



BERKELEY TOWN COUNCIL
DRYHTENHOLDA BEORCLEAH

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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Monday 14th March 2016

Dear Sir/Madam

*You are hereby summoned to attend the meeting of
Berkeley Town Council on
Monday 21st March 2016 in the
Town Hall, Berkeley at
7.30 p.m.*

*Ms D Spiers
Town Clerk*

AGENDA

Public Discussion - 30 minutes

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 15 th February 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 February 2016 Planning Committee 9 th February 2016 Finance Committee 9 th February 2016
5.	Clerk - Discharge of Functions Report To note the discharge of functions report for the period 1 st January to 31 st March 2016 - see attached
6.	Schedule of Payments To approve the schedule of payments - see attached
7.	Recycling Bins - Alternative Sites At the last meeting the Clerk was instructed to contact Stroud District Council to ask if the recycling bins could be moved to another location in Berkeley in order to free up parking spaces. SDC are carrying out a review and will let us know the outcome. Members were also asked to suggest possible alternative sites for the recycling containers To agree on possible alternative sites for the recycling containers

8.	<p>Berkeley Town Council Website</p> <p>Stroud District Council has been hosting our website free of charge for the last few years They will be withdrawing this service by the end of December 2016 and have suggested that we look for an alternative solution. Berkeley Town Council has not allocated any funds in the budget for the website in financial year 2016/17.</p> <p>In order to estimate the amount of funding required three providers have been contacted and asked to detail what services they can offer and at what cost. Enclosed with the agenda are three quotes albeit all offering different services to give the council some idea of the costs according to what type of website we will be adopting in the future.</p> <p>The set up costs range from £500 to £ 850 and the ongoing annual maintenance costs range from £200 to £ 400</p> <p>To determine what type of website the council wishes to adopt</p> <p>To consider moving up to £ 1250 from contingency to create a website budget for the financial year 2016/17</p>
9.	<p>Streetscape Budget</p> <p>Councillor Studden, who is the Chairman of the Streetscape and Street Furniture Committee has submitted a report to be considered as part of his agenda item - see attached</p> <p>The budget for the Streetscape and Street Furniture Committee stands at £ 1,796.43 for the current financial year and the precept will add a further £ 2000.00 for the financial year 2016/17.</p> <p>The Streetscape and Street Furniture Committee would like to install planters in the Market Place and a bin for the Station Road bus shelter at an estimated cost of £3,500.00. The committee estimates that there will be a further cost of £ 1,500.00 to fill and maintain the planters throughout the year. The Clerk advises that this project will take the council over the maximum figure that it will be allowed to claim back in vat refund. The council already has three large projects taking place in 2016/17 which together with normal council activity will generate vat of £ 7,500 which is the maximum we can claim back. The council will have to consider that the planters project cost will include vat</p> <p>The committee asked the finance committee to transfer £ 5000.00 from the current contingency budget to the Street Furniture Budget. The finance committee agreed to recommend to full council that £5000.00 is available from contingency for the Street Furniture Budget</p> <p>To consider transferring £ 5,000.00 from contingency to the street furniture budget in 2015/16 which can be carried forward to 2016/17</p>
10.	<p>Housing Report for Berkeley</p> <p>GRCC can do a housing report for Berkeley at a cost of £ 500. A housing needs survey can also be done at a lower cost than £500.</p> <p>There is no allocation in the budget to carry out a housing report or a housing needs survey</p> <p>To consider instructing GRCC to carry out a Housing Report at a cost of £ 500.</p> <p>To consider creating a budget for the Housing Policy Project in the amount of £ 500 which will need to be transferred from contingency</p>

<p>11.</p>	<p>Cleaning Contract</p> <p>We have received notification from Clean Shield Professional Ltd that due to recent changes in legislation (living wage, SSP and pension provision etc) the cost of employing staff has increased significantly.</p> <p>To note that with effect from 1st April 2016 the cost of the cleaning contract for the town hall and the pavilion will increase by 4%</p> <p>As the council will be carrying out building work at the pavilion the cleaning contract will be cancelled with effect from 31st April 2016. The Clerk has decided to take this opportunity to go out to tender for the contract, in accordance with financial regulations, with a view to the new one starting on the 1st September 2016. For the same reason the contract for the town hall has also been cancelled with effect from 31st August 2016.</p> <p>At the present time the contract allows for a total of eight staff hours per week for fifty two weeks a year. The contractor also provides the disposable cleaning products but uses the council owned vacuum cleaners.</p> <p>The council is asked if there should be any changes to the contract before the Clerk can go out to the market for quotations</p>
<p>12.</p>	<p>Berkeley Castle 60th Anniversary</p> <p>An email was received from Berkeley Castle on the 19th February which was circulated to all members.</p> <p>To consider holding a shop window display competition to coincide with the 60th anniversary of the opening to the public of Berkeley Castle</p> <p>To agree to offer as prizes a £30 family pass to Berkeley Castle and a £30 voucher for lunch in the Yurt tearoom (both supplied by the Castle)</p> <p>To agree that Mayor Studden can act as one of the judges for the competition</p> <p>To agree who will be responsible for administering the competition</p>
<p>13.</p>	<p>BTC Annual Report</p> <p>To consider publishing the draft report attached</p>
<p>14.</p>	<p>Footpath Jumpers Lane</p> <p>It was brought to the Clerks attention that a sign had been erected to close a footpath citing that it had been done following advice from Berkeley Town Council. A letter was sent to the resident asking them to remove all reference to Berkeley Town Council because the council has not discussed this matter and has not issued any such advice.</p> <p>The resident has replied asking us to retract the letter and for the council to make an apology - see attached</p> <p>To consider whether the council will respond to this request</p>
<p>15.</p>	<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>

16.	<p>Town Centre Redevelopment proposal: update</p> <p>See attached report from Councillors Studden and Fryer</p> <p>Subject to the outcome of the public consultation, the Town Council is asked to consider:</p> <p>(a) Acknowledging and further exploring the potential offer of support from Stroud District Council;</p> <p>(b) Establishing formal links with Stroud District Council and Gloucestershire County Council through a concordat based on the Stroud Model;</p> <p>(c) Exploring the possibility of assisting in the setting up of a Berkeley Chamber of Commerce/ Trade/ Business Forum;</p> <p>(d) Organising similar meetings with the Chief Executive of Gloucestershire County Council and Neil Carmichael MP to explore the possibility of support and assistance to deliver any agreed scheme; and</p> <p>(e) Setting up a Town Centre Redevelopment Committee with agreed terms of reference.</p>
17.	<p>Next Meeting.</p> <p>The date of the next meeting is on Monday 18th April at 7.30 p.m. in the Town Hall, Berkeley.</p>