



# BERKELEY TOWN COUNCIL

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Tuesday 19<sup>th</sup> April 2022

You are hereby summoned to a meeting of  
Berkeley Town Council  
On Monday 25<sup>th</sup> April 2022  
in the Town Hall, Berkeley at 7.30pm

  
Justine Hopkins  
Town Clerk

## AGENDA

1. Public Discussion – The ‘Annual Town Assembly’ will be held prior to this meeting, during which the public discussion will be held
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 21<sup>st</sup> March 2022 and to agree that the minutes can be signed-see attached
5. To resolve that the Bank reconciliation dated to 31<sup>st</sup> March 2022 be authorised and signed-see attached
6. To receive the following recommendations from the ‘Town Improvement Project working party’:

The working party would like to recommend that council resolves the following:

- To receive and agree to the attached documents in relation to the consultation: questionnaire, poster and illustration
  - To agree to professional fees in connection with attendance at a meeting and updating of the illustration (£850 plus vat)
  - To agree to the fee for the online survey of £99/month (for 2 months)
  - To note the project consultation timeline:
    - ✓ A questionnaire has been produced and consultation events planned
    - ✓ Frequently asked questions sheet has been produced
    - ✓ The consultation will run from 25<sup>th</sup> April to 5<sup>th</sup> June 2022
    - ✓ Poster produced which explain the various ways to take part in the consultation
    - ✓ Three consultation events
    - ✓ An online survey (shared via Flyer, social media and website)
    - ✓ A tear out section (questionnaire) in the local ‘Berkeley Flyer’
    - ✓ Businesses will be visited individually with copies of the poster and questionnaires
    - ✓ Online survey link to be shared with local groups
7. To receive and approve the following recommendations from the ‘Queens Platinum Jubilee working party’:

- The attached spreadsheet shows the income and planned expenditure for the 'Queens Platinum Jubilee Event', being held at Canon Park recreational field on Saturday 4<sup>th</sup> June from 1pm-9pm.
  - We have received £3550 in funding, and from local businesses
  - To agree that the clerk has delegated authority to order and book all events and other requirements for the day up to £3550
  - To receive and approve the attached Risk Assessment
  - Licenses for the road closure and the Temporary Event Notice have been submitted
8. To receive three quotes for a new website and to agree on a provider – see attached
  9. Local Council Award Scheme
    - To agree to adopt a policy (draft attached) for training and development of staff and councillors, and to keep a record of all training undertaken in the last year.
    - To resolve that the required criteria is in place for the Foundation Award and that the clerk can submit it
  10. To receive a report from Cllr Tucker on the Berkeley Burial Committee
  11. To note that there has been a fire at the allotments and to discuss and agree to authorise a skip
  12. Severnvalle Flood defence group-To agree on a £45 payment to help fund the group for the coming year
  13. To authorise the GAPTC subscription and service level agreement-as attached
  14. To consider a program of outdoor summer activities from World Jungle for summer 2022
  15. Sharing Information  
Councillors will take this opportunity to share information
  16. Date of next meeting  
The next Full Council meeting will be held on Monday 16<sup>th</sup> May at 7pm in the Town Hall.