



## NAILSEA TOWN COUNCIL FINANCE AND POLICY COMMITTEE

Dear Councillor,

You are invited to attend a meeting of Nailsea Town Council's Finance and Policy Committee. The meeting will be held on **Wednesday 25 May 2022 at 7:30pm** at the Tithe Barn, Church Lane, Nailsea, BS48 4NG. The agenda is set out below.

❖ Please do not attend if you have any signs of Covid.

### AGENDA

#### **Please turn off mobile phones before the meeting**

1. Elect Chair of Finance and Policy Committee
2. Apologies
3. Declarations of Interest
4. Public Participation
5. Confirmation of the minutes of the Finance and Policy Committee meeting held on 13 April 2022 – **encl**
6. To review the Terms of Reference of the Finance and Policy Committee  
*“to incur expenditure within the delegated budget; to consider and make decisions on financial and other matters; to manage the financial procedures including those required by legislation and regulations; to consider and make recommendations to Council on matters relating to procedures and conduct of the Council and Council business, staffing matters, matters referred to it by the Town Council and any other Committee and to manage matters of a confidential or urgent nature; to manage the Tithe Barn together with any other premises in which the Town Council has a legal interest.”*
7. **Financial Matters**
  - a) 4<sup>th</sup> Quarter accounts 2021 – 22 - **encl**
8. Request from Nailsea & Tickenham Football Club for the funds to be paid in the form of a loan agreed in 2018  
*Minute No. 59/18*  
*RESOLVED: to grant £10,000 to Nailsea and Tickenham Football Club to cover preparatory work for the planning application to install floodlights and £10,000 loan subject to planning permission repayable over 7 years.*  
Draft Loan Agreement – **encl**
9. To approve the draft Meeting Schedule for 2022- 2023 – **encl**

**NAILSEA TOWN COUNCIL  
FINANCE AND POLICY COMMITTEE**

10.To consider the new job description for the Community Wellbeing Development Officer and discuss the paygrade – **to follow**

11.Matters for information

a) Thank you letter from the Golden Oldies for their grant - **encl**



**Jo Duffy – Town Clerk  
Tithe Barn, Church Lane, Nailsea BS48 4NG**

**18 May 2022**



**NAILSEA TOWN COUNCIL**  
**FINANCE AND POLICY COMMITTEE**

Minutes of the Finance and Policy Committee held on  
Wednesday 13 April 2022 at 7.30pm at The Tithe Barn, Church Lane, Nailsea.

**PRESENT:** Cllr Barber, Cllr Bird (in the Chair), Cllr J Blatchford, Cllr M Blatchford, Cllr Lees, Cllr Middleton, Cllr Miller, Cllr Packham, Cllr Watts, the Clerk, Assistant Clerk, Cllr Hunt and a member of the public.

**FP17/22 APOLOGIES**

Apologies were received and accepted from Cllr Kushner and Cllr Steel.

**FP18/22 DECLARATIONS OF INTERESTS**

There were no declarations of interests.

**FP19/22 PUBLIC PARTICIPTION**

There were no members of the public wishing to speak..

**FP20/22 CONFIRMATION OF MINUTES OF THE FINANCE AND POLICY COMMITTEE MEETING HELD ON 2 MARCH 2022**

The minutes 2 March 2022 were confirmed as an accurate record of the meeting and signed by the Chair.

**FP21/22 TO CONSIDER THE REQUEST FROM THE LAST TOWN COUNCIL MEETING TO REVIEW THE MINUTES OF 2 MARCH FINANCE MEETING (FP15/22) WITH REGARD TO THE RESOLUTION TO NOT PURSUE THE OFFER OF AN E-BIKE GRANT**

Cllr Middleton recommended and Cllr Lees seconded

**RESOLVED:**

that minute FP15/22 from the Finance and Policy Committee Meeting held on 2 March be amended so that if the opportunity arose in the future the offer of an e-bike will be looked into again.

The vote passed with a majority in favour.

**FP22/22 FINANCIAL MATTERS**

a) **Statement of Income and Expenditure to 5 April 2022**

The meeting noted the statement.

b) **Payments made from 23 March 2022 to 5 April 2022**

The meeting noted the payments.

c) **To note the revised NALC Joint Panel on Accountability and Governance Practitioners Guide March 2022**

The meeting noted the revised guide.

**FP23/22 SUB-COMMITTEES AND WORKING PARTIES**

a) **Minutes of the 5 Year Plan Working Party**

The minutes will be brought to the next Town Council meeting, and the committee felt that the 5 Year Plan be held until the 'Ask Nailsea' consultation responses have been assessed, allowing any additional projects from this to be included in the plan.

**FP24/22 TO DISCUSS SUPPORTING THE CIVILITY AND RESPECT CAMPAIGN**

Cllr Bird recommended and Cllr Miller seconded



**RECOMMENDATION:**

that Nailsea Town Council support the Civility and Respect Campaign, and that the rules are incorporated into social media channels and that the Standing Orders make reference to them.

The vote was unanimous.

**FP25/22 MATTERS FOR INFORMATION**

- **Insurance Update**

It was advised that the insurance has been taken out with Zurich and is now in place.

Meeting closed at: 8:05pm.

Chairman's signature: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT

# ***Nailsea Town Council- Quarterly Reporting and Forecast Pack***

***Quarter Ended: 31 March 2022***

## **Contents**

- 1            Summary**
- 2            NTC Balance Sheet with Reserves**
- 3            Summary of Financial Results for the Quarter - Actual vs Budget**
- 4            The Nailsea Tithe Barn**
- 5            No 65 Results**
- 6            Specified and Restricted Funds**

## 1. Summary

- (1) This is the Q4 and year end reporting pack for 2021-22 and includes a graphical analysis of our 'actual vs budget' overview.
- (2) We ended up very close to budget at year end with a small deficit of £1,136 versus a budget surplus of £2,772. This figure includes the one off costs of repaying the interest of the Gaulacre loan totalling £25,919.

Despite this payment, we ended the financial year as we started, with 4 months worth of funds within general reserves. The recommended level of reserves is between 3 and 12 months so we are just above the minimum requirement.

As previously reported, staff costs ended the year above budget however expenditure was lower than expected as the 2021-22 pay award was agreed at 1.75% and lower than the 4% forecasted.

Other areas of overspend include Christmas lights maintenance and installation. This was mostly due to one-off costs relating to new Christmas light locations. Gas and Electricity costs also rose substantially during the year and were £6,086 over budget at year end.

We applied for a number of grants during 2021-22 and this income helped mitigate the effects of higher than anticipated expenditure. These grants included an £8,000 Covid start up grant, a £2,667 Omicron grant and £11,212 Welcome Back grant from NSC.

We received a £500 grant from Bristol Airport and £8,000 in backdated Garden of Rest maintenance fees. We have also benefited from taking wedding income from bookings rearranged due to the Pandemic.

During Q4 we received further CIL monies of £159,402 increasing the total to £342,405.

- (3) There are separate pages for the Tithe Barn and No 65 Accounts, which have been included for information.
- (4) The reserves sheet in the pack details the various reserves currently held by NTC. The Engine Lane receipts were split and transferred between the Nationwide and Monmouthshire Building Societies.

**Fran Bridge**  
**31-Mar-22**

## 2a. NTC Balance Sheet and Reserves as at End Q4

	Balance Sheet B/F 1st April 2021	Movement during the year	Balance Sheet 31 March 2022
<b>Current Assets</b>			
Bank and Cash	336,982	43,094	380,076
VAT Control	0	7,338	7,338
Nailsea & Tickenham FC Loan	0	7,795	7,795
Investment Account	163,050	252	163,302
Nationwide BS Investment	0	758,276	758,276
Monmouthshire BS Investment A/C	0	863,517	863,517
Debtors and Prepayments	13,569	146,598	160,167
<b>Total</b>	<b>513,601</b>	<b>1,826,871</b>	<b>2,340,472</b>

<b>Current Liabilities</b>			
Creditors	18,502	-6,559	11,943
Creditors - Friends Together	0	1,469	1,469
Creditors - Tough As Nails	0	1,534	1,534
Accruals	7,020	-3,602	3,418
Receipts in advance	11,220	-1,189	10,032
Deposits	0	6,640	6,640
PAYE/NI	0	0	0
Pensions	0	0	0
<b>Total</b>	<b>36,742</b>	<b>-1,707</b>	<b>35,035</b>

<b>Total Net Current Assets</b>	<b>476,859</b>	<b>1,828,578</b>	<b>2,305,437</b>
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Represented by :	Balance Sheet B/F 1st April 2021	Movement during the year	Balance Sheet 31 March 2022
General Reserves brought forward	190,146	-1,136	189,010
Engine Lane Capital Receipts	0	1,474,124	1,474,124
Specified Reserves (see analysis)	221,965	23,297	245,262
Minor Items	0	-934	-934
Restricted reserves (see analysis)	55,592	-9,180	46,412
CIL 18/19	642	0	642
CIL 20/21	8,514	0	8,514
CIL 21/22	0	342,405	342,405
<b>Total Reserves</b>	<b>476,859</b>	<b>1,828,578</b>	<b>2,305,437</b>

No of months expenditure in General Reserves	General Reserves b/f April 2021	General Reserves c/d March 2022
General Reserves	190,146	189,010
No of months in Reserves	4	4

## 2b. Memorandum

### Asset Register by Category

The Tithe Barn

No 65 \*

Community Asset

Furniture, Fixtures & Equipment

IT Equipment

Land

Street Furniture

Original Cost	Description
2,105,000	
357,135	* This figure includes the No 65 building (£325,000) & 2020 expenditure
77,614	e.g. Glassblower statue
26,981	
46,576	
20,007	
103,692	e.g. Christmas lights, litter bins
<b>2,737,004</b>	

### PWLB Loans

Gaulacre - PW494249

Glassworks - PW503326

Tithe Barn - PW495943

65 High Street - PW506058

**Total**

Date of Loan	Opening Balance	Balance Repaid at 31 March 2022	Outstanding Balance at 31 March 2022	Maturity Date	Interest Rate
11 July 2009	118,083	118,083	0	11 January 2038	4.60%
26 September 2014	195,000	17,259	177,741	11 July 2054	4.33%
11 July 2009	150,000	14,136	135,864	11 July 2059	4.04%
11 January 2018	325,000	22,632	302,368	11 January 2058	2.93%
	<b>788,083</b>	<b>172,110</b>	<b>615,973</b>		



### 3. Summary of Financial Results for Quarter ended 31 March 2022

	Actuals	Budget	Variance
<b>Precept Income</b>	<b>525,040</b>	<b>525,040</b>	<b>0</b>
<b>Staff Costs</b>	<b>-203,538</b>	<b>-183,824</b>	<b>-19,714</b>
<b>Community Engagement</b>			
Income	£6,150	£9,778	-£3,628
Expenditure	-£134,632	-£148,218	£13,586
Net cost	<b>-128,482</b>	<b>-138,440</b>	<b>9,958</b>
<b>Environment and Leisure</b>			
Income	£29,054	£6,100	£22,954
Expenditure	-£127,921	-£115,245	-£12,676
Net cost	<b>-98,867</b>	<b>-109,145</b>	<b>10,278</b>
<b>Planning</b>			
Income	£668	£800	-£132
Expenditure	-£21,671	-£16,930	-£4,741
Net cost	<b>-21,003</b>	<b>-16,130</b>	<b>-4,873</b>
<b>Finance and Policy (inc Tithe Barn)</b>			
Income	£57,270	£35,892	£21,378
Expenditure	-£131,556	-£110,621	-£20,935
Net cost	<b>-74,286</b>	<b>-74,729</b>	<b>443</b>
<b>Net Surplus/(Deficit)</b>	<b>-1,136</b>	<b>2,772</b>	<b>-3,908</b>

### 3. Summary of Financial Results for quarter - Page 1

	Actuals	Budget	Variance
Precept Income	£525,040	£525,040	£0
Staff Costs	-£203,538	-£183,824	-£19,714

Quarter ended: 31st March 2022

#### Comments

Staff costs were £203,538 at year end and are the full costs to the Council of staff based at the Tithe Barn and No 65 including Gross Pay, Employer NI & Pension Contributions.

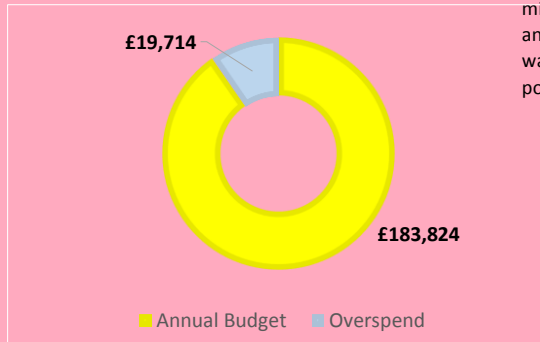
We had previously forecasted a higher than expected outturn of £207,526 and this final figure reflects a lower than forecast % annual pay award for 2021-22 of 1.75% instead of the 4% used for forecasting purposes.

As previously reported, the higher than expected costs were due to unbudgeted staff changes including the replacement of maternity pay with full time pay during August, 2 staff role upgrades in September 2021 as part of the Staffing Review and 2 spinal point rises from April 2021.

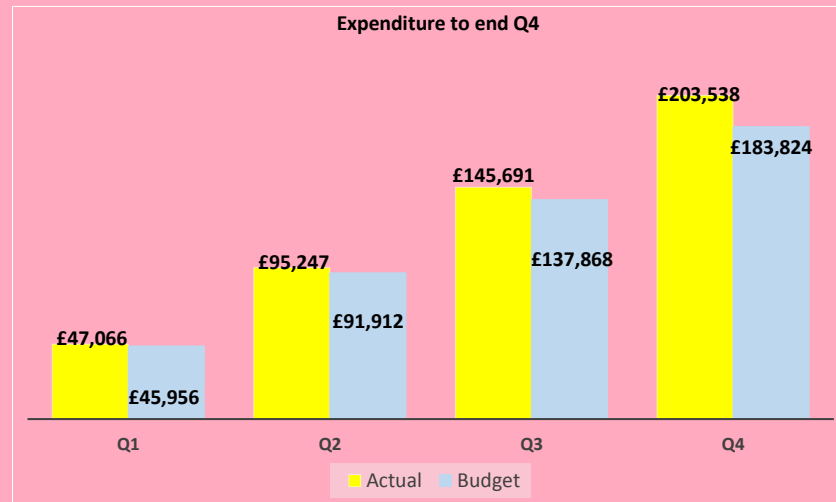
#### Q4 Actuals v FY21/22 Budget

FY21/22 Budget	£183,824
Actual Net Cost to 31/12	£203,538
Overspend	-£19,714

Note: Unbudgeted staffing costs have resulted in an overspend at year end although some of these costs were mitigated by a lower than forecast % annual pay award and the reduction in wages whilst the Communications Officer post was vacant.



#### Expenditure to end Q4



### 3. Summary of Financial Results for quarter - Page 2

#### Community Engagement

	Actuals	Budget	Variance
Income	6,150	9,778	-3,628
Expenditure	-134,632	-148,218	13,586
<b>Net cost</b>	<b>-128,482</b>	<b>-138,440</b>	<b>9,958</b>

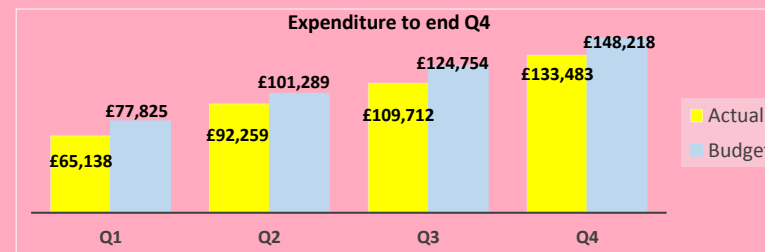
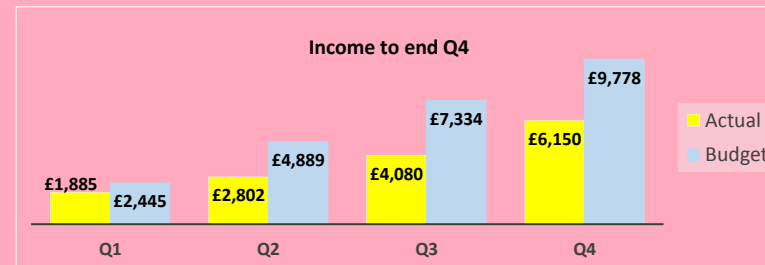
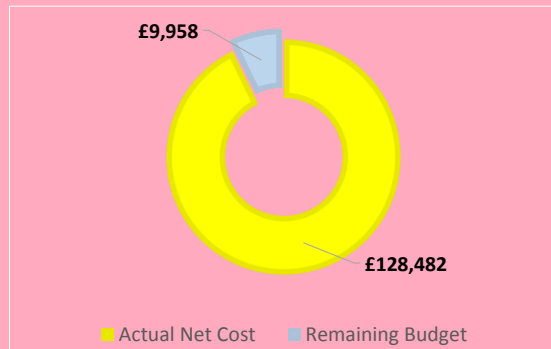
Room hire income was £6,150 at year end and lower than expected. This was primarily due to the loss of our main regular hirer as they struggled post pandemic, reducing income by £400 a month. With the further loss of a 2nd regular hirer, the income target for No 65 has been reduced to £5,500 for the 2022-23 financial year to reflect the nature of its pro bono work with local groups.

Expenditure was also lower than expected at £134,632. A 2020-21 year end provision of £5,200 for CCTV maintenance and a budget allocation of £13,000 towards CCTV line rental was not required as a number of disputed invoices were written off. An earlier than planned change regarding the Nailsea Place Manager role also resulted in slightly lower consultancy fees. Overspends related to gas and electricity price increases, unplanned maintenance at No 65 (work on the emergency lights), unbudgeted advertising (3 x North Somerset Times articles) and website/communication support.

#### Q4 Actuals v FY21/22 Budget

FY21/22 Budget	£138,440
Actual Net Cost to 31/12	£128,482
Remaining Budget	£9,958

Note: Under budget at year end but this was due to the lower than expected CCTV costs.



### 3. Summary of Financial Results for quarter - Page 3

#### Environment and Leisure

	Actuals	Budget	Variance
Income	29,054	6,100	22,954
Expenditure	-127,921	-115,245	-12,676
<b>Net cost</b>	<b>-98,867</b>	<b>-109,145</b>	<b>10,278</b>

Higher than expected Income of £29,054 at year end includes £8,000 in unpaid fees from NSC for the maintenance of the Garden of Rest. We also applied for and secured funding from NSC's Welcome Back Fund of which £10,574 was used to purchase new Christmas decorations and cover the cost of tree carvings at Lions Green. We also received a £500 grant from Bristol Airport and £2,393 in Nailsea in Bloom Sponsorship.

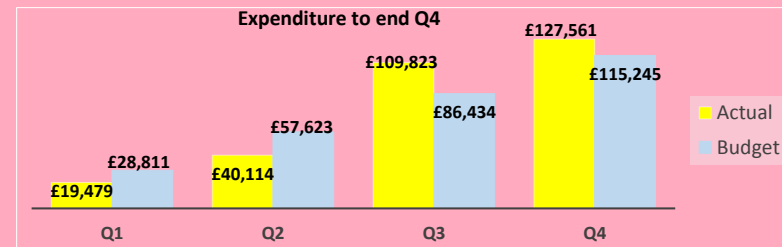
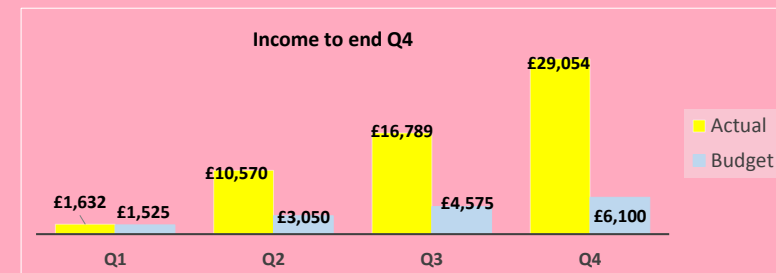
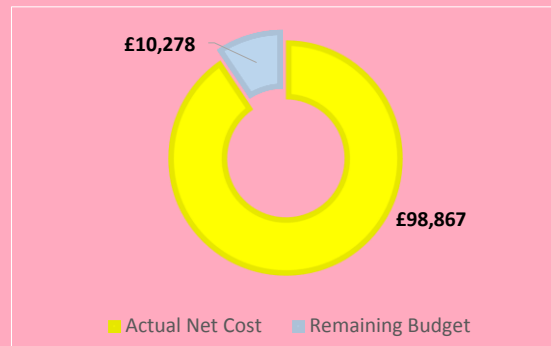
Expenditure was £127,921 and over budget at year end. This was due in part to unbudgeted costs of £9,008 relating to the maintenance of the Christmas lights and further costs associated with work to provide lights and power to new locations around the town, anchor point and lighting column testing, as well as unexpected remedial works. As mentioned, the Welcome Back Grant has been used to offset some of these costs (£5,723).

Nailsea in Bloom costs were also above budget and included unexpected expenditure of £1,700 to strength test the hanging basket supports.

#### Q4 Actuals v FY21/22 Budget

FY21/22 Budget	£109,145
Actual Net Cost to 31/12	£98,867
Remaining Budget	£10,278

Note: £10,278 under budget at year end. Grant monies received from NSC and Bristol Airport have helped off set expenditure.



### 3. Summary of Financial Results for quarter - Page 4

#### Planning

	Actuals	Budget	Variance
Income	£668.00	£800.00	-£132.00
Expenditure	-£21,671.00	-£16,930.00	-£4,741.00
<b>Net cost</b>	<b>-£21,003.00</b>	<b>-£16,130.00</b>	<b>-£4,873.00</b>

Planning income was £668 and below budget at year end. This figure includes canopy hire of £380 for 2 markets which did not cover the £935 costs of storing and installing the canopies between markets. The canopies have subsequently been sold to Somerset Farmers Markets for £100. A further £188 in income was received from the Welcome Back Fund to cover the repair of 2 town centre benches.

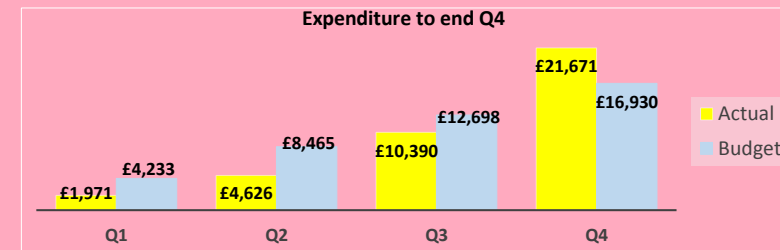
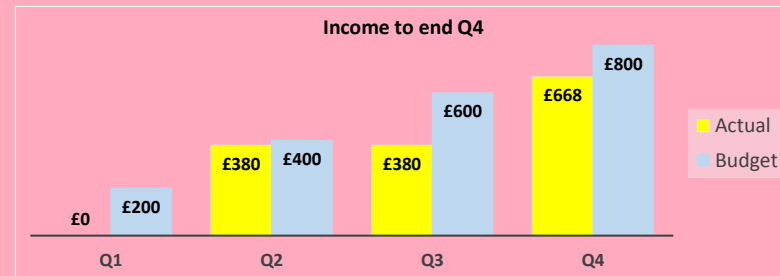
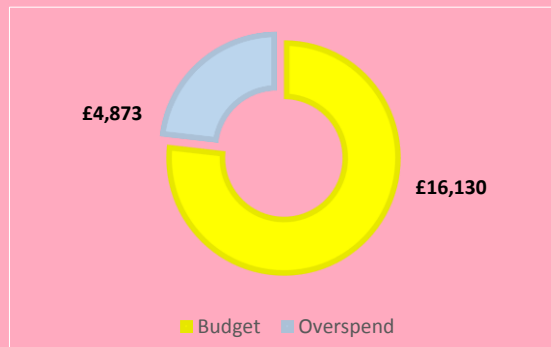
Expenditure was £21,671 and over budget. Areas of overspend include unexpected costs relating to town centre clock repairs of £1,026 and the purchase of 3 new noticeboards of £6,486.

£2,683 was used from the £5,000 professional fees contingency fund. Although an underspend, these monies are set aside annually to enable the Council to challenge any planning decisions and as such are hard to forecast accurately.

#### Q4 Actuals v FY21/22 Budget

FY21/22 Budget	£16,130
Actual Net Cost to 31/12	£21,003
Overspend	-£4,873

Note: An over spend of £4,873 at year end was primarily due to unexpected costs relating to town clock repairs and new noticeboards.



### 3. Summary of Financial Results for quarter - Page 5

#### Finance and Policy (inc Tithe Barn)

	Actuals	Budget	Variance
Income	57,270	35,892	21,378
Expenditure	-131,556	-110,621	-20,935
<b>Net cost</b>	<b>-74,286</b>	<b>-74,729</b>	<b>443</b>
<b>Net Surplus/(Deficit)</b>	<b>-1,136</b>	<b>2,772</b>	<b>-3,908</b>

Income was £57,270 and higher than budgeted at year end. The Barn proved popular for one off events such as wakes and baby showers. We received £22,640 in income from 11 wedding bookings which was £9,440 more than budgeted for. Regular room hire income was very slightly below target.

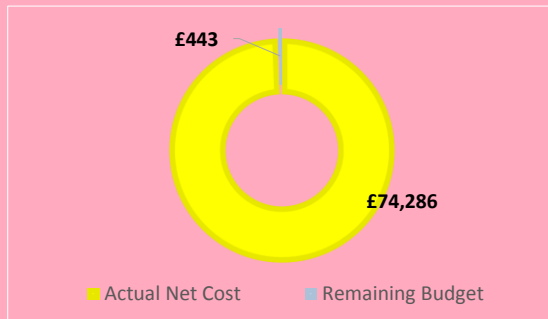
We secured further grants from NSC including a one off start up grant of £8,000 and an Omicron grant of £2,667. Other receipts during the year included £1,607,454 from the sale of Engine Lane and £342,405 in CIL monies which have been moved to Earmarked Reserves and are currently split between the Nationwide and Monmouthshire Building Societies where the monies have earned £1,358.20 in savings interest.

Expenditure was £131,556 at year end and £20,935 over budget. This overspend was primarily due to the repayment of the Gaulacre Loan and an interest payment of £25,919. The loan capital of £83,330 was repaid from our Engine Lane receipts. Other overspend relates to escalating gas and electricity costs and external audit fees, which have almost doubled. Some of this spend would have been mitigated by lower than expected cleaning costs during Q1 and a lower insurance premium following an asset re-evaluation. Staff costs relating to the running of the Tithe Barn were below budget by almost £4,000 and our 2022/23 budget forecast has been reduced to reflect this.

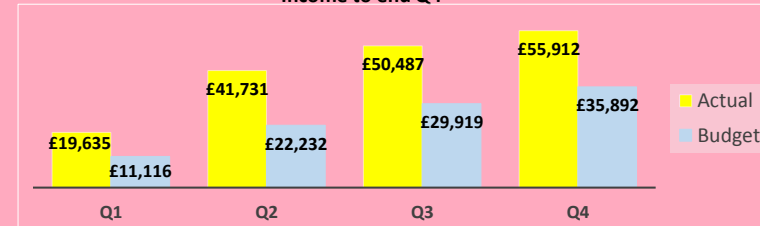
#### Q4 Actuals v FY21/22 Budget

FY21/22 Budget	£74,729
Actual Net Cost to 31/12	£74,286
Remaining Budget	£443

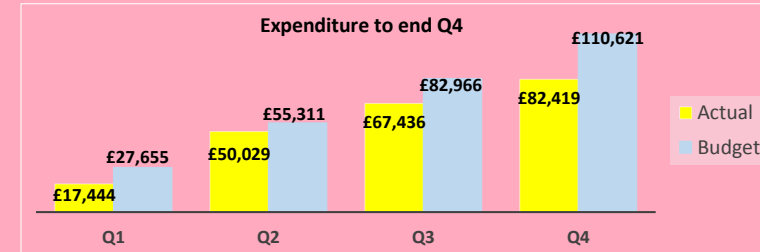
Note: Although £442 under budget at year end unbudgeted costs relating to the Gaulacre loan interest payment were off set by higher than expected wedding and room hire income and the receipt of a number of grants.



#### Income to end Q4



#### Expenditure to end Q4



## 5. The Nailsea Tithe Barn

ACCOUNTS TO 31ST MARCH 2022	Proportion	Actuals Q4	Budget Q4	Variance Q4	Commentary on variance
<b>Income</b>					
1510 Other Hirers	1.00	5,771	2,500	3,271	The Tithe Barn saw an increase in other hirer bookings when the venue reopened. A number of these bookings related to events that weren't able to take place during lockdowns. The Barn has hosted a number of birthday parties, recruitment events and other ceremonies.
1520 Regular Hirers	1.00	14,759	15,000	-241	We ended the year slightly below budget but this was due to a regular hirer needing to cancel a number of sessions for health reasons.
1530 Tithe Barn Trust	1.00	2,000	5,000	-3,000	£2,000 was received from the Nailsea Tithe Barn Trust in 2021-22
1540 Wedding Hire	1.00	21,440	12,000	9,440	We received £22,640 in wedding income this year from 11 wedding bookings (8 of which had been rearranged from last year).  The £21,440 reported reflects £1,200 in bar expenses which NTC has agreed to cover due to low bar takings. A further 9 weddings have been booked for 2022/23 with projected income of £17,975.
<b>Total Income</b>		<b>43,970</b>	<b>34,500</b>	<b>9,470</b>	
<b>Expenditure</b>					
<b>Staffing</b>					
4085 Caretakers	0.80	10,199	14,280	-4,081	Under budget and partly due to there being only one caretaker during April and May. Regular hirers only slowly returned to the Barn and there was very little weekend overtime during the first half of 2021-22.
Events Co-ordinator	0.20	5,545	5,302	243	Staff costs were slightly above budget at year end and are due to a backdated spinal point salary payment (from April 2021) and a role change from February 2022
Training		0	0	0	
Recruitment costs		0	0	0	
<b>Total staff costs</b>		<b>15,744</b>	<b>19,582</b>	<b>-3,838</b>	
<b>Premises Costs</b>					
5690 Cleaning contract	1.00	3,973	6,000	-2,027	Expenditure is below budget. This follows discussions with the Contractor over cleaning quality and hours worked which resulted in credit notes being issued for May, June and July. Costs were also lower for the first part of the year as the Barn did not fully open up as a venue until September 2021.
5695 Cleaning Supplies	1.00	374	750	-376	
5700 Door Safe Staff	1.00	381	1,200	-819	
4210 Electricity	1.00	3,095	3,000	95	An overspend at year end was due to significant electricity/gas price rises during the financial year.
5705 Fire and Security	1.00	1,570	1,500	70	
5710 Gas	1.00	7,875	3,000	4,875	See comments regarding electricity/gas costs above.
5712 Council Tax	1.00	2,695	2,695	0	
5715 Laundry	1.00	458	300	158	
5725 Maintenance Costs - Planned	1.00	2,603	1,500	1,103	This overspend relates to higher than expected costs to repair the roof restraints and height safety equipment.
5720 Maintenance Costs - Ad Hoc	1.00	999	1,000	-1	
5745 Refuse Disposal	1.00	1,190	1,000	190	
5000 Repairs	1.00	973	2,000	-1,027	
4025 Sundries	1.00	2,396	2,000	396	These costs include a new dish washer to replace the one which failed its PAT testing.
4800 Water	1.00	607	3,000	-2,393	This is lower than budget however the Barn did not fully open up until September 2021 when a number of regular hirers returned following the lockdowns.
<b>Total Premises Costs</b>		<b>29,189</b>	<b>28,945</b>	<b>244</b>	

ACCOUNTS TO 31ST MARCH 2022

	Proportion	Actuals Q4	Budget Q4	Variance Q4
<b>Admin Costs</b>				
5730 Premises Licence	1.00	0	0	0
5740 PRS LICENCE	1.00	411	1,200	-789
5440 Audit fee	0.40	920	1,000	-80
5455 Insurance	0.50	4,221	5,000	-779
5460 Legal fees	1.00	930	2,000	-1,070
Marketing	0.40	0	0	0
5310 Printing and stationery	0.20	573	1,300	-727
5315 Telephone	0.25	1,886	1,500	386
<b>Total Admin Costs</b>		<b>8,941</b>	<b>12,000</b>	<b>-3,059</b>
<b>Finance Costs</b>				
Loan PW495943	1.00	7,359	7,362	-3
Contingency		0	0	0
Capital investment fund		0	0	0
<b>Total Finance costs</b>		<b>7,359</b>	<b>7,362</b>	<b>-3</b>
<b>Total Expenditure</b>		<b>61,233</b>	<b>67,889</b>	<b>-6,656</b>
<b>Net Surplus/Deficit</b>		<b>-17,263</b>	<b>-33,389</b>	<b>16,126</b>

Commentary on variance

We have renegotiated the PRS Music Licence invoice. Originally £1282.35, the new invoice is for £411.00. This does not include licence costs for live music relating to The Folk Club and this will be calculated at the end of the financial year and based on ticket sales.

A lower than expected insurance premium was due to an asset and insurance cover re-evaluation

Additional expenditure relates to the installation of a new telephone system at the Tithe Barn in Q1. If these costs are stripped out, actual telephone costs are slightly under budget.

Public Works Loan - Tithe Barn. This figure includes the capital and interest repayment during 2021-22.



## 6. No 65 - Summary of Financial Results

Quarter ended: 31st March 2022

	Actuals Q4	Budget Q4	Variance Q4	Commentary on variance
<b>No 65 - INCOME</b>				
HIRERS	5,870	9,778	-3,908	Income from room hire at No 65 was lower than expected and due to the loss of regular hirer Boomsatsuma and income of £400 per month. With the loss of a 2nd regular hirer, the income target for No 65 has been reduced to £5,500 for the 2022-23 financial year to reflect the nature of its pro bono work with local groups.
GRANTS	0	0	0	
PHOTOCOPIING	0	0	0	
<b>Total Income</b>	<b>5,870</b>	<b>9778</b>	<b>-3,908</b>	
<b>No 65 - EXPENDITURE</b>				
80% share of Senior Admin Officer	22,181	21,209	-972	Staff costs were slightly above budget at year end and are due to a backdated spinal point salary payment (from April 2021) and a role change from February 2022
CAPITAL EXPENDITURE	0	0	0	
WHICH SUBSCRIPTION	68	0	-68	This subscription was cancelled in December as it was no longer needed.
SUNDRIES	244	350	106	
ELECTRICITY	1,295	1,500	205	
MAINTENANCE - AD HOC	912	0	-912	A negative variance here is due to there being no Ad-Hoc Maintenance budget. The ad-hoc costs relate to grounds and general maintenance at No 65.
MAINTENANCE COSTS	1,130	600	-530	Higher than expected costs are due to the annual lift maintenance and also work on the emergency lights.
WATER	112	1,000	888	This is lower than budgeted as local groups did not return to No 65 for some time after lockdown.
REPAIRS	0	0	0	
CLEANING CONTRACT	3,176	4,750	1,574	Expenditure is below budget. We received credit notes for a number of invoices queried due to quality issues. Costs were also lower for the first part of 2021-22 as cleaning took place on a part-time basis and No 65 slowly opened up to local groups again after lockdown.
CLEANING SUPPLIES	327	300	-27	
FIRE AND SECURITY	1,189	0	-1,189	This expenditure relates to the maintenance of the fire and intruder alarm at No 65 which was not included within the budget.
GAS	2,571	1,250	-1,321	The overspend is due to significant gas price increases from Nov 2021. These will increase again in October 2022.
REFUSE DISPOSAL	1,683	1,350	-333	Our refuse disposal contractor was acquired by Biffa during the financial year. Prices were increased in September 2021.
IT AND TELECOMS	4,612	4,608	-4	
COUNCIL TAX	6,238	6,500	262	
PHOTOCOPIER	249	600	351	
STATIONERY	115	50	-65	
DRINKS MACHINE	0	0	0	
65 H/S IMPROVEMENTS	0	0	0	
NAILSEA PLACE MANAGER	12,929	15,000	2,071	Lower than expected costs are due to earlier than planned personnel changes from February 2022
CONTINGENCY	0	0	0	
TRAINING	0	150	150	
No. 65 Upgrade	0	0	0	
<b>Overhead Expenditure</b>	<b>59,031</b>	<b>59,217</b>	<b>186</b>	
<b>Net Surplus/(deficit)</b>	<b>-53,161</b>	<b>-49,439</b>	<b>-3,722</b>	

## 6. Specified & Restricted Funds

Specified Reserves	B/F 1 April 2021	Receipts to 31 March 2022	Expenditure to 31 March 2022	Remaining Balance to 31 March 2022	Reset of projects	Net Difference	Comments
Canopy replacement Fund	0			0		0	
Car Parks	15,191			15,191		15,191	
Play Equipment	28,000			28,000		28,000	
Skateboard Project	10,000		1,520	8,480		8,480	£790 Skate Park Lighting Planning Fees and layout plan (grant to be used), £730 Bat Assessment
Leisure Facilities Consultancy	5,000		5,000	0		0	£2,500 moved to Climate Change Projects. £2,500 for Feasibility Study at The Grove
Climate Change Projects	7,500			7,500		7,500	£2,500 received from Leisure Facilities Con
No 65 Improvements	22,774		2,838	19,936		19,936	£499 Evacuation Chair/£150 Solar Panel Dep. £1338.96 - 4x Cupboards, £763.09 Folding Tables. O/Stdng £4200 Architect's Fees split 21/22 & 22/23. £59.99 Window Film. £26.94 Sash Window Stop.
CCTV upgrade	31,000			31,000		31,000	C/F CCTV
COVID 19 Community Group	20,000		56	19,944		19,944	£56 last Waitrose top up. A/C currently on hold.
Consultancy for Town Strategy	10,000			10,000		10,000	
Road Crossings	25,000			25,000		25,000	
Millennium Park	10,000			10,000		10,000	
Middle Engine Pit	20,000			20,000		20,000	
New Christmas Lights	20,000		3,826	16,174		16,174	Christmas Light purchases
Capital Projects	0	50,000	15,963	34,037		34,037	£50,000 transferred from Engine Lane Receipts £15,670 Heritage Trail, £293.36 plinth amends
<b>Total Specified Reserves</b>	<b>224,465</b>	<b>50,000</b>	<b>29,203</b>	<b>245,262</b>	<b>0</b>	<b>245,262</b>	
<b>Restricted Funds</b>							
Tithe Barn Capital Fund	40,562		9,180	31,382		31,382	£4,590 part payment re TB Windows (quote £11,016 accepted in July 2021), 3610 window balance March 22, £980 Window Fasteners
Backwell Lake - Path	1,842			1,842		1,842	
Friends of Trendlewood Park	952			952		952	
Tree Wardens	185			185		185	
Youth House	3,696			3,696		3,696	
Young Persons Grant	8,355			8,355		8,355	
<b>Total Restricted Funds</b>	<b>55,592</b>		<b>9,180</b>	<b>46,412</b>	<b>0</b>	<b>46,412</b>	
<b>Engine Lane</b>							
Engine Lane Capital Receipts (Restricted)	0	1,607,454	133,330	1,474,124		1,474,124	£50,000 moved to Capital Projects. £83,330.05 Gaulacre Loan Capital repayment. Monies held in Monmouthshire & Nationwide BS
<b>Total Engine Lane</b>	<b>0</b>		<b>133,330</b>	<b>1,474,124</b>	<b>0</b>	<b>1,474,124</b>	
<b>CIL INCOME</b>							
CIL Income 2018/19	642			642		642	
CIL Income 2020/21	8,514			8,514		8,514	
CIL Income 2021/22	0		342,405	342,405.25		342,405	Further CIL of £159,402 received in Q4
<b>Total CIL INCOME</b>	<b>9,156</b>		<b>342,405</b>	<b>351,561</b>	<b>0</b>	<b>351,561</b>	



**THIS LOAN AGREEMENT** (this “Agreement”) dated this \*\*\*\* day of \*\*\*\* 2022

BETWEEN:

**Nailsea Town Council** (“the Lender”)

- and -

\*\*\*\*\* (“the Borrower”)

**IN CONSIDERATION** of the Lender loaning certain monies (the “Loan”) to the Borrower, and the Borrower repaying the Loan to the Lender, both parties agree to keep, perform and fulfil the promises and conditions set out in this Agreement

**Loan Amount and Interest**

1. The Lender promises to loan £\*\*\*\*\* GBP to the Borrower and the Borrower promises to repay this principal amount to the Lender, beginning on 1 August 2023. The loan is interest free.

**Payment**

2. This Loan will be repaid in consecutive yearly instalments of £1,428.57 on the first day of August 2022 following execution of this Agreement and continuing until 1 August 2029 or the balance then owing under this Agreement being paid in full sooner

**Schedule**

<b>Payment Date</b>	<b>Payment Amount</b>	<b>Outstanding Balance</b>
1 August 2023	£1,428.57	£8,571.43
1 August 2024	£1,428.57	£7,142.86
1 August 2025	£1,428.57	£5714.29
1 August 2026	£1,428.57	£4285.72

1 August 2027	£1,428.57	£2857.15
1 August 2028	£1,428.57	£1,428.58
1 August 2029	£1,428.58	£0

3. At any time while not in default under this Agreement, the Borrower may pay the outstanding balance then owing under this Agreement to the Lender without further bonus or penalty

**Default**

- 4.1 Notwithstanding anything to the contrary in this Agreement, if the Borrower defaults in the performance of any obligation under this Agreement, then the Lender may declare the principal amount owing and under this Agreement at that time to be immediately due and payable
- 4.2 During the term of the loan agreement should the land on which the club is sited be sold or the club be served with a notice to quit said land the outstanding balance of the loan must be paid back in full.

**Governing Law**

5. This Agreement will be construed in accordance with and governed by the laws of England and Wales

**Costs**

6. All costs, expenses and expenditures including, without limitation, the complete legal costs incurred by enforcing this Agreement as a result of any default by the Borrower, will be added to the principal sum then outstanding and will immediately be paid by the Borrower

**Binding Effect**

7. This Agreement will pass to the benefit of and be binding upon the respective

Trustees, administrators, Committee and permitted assigns of the Borrower and Lender

**Amendments**

8. This Agreement may only be amended or modified by a written instrument signed by both the Borrower and the Lender

**Severability**

9. The clauses and paragraphs contained in this Agreement are intended to be read and construed independently of each other. If any term, covenant, condition or provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void or unenforceable, it is the parties' intent that such provision be reduced in scope by the Court only to the extent deemed necessary by the Court to render the provision reasonable and enforceable and the remainder of the provisions of this Agreement will in no way be affected, impaired or invalidated as a result

**General Provisions**

10. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa

**Entire Agreement**

11. This Agreement constitutes the entire agreement between the parties and there are no further items or provisions, either oral or otherwise.

-----

**IN WITNESS WHEREOF** the parties have duly affixed their signatures on this

day of

20

SIGNED by the said

In the presence of:-

Witness:

Signature: .....

Name (Please print): .....

Address: .....

.....

.....

Occupation: .....

SIGNED by the said

In the presence of:-

Witness:

Signature: .....

Name (Please print): .....

Address: .....

.....

.....

Occupation: .....

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Address: .....

.....

.....

Occupation: .....



## Nailsea Town Council meeting dates 2022 - 2023

13-Jul-22 Community Engagement	19-Oct-22 Finance & Policy	25-Jan-23 Planning	03-May-23 Short Planning + Env.& Leisure
20-Jul-22 Short Planning + Env.& Leisure	26-Oct-22 Town Council	01-Feb-23 Community Engagement	10-May-23 <b>Annual Town Council</b>
27-Jul-22 Finance & Policy	02-Nov-22 Planning	08-Feb-23 No meeting	17-May-23 <b>Annual TOWN Meeting</b>
03-Aug-22 Town Council	09-Nov-22 No meeting	15-Feb-23 Short Planning + Env.& Leisure	24-May-23 Planning
10-Aug-22 Planning	16-Nov-22 Community Engagement	22-Feb-23 Finance & Policy	31-May-23 Finance & Policy
17-Aug-22 No meeting	23-Nov-22 Short Planning + Env.& Leisure	01-Mar-23 Town Council	07-Jun-23 Community Engagement
24-Aug-22 Community Engagement	30-Nov-22 Finance & Policy	08-Mar-23 Planning	14-Jun-23 Short Planning + Env.& Leisure
31-Aug-22 Short Planning + Env.& Leisure	07-Dec-22 Town Council	15-Mar-23 Community Engagement	21-Jun-23 Finance & Policy
07-Sep-22 Finance & Policy	14-Dec-22 Planning	22-Mar-23 No meeting	28-Jun-23 Town Council
14-Sep-22 Town Council	21-Dec-22 Community Engagement	29-Mar-23 Short Planning + Env.& Leisure	05-Jul-23 Planning
21-Sep-22 Planning	28-Dec-22 No meeting	05-Apr-23 Finance & Policy	12-Jul-23 No meeting
28-Sep-22 No meeting	04-Jan-23 Short Planning + Env.& Leisure	12-Apr-23 Town Council	19-Jul-23 Community Engagement
05-Oct-22 Community Engagement	11-Jan-23 Town Council	19-Apr-23 Planning	26-Jul-23 Short Planning + Env.& Leisure
12-Oct-22 Short Planning + Env.& Leisure	18-Jan-23 Finance & Policy	26-Apr-23 Community Engagement	02-Aug-23 Finance & Policy



## Monitoring Report for Nailsea Town Council

<b>Grant Ref:</b>	Goldies Sing&Smile in Nailsea		
<b>Name of Group:</b>	Golden-Oldies Charity		
<b>Date of award:</b>	April 2020	<b>Amount awarded</b>	£444
<b>Main Contact Name:</b>	Emma Shearman	<b>Tel No:</b>	01761 470006

The Golden-Oldies Charity would like to record our thanks to Nailsea Town Council for supporting our work with a £444 grant in 2020. The funding has supported the relaunch of our Goldies Sing&Smile sessions in Nailsea from November 2021, supporting older residents to combat isolation with fun daytime social activities in their local community.



### GoldiesLive – online sing-alongs

With all community-based Goldies activities forced to close in March 2020, hundreds of our beneficiaries - high risk older vulnerable people – became more isolated than ever. Goldies had to adapt quickly to the change in circumstances with the launch of our first ever digital service [www.goldieslive.com](http://www.goldieslive.com). GoldiesLive, now a popular service, includes twice weekly fun sing-along sessions with onscreen words, movement to music & chair-based exercise, falls prevention, Yoga for relaxation, Bollywood dance, health and wellbeing information from Age Support organisations. GoldiesLive continues to reach those who are forced to remain at home.



ATTENDEE *"What a lifesaver GoldiesLive has been during lockdown. My personal circumstances prior to Lockdown were very difficult as I was in therapy for severe mental health issues but, with a couple of exceptions, I didn't miss Goldies. At the darkest times I found the fellowship, chatting and singing kept me grounded and gave me something to look forward to each week. The online sessions twice a week have given continuity to this, to my great benefit. Singing along and remembering the real-world meetings is so helpful!"*

Some of our most popular sessions have included ones hosted by leader Sarita Sood with Bollywood dance movements, our Christmas crooners and New Year's party sessions are particularly appreciated by a great many care homes as well as older folk isolated at home unable to visit family.

Prior to Lockdown our Goldies family was made up of older people who attended our daytime singing sessions in the areas of England and Wales where we were able to fund sessions. Goldies can now reach out to an unlimited audience of new participants through [www.goldieslive.com](http://www.goldieslive.com) and in addition we have created new partnerships with health providers and organisations such as new Age UK branches, the Red Cross and the Stroke Association, which will support the development of new activities in the future.

## **Goldies Sing&Smile in Nailsea**

Goldies is receiving daily requests from many older people, who have been disproportionately affected by the COVID-19 pandemic and are now struggling with health and mental health inequalities, about relaunching our face-to-face activities.

Since September 2021 Goldies began to restart some of our most popular monthly Sing&Smile sessions across North Somerset, with more groups planned to restart over the coming months, including our Nailsea group in November;

NAILSEA - On the LAST THURSDAY of each month  
Nailsea Methodist Church, 74-76 Silver Street, Nailsea BS48 2DS  
with Adele Hooper from 10.30am-11.30am

Adele is our new leader for the Nailsea group, she commented; *“Numbers are continuing to grow at our Nailsea Goldies group which last month saw 17 people attending, it’s great to see that people are starting to feel confident enough to re-join their local community. This is a mix of those welcoming the return of the session following the long break due to Covid, plus a few new faces who are wanting more than ever to get out, make friends and enjoy an uplifting sing-along.*

*More recently we have reintroduced tea and coffee at the beginning of the session and attendees have commented on how they value this time to chat and make connections within the group. We often see friendships then spill out beyond the hour session and this fulfils our aim to combat loneliness in older people and is wonderful to see.*

*The group is vibrant and enjoys dancing and the hour flies by!”*

Judith, Goldies attendee – *“So pleased to be out and about again, I absolutely loved the Goldies sing-along. I used to be an entertainer but my voice has gone now, so I love that I can sing-along in a group here and nobody minds. I’m a carer for my husband who has cancer and this gets me out of the house for a little bit of me time, it’s so important you know.”*

## **How the grant has been spent and Nailsea Town Council has been recognised as a funder**

£444 was awarded to the Golden-Oldies Charity which has supported the relaunch costs as follows;

Session leader fees at £39 per session (including mileage) x 6 sessions = £234

venue hire at £15 per month x 6 months = £90

Advertising flyers – design, print and post = £120

Golden-Oldies were delighted to receive funding from Nailsea Town Council and have advertised the grant as a supporter on our website and flyers.

Thank you again for your support 😊