



Tuesday 13<sup>th</sup> April 2021

*You are hereby summoned to  
a virtual Zoom meeting of  
Berkeley Town Council  
On Monday 19<sup>th</sup> April 2021 at 7.30pm*

*Local Authorities have been handed new powers  
to hold meetings virtually by using video or telephone  
(please see details on how to join at the end of the agenda)*

  
Justine Hopkins  
Town Clerk

**AGENDA**

1.	Public Discussion – Members of the public are welcome to attend. At this meeting the first 30 minutes is set aside for this purpose. A link to join this Zoom meeting is provided at the end of this agenda and on the website.
2.	Apologies and absence (all members, clerk and members of the public will be in attendance for the purposes of ‘The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020’ if they are in remote attendance)
3.	To receive declarations of interests and consider requests for dispensations
4.	To approve the minutes of the last meeting held on Monday 15 <sup>th</sup> March 2020 via Zoom – see attached
5.	To receive draft minutes of the Canon Park Committee meeting on 6 <sup>th</sup> April – see attached and to approve the following recommendations: Recommendations to go to Full Council: <ul style="list-style-type: none"><li>• The Committee agreed (<b>to be resolved by Full Council</b>) to move the secondary sports areas (part of the MUGA/AGP) back to their original position after a residents meeting. The drawing has now been superseded on the planning application. The noise assessment had to be updated at a cost of £250-this was agreed (<b>to be resolved by Full Council</b>). The clerk asked about the electricity supply (for the flood lights and CCTV), this will be checked once the planning has gone through and an engineer will go to site.</li><li>• Moving the MUGA/AGP as close as possible to the boundary without encroaching on the tree roots will cost another £1260 in pathing (however we will be saving £2500 by moving the secondary sports areas back to their original position, in pathing). This was agreed (<b>to be resolved by Full Council</b>).</li></ul>

	<ul style="list-style-type: none"> <li>To re-consider the opening hours of the MUGA/AGP The opening hours being considered are Monday-Friday 8am-9pm, Saturdays, Sundays and Bank holidays 9am-8pm. After a meeting with local residents, we were asked to consider an earlier closing time Monday-Friday. After a discussion it was resolved <b>(to be resolved at Full Council)</b> to leave the closing time as 9pm Monday to Friday. It was agreed to erect signage (on the MUGA/AGP and Pavilion) asking users to 'please leave quietly as you are in a residential area'. This will be monitored through the 'Noise Management Plan'.</li> <li>Bookings and to confirm hourly rate of £20-It was agreed to look at a bookings system. The hourly rate of £20 was agreed <b>(to be resolved by Full Council)</b>. The council already has a Charging Policy which includes a discount structure for local community groups (this will be reviewed in May).</li> <li>Overall Management (including complaints)-It was agreed to continue the Committee <b>(to be resolved by Full Council)</b>.</li> <li>It was agreed <b>(to be resolved by Full Council)</b> to look at organising an open day (when covid allows).</li> </ul>
6.	<p>To receive the following Allotments documents as a result of a working party meeting:</p> <ul style="list-style-type: none"> <li>Notes of meeting 30<sup>th</sup> March 2021</li> <li>Letter to go out to Allotment holders</li> <li>New regulations for 2021</li> </ul> <p>The Clerk (Proper Officer) has granted Cllr Howell a dispensation on this item. This is appropriate as he is the allotments representative and has all the details to inform the other members of council.</p>
7.	To note that we have received a 'Notice of Uncontested Election' and therefore there will not be an election on 6 <sup>th</sup> May for Berkeley Town Council. New Councillors will take office on Monday 10 <sup>th</sup> May.
8.	To change the date of the Planning & Finance Committee Meeting due to elections
9.	To appoint a Councillor to carry out the Internal control check for Quarter 4 (1 <sup>st</sup> Jan to 31 <sup>st</sup> March 2021)
10.	To receive a quote from Scribe to add a bookings system onto our current Finance Software
11.	To discuss changes to the Asset Register and Insurance
12.	To resolve that the Bank Reconciliations dated to 28 <sup>th</sup> February 2020 and to 31 <sup>st</sup> March be authorised and signed at a later date – see attached
13.	To discuss the 'Matters Pending' action list – as attached
14.	Youth Club Tender – To note and discuss an email, from Stroud District Council Youth Officer, regarding considering offering a programme of outdoor activities for young people in the school summer holidays-as attached
15.	Sharing Information Councillors will take this opportunity to share information

16.	Date of next meeting
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	The next Full Council meeting will be the Annual Meeting on Monday 17th May at 7pm via Zoom.
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**Berkeley Town Council is inviting you to a scheduled Zoom meeting.**

Topic: Annual Town Assembly/Full Council Meeting

Time: Apr 19, 2021 07:00 PM London

**Join Zoom Meeting**

<https://zoom.us/j/93006836798?pwd=ZzlwWWs2TFNWTDBhWlIUQ1dpZ3pUdz09>

Meeting ID: 930 0683 6798

Passcode: 359953

**Join by Telephone**

Call 0131 460 1196 (other numbers shown below)

Meeting ID: 930 0683 6798

Passcode: 359953

**Other UK numbers**

0203 481 5237

0203 481 5240

0208 080 6591

0208 080 6592

0330 088 5830