



BERKELEY TOWN COUNCIL
DRYHTENHOLDA BEORCLEAH

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

PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Monday 17th April 2017

Dear Sir/Madam

*You are hereby summoned to attend a meeting of
 Berkeley Town Council
 On Monday 24th April 2017 in the
 Town Hall, Berkeley at
 7.30 p.m.*

*Ms D Spiers
 Town Clerk*

AGENDA

Public Discussion - 30 minutes

The council will receive County and District Councillors reports during public discussion time.

1.	<p>Apologies and absence</p> <p>To accept apologies and note the absence of members</p> <p align="right"><i>Local Government Act 1972 s.85</i></p>
2.	<p>Declarations of Interest</p> <p>To receive declarations of interests from Councillors relating to any items on the agenda</p> <p align="right"><i>Localism Act 2011 s.27</i></p>
3.	<p>Minutes of the last meeting</p> <p>To confirm and sign the minutes of the meeting held on Monday 20th March 2017 - see attached</p> <p align="right"><i>Local Government Act 1972, Sch 12, para 41(1)</i></p>
4.	<p>Schedule of Payments</p> <p>To approve and agree to sign the schedule of payments that may be provided at the meeting</p> <p align="right"><i>Financial Regulations 5.2</i></p>
5.	<p>Pavilion Solar Panels</p> <p>At the last meeting it was agreed to ask the contractors to re-submit their quotations after adding batteries to the system</p> <p>Ecocetera - £ 10,380.00 + vat at 20% (LGC hem battery) Regensys - £ 8,452.00 + vat at 20% (5KW Lithium-ion batteries) or £7,852.00 + vat (lead battery) Forest Eco Systems - £ 9,130.50 + vat at 5% (5KW Li-ion battery) or £11,204.00 + vat (LG battery) or £ 12,073.00 + vat (13.5KW tesla system)</p> <p>To choose a contractor to supply and install solar panels and batteries to the Pavilion in Canon Park Recreational Facility</p> <p>The installation of the solar panels will take place during June/July 2017 and is allocated in the budget for the financial year to 31st March 2018.</p> <p align="right"><i>Local Government (Miscellaneous Provisions) Act 1976, s.19</i></p>

6.	<p>Play Parks Project</p> <p>We have received X quotes from companies that wish to supply and install new play equipment at Park View Play Area.</p> <p>Sovereign - £ 36,530.78 Hags SMP - £ 37,138.00 Sutcliffe Play - £ 35,998.00 Wicksteed Leisure -</p> <p>To choose a company to supply and install new play equipment at Park View Play Area</p> <p style="text-align: right;"><i>Local Government (Miscellaneous Provisions) Act 1976, s.19</i></p>
7.	<p>Park View Play Area Picnic Benches</p> <p>The following prices have been collated for the supply only of picnic benches for Park View Play Area. There is a wide range of materials and styles to choose from: - here is just a small selection</p> <p>Glasdon - with wheelchair access - recycled plastic - £ 637.79 + vat + delivery Earth Anchors - with wheelchair access - recycled plastic - £ 460.00 plus vat + delivery Earth Anchors - adult - recycled plastic - £390.00 plus vat + delivery Earth Anchors - with wheelchair access - wood - £360.00 plus vat + delivery Earth Anchors - Orbit (circular) - wood - £ 289.00 plus vat + delivery Earth Anchors - Steel Mobility - steel - £ 887.00 plus vat + delivery Streetmaster - Woodland Picnic Unit with wheelchair access £ 519.00 plus vat + delivery Streetmaster - Standard Woodland Picnic Unit - £499.00 plus vat + delivery Streetmaster - Lakeland Picnic Set - double £ 1977.00 plus vat + delivery Streetmaster - Lakeland Picnic Set - single £ 1194.00 plus vat + delivery Streetmaster - Headland Picnic Set with wheelchair access £ 857.00 plus vat + delivery Break Heart Quarry - Chairman Liz Ashton will provide prices from here</p> <p>To choose picnic benches for Park View Play Area</p> <p>To agree how many picnic benches to provide for Park View Play Area</p> <p>To decide how many of the picnic benches will be standard or with wheelchair access.</p> <p style="text-align: right;"><i>Local Government (Miscellaneous Provisions) Act 1976, s.19</i></p>
8.	<p>Park View Play Area Fencing and Gates</p> <p>The following contractors have been asked to provide a quotation for the fencing and gates at Park View Play Area</p> <p>Fix-a-Fence Mike's Fencing Martin & Martyn's Fencing A C & D Fencing Contractors Ltd D Kent fencing & landscaping</p> <p>At the time of printing the agenda there were no quotations received</p> <p style="text-align: right;"><i>Local Government (Miscellaneous Provisions) Act 1976, s.19</i></p>
9.	<p>Annual Accounts</p> <p>To approve the annual accounts of Berkeley Town Council for the year to 31st March 2017 - see attached</p>

10.	<p>Bullying and Dignity at Work Policy</p> <p>To approve and adopt the attached Bullying and Dignity at Work Policy</p>
11.	<p>Code of Conduct</p> <p>The staff committee recommends that the Code of Conduct is revised to accommodate the Bullying and Dignity at Work Policy</p> <p>The Code of Conduct enclosed has been revised to accommodate the Bullying and Dignity at Work Policy. Under the section 'Member Obligations' item 2 the extra passage is highlighted in red.</p> <p>To approve the revision to the Code of Conduct as detailed in the attached copy</p> <p>To note that once the Code of Conduct is revised all members will need to sign a new declaration of acceptance of office form agreeing to abide by the Code of Conduct. This will have to be done before each member can attend their next meeting.</p>
12.	<p>Floral Displays and watering system for Town Hall</p> <p>An order has been placed on the 12th April, to Kitts Green Nursery, for ten hanging baskets for the Town Hall and four tubs for the barrier baskets in Salter Street and Marybrook Street. The order had to be placed at that time to allow for the flowers to be kept in the greenhouses and grown on ready for display mid May.</p> <p>To agree to pay K. Plants a sum of £ 300.00 + vat for ten hanging baskets and four tubs</p> <p>An estimated price has been obtained for the supply only of all the equipment needed for the watering system on the Town Hall. The price is not fixed because until we start work we do not know exactly how many metres of pipe is needed. The price does include the cost of a timer if it is possible to incorporate one in to the system. It should cost more than a hundred pounds but not as much as two hundred pounds. Councillor Brown has very kindly volunteered to install the system in his free time.</p> <p>To agree to the installation of the watering system at a cost between £100 and £200.</p>
13.	<p>Disco Equipment</p> <p>There is a large amount of disco equipment currently being stored in the town council office. There does not appear to be any need or use for it at Berkeley Town Council therefore the Clerk asks the council to consider selling it.</p>
14.	<p>GAPTC - Annual Membership</p> <p>The annual subscription to GAPTC is due for renewal</p> <p>To renew the annual subscription to GAPTC at a cost of £496.65</p>
15.	<p>Grant Funding from the Football Foundation</p> <p>Councillor Tucker proposes that Berkeley Town Council works in partnership with Berkeley Town Football Club to apply to the Premier League & The F A Facilities Fund or Community Access fund to provide a MUGA and Activity Trail for Canon Park Recreational Facility</p>

16.	<p>Pavilion Kitchen Alterations</p> <p>Berkeley Football Club has reported that since they have been using the new kitchen at the Pavilion several issues have come to light. The window does not provide adequate ventilation because the opening light is too small. The cooker hood is not very powerful and the small extractor fan is also not very powerful.</p> <p>The football club have offered to make improvements in the kitchen at the expense of the club</p> <p>To note that the Clerk has authorised Berkeley Football Club to change the cooker hood in the kitchen at the Pavilion to one with a much stronger extraction unit.</p> <p>To note that the Clerk has authorised Berkeley Football Club to exchange the small extractor fan in the kitchen for a more powerful model.</p> <p>To note that the Clerk has authorised Berkeley Football Club to replace the kitchen window with one that has a larger opening light.</p> <p>To note that the football club will also provide coat hooks in the passageway at the Pavilion</p> <p>To note that the football club will carry out this work and will provide any certificates that are required to the council all at their own expense.</p>
17.	<p>Office Computer</p> <p>The computers in the office are no longer fit for purpose this has proved especially difficult while trying to use facebook and the website. The council currently has two computers both in use. It is now possible to transfer all the data from both computers on to one because the council no longer needs two computers</p> <p>The council allowed an extra £ 1500 in the admin budget for the I.T. system in the office.</p> <p>To agree to the purchase of the following items in order to bring the I.T. systems in the office up to date</p> <p>Dell Inspiron All-in-One Desktop with 8GB RAM and 21½ inch monitor for £ 499.00 Microsoft Office Home & Business 2016 for £194.99 Back up Cloud based solution at £99.00 per annum Kemp IT services for one day £ 350.00</p> <p>Total cost £ 1043.99 + £ 99.00 per annum</p>
18.	<p>Youth Club</p> <p>Young Gloucestershire has informed us that during the pavilion closure last year the trips organised for the young people proved very popular. As a result they have asked if the council could provide extra funding to allow trips to be organised this year. The additional funding is to cover the cost of staff and travel time for two staff members. The young people are happy to cover the costs of the trips/entrance fees themselves.</p> <p>The planning and finance committee have looked at the budget and have transferred £ 500 from contingency to the Youth Club budget. The total budget sum of £ 7,000.00 will now allow for the payment of regular staff costs and the additional staff costs of four trips per year</p> <p>Additional staff time - 2 staff x 3 additional hours @ £ 20 per hour = £120.00 Additional Travel costs £35.00</p> <p>To consider providing funding of £620.00 per year for four trips per year.</p>

19.	<p>Pavilion Heating System</p> <p>The Clerk can report that since the internal alterations at the Pavilion there have been no reports of problems with the heating system</p> <p>To note that at the present time there is no need to obtain quotes to have the heating system at the pavilion flushed clean or make any changes to the radiators</p>
20.	<p>Correspondence</p> <p>Letter from Mr D Hagg Stroud District Council - see attached</p> <p>To consider whether any action will be taken in response to the letter</p>
21.	<p>Sharing of Information</p> <p>To share information</p>
22.	<p>Date of next meeting</p> <p>The next meeting which is the Annual Town Council meeting will be held on Monday 15th May 2017 at 7.30 p.m. in the Town Hall, Berkeley.</p>