



BERKELEY TOWN COUNCIL
DRYHTENHOLDA BEORCLEAH

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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Monday 9th October 2017

Dear Sir/Madam

*You are hereby summoned to attend a meeting of
Berkeley Town Council
On Monday 16th October 2017 in the
Town Hall, Berkeley at
7.30 p.m.*

*Ms D Spiers
Town Clerk*

AGENDA

Public Discussion - 30 minutes

Fiona Edwards has been invited to give a presentation to the council about the business she wants to run from the Pavilion.

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

1.	Election of Deputy Chairman To elect a Deputy Chairman To receive the declaration of acceptance of office from the Deputy Chairman
2.	Apologies and absence To note apologies and absences
3.	Declarations of Interest To receive declarations of interests from Councillors relating to items on the agenda
4.	Minutes of the last meeting To confirm and sign the minutes of the meeting held on Monday 18 th September 2017 - see attached
5.	Pavilion - Self Employed Caterer At the last meeting the council was asked if a self-employed caterer could hire the kitchen at the Pavilion for food preparation. The Clerk was instructed to find out about fire risks and how it would affect our insurance. Our insurers say that the hirer would have to have their own public liability insurance and all other liability falls with them for their own activities - this is already covered in the letting agreement that they would have to sign. A fire risk assessment will need to be carried out by the council and any additional requirements will be dealt with by the council and our fire safety inspection company. To consider allowing a self-employed caterer to hire the Pavilion for food preparation. To consider how much the council will charge for the use of the Pavilion by a self-employed caterer.

6.	<p>Casual Vacancy</p> <p>Due to the resignation of Mrs Ashton there is a vacancy at Berkeley Town Council. The vacancy has been advertised and no-one has applied for an election so the council can now go ahead and co-opt a new member.</p> <p>Adverts for the Town Councillor vacancy have already been placed in the Flyer and on social media</p> <p>The council has two vacancies to fill</p>
7.	<p>Schedule of Payments</p> <p>To approve and agree to sign the payments on the schedule which will be made available at the meeting</p>
8.	<p>Quotations for work</p> <p>The council has asked for quotations to be submitted for three lots of work; one to paint the Town Hall ground floor windows, two to replace the missing fence panels at Canon Park Recreational Facility and three to provide Solar Panels at the Pavilion. All nine contractors were given the respond by date of 5th October 2017 - see attached report</p> <p>To choose a contractor to paint the ground floor windows of the Town Hall</p> <p>To choose a contractor to repair the fence at Canon Park Recreational Facility</p> <p>To choose a contractor to supply and install solar panels at the Pavilion, Canon Park Recreational Facility</p>
9.	<p>Consultation and Civic Ceremonies</p> <p><u>Remembrance Sunday</u> - 12th November 2017 at 3 p.m. The wreath will be supplied by the Royal British Legion.</p> <p>To agree who will attend.</p> <p>To agree to a donation to the Royal British Legion.</p> <p><u>Canon Park Field Consultation</u> -5th and 10th November 2017.</p> <p>To agree who will deliver the consultation and what format it will take</p> <p><u>Stroud District Council - Local Plan Review</u> - Parish Cluster meeting 2nd November 2017, 7.30 to 9.30 in the Town Hall, Berkeley</p> <p>To agree who will attend (NB maximum of three members per parish)</p>
10.	<p>Youth Service Provider</p> <p>Presentations by the candidates have taken place and members have all received copies of their proposals - see attached report in to the costings of each proposal</p> <p>To choose a Youth Service Provider</p>
11.	<p>Telecoms Mast at Canon Park Recreational Facility</p> <p>To note that Shared Access has received confirmation from the operator that they are progressing with an alternative site, they have requested that our site is kept as an alternative option in case the current site fails.</p>

12.	<p>Annual External Audit</p> <p>The external audit report states that “On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”</p> <p>There was a separate sheet added that states “Other matters not affecting our opinion which we draw to the attention of the smaller authority” - see attached</p> <p>Risk Assessment - To agree that the council needs to provide training for members and the Clerk in order that we can comply with the recommendations of the Internal and External Auditor in relation to risk assessment</p> <p>Accounting for Fixed Assets - the Clerk has adjusted the asset register in order to comply with the comments made by the External Auditor - see attached</p> <p>To approve the asset Register as attached.</p>
13.	<p>Weed growth on main routes in to Berkeley</p> <p>There have been some emails from GCC and SDC suggesting that Berkeley Town Council might want to contribute towards the cost of removing the weeds on the edges of the highways.</p> <p>N.B. the Town Council does not have the power to spend on maintenance of the highways. If they wish to go-ahead and contribute S.137 will have to be used</p> <p>To consider whether the council will contribute towards the weed spraying of the highway.</p>
14.	<p>Gloucestershire Playing Fields Association - membership renewal</p> <p>To consider renewing our membership to the Gloucestershire Playing Fields Association at a cost of £ 50.00</p>
15.	<p>Review of the Representatives and Committee members list</p> <p>As a result of the resignations of Mrs Ashton and Mr Mansell there are several vacancies on the list - see attached list</p> <p>To appoint members to the following groups and committees</p> <p>Berkeley Grammar School Fund Berkeley Parochial Trust Sarah’s Field Committee Staff Committee Site Stakeholder Group Town Plan Review</p>
16.	<p>Canon Park Recreational Facility - CCTV</p> <p>Our existing CCTV contractor has provided two options for the CCTV at the Pavilion, Canon Park Recreational Facility - see attached quotation</p> <p>To choose an option from the two supplied by Redhand Network Connections (UK) Ltd for CCTV at the Pavilion, Canon Park Recreational Facility.</p> <p>To agree a budget for the CCTV project by transferring funds from contingency</p>

17.	<p>Street Names of new development in Berkeley</p> <p>Mr Glastonbury has contacted the council to ask if further names can be considered for the new development - see attached email</p> <p>To consider changing the names that have already been sent off to Stroud District Council</p>
18.	<p>Football Club Lease</p> <p>To discuss providing a more formal lease to Berkeley Football Club for the Pavilion.</p>
19.	<p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>
20.	<p>Date of next meeting</p> <p>The next meeting will be held on Monday 20th November 2017 at 7.30 p.m. in the Town Hall, Berkeley.</p>