



Tuesday 14<sup>th</sup> June 2022

*You are hereby summoned to a meeting of  
Berkeley Town Council  
On Monday 20<sup>th</sup> June 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 16<sup>th</sup> May 2022 and to agree that the minutes can be signed-see attached
5. To receive and note the minutes from committees:
  - Planning & Finance Tuesday 10<sup>th</sup> May 2022-see attached
6. To resolve that the bank reconciliation dated to 31<sup>st</sup> May 2022 be authorised and signed–see attached
7. To consider Planning Applications
  - S.22/1145/LBC-6 Salter Street-Listed Building Application-Loft conversion and internal changes
  - S.22/1146/LBC-8 Salter Street-Listed Building Application-Loft conversion and internal changes. Demolition of existing lean to extension and new ground floor single storey rear extension
8. To note the list of payments that will be made by direct debit, standing orders and recurring payments, during the financial year to 31<sup>st</sup> March 2023 - see attached
9. To agree to the list of regular suppliers under delegated authority to the clerk – see attached
10. To review the 'Charging Policy' for the Town Hall and Canon Park-see attached
11. To review the Asset Register-see attached
12. To review all policies (each councillors to review a few each, for review at the July meeting):
  - Asbestos Management Plan & Risk Assessment
  - Asbestos Appendix Plan 2022
  - Bullying and Dignity at Work Policy
  - CCTV Policy

- Code of Conduct
- Complaints Policy
- Data Protection Policy
- Disciplinary Policy
- Equality and Diversity Policy
- Financial Regulations
- GDPR Consent form
- GDPR General Privacy notice
- GDPR Privacy notice for Staff, Councillors and Role Holders
- Grants Policy, Application Form and Evaluation Form
- Health & Safety Policy
- Lone Workers Policy
- Media Policy
- MUGA/AGP Noise Management Plan
- Publication Scheme
- Risk Management Policy & Risk Assessment
- Social Media Policy
- Standing Orders
- Training & Development Policy

All policies are to be found on the website [www.berkeley-tc.gov.uk](http://www.berkeley-tc.gov.uk) (under 'Your Council', 'Documents and Policies')

13. To review the council's representation on the Berkeley Vale Tourism Group
14. To nominate allotment representatives to organise an allotment inspection by 1<sup>st</sup> July as per the new regulations
15. To receive an update on the Town Improvement Project and consultation
16. To receive a report on the Queens Jubilee event
17. To discuss the sale of NatWest bank and agree a position
18. To agree to apply to the 'Community Speedwatch Safety Fund' for the following:
  - Wheelie bin '20 is plenty signs (20, 50 or 100)
  - Vehicle Activated Sign, following our speed surveys and recommendations from our highways manager (ask for County Cllr Brian Tippers support)
19. To receive an update on parking/car parks as per discussions with Highways and Stroud District Council:
  - Disabled parking in the town centre
  - Potential for extending the Marybrook Street car park
  - Castle old kitchen garden
  - A speed survey for Station Road
20. To agree to an accessibility survey in the Town Centre-see attached
21. To resolve that the clerk can place the orders for the hire of the Christmas decorations, and electrician, as per the three year contract (in its second year)
22. To resolve to re-decorate the town hall meeting room, using our preferred supplier, to look at getting quotes for the renovation of the fireplace, and to organise an open day for the restored Tythe Map
23. To receive a report from Cllr Carter on the progress of the new website and to agree to the following:
  - New branding/graphics pack £375
  - Staff training on 365 £112.50
  - Domain name migration £70

24. To agree to replace the bearings in the sputnik carousel at park view play area at a cost of £645.20 plus vat
25. To receive quotes for damp proofing in Town Hall – see attached
26. To receive an update on the new Youth Club
27. To agree to apply for Magnox socio economic funding towards the youth club
28. To discuss the 'Matters Pending Action List' – as attached
29. Sharing Information  
Councillors will take this opportunity to share information
30. Date of next meeting  
The next Full Council meeting will be held on Monday 18<sup>th</sup> July at 7pm in the Town Hall.