

Ms K Reynolds

Dursley Town Councillors
Jacobs House
Castle Street
Dursley
GL11 4BS

15th July 2019.

Dear Cllrs,

Expression of Interest in Vacant Town Council Position.

I would like to submit my expression of interest in the vacant Town Councillor position at Dursley Town Council. I confirm that I meet the eligible criteria and have no reasons why I am unable apply.

I have lived in Dursley all my life and enjoy being involved in local community matter. I currently organise the Remembrance Sunday parade in Dursley & Cam and the Poppy Proms concert on behalf of the Dursley & Cam Royal British Legion. I hold the positions of Poppy Appeal Organiser, Branch Standard Bearer, County Standard Bearer, Branch Membership Secretary for the RBL

I actively participate in a number of local community organisations and event including: yarn bombing, Festive Dursley events, Dursley in Bloom and a member of the Dursley Community Association.

I would like to become a Town Councillor and become more involved in the local decision-making process, continue my involvement in community events and play a lead role in improving Dursley as a vibrant town.

Yours Sincerely,

Kate Reynolds

Voucher	Code	Date	Payment	Description	Supplier	Net	VAT	Total
190	IT and support	24/04/2019	CARD	Storage Costs	Dropbox	65.84	13.16	79.00
191	Health and safety	06/06/2019	DD	Health and safety consultancy	Outsource Safety Limited	110.00	22.00	132.00
231	Audit and payroll	24/06/2019	BACS	Payroll services	Makinson and Co.	32.00	6.40	38.40
192	Subscriptions	25/06/2019	BACS	Subscription	Parish Online	105.00	21.00	126.00
193	Interest/Charge	25/06/2019	BACS	Bank charge	Lloyds Bank plc	12.70	0.00	12.70
194	IT and support	27/06/2019	BACS	New PC	MSP Group Ltd	285.00	57.00	342.00
238	Utilities (gas, elec, water)	27/06/2019	DD	Electricity - office	Southern electric	-0.02	0.00	-0.02
195	Cleaning - Office	28/06/2019	BACS	Cleaning - Office	The Core Facilities Group Ltd	145.00	29.00	174.00
196	Cleaning - Vibe	28/06/2019	BACS	Cleaning - Vibe	The Core Facilities Group Ltd	380.00	76.00	456.00
239	Rent	01/07/2019	BACS	Rent - Jacob's House	Dursley Town Trust	1,360.80	306.95	1,667.75
240	Health and safety	04/07/2019	DD	Health and safety consultancy	Outsource Safety Limited	110.00	22.00	132.00
197	Town Centre Car Park	05/07/2019	BACS	Signs	Morelock Signs Ltd	122.01	24.40	146.41
198	Festive Dursley	05/07/2019	BACS	Signage	Morelock Signs Ltd	99.72	19.94	119.66
199	Play areas	05/07/2019	BACS	Play equipment inspections	The Play Inspection Company Ltd	350.00	70.00	420.00
200	Printing/Stationery	05/07/2019	DD	Photocopier meter reading	Apozee	214.61	42.92	257.53
201	Waste & Recycling	05/07/2019	BACS	Waste and recycling	Smiths (Gloucester) Limited	45.32	9.06	54.38
202	Telephones	05/07/2019	DD	Mobiles	EE	42.73	8.55	51.28
203	Land and buildings maintenance	05/07/2019	BACS	New Tap - Bottles	D A Hill	100.00	20.00	120.00
204	Printing/Stationery	05/07/2019	BACS	Stationery	Proactive Business Supplies	24.13	4.83	28.96
205	Fuel	05/07/2019	BACS	Fuel	John Stayte Services	120.15	24.04	144.19
241	IT and support	08/07/2019	DD	IT consultancy	Pure MSP Ltd	114.00	22.80	136.80
242	Insurance	09/07/2019	BACS	Insurance - additional premium	Zurich Municiple	66.95	0.00	66.95
206	Staff	10/07/2019	BACS	Salary	Staff	1,253.61	0.00	1,253.61
207	Staff	10/07/2019	BACS	Salary	Staff	978.40	0.00	978.40
208	Staff	10/07/2019	BACS	Salary	Staff	2,328.88	0.00	2,328.88
209	Staff	10/07/2019	BACS	Salary	Staff	1,365.32	0.00	1,365.32
210	Staff	10/07/2019	BACS	Salary	Staff	1,573.98	0.00	1,573.98
211	Staff	10/07/2019	BACS	Salary	Staff	1,489.32	0.00	1,489.32
212	Staff	10/07/2019	BACS	Salary	Staff	1,557.50	0.00	1,557.50
213	Staff	10/07/2019	DD	PAYE	HMRC	1,754.18	0.00	1,754.18
214	Staff	10/07/2019	DD	PAYE	HMRC	1,361.51	0.00	1,361.51
215	Staff	10/07/2019	BACS	Pensions contributions	Gloucestershire County Council	2,353.80	0.00	2,353.80
216	Staff	10/07/2019	BACS	Pensions contributions	Gloucestershire County Council	1,642.14	0.00	1,642.14
217	Printing/Stationery	10/07/2019	DD	Photocopier rental	BNP Paribas	348.82	69.76	418.58
218	Fuel	10/07/2019	BACS	Fuel	John Stayte Services	73.04	14.62	87.66
219	Town Centre Car Park	10/07/2019	BACS	CCTV - Car Park	Redhand (Network Connections UK Lt	6,217.00	1,243.40	7,460.40
220	Gas and electricity	10/07/2019	DD	Gas - pavilion	Crown Gas & Power	21.63	1.08	22.71
221	Utilities (gas, elec, water)	10/07/2019	DD	Gas - office	Crown Gas & Power	20.47	1.02	21.49
222	Waste & Recycling	10/07/2019	BACS	Skip hire	Valley Trading Limited	130.49	26.10	156.59
223	Land and buildings maintenance	10/07/2019	BACS	Various items	P J Durcan and Sons	138.64	27.73	166.37
224	Youth services	11/07/2019	CARD	Bin - recycling	Amazon	26.83	5.37	32.20
225	Town Centre Car Park	11/07/2019	BACS	Hire of Breaker	Ermin Plant (Hire and Services) Ltd	34.29	6.86	41.15
226	Town Centre Car Park	11/07/2019	BACS	Hire of Cultivator	Ermin Plant (Hire and Services) Ltd	48.60	9.72	58.32
237	Interest/Charge	12/07/2019	DD	Bank interest	Lloyds Bank plc	0.00	0.00	0.00
235	Youth services	17/07/2019	CARD	Pool Cue (Youth Centre)	Amazon	15.83	3.16	18.99
236	Interest/Charge	19/07/2019	DD	Bank charge	Lloyds Bank plc	12.87	0.00	12.87
232	Pavilion (water)	19/07/2019	DD	Water - pavilion	Water Plus	70.05	0.00	70.05
233	Waste & Recycling	19/07/2019	BACS	Waste and recycling	Smiths (Gloucester) Limited	0.00	0.00	0.00
234	Communications	19/07/2019	DD	Broadband/Line Rental - Office	Onecom Ltd	122.35	24.47	146.82
227	Utilities (gas, elec, water)	19/07/2019	DD	Surface Water Drainage Charge	Water Plus	51.59	0.00	51.59
228	Cemeteries	19/07/2019	BACS	Memorial plaque purchase	Falon Nameplates	58.45	11.69	70.14
229	WMRG	19/07/2019	BACS	Consumables	Seton	55.36	11.07	66.43
230	Youth services	19/07/2019	BACS	Replacement Fire Extinguisher/Cover	Eke Security Ltd	70.00	14.00	84.00
247	Audit and payroll	23/07/2019	3112	Payroll services	Makinson and Co.	32.00	6.40	38.40
243	WMRG	23/07/2019	BACS	Returned BACS payment	Dursley Town AFC	183.00	0.00	183.00
244	Hall hire	23/07/2019	BACS	Room hire	Dursley Methodist Church	240.00	0.00	240.00
245	IT and support	23/07/2019	CARD	Domain name	One.com	28.95	5.79	34.74
246	Pentag Court	25/07/2019	BACS	Installation of Pentanque Court	Courtstall Services Ltd	1745.00	349.00	2094.00
					Totals	31,309.84	2,631.29	33,941.13

Dursley Town Council

Bank Reconciliation at 25/07/2019		
	Cash in Hand 01/04/2019	
		214,910.42
	ADD	
	Receipts 01/04/2019 - 25/07/2019	292,553.11
		507,463.53
	SUBTRACT	
	Payments 01/04/2019 - 25/07/2019	230,948.41
A	Cash in Hand 25/07/2019 (per Cash Book)	276,515.12
	Cash in hand per Bank Statements	
	Cash 25/07/2019	0.00
	Lloyds Short Term Deposits 25/07/2019	50,000.00
	Barclays Base Rate Reward 28/06/2019	104,687.22
	Lloyds Bank plc Instant Access 15/07/2019	116,213.23
	Lloyds Bank plc Business Account 25/07/2019	16,006.45
		286,906.90
	Less unpresented cheques As attached	10,391.78
		276,515.12
	Plus unpresented receipts As attached	0.00
B	Adjusted Bank Balance	276,515.12
	A = B Checks out OK	

Policy & Finance		Receipts		Payments			Current Balance	
Code	Title	Budget	Actual	Budget	Expected	Actual	+/- Variance	Budget
100	Staff	0	0	126,408	42,136	43,553	1,417	82,855
111	Rent	0	0	6,500	2,167	1,361	-806	5,139
112	Utilities (gas, elec, water)	0	0	2,300	767	939	173	1,361
114	Cleaning - Office	0	0	1,600	533	926	393	674
115	Cleaning - Vibe	0	0	4,000	1,333	1,140	-193	2,860
120	Property maintenance (Jacobs House)	0	0	1,000	333	140	-193	860
130	Printing/Stationery	0	0	4,500	1,500	1,428	-72	3,072
131	Communications	0	0	1,600	533	589	55	1,011
140	Insurance	0	0	4,000	3,571	3,571	0	429
150	Security/fire	0	0	1,000	333	0	-333	1,000
160	IT and support	0	105	2,000	667	865	198	1,240
199	Sundry (office)	0	0	300	100	31	-69	269
200	Hall hire	0	0	500	167	307	140	193
210	Audit and payroll	0	0	2,000	667	392	-275	1,608
220	Health and safety	0	0	1,600	533	440	-93	1,160
230	Travel	0	0	300	100	0	-100	300
240	Training	0	0	4,000	1,333	341	-993	3,660
250	Subscriptions	0	0	2,150	717	1,969	1,253	181
260	Annual Town Meeting	0	0	150	50	109	59	41
270	Mayor's allowance	0	0	500	167	200	33	300
600	Precept	477,100	238,550	0	0	0	0	-238,550
610	Interest/Charge	0	900	200	67	68	2	1,031
510	Neighbourhood warden	0	0	2,000	667	0	-667	2,000
530	Youth services	0	188	40,000	13,333	8,855	-4,478	31,333
550	Small/Urgent Grants	0	0	5,000	0	0	0	5,000
551	Revenue Grants	0	0	30,000	22,735	22,735	0	7,265
560	Plan & Projects	0	0	2,000	667	0	-667	2,000
920	Dursley Lions Youth Reward Fund	0	0	0	0	0	0	0
924	Community Infrastructure Levy	1,100	119	0	0	0	0	-981
925	Community Speedwatch	0	0	200	67	0	-67	200
		478,200	239,862	245,808	95,242	89,959		-82,490

Car Park Committee		Receipts		Payments			Current Balance	
Code	Title	Budget	Actual	Budget	Expected	Actual	+/- Variance	Budget
922	Town Centre Car Park	0	0	20,000	n/a	57,410	n/a	-37,410
923	PWLB	0	0	30,569	15,739	15,739	0	14,830
		0	0	50,569	15,739	73,149		-22,580

Green Spaces		Receipts		Payments			Current Balance	
Code	Title	Budget	Actual	Budget	Expected	Actual	+/- Variance	Budget
300	Staff	0	0	90,754	30,251	30,579	328	60,175
310	Gas and electricity	0	0	2,000	667	478	-189	1,522
311	Pavilion (security)	0	0	500	167	0	-167	500
312	Pavilion (water)	0	0	500	167	70	-97	430
320	Land and buildings maintenance	0	0	9,000	3,000	1,340	-1,660	7,660
321	Tree work	0	0	2,500	833	1,076	243	1,424
322	Waste & Recycling	0	0	3,000	1,000	1,254	254	1,746
330	Rates	0	0	1,850	617	2,083	1,466	-233
331	Cemetery (water)	0	0	300	100	180	80	120
350	Safety equipment	0	0	600	200	41	-160	560
360	Telephones	0	0	750	250	170	-80	580
370	Transport/Machinery	0	0	1,300	433	179	-255	1,121
371	Fuel	0	0	1,100	367	474	108	626
372	Grass Cutting	0	0	8,000	2,667	8,219	5,552	-219
380	Facilities improvements	0	0	5,000	0	0	0	5,000
385	Play areas	0	0	1,000	333	398	65	602
386	Highfields Playground Upgrade	0	0	0	0	0	0	0
395	PWLB repayments	0	0	2,488	2,479	2,479	0	9
399	Consumables	0	0	200	67	21	-46	179
710	WMRG	5,000	1,927	0	0	238	238	-4,550
720	Cemeteries	18,000	6,731	0	0	58	58	-12,351
730	Allotments	400	39	0	0	0	0	-386
917	Memorial plaque purchase	0	0	0	0	0	0	0
926	WMRG Pentaq Court	0	0	6,000	2,000	1,745	-255	4,255
927	Kingshill Play Equipment	0	0	10,000	0	0	0	10,000
		23,400	8,696	146,842	45,597	51,081		78,770

Town Improvements		Receipts		Payments			Current Balance	
Code	Title	Budget	Actual	Budget	Expected	Actual	+/- Variance	Budget
410	Maintenance	0	0	1,000	333	233	-100	767
412	Plants and planters	0	0	1,500	500	399	-101	1,101
460	Christmas lights	500	0	6,500	2,167	948	-1,219	5,152
470	Castle Street upgrade	0	0	0	0	0	0	0
480	Street furniture	0	0	1,000	333	0	-333	1,000
491	Tourism	0	2,000	2,000	667	0	-667	4,000
500	CCTV	0	0	3,000	1,000	0	-1,000	3,000
912	Notice Boards	0	0	1,500	500	0	-500	1,500
		500	2,000	16,500	5,500	1,580		16,519

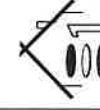
VAT REFUND		Receipts
Code	Title	Actual
901	2018/19 - Q4 (Jan to Mar 19)	27,276
	2019/20 - Q1 (Apr to Jun 19)	14,406
	2019/20 - Q2 (Jul to Sep 19)	
	2019/20 - Q3 (Oct to Dec 19)	
	Total	41,682

BEFORE COMMENCEMENT OF ANY WORKS THE CONTRACTOR MUST CHECK AND VERIFY ALL BUILDING SITE DIMENSIONS AND LEVELS, ALL RELEVANT SEWER OUTFALLS, INVERT LEVELS, AND CONNECTION POINTS.

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North



ELEVATION ONE
BUILDING DESIGN LTD
20 Wily Road, Bursley,
Glos. GL53 7JH
Tel: 01453 441253
ANGL 07443 057774
Email: info@elevationone.co.uk
web: www.elevationone.co.uk

Project:-
Proposed Office at Kingshill Inn,
2 Kingshill Road, Dursley, Glos

Drawing Title:-
Proposed Site Plans

Scale:-
1:250 @ A3

Client:-
Mr Billet

Project No:-
GB-030

Drawing No:-
02

Date:-
March 19

Revision:-

Proposed parking at Kingshill Inn,
to have 18 spaces minimum

KINGSHILL ROAD

Public to be able to use the Car Parking Spaces as well as Inn x 10

Existing Car Parking Spaces for Take-aways

Existing Car Parking Spaces for Kingshill Inn x 10

KINGSHILL INN

Skittle alley
to be used by
the Inn again.

Existing Car Parking
Spaces for Inn x 4

Existing Car Parking
Spaces for Mobility
Disabled x 11

Oversepill Car Parking
Spaces for Mobility
Disabled x 6
Double parking is an
option to provide an
additional x 6 spaces

ROUNDHOUSE

New
container/
office
building

Garden and Play Area

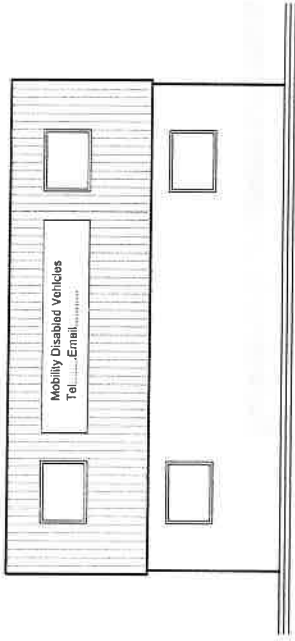
Proposed parking for Mobility
to have 26 spaces minimum

Block Plan/Sc 1:500
HALL

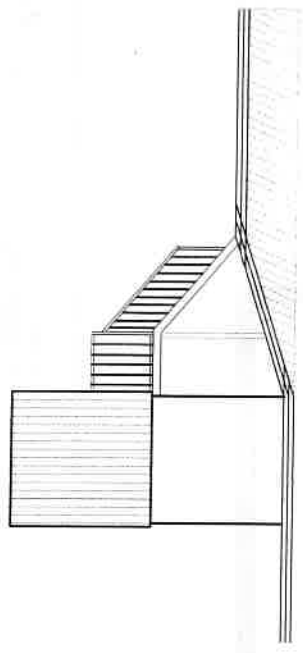
BEFORE COMMENCEMENT OF ANY WORKS THE CONTRACTOR MUST CHECK AND VERIFY ALL BUILDING, SITE DIMENSIONS AND LEVELS, AND ALL SERVICES, UTILITY FALLS, INVERT LEVELS, AND CONNECTION POINTS.

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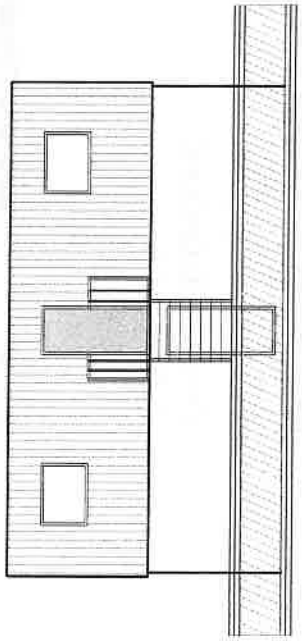
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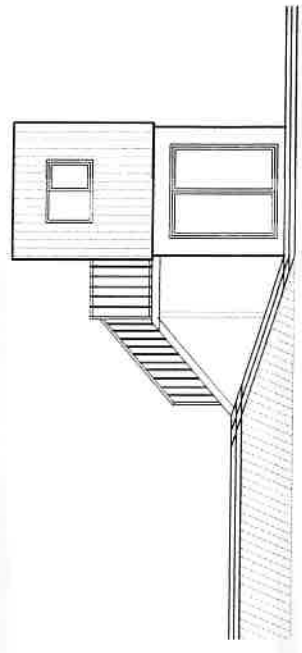
FRONT ELEVATION



REAR ELEVATION



SIDE ELEVATION



SIDE ELEVATION

Proposed Office at
The Kingshill Inn,
2 Kingshill Road, Dursley

2 x Shipping containers stacked
on block slab support base and
clad in timber to the first floor and
rendered to the ground floor.

Rear stairs to go down onto the
back at the rear of the containers



ELEVATION ONE
BUILDING DESIGN LTD
25 WEST KINGS BUILDING
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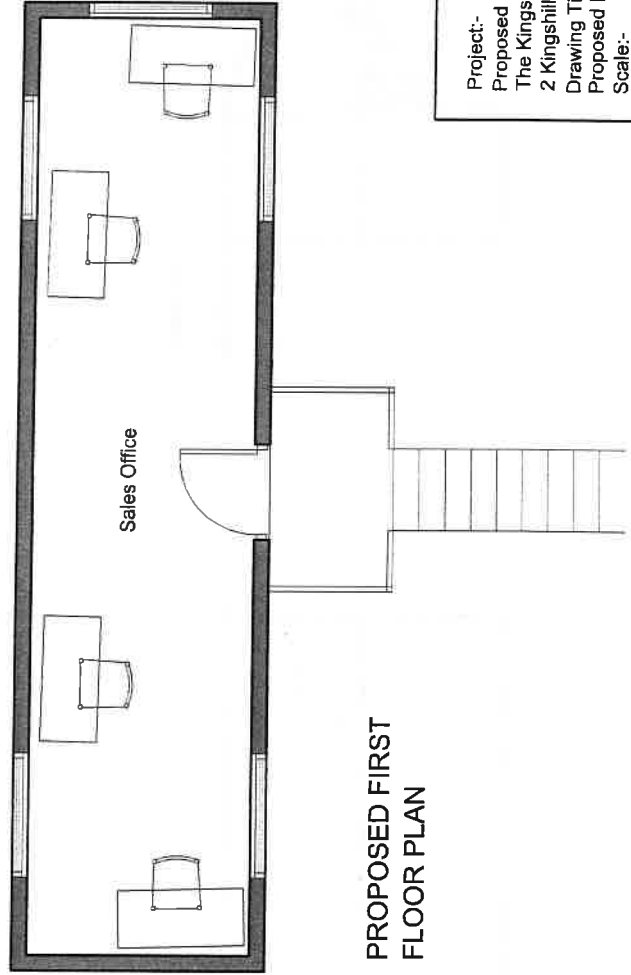
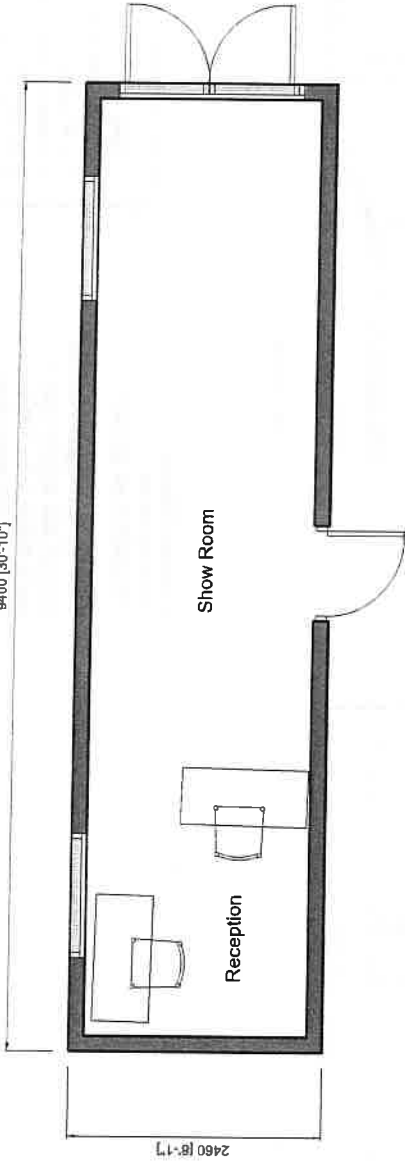
Project:-
Proposed Office at
The Kingshill Inn,
2 Kingshill Road, Dursley, Glos
Drawing Title:-
Proposed Elevations
Scale:-
1:100 @ A3
Client:-
Mr Billet

Project No:- GB-030	Drawing No:- 04
Date:- March 19	Revision:-

Proposed Elevations

BEFORE COMMENCEMENT OF ANY WORKS
THE CONTRACTOR MUST VERIFY
ALL BUILDING SITE DIMENSIONS AND
LEVELS, ALL RELEVANT SEWER, GUTTERS,
RIBBY LEVELS AND CONNECTION POINTS.
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Proposed Office at
The Kingshill Inn,
2 Kingshill Road, Dursley

2 x Shipping containers stacked
on block slab support base and
clad in timber to the first floor and
rendered to the ground floor.

Rear stairs to go down onto the
back at the rear of the containers



Project:-
Proposed Office at
The Kingshill Inn,
2 Kingshill Road, Dursley, Glos
Drawing Title:-
Proposed Plans
Scale:-
1:50 @ A3
Client:-
Mr Billet

Project No:-
GB-030

Date:-
March 19

Drawing No.:-
03

Revision:-

Proposed Plans

John Kay

From: Adrian Judge <[REDACTED]>
Sent: 27 June 2019 17:56
To: John Kay
Subject: DTC GRANT

Follow Up Flag: Follow up
Flag Status: Flagged

John

Grateful for some advice. The Town Council very kindly donated £4k toward an air cooling system at the Chantry Centre.

However, the Chantry Centre has a rather more pressing need to install new toilets at the front of the building. We have £30k towards the cost of them from various donations/grants but the cost has increased from initial estimates and the hope that some of the associated work would be funded by S106 money is not obviously not a realistic scenario in the required timescale.

As you may have guessed - the question the trustees are asking is whether there any scope/mechanism for us to reallocate funds from the cooling to the toilets?

Happy to discuss further face to face but thought it made sense to first give you some thinking time!

All the best

Adrian

--
Adrian Judge
Trustee/Director

M [REDACTED]
The Chantry Centre, 34/36 Long Street, Dursley, Glos GL11 4JB. Reg Charity No. 1137554

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Town Clerk’s Report

Thank you to those Councillors who helped or contributed at the recent Summer Festival. We were supported by the Air Cadets and Police Cadets, without this volunteer resource we would have been very short of marshals etc.

Play Ranger Sessions will be taking place on the WMRG on 1st August and Highfields Play Area on 15th August.

I attended a session of the “Chop n Chat” group facilitated by the Tabernacle Church in the Vibe Youth Session. The six-week cookery course teaches the young people basic cookery skills and encourages them to socialise.

I attended the recent Rednock School Deep Learning Day. I was one of a panel who answered questions from young people on a range of topics relating to Dursley and the Town Council responsibilities etc.

As the summer holidays have now commenced, we are working with a reduced staff in the office and the grounds team due to annual leave over the next few weeks.

As part of our IT contract with Pure MSP we have now moved away from a taped backup and the Council files are now housed using a cloud-based storage system. This change will allow greater opportunity for home working by the staff with a remote log-in.

Written Correspondence (Letter).

First Port	Condition of playground at Uley Road/Lister Street.
Cllrs Cairns & Nicholson	Thank You Letters.
Barclays Bank	Dursley & District Tourism Association Account

Civic Engagements

31 st August	Dursley Produce Show – Presentation of Prizes
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Representation At Upcoming Meetings

6 August	Staffing Committee	Committee Members
19 August	Festive Dursley	Working Group Members
20 August	Planning Committee	Committee Members
21 August	Cotswold Edge & Severn Vale Tourism Steering Group	Deputy Clerk & Cllr Ackroyd

Training Opportunities: *please contact the office if you wish to attend. Full costs will be met by Council, but fees will be reclaimed from councillors who book a place and then fail to attend.*

Date	Provider	Course	Location	Times
5 th September	GAPTC	Being a Better Councillor	Highnam	9:30 to 16:30
17 th Sep	Andrea Pelligram	Planning applications from the perspective of town and parish councils	Bourton-on-the-Water	10am to 1pm

Publications and Correspondence Available To Councillors After The Meeting

The Door Youth Project – Newsletter

John Kay
26th July 2019.