



**BERKELEY TOWN COUNCIL**  
DRYHTENHOLDA BEORCLEAH

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PLEASE ADDRESS ALL CORRESPONDENCE TO:  
**THE TOWN CLERK**

*Monday 9<sup>th</sup> May 2016*

*Dear Sir/Madam*

*You are hereby summoned to attend  
The Annual Meeting of Berkeley Town Council  
On Monday 16<sup>th</sup> May 2015 at  
7.30 p.m.  
In the Town Hall, Berkeley*

*Ms D Spiers  
Town Clerk*

**AGENDA**

**Public Discussion - 30 minutes**

This part of the meeting is to enable members of the public to bring to the council's attention any matter of concern or interest

County and District Councillors reports

1.	Election of Mayor/Chairman To elect the Mayor/Chairman of the Council To accept the declaration of acceptance of office for the Mayor/Chairman
2.	Election of Deputy Mayor/Chairman To elect the Deputy Mayor/Chairman of the Council To accept the declaration of office for the Deputy Mayor/Chairman
3.	Apologies and absence To accept apologies and note the absence of members
4.	Declaration of Interest To receive declarations of interests from Councillors relating to any items on the agenda
5.	Minutes of the last meeting To confirm and sign the minutes of the extra ordinary meeting held Tuesday 12 <sup>th</sup> April 2016 To confirm and sign the minutes of the meeting held on Monday 18 <sup>th</sup> April 2016

6.	<p>Minutes of last committee meetings</p> <p>To receive the minutes of the last committee meetings of the previous council - see attached</p> <p>Leisure and Recreation Committee - 13<sup>th</sup> April 2015          Planning Committee - 8<sup>th</sup> March 2016          Finance Committee - 12<sup>th</sup> April 2016          Building Maintenance Committee - 4<sup>th</sup> January 2016          Sarah's Field Committee - 19<sup>th</sup> January 2016          Streetscape and Street Furniture Committee - 26<sup>th</sup> April 2016</p>
7.	<p>Decision of the last Streetscape and Street Furniture Committee meeting</p> <p>At an extra ordinary meeting of the Streetscape and Street Furniture Committee on 26<sup>th</sup> April 2016 it was agreed to purchase planters for the Market Place - see attached minutes</p> <p>As this was done as a last minute matter by outgoing members the new council may wish to review the decision.</p> <p>In accordance with Standing Order 5j(iv) the new council is asked to consider the recommendations made by the committee and to agree that the project should go ahead in the current financial year.</p>
8.	<p>Co-option of a new member</p> <p>Following the uncontested election on the 5<sup>th</sup> May 2016 Berkeley Town Council has three vacancies to fill.</p> <p>Mr Philip Stevenson, who has served on the council before, would like to be co-opted to Berkeley Town Council</p> <p>To agree to co-opt Mr Philip Stevenson to Berkeley Town Council</p>
9.	<p>Committees</p> <p>To agree which committees will continue during the new term of office for the council.</p> <p>To consider amalgamating planning and finance committees into one</p> <p>Other committees to review are Buildings Maintenance, Leisure and Recreation, Sarah's Field and Streetscape and Street Furniture</p>
10.	<p>Representatives and Committee members - see attached list</p> <p>To appoint members to various organisations and committees</p>
11.	<p>Bank Account Signatories</p> <p>At the present time the signatories for the bank account are Councillors Stanton, Pinnell, Palmer and Brown</p> <p>To confirm that Councillors Pinnell, Palmer and Brown will remain as bank signatories.</p> <p>To agree to remove Mr J Stanton from the Bank Signatory list</p> <p>To consider adding one new member as signatory to the bank account</p> <p>To agree that any two of the nominated members must sign all cheques and direct debits</p>

12.	<p>Standing Orders and Financial Regulations</p> <p>To review and consider whether the current Standing Orders and Financial Regulations are adequate - copies of both documents were included in the new councillor welcome packs</p>
13.	<p>Risk Management Policy</p> <p>To review and consider whether the current Risk Management Policy is adequate - see attached</p>
14.	<p>Review of Asset and Inventory Registers</p> <p>To review and confirm asset and inventory registers - see attached</p>
15.	<p>Insurance renewal</p> <p>The Clerk has reviewed the insurance cover and has found that no changes are necessary with the exception of the maces which will be dealt with under agenda item number 17.</p> <p>To agree the insurance cover is adequate and appropriate</p> <p>To agree to renew the insurance with Zurich due on June 15<sup>th</sup> 2016 at a cost of £1,499.15.</p>
16.	<p>Maces</p> <p>A couple of months ago the council agreed to approach Berkeley Castle to ask if they could store and display the maces in order to allow local people to view them should they wish to do so. No further progress has been made with this approach at the time of printing the agenda.</p> <p>The new council is asked to review the matter of the maces because they have been returned to this office now that the valuations are complete.</p> <p>The maces are valued at, for insurance purposes, £500,000.00 for the 15<sup>th</sup> century mace and £ 250,000.00 for the 17<sup>th</sup> century mace.</p> <p>Our insurers have said the following:- “further to our telephone conversation this afternoon, to confirm, in regards to the two maces, 1 valued at £500,000.00 and the other at £250,000.00 having referred to an Underwriter they have confirmed that as a rough guide (would have to be signed off) the building would have to have a redcare or dualcom police monitored alarm in situ and if the council would like the maces displayed in a display cabinet, the cabinet itself would have to be alarmed and moveable so that at the end of the day it could be wheeled back into a safe/strong room where the alarm specification must state to hold the value required of £750,000.00”</p> <p>Until the insurance company receives confirmation that we will comply with the above criteria they are unable to refer the matter any further.</p> <p>To consider what the council wishes to do with the maces - put on permanent loan, keep at the Town Hall or sell. We are advised that they do have a market value.</p> <p>There is an option to insure the maces at a lower level than that quoted thus reducing the level of security and insurance cover needed.</p> <p>It is worth noting that until the Nat West Bank closed the maces had not been removed from the safe in approximately 30 years.</p>

17.	<p>Subscriptions</p> <p>To agree to continue to subscribe to the following organisations:-  Gloucestershire Association of Parish and Town Councils  Society of Local Council Clerks  Information Commissioner  Gloucestershire Playing Fields Association</p>
18.	<p>Berkeley Town Council meetings</p> <p>To determine that the main meeting of the council will take place on the third Monday of each month except December when it will be held on the second Monday of the month.</p> <p>To determine that the meetings will be held in the Town Hall, Berkeley at 7.30 p.m.</p>
19.	<p>Planning Applications</p> <p>To consider making responses to the following planning applications</p> <p>S.16/0794/LBC - 2 Lynch Road - single storey extension to rear and associated alterations</p> <p>S.16/0793/HHOLD - 2 Lynch Road - single storey extension to rear and associated alterations</p> <p>Planning Applications can be viewed on the website <a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a></p>
20.	<p>Berkeley Town Council Accounts to 31<sup>st</sup> March 2015, Internal and External Audit</p> <p>To approve the accounts to 31<sup>st</sup> March 2015 - see attached</p> <p>To approve Section 1 - Annual Governance Statement 2014/15 - see attached</p> <p>To approve Section 2 - Accounting Statements 2014/15 - see attached</p>
21.	<p>Berkeley Community Trust - Request for a Donation</p> <p>Berkeley Community Trust has made a request for a donation of £ 322.00 for the two events planned this year. The amount asked for will cover the cost of insurance and road closure licences</p> <p>To consider making a donation of £ 322.00 to Berkeley Community Trust</p>
22.	<p>Schedule of Payments</p> <p>To approve and agree to sign the list of payments that will be provided at the meeting</p>
23.	<p>Date of next meeting</p> <p>Monday 20<sup>th</sup> June 2015 at 7.30 p.m. in the Town Hall, Berkeley</p>