



BERKELEY TOWN COUNCIL

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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Monday 14th May 2018

Dear Sir/Madam

*You are hereby summoned to the
Annual meeting of
Berkeley Town Council
On Monday 21st May 2018 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.	Election of Chairman To elect the Chairman of the Council To receive the signed declaration of acceptance of office for the Chairman
2.	Election of Deputy Chairman To elect the Deputy Chairman of the Council To receive the signed declaration of acceptance of office for the Deputy Chairman
3.	Apologies and absence To note apologies and absences
4.	Declarations of Interest To receive declarations of interests from Councillors relating to items on the agenda
5.	Co-option of new member To co-opt Miss Joanne Sealey as a member of Berkeley Town Council - see attached resume
6.	Minutes of the last meeting To confirm and sign the minutes of the meeting held on Monday 16 th April 2018 - see attached
7.	Minutes of the last meeting of Sarah's Field Committee To confirm and sign the minutes of the last meeting of Sarah's Field Committee held on Monday 24 th April 2017

8.	<p>Accounts and Audit for the year ended 31st March 2018</p> <p><u>Accounts</u></p> <p>To approve the accounts for the year ended 31st March 2018 - see attached</p> <p><u>Internal Audit</u></p> <p>To note the report from the Independent Internal Auditor for the year 2017/18 - see attached</p> <p><u>External Audit</u></p> <p>To agree with the responses provided on the Annual Governance Statement 2017/18 section 1 - see attached</p> <p>To agree with the figures on the Accounting Statements 2017/18 section 2 - see attached</p>
9.	<p>Standing Orders</p> <p>Standing Orders have been updated by NALC</p> <p>The Clerk has checked and modified the model standing orders to suit Berkeley Town Council - see attached</p> <p>To revoke the existing Standing Orders dated 8th December 2014</p> <p>To adopt the new Standing Orders attached</p>
10.	<p>Financial Regulations</p> <p>Financial Regulations have been updated by NALC</p> <p>The Clerk has checked and modified the model financial regulations to suit Berkeley Town Council - see attached</p> <p>To revoke the existing Financial Regulations dated 18th May 2015</p> <p>To adopt the new Financial Regulations attached</p>
11.	<p>Risk Management Policy and Risk Assessment</p> <p>To review the risk management policy and risk assessment and confirm that it is fit for purpose - see attached</p>
12.	<p>Freedom of Information</p> <p>Under the current Freedom of Information Act the council has to have a publication scheme. The current scheme was adopted in 2013 and is due for review.</p> <p>To review the Berkeley Town Council Publication Scheme - see attached</p>
13.	<p>Media and Social Media Policies</p> <p>To review the Media Policy - see attached</p> <p>To review the Social Media Policy - see attached</p>

14.	<p>Employment Policies</p> <p>To review policies associated with employment in the Council - see attached</p> <p>Disciplinary Policy Equal Opportunities Policy Bullying & Dignity at Work Policy</p>
15.	<p>Clerk's Delegated Authority</p> <p>Under the Local Government Act 1972, s.101 the council can delegate authority to spend to the Town Clerk</p> <p>To agree to continue with the Clerk's delegated authority to spend under the following budget headings</p> <p>Staff, Councillors Expenses/Training, Youth Club, Admin, CCTV maintenance, Website maintenance, Petty Cash, Subscriptions, Legal Fees, Town Hall running costs, Town Hall maintenance, Pavilion running costs, Pavilion maintenance, Allotments, Park View Play Area, Canon Park Field & Play Area, Sarah's Field, Sarah's Field Project, Town Enhancement Project and Christmas Decorations Project</p>
16.	<p>Full Council Meetings</p> <p>To agree when the meetings of the full council will take place for the year to 31st March 2019</p>
17.	<p>Planning & Finance Committee</p> <p>To agree when the meetings of the Planning & Finance Committee will take place for the year to 31st March 2019</p> <p>To agree which members will serve on the Planning & Finance Committee</p> <p>To elect the Chairman of the Planning & Finance Committee</p> <p>To agree the terms of reference of the Planning & Finance Committee - see attached</p>
18.	<p>Staffing Committee</p> <p>To agree when the meetings of the Staffing Committee will take place for the year to 31st March 2019</p> <p>To agree which members will serve on the Staffing Committee</p> <p>To elect the Chairman of the Staffing Committee</p> <p>To review the terms of reference of the Staffing Committee - see attached</p>
19.	<p>Asset Register</p> <p>The asset register has been reviewed and updated by the planning & finance committee in line with current financial governance - see attached</p> <p>To agree the asset register is adequate for the needs of the Council</p>

20.	<p>Insurance</p> <p>The insurance for Berkeley Town Council is due for renewal. The renewal premium to 14th June 2019 is £ 1,603.84. the breakdown of the premium is as follows;</p> <p>The planning & finance committee did instruct the Clerk to increase the cover for the Town Hall to £1.2m but a survey of the building has</p> <p>not been completed therefore the premium does not yet include this extra cost. The Clerk feels that without an expert opinion on the insurance value of the Town Hall the council would not be best served increasing the value to £1.2m at this time.</p> <p>Town Hall - £647.28 Pavilion - £438.40 Other - £518.16</p> <p>To consider renewing the insurance at a cost of £ 1,603.84</p>
21.	<p>Direct Debits and Standing Orders</p> <p>To review and agree the current list of Direct Debits - see attached</p> <p>There are a few payments that the council makes that are the same each month and would benefit the council by being set up as standing orders.</p> <p>To agree to set up standing orders for payment of the following contracts - Local Government Pension Scheme, CMAS & Clean Shield Professional Ltd</p>
22.	<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>
23.	<p>Correspondence</p> <p>We have received a letter from the W.I. expressing concern about the lift at the Town Hall.</p> <p>To consider how the council will respond to this letter - see attached</p>
24.	<p>Summer Floral Displays in Berkeley</p> <p>Councillor Harcourt proposes to re-site the new planters</p> <p>Councillor Harcourt proposes to replace the existing brackets for the hanging baskets</p>
25.	<p>Cotswold Edge and Severn Vale Tourism Network</p> <p>Correspondence was originally distributed with the April agenda</p> <p>To consider accepting the invitation to become a formal partner in the Cotswold Edge and Severn Vale Tourism Network</p> <p>To consider establishing a Tourism and Economic Development sub-committee (meeting a few times each year, as necessary)</p> <p>To consider producing a local profile of our area to illustrate the attractions and activities of interest to tourists and the wider public, which the Network can draw upon.</p>
26.	<p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>

27. Date of next meeting

The next meeting of Berkeley Town Council will be held on Monday 18th June 2018 at 7.30 p.m. in the Town Hall, Berkeley.