	4,760		4,760	
Moorings :- Indirect Expenditure	8,062	18,600	10,538	0	10,538	0
Net Income over Expenditure	10,618	(11,600)	(22,218)			
<u>210 64 Barton Street</u>						
4195 Health & Safety	0	825	825		825	
4390 Grant Expenditure	134,860	0	(134,860)		(134,860)	153,782
4450 Maintenance	5,304	30,000	24,696		24,696	
4500 64 Barton Street Projects	3,557	0	(3,557)		(3,557)	3,557
4505 Fundraising	3,938	0	(3,938)		(3,938)	720
64 Barton Street :- Indirect Expenditure	147,659	30,825	(116,834)	0	(116,834)	158,059
Net Expenditure	(147,659)	(30,825)	116,834			
6000 plus Transfer from EMR	158,059	0	(158,059)			
Movement to/(from) Gen Reserve	10,400	(30,825)	(41,225)			
<u>220 Town Hall</u>						
1400 Garden Income	0	50	50			
1410 Town Hall Income	15,949	15,000	(949)			
Town Hall :- Income	15,949	15,050	(899)			0

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4195 Health & Safety	314	1,000	686		686	
4450 Maintenance	10,669	15,000	4,331		4,331	
4460 Rates	3,798	4,330	533		533	
4550 Water	1,207	1,700	493		493	
4560 Electric	2,364	5,155	2,791		2,791	
4570 Gas	3,762	3,000	(762)		(762)	
4580 Garden Expenditure	617	700	83		83	
4590 Projects	0	20,000	20,000		20,000	
4595 Accessibility	(2,485)	10,000	12,485		12,485	
4710 Combined Consumables	1	0	(1)		(1)	
4960 Equipment	1,095	2,000	905		905	
4961 Waste and recycling	0	200	200		200	
4990 Sundries/Petty Cash	29	0	(29)		(29)	
Town Hall :- Indirect Expenditure	21,370	63,085	41,715	0	41,715	0
Net Income over Expenditure	(5,421)	(48,035)	(42,614)			
<u>230 War Memorial</u>						
4450 Maintenance	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	0	1,000	1,000	0	1,000	0
Net Expenditure	0	(1,000)	(1,000)			
<u>300 Play Parks</u>						
4590 Projects	1,810	5,150	3,340		3,340	
4600 Maintenance - Derek Graham	435	2,187	1,752		1,752	
4610 Maintenance - Mitton	1,768	1,093	(675)		(675)	
4620 Maintenance - Warwick Place	169	1,640	1,471		1,471	
4630 Annual Playground Inspection	1,500	1,550	50		50	
Play Parks :- Indirect Expenditure	5,682	11,620	5,938	0	5,938	0
Net Expenditure	(5,682)	(11,620)	(5,938)			
<u>310 Spring Gardens</u>						
4450 Maintenance	870	3,278	2,408		2,408	
4550 Water	(239)	2,000	2,239		2,239	
4560 Electric	1,240	2,000	760		760	
4590 Projects	0	2,000	2,000		2,000	
Spring Gardens :- Indirect Expenditure	1,871	9,278	7,407	0	7,407	0
Net Expenditure	(1,871)	(9,278)	(7,407)			

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>320 Gloucester Road</u>						
4450 Maintenance	5	1,913	1,908		1,908	
4550 Water	237	974	737		737	
4560 Electric	500	1,500	1,000		1,000	
Gloucester Road :- Indirect Expenditure	742	4,387	3,645	0	3,645	0
Net Expenditure	(742)	(4,387)	(3,645)			
<u>330 Cleaning & Consumables</u>						
4700 Cleaning & Maintenance Equip	149	1,500	1,351		1,351	
4710 Combined Consumables	3,005	2,733	(272)		(272)	
4720 Hygiene Contract	1,450	1,311	(139)		(139)	
Cleaning & Consumables :- Indirect Expenditure	4,604	5,544	940	0	940	0
Net Expenditure	(4,604)	(5,544)	(940)			
<u>340 Outside Spaces</u>						
4745 Defibrillators	616	0	(616)		(616)	
4750 CCTV	5,093	5,000	(93)		(93)	
4755 Tree Maintenance	0	750	750		750	
4760 Street Furniture & Clock	5,493	6,000	507		507	
4765 EmergencyPlan/Adverse Weather	1,857	1,000	(857)		(857)	1,500
4770 Youth Budget	2,900	3,500	600		600	
4775 Insurance - Arrivall	0	300	300		300	
4780 Bus Shelter	6,822	3,000	(3,822)		(3,822)	3,822
4785 Parish Online	450	500	50		50	
4790 Grass Cutting	2,110	2,500	390		390	
4795 Notice Boards and Swapboxes	1,388	1,000	(388)		(388)	321
Outside Spaces :- Indirect Expenditure	26,728	23,550	(3,178)	0	(3,178)	5,643
Net Expenditure	(26,728)	(23,550)	3,178			
6000 plus Transfer from EMR	5,643	0	(5,643)			
Movement to/(from) Gen Reserve	(21,085)	(23,550)	(2,465)			
<u>400 Planning</u>						
4718 Community Development Planning	0	1,000	1,000		1,000	
4719 Planning Consultancy	0	5,000	5,000		5,000	
4810 Outreach	152	500	348		348	
Planning :- Indirect Expenditure	152	6,500	6,348	0	6,348	0
Net Expenditure	(152)	(6,500)	(6,348)			

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>500 Severn Ham</u>						
1620 Hay Auction	732	500	(232)			
1630 Basic Payment Scheme	7,350	7,245	(105)			
1640 Wayleaves	384	390	6			
1700 Fishing Rights	1,800	1,800	0			
1710 HLS Payment	22,066	22,248	183			
1715 Reinstatement Compensation	2,800	0	(2,800)			2,800
Severn Ham :- Income	<u>35,133</u>	<u>32,183</u>	<u>(2,950)</u>			<u>2,800</u>
4450 Maintenance	170	1,500	1,330		1,330	
4550 Water	102	265	163		163	
4850 Commoners Grazing Compensation	2,600	3,500	900		900	
4855 Hay Sowing Project	3,613	4,000	387		387	
4860 Volunteers (Rec & Prom)	752	1,000	248		248	
4865 Auction Fees	400	500	100		100	
4870 Weeding	1,091	2,575	1,484		1,484	
4875 Tree Conservation	6,750	3,000	(3,750)		(3,750)	3,750
4885 Nesting Project	375	1,000	625		625	
4890 Land Agent	0	2,000	2,000		2,000	
4895 Cross Compliance Consultant	525	530	5		5	
4900 Conservation Advisor	5,700	5,738	38		38	
4905 Footpath Repairs	0	2,000	2,000		2,000	
Severn Ham :- Indirect Expenditure	<u>22,077</u>	<u>27,608</u>	<u>5,531</u>	<u>0</u>	<u>5,531</u>	<u>3,750</u>
Net Income over Expenditure	<u>13,056</u>	<u>4,575</u>	<u>(8,481)</u>			
6000 plus Transfer from EMR	3,750	0	(3,750)			
6001 less Transfer to EMR	2,800	0	(2,800)			
Movement to/(from) Gen Reserve	<u>14,006</u>	<u>4,575</u>	<u>(9,431)</u>			
<u>600 Watson Hall</u>						
1100 Grant Income	24,999	0	(24,999)			
1800 Watson Hall Income	27,557	20,000	(7,557)			
1810 Leases	0	600	600			
1820 Bar Income	48,974	30,000	(18,974)			
1823 Staffed Bar Hire Income	3,865	0	(3,865)			
1830 TTC Events Income	358	3,000	2,642			
Watson Hall :- Income	<u>105,753</u>	<u>53,600</u>	<u>(52,153)</u>			<u>0</u>
4195 Health & Safety	507	800	293		293	
4221 Telephone/IT (WH)	1,121	1,500	379		379	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4280 Events & Services	717	3,000	2,283		2,283	
4390 Grant Expenditure	139	0	(139)		(139)	
4450 Maintenance	21,207	13,000	(8,207)		(8,207)	
4505 Fundraising	2,145	0	(2,145)		(2,145)	
4550 Water	1,461	1,500	39		39	
4560 Electric	7,877	8,800	923		923	
4570 Gas	3,141	4,000	859		859	
4590 Projects	47,225	18,000	(29,225)		(29,225)	1,193
4912 Bar Payroll Processing	348	250	(98)		(98)	
4913 Bar Equipment	1,899	2,000	101		101	
4914 Bar Card Charges	768	700	(68)		(68)	
4915 Events Card Charges	19	100	81		81	
4920 Bar Audit	700	500	(200)		(200)	
4950 Bar Stock	24,701	17,000	(7,701)		(7,701)	
4955 Bar Salaries	17,308	12,000	(5,308)		(5,308)	
4957 Duty Manager	1,332	0	(1,332)		(1,332)	
4960 Equipment	527	2,000	1,473		1,473	
4961 Waste and recycling	1,270	400	(870)		(870)	
4980 Workwear	0	200	200		200	
Watson Hall :- Indirect Expenditure	134,413	85,750	(48,663)	0	(48,663)	1,193
Net Income over Expenditure	(28,659)	(32,150)	(3,491)			
6000 plus Transfer from EMR	1,193	0	(1,193)			
Movement to/(from) Gen Reserve	(27,466)	(32,150)	(4,684)			
<u>700 Memorial Benches</u>						
4725 Memorial Benches Expenditure	815	0	(815)		(815)	
Memorial Benches :- Indirect Expenditure	815	0	(815)	0	(815)	0
Net Expenditure	(815)	0	815			
Grand Totals:- Income	754,652	645,373	(109,279)			
Expenditure	763,349	652,819	(110,530)	0	(110,530)	
Net Income over Expenditure	(8,697)	(7,446)	1,251			
plus Transfer from EMR	173,900	0	(173,900)			
less Transfer to EMR	12,256	0	(12,256)			
Movement to/(from) Gen Reserve	152,947	(7,446)	(160,393)			

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR BUILD 64 BS Maintenance	66,935.00	20,758.00	87,693.00
321	EMR BUILD Town Hall Gardens	250.00		250.00
322	EMR MOOR Prior's Court	19,894.23	-19,894.23	0.00
324	EMR E&A Noticeboards & Swapbox	1,708.00	-321.00	1,387.00
325	EMR E&A Playground Projects	24,003.00	5,938.00	29,941.00
326	EMR E&A Youth	4,105.00		4,105.00
328	EMR BUILD War Memorial	7,875.73	1,000.00	8,875.73
329	EMR SH Severn Ham	34,133.00	7,030.00	41,163.00
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	507.00	6,521.00
333	EMR E&A Toilet Block Project	13,145.00	12,481.00	25,626.00
335	EMR E&A Bus Shelters	10,773.25	-3,822.00	6,951.25
336	EMR FIN Regalia	209.00		209.00
337	EMR FIN Website	2,520.00	267.00	2,787.00
338	EMR FIN Professional Fees	5,237.00		5,237.00
339	EMR FIN Legal	17,467.00	-1,105.00	16,362.00
340	EMR FIN Elections	5,000.00	1,000.00	6,000.00
341	EMR FIN Tourism & Marketing	1,757.00	360.00	2,117.00
342	EMR FIN Newsletter	2,148.00		2,148.00
343	EMR SH Weeding	22,679.00	1,484.00	24,163.00
344	EMR SH Severn Ham Tree Maint	8,000.00	-3,750.00	4,250.00
345	EMR SH Hay Sowing Project	8,675.00		8,675.00
346	EMR SH Footpath Repairs	3,253.00	2,000.00	5,253.00
349	EMR MOOR Projects	14,051.00	30,289.23	44,340.23
350	EMR BUILD Watson Hall Lease *	20,000.00	-750.00	19,250.00
351	EMR BUILD 64 BS Grant Income	144,321.00	-134,860.00	9,461.00
354	EMR BUILD TH Maintenance	18,029.00	4,331.00	22,360.00
355	EMR BUILD WH Projects	19,319.00	-443.00	18,876.00
356	EMR BUILD WH Bar Equipment	2,062.00	101.00	2,163.00
357	EMR BUILD 64 BS Projects	11,219.00	-3,557.00	7,662.00
359	EMR PLA Community Devel Planni	5,856.00	1,000.00	6,856.00
360	EMR BUILD TH Projects	33,362.00	20,000.00	53,362.00
361	EMR FIN Community Grants	600.00	-600.00	0.00
362	EMR FIN Tewkes Live Music Fest	2,199.00	19,576.00	21,775.00
364	EMR Buildings Fundraising	720.00	-720.00	0.00
365	EMR FIN Events and Services	2,439.00	1,994.00	4,433.00
366	EMR BUILD TH Equipment	870.00		870.00
367	EMR E&A Toilet Block Utilities	1,429.00	-1,429.00	0.00
369	EMR STA Training	2,087.00	-1,351.00	736.00
370	EMR PLA CIL	2,252.00		2,252.00
371	EMR PLA Planning Consultancy	1,415.00	5,000.00	6,415.00
372	EMR STA Professional Fees	3,792.00	1,709.00	5,501.00
373	EMR E&A Defibrillators	1,500.00	-1,500.00	0.00
375	EMR BUILD WH Go Fund Me	76.00		76.00
376	BUILD 64 BS Health & Safety	0.00	825.00	825.00
377	EMR BUILD TH Accessibility	0.00	12,485.00	12,485.00
378	EMR FIN IT	0.00	2,481.00	2,481.00
379	EMR WH Equipment	0.00	1,473.00	1,473.00

Continued over page

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
	<u>563,154.21</u>	<u>-20,013.00</u>	<u>543,141.21</u>

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/03/2025		335,817.70
			<u>335,817.70</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			335,817.70
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			335,817.70
		Balance per Cash Book is :-	335,817.70
		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	31/03/2025	88	360,269.57
			<u>360,269.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			360,269.57
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			360,269.57
		Balance per Cash Book is :-	360,269.57
		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	31/03/2025		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

13/05/2025

Tewkesbury Town Council

10:25

Balance Sheet as at 31 March 2025

31st March 2024

31 March 2025

31st March 2024		31 March 2025	
	Current Assets		
2,404	Sales	171	
21,899	VAT Control A/c	16,377	
1,670	Prepayments	6,537	
5,013	Stock	7,854	
496,835	Current Bank A/c	335,694	
9,289	Lloyds Bank - Mayor's Charity	0	
0	Petty Cash	95	
202,552	Lloyds Bank - Savings A/c	360,270	
1,200	Floats	1,200	
0	Other Creditors	2,340	
<u>740,862</u>		<u>730,536</u>	
740,862	Total Assets	730,536	
	Current Liabilities		
25,387	Creditors	24,013	
2,650	Accruals	2,395	
<u>28,037</u>		<u>26,408</u>	
712,825	Total Assets Less Current Liabilities	704,128	
	Represented By		
149,671	General Reserves	160,987	
66,935	EMR BUILD 64 BS Maintenance	87,693	
250	EMR BUILD Town Hall Gardens	250	
19,894	EMR MOOR Prior's Court	0	
1,708	EMR E&A Noticeboards & Swapbox	1,387	
24,003	EMR E&A Playground Projects	29,941	
4,105	EMR E&A Youth	4,105	
7,876	EMR BUILD War Memorial	8,876	
34,133	EMR SH Severn Ham	41,163	
4,125	EMR E&A CCTV	4,125	
5,650	EMR E&A Tree Maintenance	5,650	
6,014	EMR E&A Street Furniture	6,521	
13,145	EMR E&A Toilet Block Project	25,626	
10,773	EMR E&A Bus Shelters	6,951	
209	EMR FIN Regalia	209	
2,520	EMR FIN Website	2,787	
5,237	EMR FIN Professional Fees	5,237	

13/05/2025

Tewkesbury Town Council

10:25

Balance Sheet as at 31 March 2025

31st March 2024		31 March 2025
	17,467 EMR FIN Legal	16,362
	5,000 EMR FIN Elections	6,000
	1,757 EMR FIN Tourism & Marketing	2,117
	2,148 EMR FIN Newsletter	2,148
	22,679 EMR SH Weeding	24,163
	8,000 EMR SH Severn Ham Tree Maint	4,250
	8,675 EMR SH Hay Sowing Project	8,675
	3,253 EMR SH Footpath Repairs	5,253
	14,051 EMR MOOR Projects	44,340
	20,000 EMR BUILD Watson Hall Lease *	19,250
	144,321 EMR BUILD 64 BS Grant Income	9,461
	18,029 EMR BUILD TH Maintenance	22,360
	19,319 EMR BUILD WH Projects	18,876
	2,062 EMR BUILD WH Bar Equipment	2,163
	11,219 EMR BUILD 64 BS Projects	7,662
	5,856 EMR PLA Community Devel Planni	6,856
	33,362 EMR BUILD TH Projects	53,362
	600 EMR FIN Community Grants	0
	2,199 EMR FIN Tewkes Live Music Fest	21,775
	720 EMR Buildings Fundraising	0
	2,439 EMR FIN Events and Services	4,433
	870 EMR BUILD TH Equipment	870
	1,429 EMR E&A Toilet Block Utilities	0
	2,087 EMR STA Training	736
	2,252 EMR PLA CIL	2,252
	1,415 EMR PLA Planning Consultancy	6,415
	3,792 EMR STA Professional Fees	5,501
	1,500 EMR E&A Defibrillators	0
	76 EMR BUILD WH Go Fund Me	76
	0 BUILD 64 BS Health & Safety	825
	0 EMR BUILD TH Accessibility	12,485
	0 EMR FIN IT	2,481
	0 EMR WH Equipment	1,473
	<hr/>	<hr/>
	712,825	704,128

10:25

Balance Sheet as at 31 March 2025

31 March 2025

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Tewkesbury Town Council

Income and Expenditure Account for Year Ended 31 March 2025

31st March 2024		31 March 2025
	Operating Income	
519,872	Finance	502,258
4,074	Mayor's Charity	3,178
45,646	Tewkesbury Live	69,550
130	Christmas Lights	4,151
17,955	Moorings	18,680
330,325	64 Barton Street	0
26,135	Town Hall	15,949
11,955	Outside Spaces	0
5,608	Planning	0
71,949	Severn Ham	35,133
81,910	Watson Hall	105,753
815	Memorial Benches	0
<u>1,116,373</u>	Total Income	<u>754,652</u>
	Running Costs	
233,087	Staffing	259,666
53,391	Finance	65,041
0	Mayor's Charity	8,919
43,447	Tewkesbury Live	47,048
6,604	Christmas Lights	8,265
2,175	Fundraising	238
68,437	Moorings	8,062
189,573	64 Barton Street	147,659
52,055	Town Hall	21,370
8,246	Play Parks	5,682
3,002	Spring Gardens	1,871
1,685	Gloucester Road	742
5,217	Cleaning & Consumables	4,604
20,060	Outside Spaces	26,728
4,065	Planning	152
32,460	Severn Ham	22,077
83,253	Watson Hall	134,413
0	Memorial Benches	815
<u>806,755</u>	Total Expenditure	<u>763,349</u>
	General Fund Analysis	
126,064	Opening Balance	149,671
<u>1,116,373</u>	Plus : Income for Year	<u>754,652</u>
1,242,437		904,323
<u>806,755</u>	Less : Expenditure for Year	<u>763,349</u>
435,682		140,974
<u>286,011</u>	Transfers TO / FROM Reserves	<u>(20,013)</u>
<u>149,671</u>	Closing Balance	<u>160,987</u>

Section 1 – Annual Governance Statement 2024/25

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 2025, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.tewkeshburytowncouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

TEWKESBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	403,207	712,825	<i>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.</i>
2. (+) Precept or Rates and Levies	469,750	494,540	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	646,623	260,112	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	173,233	195,038	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	633,522	569,311	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	712,825	703,128	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	709,876	697,258	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	6,208,761	6,223,484	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

I certify that for the year ended 31 March 2025 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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Retained Contractors / Suppliers – Updated April 2025

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

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

(C) denotes a contract

Additional information re: Bin Blight

Tewkesbury Civic Society has a petition to Tewkesbury Borough Council regarding bin blight. The petition has over 230 signatures and aims to make the heart of our town more attractive and appealing. It states :-

We the undersigned petition the council to rid Tewkesbury Town Conservation Area of BIN BLIGHT. The pavements of Tewkesbury's Conservation Area, an area remarkable in the number of listed buildings therein, and our famed alleys are in part obstructed by permanently located waste and recycling bins, both domestic and commercial. BIN BLIGHT degrades the community environment, deters residents and businesses, devalues property, is unhygienic, blocks passage for disabled and those with prams etc, deters visitors, runs counter to initiatives like the recent £2M HSHAZ investments. BIN BLIGHT is due to the unforeseen and uncorrected consequences of an otherwise satisfactory bin-based Waste and Recycling collection policy. We ask that TBC recognise that despite the protection of Conservation Area status and the benefit of additional Article 4 directions the centre of Tewkesbury Town is BLIGHTED by the consequences of TBC's own policies, and it should correct that.

We ask that TBC take the following actions:

- Ensure that wheelie bins are only issued within Tewkesbury Conservation Area (and any such so identified) where residents have storage space on their property and commit to use it.
- Within Tewkesbury Conservation Area (and any such so identified) insist on the use of bags (Blue bags as already provided, but under-promoted, by TBC for such circumstances) or community storage (see below) where the above cannot be assured.
- Provide screened community storage facilities in one or two identified Tewkesbury Conservation Area (and any such so identified) problematic places - one certainly in Chance Street.
- Use available discretionary powers under the Environment Protection Act 1990, to include Bins stored permanently on pavements/alleys in Tewkesbury Conservation Area (and any such so identified) in the list of issues (like dog fouling, fly posting, littering, graffiti etc) incurring Fixed Penalty Notices. (Cotswold DC use these powers, TBC could do so too.)
- Revise wording in parts of the Council website to clearly message that in the Tewkesbury Conservation Area (and any such so identified) it is a REQUIREMENT, not a REQUEST, that bins are not stored on public space. This to include Commercial as well as residential bins.
- Include conditional clauses, as standard, in any development permits to ensure agreed bin storage space is maintained for the approved purpose during lifetime of development.

20's plenty information

Dear Tewkesbury District Parish Councils,

Here is an update from 20sPlenty within Tewksbury District, Gloucestershire and the UK.

Uppermost in the news are the data of the first 12 months of instituting 20mph in Wales announced in the last few days. While 20sPlenty will be making a presentation on this towards the end of this month (<https://www.transportxtra.com/tx-events/2765/reviewing-the-latest-results-from-wales-and-beyond>) here is a short summary:

Road casualties in Wales by speed limit October - September

Speed limit	Severity	Oct-22 - Sep-23	Oct-23 - Sep-24	Change	Change (%)
20 / 30 mph	All	2,402	1,724	-678	-28%
	Killed	34	24	-10	-29%
	Seriously injured	469	373	-96	-20%
	Slightly injured	1,899	1,327	-572	-30%
40 - 70 mph	All	2,164	2,213	49	2%
	Killed	58	61	3	5%
	Seriously injured	533	585	52	10%
	Slightly injured	1,573	1,567	-6	0%

- Casualties are down by 28% on 20/30mph roads in Wales
- Insurance companies report a lowering of premiums in Wales
- Wales is being seen globally as a leader in road safety
- Many local councils are taking a sensible, cautious approach to reviewing speed limits; some may be at legal & political risk of a wholesale increase in speed limits

In Gloucestershire, the County Council election is looming. Default 20mph is now supported by over 115 of 228 parishes in Gloucestershire → now over 50%. For all PCs committed to date, it would be very effective now if your PC could write to GCC's cabinet member for Highways and Flooding Dom Morris dominic.morris@gloucestershire.gov.uktransport, copying:

- your local County Councillor
- Cabinet Member for Public Health Mark Hawthorne MBE
mark.hawthorne@gloucestershire.gov.uk
- Cabinet Member for Community Safety Cllr Dave Norman MBE,
david.norman@gloucestershire.gov.uk
- Cabinet Member for Bus Transport Cllr Phillip Robinson
philip.robinson@gloucestershire.gov.uk

in as well would be important (as would raising the issue at meetings where GCC representatives are present). If you can speak to any County Councillors standing for re-election about the Welsh figures, please also stress that 20mph is supported by currently over 115 parishes in Gloucestershire.

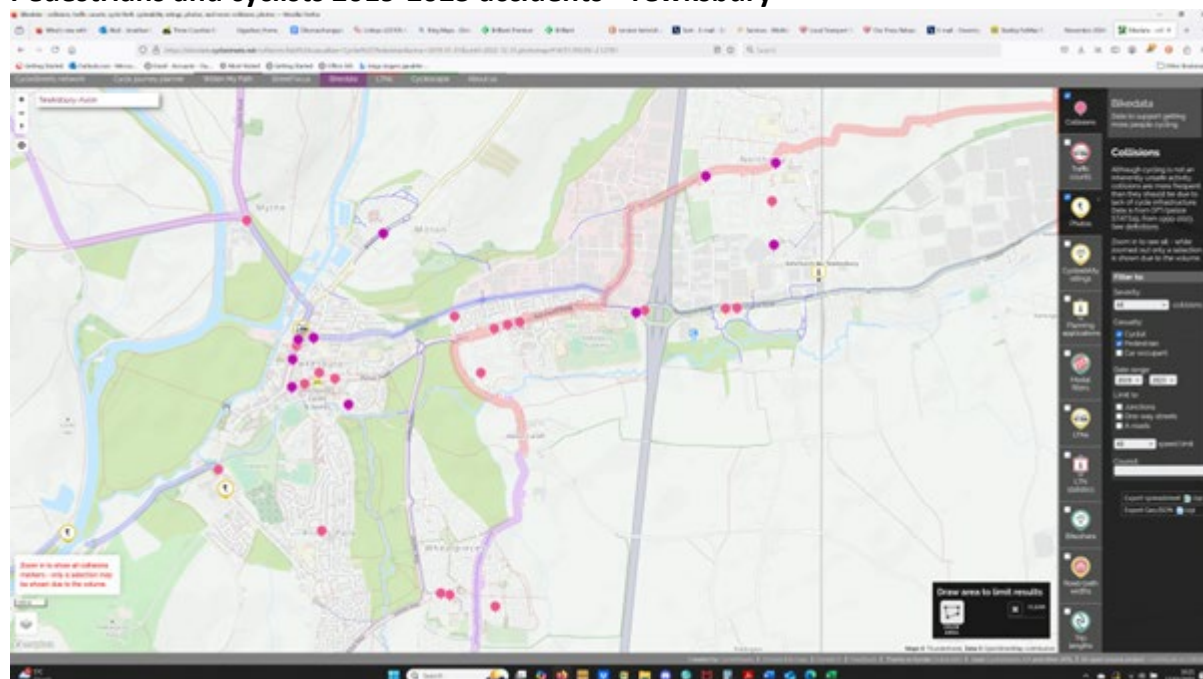
Submitting questions to the full GCC Council meetings is a very powerful way of getting our point across - especially if many people do it: Cllrs and public constituents. Questions have to be submitted before the meeting. The next one is February 19th, then March 12th. They should be submitted at least 5 days before the meeting to

democraticservices@gloucestershire.gov.uk You do not have to attend the meeting and

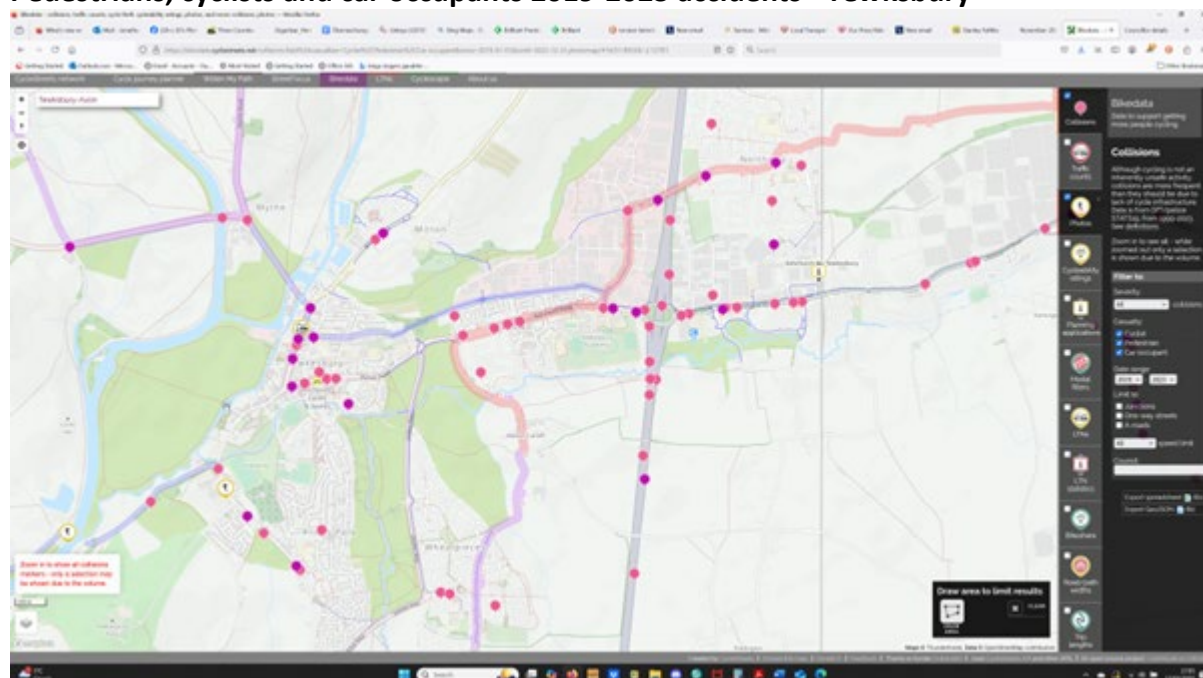
they will email their answer to your question. (there is still time to submit questions for Feb 19th)

Wrt Tewksbury itself, here are accident maps for 2019-2023 the most recent data available on <https://bikedata.cyclestreets.net> (you can use the internet tool to look at your own area)

Pedestrians and cyclists 2019-2023 accidents - Tewksbury



Pedestrians, cyclists and car occupants 2019-2023 accidents - Tewksbury



Clearly these data are very persuasive to motorists also. There is always a trap that we can slip into of stressing, rightly, pedestrians and cyclists but clearly motorists themselves derive benefit not only in being less involved in accidents but we hope in a short time with reduced insurance premiums as in Wales.

20sPlenty believes that these data coming out of Wales are so good that GCC should be confident in making policy change regarding 20mph.

Perhaps all Tewksbury PCs who have not yet committed to supporting a default 20mph local scheme in their parish where pedestrians and cyclists are in close proximity to road vehicles could reconsider these details and the benefits that are now being seen.
Please direct any questions you have of me via e-mail return. Further information can be given if required.

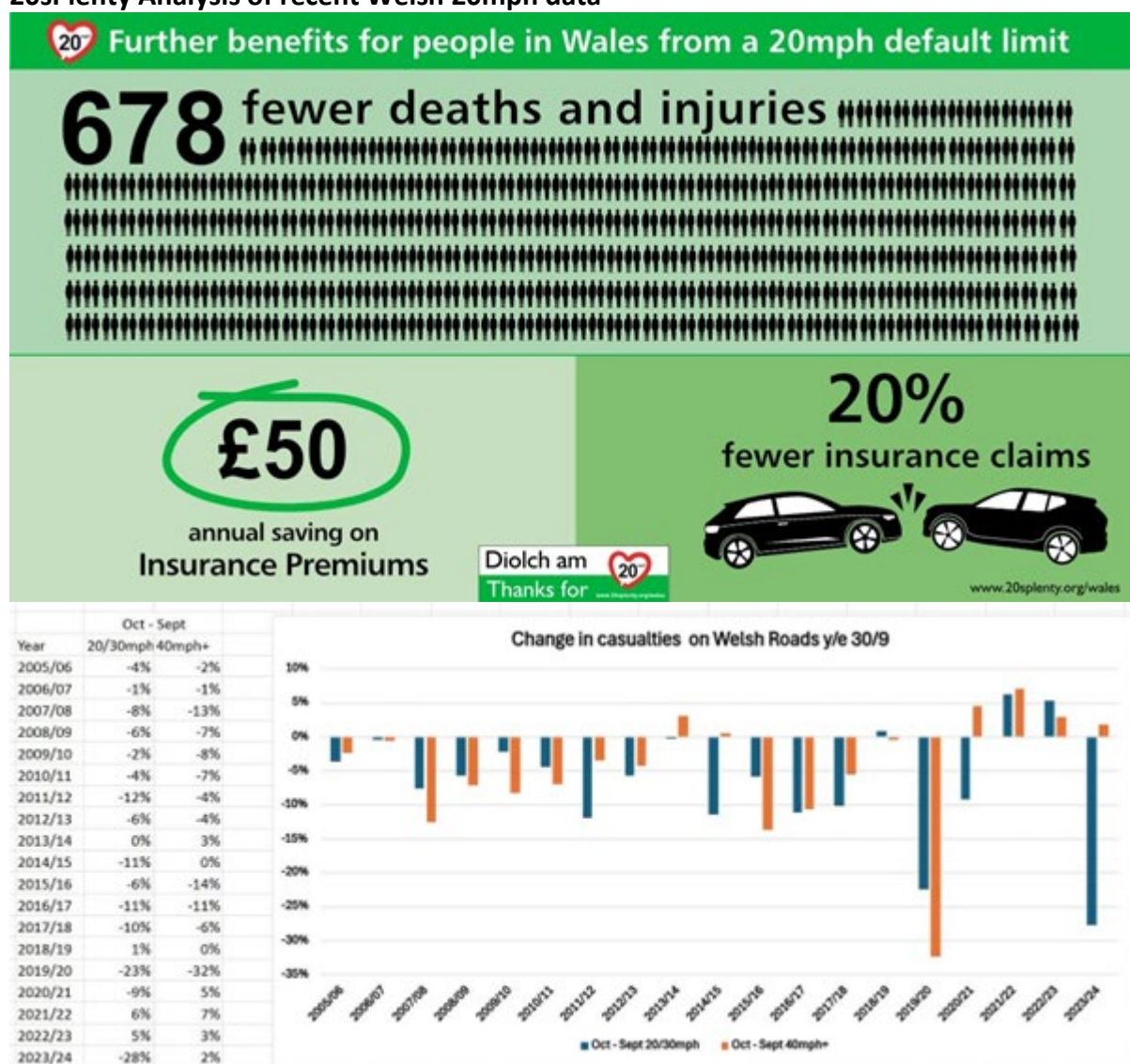
Yours in traffic improvements,

Jonathan Collins

On behalf of 20sPlenty Gloucestershire

Appendix 1

20sPlenty Analysis of recent Welsh 20mph data



- Since 2005/6, apart from Covid, the 28% reduction after implementing the default 20mph in 2023/24 is exceptional.
- The 23/24 reduction is 2.3 times greater than any previous reduction in casualties.

BBC Wales article link

<https://www.bbc.co.uk/news/articles/c78w1891z03o>

A landmark day for Gloucestershire!

Cllr Lisa Spivey has been elected as the new Leader of Gloucestershire County Council, the first woman to ever hold the role.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2025/a-landmark-day-for-gloucestershire/>

Council to offer funding to community groups to tackle climate crisis

Gloucestershire County Council is offering £50,000 in grant funding to communities to help reduce carbon emissions and the impacts of climate change.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2025/council-to-offer-funding-to-community-groups-to-tackle-climate-crisis/>

Spring into Social Care

Gloucestershire County Council is holding an event at its Social Work Academy for people to find out more about career opportunities in social work.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2025/spring-into-social-care/>

We want your views on domestic abuse

Residents are being invited to have their say on Gloucestershire's strategy to tackle domestic abuse 2025/28.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2025/we-want-your-views-on-domestic-abuse/>

Help local wildlife and support healthy soils for Biodiversity Week

Residents are being encouraged to get involved in Gloucestershire Biodiversity Week 2025, running from 22 May to 31 May.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2025/help-local-wildlife-and-support-healthy-soils-for-biodiversity-week/>

Don't let clutter cost a life – plan your fire escape today

A part of the Fire Kills campaign, Gloucestershire Fire and Rescue Service is asking people to clear the clutter that may be blocking escape routes and to make sure their family, guests and loved ones know how to get out, stay out, and call 999 in the event of a fire.

<https://www.gloucestershire.gov.uk/gloucestershire-county-council-news/news-may-2025/don-t-let-clutter-cost-a-life-plan-your-fire-escape-today/>

Thanks

Vernon

Cllr Vernon Smith

cllrvernon.smith@gloucestershire.gov.uk