



BERKELEY TOWN COUNCIL
DRYHTENHOLDA BEORCLEAH

Town Hall
Salter Street
Berkeley, Glos.
GL13 9DB,

Tel/Fax: 01453 511964

Email:
clerk@berkeley-tc.gov.uk

PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Monday 8th February 2016

Dear Sir/Madam

*You are hereby summoned to attend the meeting of
Berkeley Town Council on
Monday 15th February 2016 in the
Town Hall, Berkeley at
7.30 p.m.*

*Ms D Spiers
Town Clerk*

AGENDA

Public Discussion - 30 minutes

Rebecca Jelf is scheduled to attend the meeting

County and District Councillors Reports

1.	Apologies and absence
2.	Declarations of Interest To receive declarations of interest from Councillors relating to any items on the agenda
3.	Minutes of the last meeting To confirm and sign the minutes of the meeting held on Monday 18 th January 2016 To confirm and sign the minutes of the extra ordinary meeting held on Tuesday 26 th January 2016
4.	Minutes of Committee Meetings To note that members have received copies of the minutes of the following committee meetings held during the month of January 2016 Buildings Maintenance Committee 4 th January 2016 Planning Committee 12 th January 2016 Finance Committee 12 th January 2016 Sarah's Field Committee 19 th January 2016 Streetscape and Street Furniture Committee 19 th January 2016
5.	Matters Pending To note the matters pending as at 4 th February 2016 - see attached
6.	Planning Application To consider making a response to the following planning application S.15/2734/FUL - County Library, School Lane - Full Planning Permission for demolition of temporary library and construction of new single storey library with community rooms Planning Applications can be viewed on the website www.stroud.gov.uk

7.	<p>Berkeley Burial Committee - Terms of Reference</p> <p>In order to assist the Berkeley Burial Committee with a timetable for setting their budget and contribution figures the council may wish to consider asking the other participating councils to agree to amendments to the Terms of Reference for the Berkeley Burial Committee.</p> <p>In item 11 of the Terms of Reference it states quite clearly that the Berkeley Burial Committee should submit a budget and request for a contribution to each parish by the end of October of the preceding year</p> <p>To consider amending the wording of item 11 of the Terms of Reference for the Berkeley Burial Committee</p>
8.	<p>Berkeley Grammar School Educational Fund - Governor</p> <p>The three year term of office for the Berkeley Town Council governor to the Berkeley Grammar School Educational Fund has now expired. Councillor Liz Ashton has served for the last three years.</p> <p>To nominate a councillor to serve, for the next three year term, as a governor to the Berkeley Grammar School Educational Fund</p>
9.	<p>Grant Applications - for the financial year to 31st March 2017</p> <p>The council has set up several committees that are in the process of and/or would like to apply for grants to go towards the costs of various projects.</p> <p>To agree that the following projects can make grant applications to the relevant organisations</p> <p>Canon Park Field Drainage Project - GCC Active Together Grant - £ 15,000.00 already received Sarah's Field Project - Postcode Local Trust - £20,000.00 Sarah's Field Project - Gloucestershire Environmental Trust - £ 5,000.00 Sarah's Field Project - Magnox Socio Economic Fund - £ ? Canon Park Pavilion Internal Alterations - Lottery Awards for All - £5,000.00 Canon Park Pavilion Internal Alterations - GCC Community Chest Fund - £5,000.00</p> <p>In order to make applications to organisations that will not give grant funding to parish and town councils it has become necessary, in order to attract maximum potential for funding to the town, to work in partnership with Berkeley Community Trust (a registered charity set up to do just this) on some grant applications</p> <p>To note the council will, from time to time, work in partnership with Berkeley Community Trust in order to attract the maximum funding for projects that will benefit the people of Berkeley</p>
10.	<p>Increase of parking spaces</p> <p>Councillor Brown would like the council to review parking in Berkeley in order to increase the number of parking spaces</p>
11.	<p>20 m.p.h. zone, Berkeley</p> <p>The speed surveys for Lynch Road and High Street have now been completed - see attached report</p> <p>To consider what action the council will take with regards to the project to create a 20 m.p.h zone in Berkeley</p>

12.	<p>Reporting Highways Issues</p> <p>At the last meeting the Clerk was instructed to put this matter on the agenda</p> <p>To discuss</p>
13.	<p>Donations Policy</p> <p>The current policy for the giving of donations is as follows:-</p> <p>All requests for donations are kept on file until January at which point the council considers each application and decides how much to donate to each cause.</p> <p>Councillor Watts would like the council to consider changing this policy to include the following - to go back to the old system of considering each application as and when it is received and to create a template detailing the criteria for giving</p> <p>To consider how the council will proceed in this matter</p>
14.	<p>Christmas Tree and Town Decorations</p> <p>To consider how the council will proceed with this matter</p> <p>To consider what budget to allocate to this project for Christmas 2016</p>
15.	<p>Berkeley Town Council Social Media Policy</p> <p>To consider adopting the attached Social Media Policy for Berkeley Town Council</p>
16.	<p>Queen's 90th Birthday</p> <p>To consider whether the council will take part in either of the following:-</p> <p>Light a beacon for the Queen's 90th birthday and/or Clean for the Queen</p>
17.	<p>Ground Maintenance Contract 2016</p> <p>To agree to continue with TW Hawkins & Sons for the maintenance of Park View Play Area, Canon Park Recreational Facility, Sarah's Field and Oakhunger Lane allotments - see attached price list</p>
18.	<p>Youth Club - Spring/Summer Plan - pavilion shutdown</p> <p>Young Gloucestershire after consultation with Councillor Ashton and the Clerk has submitted the attached proposal for the continuation of youth club provision during the period of shutdown at the pavilion.</p> <p>To agree to the extra cost of £46.80 per session for them to bring their bus to Canon Park and use it as a base to provide activities on the field.</p> <p>To agree to add £ 468.00 to the budget for the Youth Club for the year 2016/17</p> <p>Young Gloucestershire also proposes to arrange up to four trips for the young people with the council contributing 50% per cent of the cost and the young people fundraising for the other 50%. YG proposes that the council provides a £ 200 float for this project the balance of which will be returned if unused</p> <p>To consider providing a £ 200.00 float towards the cost of excursions for the young people attending youth club</p>

19.	<p>Maces</p> <p>It is nearly time for the maces to be returned to the council. At the meeting in January it was agreed that the council will insure the maces at a cost of approximately £ 2000.00 per annum.</p> <p>The Clerk can report that it is not possible to store the maces in the Nat West Bank in Thornbury.</p> <p>It is hoped that Chorley's will provide us with a report detailing their valuation and the research they have carried out in time for the start of the meeting</p> <p>We have found some pictures that were presented to Berkeley Town Council in the 1980's which will be available at the meeting</p> <p>The council may wish to consider the following options for the maces</p> <p>To find a permanent home for the maces by:-</p> <p>Providing high security storage/display at the Town Hall Making a gift to a museum or other visitor attraction Selling the maces at auction or Negotiating a private sale to a national museum to include having replicas made</p>
20.	<p>Parish and Town Council Elections - Thursday 5th May 2016</p> <p>To note that Stroud District Council has moved to all out elections every four years. This means that all district wards and all parish/town councils will have elections on Thursday 5th May 2016 combined with the Police and Crime Commissioner for Gloucestershire election.</p>
21.	<p>Staff Accident Book</p> <p>A report has been made in the staff accident book on the 3rd February following a report from a staff member about an accident that occurred on Monday 1st February 2016.</p> <p>The accident has been recorded in the accident book, reported to and noted by our insurers. At this time no claim has been made.</p> <p>As a result there is an increase in the risk level that a similar incident may occur again. In order to lower this risk the Clerk recommends the following</p> <p>As a result of the accident, which happened during high winds, the Clerk reports to the council that it is necessary to install a step and hand rail on the exit of the storeroom on the south side of the pavilion plus add a fixing that allows for the exterior door to be secured while the store room is in use.</p>
22.	<p>Tree works and inspections - Stroud District Council</p> <p>To consider whether Berkeley Town Council is interested in having access to the Tree Works and/or Tree Survey contracts operated by Stroud District Council</p>
23.	<p>Chairman and Councillors Reports</p> <p>The Chairman and Councillors may report on any matters of interest brought to their attention at any meetings or events they have attended on behalf of Berkeley Town Council</p>
24.	<p>Next Meeting.</p> <p>The date of the next meeting is on Monday 21st March 2016 at 7.30 p.m. in the Town Hall, Berkeley.</p>

