



**BERKELEY TOWN COUNCIL**  
DRYHTENHOLDA BEORCLEAH

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

PLEASE ADDRESS ALL CORRESPONDENCE TO:  
**THE TOWN CLERK**

Monday 8<sup>th</sup> May 2017

Dear Sir/Madam

*You are hereby summoned to attend  
The Annual Meeting of Berkeley Town Council  
On Monday 15<sup>th</sup> May 2017 in the  
Town Hall, Berkeley at  
7.30 p.m.*

*Ms D Spiers  
Town Clerk*

**AGENDA**

**Public Discussion - 30 minutes**

**Redhand will be in to give guidance on extending the CCTV to cover Park View Play Area, Canon Park Recreational Facility, Marybrook Street Toilets and Oakhunger Lane Allotments**

Public Discussion time enables members of the public to bring to the council's attention any matter of concern or interest

County and District Councillors will have the opportunity to make a report to council and answer any questions the members may have during public discussion time

1.	Election of Mayor/Chairman To elect the Mayor/Chairman of the Council To accept the declaration of acceptance of office for the Mayor/Chairman
2.	Election of Deputy Mayor/Chairman To elect the Deputy Mayor/Chairman of the Council To accept the declaration of office for the Deputy Mayor/Chairman
3.	Apologies and absence To note apologies and absences
4.	Declaration of Interest To receive declarations of interests from Councillors relating to any items on the agenda
5.	Minutes of the last meeting To confirm and sign the minutes of the meeting held on Monday 24 <sup>th</sup> April 2017 - see attached
6.	Schedule of Payments To approve and agree to sign the list of payments that may be provided at the meeting
7.	Standing Orders - Review The Clerk reports that there are no new regulations that may affect the Standing Orders - members should already have a copy of Standing Orders To agree that the Standing Orders are adequate for the needs of the Council

8.	<p>Annual Accounts - Annual Internal Audit Report 2016/17</p> <p>The Annual Internal Audit Report 2016/17 is attached</p> <p>There are three issues where the council failed to meet the requirements of Local Governance and Accountability for Smaller Bodies 2016</p> <p>C - This smaller authority did not assess the significant risks to achieving its objectives and did not review the adequacy of its arrangements to manage them</p> <p>D - The budgetary process was inadequate although the council did monitor progress against the budget regularly but reporting on reserves was inappropriate</p> <p>H - Asset and Investment Registers were incomplete and inaccurate</p> <p>Under other risk areas the Internal Auditor reported the following - TC needs to consider risks to buildings, land, equipment and date and action assessments and report this in the minutes. Internal Controls inadequate and not reported. Assets not valued correctly. Budget method needs to be more detailed</p> <p>To consider instructing the Planning and Finance Committee to work through the Internal Auditors reports, from the last two years, to create an action list to be completed by the end of the current year.</p>
9.	<p>Clerks Hours in relation to audit.</p> <p>The internal audit reports for 2015/16 and 2016/17 raised many issues that the council needs to address. Audit regulations were revised in 2016 and updated in 2017. To ensure that the council conforms to Financial Requirements in accordance with Governance and Accountability for Smaller Bodies 2016 the council is asked to consider paying for the Clerks hours worked over and above the twenty three per week until the council receives a clear audit.</p> <p>To enable the Clerk to use all twenty three hours on office based work the council can consider paying, as overtime, the hours spent at the meetings and making site visits to the council's properties.</p> <p>An estimate of the time taken up by meetings and site visits would be approximately twelve hours per month.</p> <p>The staff budget includes a contingency amount of £10,000.00 which can be used to cover the extra cost of the work generated by the audit. It would be prudent to allow £3,000.00 for the current financial year to enable the council to become compliant with the Governance and Accountability for Smaller Bodies 2016.</p> <p>The Planning and Finance Committee recommends to full council that payment for overtime of twelve hours per month, during the current financial year, is made to the Clerk.</p> <p>The Planning and Finance Committee recommends to full council that payment for overtime accrued since January 2017, approximately twenty hours, is made to the Clerk</p> <p>The Planning and Finance Committee recommends to full council that the overtime payments are made one month in arrears and that the overtime sheets are checked, verified and signed by the Chairman before payment can be made</p> <p>The Planning and Finance Committee recommends that the Council reviews the overtime hours after the Internal Audit for 2017/18</p>
10.	<p>Annual Accounts - Section 1 - Annual governance statement 2016/17</p> <p>To complete the annual governance statement 2016/17 - see attached</p>
11.	<p>Annual Accounts - Section 2 - Accounting Statements 2016/17</p> <p>To approve the Accounting Statements 2016/17 - see attached</p>

12.	<p>Financial Regulations</p> <p>To instruct the Planning and Finance Committee to review the Financial Regulations to ensure compliance with the Governance and Accountability for Smaller Bodies 2016</p>
13.	<p>Berkeley Town Plan 2005</p> <p>To consider reviewing the Town Plan 2005 which is now twelve years old</p> <p>To consider setting up a working party to review the plan with a remit to report to council which, if any, areas of the plan need to be updated</p>
14.	<p>Buildings - Three Year Maintenance Plan</p> <p>To consider instructing the Planning and Finance Committee to create a three year maintenance plan and budget for Berkeley Town Hall and the Pavilion at Canon Park Recreational Facility</p>
15.	<p>Young Gloucestershire - Service Level Agreement</p> <p>The Service Level Agreement with Young Gloucestershire will come to an end in August 2018</p> <p>To consider setting up a committee or working party to look in to the Youth Club provision in Berkeley from October 2018</p>
16.	<p>Berkeley 20 m.p.h. zone</p> <p>At the meeting on 19<sup>th</sup> September 2017 the council agreed to go forward with the 20 mph zone between all four bridges.</p> <p>There is no allocation in the budget for 2017/18 for the Berkeley 20 mph zone project, therefore the Clerk suggests that the council forms a committee to investigate all other options available to the council to reduce speeds in the town, with a view to setting a budget proposal for 2018/19.</p> <p>To consider setting up a committee to create a budget proposal for a 20mph zone in Berkeley.</p> <p style="text-align: right;"><i>Road Traffic Regulation Act 1984, s.72</i></p>
17.	<p>Maces</p> <p>To note that discussions have been held with Stroud Museum about putting the maces there on loan for the foreseeable future. Stroud Museum are currently exploring the possibility of getting a special kind of insurance provided by the government to museums to allow them to borrow super exciting things that they would not normally be able to afford the insurance on.</p> <p>Stroud Museum is really looking forward to having the maces on display.</p> <p>To agree that Stroud museum can have the Maces on loan.</p>
18.	<p>Park View Play Area - fencing and gates</p> <p>At the last meeting the Clerk was instructed to ask three local builders to quote for the fencing and gates contract at Park View Play Area</p> <p>J.C. Aldridge &amp; Son Graham Allen &amp; Sons Colin Grimes</p> <p>Any quotations received will be made available at the meeting</p> <p>To appoint a contractor to carry out the contract for fencing and gates at Park View Play Area</p> <p style="text-align: right;"><i>Local Government (Miscellaneous Provisions) Act 1976, s.19</i></p>
19.	<p>Neighbourhood Plan - meeting</p> <p>To agree a date for an informal meeting with members of Berkeley Town Council, Simon Maher from Stroud District Council and Helen Richards from Gloucestershire Rural Community Council</p>

20.	<p><b>CCTV and Data Protection - Report</b></p> <p>In response to a question, at our last meeting, about who can have access to our CCTV recordings, we have found that the council is in need of a Data Protection Code of Practice for Surveillance Cameras and Personal Information.</p> <p>Information has been downloaded from the Information Commissioner's website and work will begin on producing a Code of Practice for Berkeley Town Council</p> <p>As a part of this process the Council has to have a Data Protection Officer which at the moment is the Clerk but does not include the CCTV.</p> <p>Law enforcement agencies can have access to the CCTV if the council employs the CCTV as a crime enforcement and deterrent tool.</p> <p>The Data Protection Officer also has access to the CCTV. Training will be required which will have an impact on the Clerks hours and there will also be a training fee.</p> <p>Other people can have access to the CCTV but only in the presence of the Data Protection Officer and a fee can be charged for this service. This will have an effect on the Clerk hours when viewing the CCTV recordings</p> <p>To note the CCTV and Data Protection Report</p> <p>To consider making the Town Clerk the Data Protection Officer for the CCTV.</p> <p>To agree that the CCTV can be used as a crime enforcement and deterrent tool.</p> <p>To agree to pay for training for the Clerk to be able to operate the CCTV</p> <p>To agree to pay for the hours the Clerk spends viewing the CCTV recordings as overtime.</p> <p>To set a fee for the requests to view the CCTV that may come in from the public</p> <p>To consider whether the Data Protection Officer should be on call out of normal working hours to view the CCTV with the members of the public</p> <p>To note that there is no need for the Data Protection Officer to be present when law enforcement officers are viewing the CCTV</p>
21.	<p><b>Representatives and Committee members - see attached list</b></p> <p>To review the provision of representatives to various organisations</p> <p>To review the type of committees the council wants for the new term</p> <p>To appoint members to various organisations and committees</p>
22.	<p><b>Sharing Information</b></p> <p>Members will have the opportunity to share information</p>
23.	<p><b>Date of next meeting</b></p> <p>Monday 15<sup>th</sup> June 2015 at 7.30 p.m. in the Town Hall, Berkeley</p>