



BERKELEY TOWN COUNCIL

Town Hall
Salter Street
Berkeley, Glos.
GL13 9DB,
Tel/Fax: 01453 511964
Email:
clerk@berkeley-tc.gov.uk

Tuesday 15th March 2022

*You are hereby summoned to a meeting of
Berkeley Town Council
On Monday 21st March 2022
in the Town Hall, Berkeley at 7pm*


Justine Hopkins
Town Clerk

AGENDA

1. Public Discussion – Members of the public are welcome to attend. At this meeting 30 minutes is set aside for this purpose.
The following will be carried out during public discussion:
 - Casual Vacancy – Co-option of new member - see attached
2. Apologies and absence
3. To receive declarations of interests and consider requests for dispensations
4. To approve the minutes of the meeting held on Monday 21st February 2022 and to agree that the minutes can be signed-see attached
5. To discuss how we can offer our help and support to Ukraine
6. To authorise the schedule of payments due – the schedule will be made available at the meeting
7. To resolve that the Bank reconciliation dated to 28th February 2022 be authorised and signed–see attached
8. To decide on the new Youth Club provider using the assessment process:
 - Three quote procurement form-see attached
 - Verbal report on the second presentation from the working party
 - Scoring matrix completed by the working party-see attached
 - Input from Stroud District Council Youth Forum
9. To receive the following recommendations from the ‘Town Improvement Project working party’:
The working party would like to recommend that council agrees to the following:
 - To agree to start a consultation process
 - To ask residents and businesses what is still relevant in the old plan, have a short questionnaire to highlight specific points, and room for other comments and ideas
 - To receive and agree to the draft questionnaire -as attached
10. To receive the following recommendations from the ‘Jubilee working party’:
The working party would like to recommend that council agrees to the following:
 - To agree to arrange a ‘Party in the Park’ event on Saturday June 4th at Canon Park recreational field

- Anticipated costs are:
 - 50 x lamp post signs £211.99
 - 1 x platinum Jubilee flag for town hall £5.99
 - Circus skills and drummers approx £600
 - BBQ food £200
 - Entertainment £1500
 - Misc items no more than £600

We have been promised donations from local businesses, and a grant for £2700 from the Gloucestershire County Council 'Build Back Better Fund' has been applied for (£2000 was agreed by the planning and finance committee to support this event if the funding is unsuccessful).

- To agree that the clerk has delegated authority to order and book all events up to the agreed amounts above
11. To receive the internal audit report from GAPTC (see attached) and to agree to the following recommendations:

Audit Summary - A good audit with controls in place.

 - Recommend that reports are attached to the minutes
 - Recommend that the income report is noted in the minutes
 - Recommend that the council clarifies the ownership of the land held by the Cemetery Trust
 - Recommend that Financial Regs are updated to reflect only one councillor authorises the online bank payments in line with the adopted banking mandate policy (6.4 and 6.9)
 - Recommend that the council adopts a policy for the use of the bank cards and also amends Financial regs
 - Recommend a review of investments and of all monies held in the bank account
 - Recommend a Retention Policy and to check on which country data held by Drop Box is stored in line with General Data Protection Regulations
 12. To receive a report from Cllr Turner on further highways speed surveys as suggested by the Highways manager
 13. To discuss a quote regarding further Town Improvements (one quote as the supplier was recommended by Highways)-see attached
 14. To discuss quotes for White Town Entrance Gates-see attached
 15. To note that the application for discharge of conditions 4 (Bio Enhancements) for Canon Park MUGA has been submitted to the planning authority
 16. To receive a report from Cllr Bamfield regarding GAPTC, mandatory training requirements and their new website
 17. To discuss Berkeley Community Project (Jenner Project) using the Town Hall as their correspondence address, as part of their GDPR statement, for people who do not use email-see attached
 18. To receive a reply from Brendan Cleere on the 'levelling up fund' regeneration and development projects
 19. To discuss the 'Matters Pending Action List' – as attached
 20. Sharing Information

Councillors will take this opportunity to share information
 21. Date of next meeting

The Annual Town Assembly will be held on Monday 25th April at 6pm, followed by the Full Council meeting at 7pm in the Town Hall.