



Tuesday 12<sup>th</sup> July 2022

*You are hereby summoned to a meeting of  
Berkeley Town Council  
On Monday 18<sup>th</sup> July 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
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 20<sup>th</sup> June 2022 and to agree that the minutes can be signed-see attached
5. To receive and note the minutes from committees:
  - Planning & Finance Tuesday 14<sup>th</sup> June 2022-see attached
6. To note that Cllr Sealey has resigned and the process to fill the vacancy has begun
7. To resolve that the bank reconciliation dated to 30<sup>th</sup> June 2022 be authorised and signed-see attached
8. To review the amount of money held in the bank account and any investments, and to agree any actions required
9. To review the dropbox account and agree any action required – see attached
10. To review and adopt the following new policies:
  - Debit Card Use Policy-see attached
  - Retention & Disposal Policy & Appendix-see attached
11. To review and adopt the following policies and to agree on any amendments put forward by Councillors:
  - Asbestos Management Plan & Risk Assessment-IB
  - Asbestos Appendix Plan 2022-IB
  - Bullying and Dignity at Work Policy-IB
  - CCTV Policy-EC
  - Code of Conduct-EC
  - Complaints Policy-EC
  - Data Protection Policy-LA
  - Disciplinary Policy-LA
  - Equality and Diversity Policy-LA
  - Financial Regulations-TG-see attached, updates in yellow
  - GDPR Consent form-TG

- GDPR General Privacy notice-TG
- GDPR Privacy notice for Staff, Councillors and Role Holders-TG
- Grants Policy, Application Form and Evaluation Form-PH
- Health & Safety Policy-PH
- Lone Workers Policy-PH
- Media Policy-NE
- MUGA/AGP Noise Management Plan-NE
- Publication Scheme-NE
- Risk Management Policy & Risk Assessment-PT
- Social Media Policy-PT
- Standing Orders-PT
- Training & Development Policy-PT

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')

12. Town Improvement Project and consultation:

- To receive an update, and agree actions
- To review and agree to change the working party to a Committee
- To receive results of the consultation-see attached

13. To agree to look again at Town Entrance gates for the other three entrances to the town

14. To receive a proposal for a lower gate in Sarahs Field

15. To receive and agree on tree survey quotes for Canon Park-see attached

16. To review and agree on the opening hours of the Town Council offices

17. To receive and agree a quote for a doorbell camera at the Town Hall from our approved CCTV supplier-see attached

18. To consider submitting a request for trees from the Ash dieback scheme-see attached

19. To agree to the following repairs at Park View play area, as advised in the ROSPA report (all by our approved suppliers):

- Slide-repair corrosion, fill in gap (potential entrapment), and paint (£400)
- Paint two benches (£220 each)
- Multi-play Unit-Laminate damage and gap (potential entrapment)
- Make bench level as trip point
- Replace slats on bench as currently a possible entrapment

20. To agree on the quote to decorate the meeting room and fireplace at a cost of £2550 (our approved supplier)

21. To discuss the sale of NatWest bank and agree a position-report from Cllr Nick Easby

22. To agree an extra spend of £813.82 for the agreed updates to the Christmas decorations

23. Map restoration project - To agree that the conservator completes the following extra work:

- £390 for the outer frame
- £1100 (5.5 days work) for travelling, research and supplying the curtains for the map, and supplying digital images
- Melinex covering and four strips of pine to hold it
- Update the Armorial bearings cabinet in the meeting room and provide a new curtain

24. To receive an update on Park View track re-surfacing

25. To receive a report from Cllr Scott on improving areas of the town with wildflowers
26. Youth Club-To note that the Service Level Agreement has been sent to Krunch and they have started on the publicity and arrangements to start the club.
27. Sharing Information  
Councillors will take this opportunity to share information
28. Date of next meeting  
The next Full Council meeting will be held on Monday 15<sup>th</sup> August 2022 at 7pm in the Town Hall.