

Adopted 11th May 2015

Revision for Feb 2019

Statement of Intent as to Community Engagement

1. Aims and Objectives

Dursley Town Council aims to build on the way it engages and consults on important issues by ensuring that it:

- Represents and promote the interests of Dursley and all its people
- Works more closely with residents, businesses and community groups, to understand their concerns and effectively use those views as an integral part of the decision-making process
- Engages with as many people as possible who want to participate in decision-making, monitoring services and planning for the future
- Ensures that residents have the opportunities to be heard
- Promotes equality of opportunity and opposes discrimination
- Is open and accountable in all it does (total transparency)
- Supports development which is environmentally, socially and economically sustainable.
- Services and facilities that are more responsive to community needs

This strategy is part of the council's commitment to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge. The outcomes the Council hopes to achieve include:

- Improved communication with the local community
- A better understanding within the community of the role of the Town Council and of its Councillors
- Local people feeling that they are involved in decision making
- Improved satisfaction with local public services/ and the inclusive discussion as to what additional services the council should look to implement.

2. Defining the Community

The Council considers the community of Dursley to consist of:

- All residents of the town, including residents of care or residential homes
- All users of the Town Council's services
- All those who work within the town
- All those who own businesses within the town
- All young people who live and/or go to school within the town
- All local voluntary organisations, clubs and societies
- Any group or organisation that represents some, or any, of the above cross sections of the community.

Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in Dursley and aims to maintain excellent working relationships with these bodies, including: the

Police, the NHS and various voluntary care organisations, other tiers of local government, and neighbouring town and parish councils.

3. Provision of information to the community and opportunities for community involvement

Information provided by the Town Council complies with The Transparency Code and Data Protection legislation.

Information is provided by the Town Council to the community in a number of ways, including via: The Town Council offices; Jacobs House, Castle Street, Dursley, GL11 4BS, open to the public on Monday to Friday between 10am and 3pm, providing a wide range of information both on Council services and other Dursley activities and issues.

- The Town Council's website www.dursleytowncouncil.co.uk which provides comprehensive information both on the work of the Town Council and on other services, local events, local groups and organisations.
- The Town Council's social media page on Facebook "Dursley Town Council"
- Various notice boards around the town which are used to display agendas for Council meetings and contact details for local councillors as well as other information of interest to the local community. (Additionally, the Council has provided a town centre community notice board which can be used by local events organisers or groups).
- The Town Council's Newsletter, "Dursley Matters" published quarterly and available from the Town Council offices, local library, local shops and online.
- The Annual Report, produced in April each year and available at the Annual Town meeting or the website.
- Meetings of the Town Council and its committees and sub-committees which are open to the public and a period of up to 15 minutes is set aside each meeting for public questions/public engagement.
- Public meetings, called to gauge public opinion concerning important issues affecting the town such as major planning applications.
- The local community is welcome to attend council meetings and public participation is provided for on the agendas

4. Opportunities for Formal Representations to the Council

Formal representations to the Council may be made at any time in writing to the Town Clerk or at a Town Council/Committee Meeting.

5. Involvement in Partnerships

The Town Council often works in partnership with other organisations such as Stroud District Council, Gloucestershire County Council, the Police, the Environmental Agency, the NHS, The Tabernacle URC (The Vibe Youth Club), the local schools and many voluntary and charitable sectors.

The Town Council is also actively involved with the following local organisations:

- Breakheart Community Project
- British Royal Legion (Dursley Branch)
- Cam & Dursley Transportation Group
- Cam, Dursley & Uley Joint Woodlands Committee
- Chantry Centre
- Citizens Advice Stroud & Cotswold District
- Community Association
- Dursley Business Inclusive
- Festive Dursley
- Dursley in Bloom
- Dursley Lions
- Dursley Round Table
- Dursley Town Trust
- Dursley Welcomes Walkers
- GAPTC
- GL11
- Gloucestershire Chartered Parish Group
- Gloucestershire Homeseekers
- Gloucestershire Rural Community Council
- Heritage Centre
- Historic Market Towns
- Kingshill House
- ~~• Lower Kingshill Management Committee~~
- Road Safety Liaison Committee
- Sainsbury's
- SLCC
- Stroud Foodbank
- and other groups as necessary.

6. Role of Council Members and Officers

Council Members (Councillors) are the elected decision makers of the Town Council.

Their contact details are available from the Town Council offices and on the Town Council website.

Members of the public are welcome to contact Councillors to raise any issues.

The Council's Officers are employed by the Council to carry out the day to day functions of the Council, making sure the council effectively and efficiently service the local community.

The Town Clerk is the Proper Officer of the Council and is responsible for ensuring procedural/financial protocol is correct and has overall responsibility for managing the council's affairs on a daily basis and its employees.

DURSLEY TOWN COUNCIL

RISK MANAGEMENT POLICY

Approved March 2016

Dursley Town Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risk potential is maintained at acceptable level. Dursley Town Council has taken the action believed necessary.

The Clerk reviews risks on a regular basis, including any newly identified risks, and will report to the Town Council. The review includes identification of any unacceptable level of risk.

Dursley Town Council:

- a) Take steps to identify key risks facing the Council.
- b) Evaluate the potential consequences to the Council when an event identified as a risk takes place.
- c) Decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

The Council consider:

- i) Areas where there may be scope to use insurance to help manage risk.
- ii) Areas where there may be scope to work with others to help manage risk
- iii) Areas where there may be need for self-managed risk

SECTION 1

AREAS WHERE THERE MAY BE SCOPE TO USE INSURANCE TO HELP MANAGE RISK

1 A RISK IDENTIFICATION

a) Protection of physical assets (e.g. Buildings, furniture, equipment)

The Council maintains insurance for physical assets.

b) Risk of damage to third party property or individuals.

Appropriate employers, public liability and legal insurance will be maintained and reviewed annually. Physical assets such as playground equipment will be insured against accidents and damage.

1 B RISK CONTROL

a) Maintain an up-to-date register of Assets and Investments

An Asset Register is updated as required by the Clerk.

b) Inspection and maintenance of physical assets

The Clerk and Councillors (through appropriate representatives where relevant), undertake inspection of tangible assets. This includes annual independent inspection of the play and sports equipment with faults rectified and remedial work undertaken as recommended.

1 C INTERNAL CONTROL

a) **Review of internal controls in place and their documentation**

Internal controls are reviewed as necessary by the Clerk and Council and are subject to review annually by an independent internal auditor.

SECTION 2

AREAS WHERE THERE MAY BE SCOPE TO WORK WITH OTHERS TO HELP MANAGE RISK

2 A RISK IDENTIFICATION

a) **Maintenance for vulnerable buildings, amenities or equipment**

All physical assets are adequately maintained.

b) **Banking Services**

Reviewed periodically by the Council. ~~All cheques, counter foils and other forms of payment require two signatures. All expenditure is approved by two members of the Council and invoices are signed by the cheque signatories at the same time.~~

Insert: All forms of payment/expenditure require two signatures from Councillors who have been approved as a signatory of the relevant bank/building society account. This includes online "BACS" payments by Councillors who have been approved by the relevant bank/building society for internet banking access.

c) **Third party providers**

The Council endeavours to ensure that wherever possible it has the opportunity to select from several providers any service it requires. Ideally, a short list of three is considered, however availability of specialised service providers and/or known service levels may mean this is not possible or practicable. All providers are referenced in the minutes to ensure transparency.

All contractors are informed that the Council expect them to be competent at the activities contracted for and that they complete safety/risk assessments.

The Clerk is required to ensure that any contractor working on behalf of Dursley Town Council is adequately insured.

d) **Regular bank reconciliations, independently reviewed**

Bank statements are received by the Clerk. A reconciliation of the accounts are checked during the monthly internal control process and by the internal auditor.

Add: The Councillors are requested to approve the current bank reconciliation at meetings of the Council. The approved bank reconciliation is signed by the Mayor and recorded in the minutes as being approved.

2 B EXTERNAL REVIEW

- a) **Review of internal controls in place and their documentation**
Internal controls are reviewed as necessary by the Clerk and Internal Auditor. Recommendations from the Clerk and Internal Auditor are submitted to the Council as necessary.
- b) **Review of minutes to ensure legal powers are available and the basis of the powers are recorded and correctly applied**
The Clerk undertakes to ensure that the Council does not act ultra vires when a decision is taken. It is recorded if the Council decides against the Clerk's advice. Where appropriate, legal powers bestowed on the Council will be recorded in the minutes against decisions taken.
- Add: Dursley Town Council resolved to adopt the General Power of Competence at the Council meeting on the 6th September 2016. All expenditure is permitted using the GPC (LA 2011) s1(1). The eligibility criteria will be re-confirmed at the Council meeting following an election.**

SECTION 3

AREAS WHERE THERE MAY BE A NEED TO SELF-MANAGE RISK

3 A RISK IDENTIFICATION

- a) **Keeping proper financial records in accordance with statutory regulations**
Financial records kept in accordance with the statutory requirements, are reviewed as part of the audit process by the internal and external auditors.
- b) **Ensuring all business activities are within legal powers applicable to Town Councils**
See section 2(b) Internal Review Assurance (b)
- c) **Complying with restrictions on borrowing**
To ensure the Council is within the current borrowing parameters.
- d) **Ensuring all requirements are met under HM Revenue and Customs regulations (incl VAT)**
All such requirements are met by the Clerk and checked by the internal auditor.
- e) **Ensuring the adequacy of the annual precept within sound budgeting arrangements**
Council budgets are reviewed and approved by full Council in accordance with the Council's budget procedure.
- f) **Proper, timely and accurate reporting of the Council business in the minutes**
Council minutes are prepared by the Clerk. They are distributed to members in advance of the subsequent meeting, verified as a correct record as one of the first

items of business of that meeting and signed at the meeting. Failure to agree or any required amendments will be recorded.

- g) Responding to electors wishing to exercise their rights of inspection**
The right of inspection to electors is adhered to in accordance with current legislation. In accordance with the Freedom of Information Act, all relevant documents are available on request and in addition, meeting schedules and minutes, will be published on the Council's website.
- h) Meeting the laid down timetables when responding to consultation invitations**
Every effort is made to meet specified timetables when responding to consultation invitations.
- i) Proper document control**
Paperwork is retained in accordance with national guidelines and relevant documents are available for viewing on request. Incoming mail is recorded and stamped as appropriate.
- j) Register of members' interests, gifts and hospitality is in place, complete, accurate and up-to-date**
The members' register of interest is held by the Clerk and a copy is held by the Monitoring Officer at Stroud District Council. It is the responsibility of Members to notify the Clerk of changes.

3 B INTERNAL CONTROLS

- a) Regular scrutiny of financial records and proper arrangements for the approval of expenditure**
Comprehensive measures are in place for the approval of expenditure as per the Standing Orders and Finance Regulations approved by council.
- b) Developing system of performance measurement**
In accordance with legislation, staff appraisal will be undertaken annually, by the Mayor/Deputy Mayor for the Town Clerk and the Mayor/Town Clerk for other members of staff. These are reported to Council on the recommendation of the Staffing Committee.
- c) Minutes with a master copy kept in safekeeping**
All Council and Committee minutes are correctly recorded. A signed hard copy is placed on file with each page duly initialled. An electronic copy is retained, and back-up copies are stored on the back-up server.
- d) Documented procedures to deal with enquiries from the public**
Calls, letters and e-mails are dealt with as soon as practicable.
- e) Documented procedures for document receipt, circulation, response, handling and filing**

The Clerk receives and delegates all mail. All relevant mail is listed with Council for consideration or information. Mail for action by Council is dealt with accordingly and action minuted.

f) Adoption of Codes of Conduct for members and employees

The Council review annually the Code of Conduct. The Employee Code of Conduct is in accordance with their individual contracts of employment.

g) Business Continuity

The council has provided for backup a system that allows the recovery of important documentation to be backed up and stored separately.



DRAFT DURSLEY TOWN COUNCIL CIVIC CALENDAR 2019/20

DATE	MEETING	ADDITIONAL INFORMATION	TIME	VENUE
05/03/2019	TOWN COUNCIL		7pm	Fire Station
12/03/2019	STAFF		6.30pm	Methodist Church
19/03/2019	PLANNING		6.30pm	Methodist Church
19/03/2019	GREEN SPACES		7.30pm	Methodist Church
02/04/2019	TOWN COUNCIL		7pm	Fire Station
02/04/2019	TWINBERROW FOUNDATION		After Council	Fire Station
09/04/2019	TOWN IMPROVEMENTS		7pm	Methodist Church
16/04/2019	PLANNING		6.30pm	Methodist Church
16/04/2019	POLICY & FINANCE		7.30pm	Methodist Church
07/05/2019	TOWN COUNCIL	Annual Meeting	7pm	Fire Station
15/05/2019	PLANNING		6:30pm	Methodist Church
15/05/2019	GREEN SPACES		7.30pm	Methodist Church
22/05/2019	<i>ANNUAL ASSEMBLY (Town Meeting)</i>		7pm	Kingshill House
04/06/2019	TOWN COUNCIL		7pm	Fire Station
11/06/2019	STAFF		6.30pm	Methodist Church
11/06/2019	GREEN SPACES		7.30pm	Methodist Church
18/06/2019	PLANNING		6.30pm	Methodist Church
18/06/2019	POLICY & FINANCE		7.30pm	Methodist Church
02/07/2019	TOWN COUNCIL		7pm	Fire Station
02/07/2019	TWINBERROW FOUNDATION		After Council	Fire Station
09/07/2019	TOWN IMPROVEMENTS		TBC	Methodist Church
16/07/2019	PLANNING		6.30pm	Methodist Church
16/07/2019	GREEN SPACES		7.30pm	Methodist Church
06/08/2019	TOWN COUNCIL		7pm	Fire Station
20/08/2019	PLANNING		TBC	Methodist Church
03/09/2019	TOWN COUNCIL		7pm	Fire Station
10/09/2019	POLICY & FINANCE	Grants	TBC	Methodist Church
17/09/2019	PLANNING		6:30pm	Methodist Church
17/09/2019	GREEN SPACES		7.30pm	Methodist Church

DATE	MEETING	ADDITIONAL INFORMATION	TIME	VENUE
01/10/2019	TOWN COUNCIL		7pm	Fire Station
01/10/2019	TWINBERROW FOUNDATION		After Council	Fire Station
08/10/2019	GREEN SPACES	Budget	TBC	Methodist Church
15/10/2019	PLANNING	Budget	6.30pm	Methodist Church
15/10/2019	TOWN IMPROVEMENTS	Budget	7.30pm	Methodist Church
22/10/2019	STAFF	Budget	6.30pm	Methodist Church
22/10/2019	POLICY & FINANCE	Budget	7.30pm	Methodist Church
05/11/2019	TOWN COUNCIL		7pm	Fire Station
12/11/2019	PLANNING		TBC	Methodist Church
20/11/2019	TOWN COUNCIL	Budget	TBC	Fire Station
03/12/2019	TOWN COUNCIL		7pm	Fire Station
10/12/2019	PLANNING		6.30pm	Methodist Church
10/12/2019	POLICY & FINANCE		7.30pm	Methodist Church
17/12/2019	GREEN SPACES		TBC	Methodist Church
07/01/2020	TOWN IMPROVEMENTS		7pm	Methodist Church
14/01/2020	PLANNING		6.30pm	Methodist Church
21/01/2020	TOWN COUNCIL	Budget	7pm	Fire Station
21/01/2020	TWINBERROW FOUNDATION	AGM	After Council	Fire Station
11/02/2020	PLANNING		6.30pm	Methodist Church
11/02/2020	POLICY & FINANCE		7.30pm	Methodist Church
18/02/2020	GREEN SPACES		TBC	Methodist Church
03/03/2020	TOWN COUNCIL		7pm	Fire Station
10/03/2020	STAFF		TBC	Methodist Church
17/03/2020	PLANNING		6.30pm	Methodist Church
17/03/2020	GREEN SPACES		7.30pm	Methodist Church
07/04/2020	TOWN COUNCIL		7pm	Fire Station
07/04/2020	TWINBERROW FOUNDATION		After Council	Fire Station
14/04/2020	TOWN IMPROVEMENTS		6.30pm	Methodist Church
14/04/2020	GREEN SPACES		7.30pm	Methodist Church
21/04/2020	PLANNING		6.30pm	Methodist Church
21/04/2020	POLICY & FINANCE		7.30pm	Methodist Church
12/05/2020	TOWN COUNCIL*	Annual Meeting	7pm	Fire Station

Notes

*Meeting of Council needs to be held within 14 days of election of Councillors (7/5/20).

The Car Park Committee meetings will be held when required throughout the calendar year.

S.P. ELECTRICAL (Stroud) LIMITED

**Fromside Industrial Estate
Newtons Way
Stroud, Glos. GL5 3JX**

OBSERVATIONS & RECOMMENDATIONS FOR DURSLEY TOWN COUNCIL.

KINGSMILL CEMETARY.

No remedial work required.

S.P. ELECTRICAL (Stroud) LIMITED

**Fromside Industrial Estate
Newtons Way
Stroud, Glos. GL5 3JX**

OBSERVATIONS & RECOMMENDATIONS FOR DURSLEY TOWN COUNCIL.

JACOBS HOUSE

1. Hand dryer in the disabled W.C. not working. Requires new.
2. Extract fan in the Kitchen not working.
3. Boiler cabling requires tidying.

S.P. ELECTRICAL (Stroud) LIMITED

Fromeside Industrial Estate
Newtons Way
Stroud, Glos. GL5 3JX

OBSERVATIONS & RECOMMENDATIONS FOR DURSLEY TOWN COUNCIL.

1

RECREATION GROUND

1. No continuity on ring main. Further investigation Required.
2. Extract fan ducting has been removed from external grill to allow for CCTV cables to be installed. CCTV cables will require re-routing to allow for ducting to be re-fitted.
3. 1 Multi fan unit not working and requires further investigation.

Dursley Town Council - Reserves

Named Reserve	Responsible Committee	Confirmed Balance at 31/3/18	Transfers during 2018/19	ESTIMATED Balance at 31/3/19	Notes
Town Centre Upgrade Fund	TI	8000	5560	2440	Castle Street Railings - Oct 2018
Christmas Lights	TI	2957	0	2957	
War Memorials	TI	1000	0	1000	
Tourism	TI	0	2000	2000	Unspent 2018/19 Budget (Proposed)
Total Town Improvements				£ 8,397	
Facilities Improvements	GS	5311	0	5311	
Cemetery Extension	GS	16000	0	16000	
Additional Allotments	GS	60000	40000	20000	Transfer to General Reserve on 31/3/19 (Proposed)
Repainting Fund	GS	1500	0	1500	
Noticeboards, bins	GS	2796	0	2796	
Trees/tree work	GS	536	0	536	
Machinery/Vehicle Fund	GS	10000	0	10000	
Play areas/equipment	GS	2000	2000	0	Agreed at Council in October 2018 (Kingshill Play Area - Basket Swing)
Highfields Play Equipment Upgrade	GS	9960	-15470	25430	S106 contribution of £15,470 from S.05/1866/FUL
Tennis Court (S106/Grant)	GS	1834	0	1834	
Total Green Spaces				£ 83,407	
IT support/hardware	Policy & Finance	1,000	1000	0	2018/19 Budget Overspend (Proposed)
Temporary Staff	Policy & Finance	1,000	0	1000	
Jacobs House	Policy & Finance	4,109	525	3584	2018/19 Budget Overspend (1st Oct)
H&S Audit	Policy & Finance	3,000	0	3000	
Election costs	Policy & Finance	3,000	0	3000	
Youth Centre Reward Fund	Policy & Finance	1,120	0	1120	
				£ 11,704.00	
Car Park	Car Park Committee	121,046	101799		Expenditure to date (1st Feb)
			19247	0	Expected Expenditure (31/3/18)
Total Other Services				£ -	
Total Earmarked Reserves		£ 256,169		£ 103,508	

General Reserve

	12/02/2019
Lloyds Bank - Business	£ 25,672
Lloyds Bank - Inst Access	£ 62,983
Barclays Base Rate Reward	£ 254,521
Public Sector Deposit Fund	£ 50,000
Short Term Deposits	£ 40,000
	£ 433,175

Named Reserve £ 103,508
 General Reserve **£ 329,667**

General Reserve (Predicted)

Bank Balance at 12/2/19 £ 433,175

Estimated income to 31/3/19 £ -
£ 433,175

Estimated Spend to 31/3/19 TI £ 5,635
 Estimated Spend to 31/3/19 GS £ 9,618
 Estimated Spend to 31/3/19 P&F £ 25,518
 Estimated Spend to 31/3/19 CPC £ 141,000
£ 181,772

Named Reserve £ 103,508

Predicted General Reserve £ 147,896 (31-03-2019)

Dursley Town Council 2018/19

Bank Accounts Investments & Charges at: 11-Feb-19

Bank Account	Balance	Date of Last Statement	Interest Rate	Interest Earned in 2018/19
Barclays - Base Rate Reward	£ 254,520.77	30/01/2019	0.25%	£ 695.23
Lloyds Bank - Instant Access Account	£ 62,982.87	22/01/2019	0.01%	£ 27.18
Lloyds Bank - Electronic Tarriff Account (Business)	£ 25,671.73	01/02/2019	0.00%	£ -
	£ 343,175.37			£ 722.41

Investments (Current)	Amount Invested	Start Date	End Date	Interest Rate	Interest Earned
Public Sector Deposit Fund	£ 50,000.00	Continuous		0.30%	£ 285.44
Lloyds - Short Term Deposit - 1 month	£ 40,000.00	22/01/2019	22/02/2019	0.61%	£ 20.72
	£ 433,175.37				£ 306.16

Investments (Completed)	Amount Invested	Start Date	End Date	Interest Rate	Interest Earned
Lloyds - Short Term Deposit - 1 month (Completed)	£ 50,000.00	13/03/2018	13/04/2018	0.37%	£ 15.71
Lloyds - Short Term Deposit - 1 month (Completed)	£ 100,000.00	01/05/2018	01/06/2018	0.41%	£ 34.82
Lloyds - Short Term Deposit - 2 month (Completed)	£ 100,000.00	01/05/2018	02/07/2018	0.50%	£ 84.93
Lloyds - Short Term Deposit - 2 month (Completed)	£ 50,000.00	06/06/2018	06/08/2016	0.43%	£ 35.93
Lloyds - Short Term Deposit - 1 month (Completed)	£ 50,000.00	01/10/2018	03/11/2018	0.61%	£ 25.90
Lloyds - Short Term Deposit - 2 month (Completed)	£ 100,000.00	01/10/2018	03/12/2018	0.66%	£ 113.92
Lloyds - Short Term Deposit - 1 month (Completed)	£ 100,000.00	04/12/2011	04/01/2011	0.61%	£ 51.81
					£ 363.02

Total Interest Earned in 2018/19 **£ 1,391.59**

Bank Charges	Charge	Date	Charge	Date	Charge
Monthly Charge for Lloyds "Electronic Tariff" Account	12.07	Apr-18	12.07	Oct-18	12.82
	19.05	May-18	19.05	Nov-18	8.45
	13.84	Jun-18	13.84	Dec-18	16.71
	11.15	Jul-18	11.15	Jan-19	15.45
	12.45	Aug-18	12.45	Feb-19	9.10
	13.20	Sep-18	13.20	Mar-19	
				Total	£ 144.29