



BERKELEY TOWN COUNCIL

Town Hall
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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Monday 9th July 2018

Dear Sir/Madam

*You are hereby summoned to a meeting of
Berkeley Town Council
On Monday 16th July 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.	Apologies and absence To note apologies and absences
2.	Declarations of Interest To receive declarations of interests from Councillors relating to items on the agenda
3.	Minutes of the last meeting To confirm and sign the minutes of the meeting held on Monday 18 th June 2018 - see attached
4.	Co-option of new members Two local residents have offered to become co-opted members of Berkeley Town Council To consider co-opting Mr Quentin Somerset to Berkeley Town Council To consider co-opting Mrs Tina Golding to Berkeley Town Council
5.	Schedule of Payments To approve and agree to sign the payments on the schedule which may be made available at the meeting
6.	Financial Regulations To review the Financial Regulations that were adopted at the meeting on the 21 st May 2018 - a copy of the Financial Regulations was circulated with the May agenda
7.	Publication Scheme To review the Publication Scheme which was adopted in 2013 - a copy of the publication Scheme was circulated with the May 2018 agenda To consider if the Publication Scheme is adequate for the needs of the Council

8.	<p>Risk Management Policy and Risk Assessment</p> <p>To review the Risk Management Policy and Risk assessment which was adopted in 2013 - a copy of the Policy and Assessment was circulated with the May 2018 agenda</p> <p>To consider if the Publication Scheme is adequate for the needs of the Council</p>
9.	<p>Grant Awards Policy and Donations Policy - Review</p> <p>The Grant Awards Policy has been set up to encourage local community groups to apply for grants from the Council once a year instead of asking for donations on an ad hoc basis. This will be the first financial year this policy will be in operation. The budget for the Grant Awards Policy is £1,000.00. Several Grant Awards application forms have been sent out and the council may find that the £1,000.00 budget will be greatly over-subscribed.</p> <p>The council also receives, from time to time, requests for donations from national and local charities. These requests are collected together and at the January meeting the council considers whether it will make a donation to these causes. At the present time there is no allocated budget for donations.</p> <p>To consider increasing the budget for the Grant Awards Policy</p> <p>To consider setting a budget for Donations</p>
10.	<p>Direct Debits and Standing Orders</p> <p>It has been possible to set up more of the regular payments to be made as direct debits and standing orders and some have been removed because we are no longer responsible for paying the council tax and utilities at the Pavilion - see attached</p> <p>To note the changes to the direct debits and standing orders list</p>
11.	<p>Asset Register</p> <p>To note that the Asset Register has been updated - see attached</p>
12.	<p>Tourism & Economic Development Committee</p> <p>To consider setting up a Tourism & Economic Development Committee</p> <p>A copy of terms of reference has been supplied as an example - see attached</p> <p>To create the terms of reference for the Tourism & Development Committee of Berkeley Town Council</p> <p>To appoint members to stand on the Tourism & Economic Development Committee</p>
13.	<p>Finance Report for the period 1st April to 30th June 2018</p> <p>To note the Finance Report for the period 1st April to 30th June 2018 - see attached</p>
14.	<p>Proposed deviation to Footpath 3 (between Canonbury Street and B4066)</p> <p>Persimmon Homes are undertaking an informal consultation in relation to an application to Stroud District Council to make a permanent deviation to part of Footpath 3 (between Canonbury Street and B4066) - see attached letter and map showing the proposed deviation of the public footpath</p> <p>To consider making a comment/s on the proposed deviation to Footpath 3</p>

15.	<p>High Street weight limit - formal consultation</p> <p>To consider responding to the consultation to the proposed changes to the weight limit on High Street, Berkeley - see attached map</p>
16.	<p>Allotments</p> <p>a. Cart Track</p> <p>Councillor Pinnell will have inspected the cart track at Oakhunger Lane allotments and will report back to council with his findings.</p> <p>b. Gates</p> <p>Last month the council agreed to provide locks on both the pedestrian gate and the field gate at the allotments. It was also agreed to raise the height of the gates in such a way as to make it difficult for would be thieves to climb over. The council is asked to provide the specification for all of the above works to the gates. Once the specification is ready it will be possible to ask for a quote for the work</p>
	<p>Town Hall</p> <p>a. Lift Modifications</p> <p>We have received a quotation to install two chain operated roller blinds and a timer for the light at a cost of £ 485.00 + vat</p> <p>If the Council wants to install an extra stainless steel, grab rail at the same time as the above works the cost will be £65.00 + vat</p> <p>To consider installing two roller blinds and a timer on the light at a cost of £ 485.00 + vat</p> <p>To consider installing a new grab rail at a cost of £ 65.00 + vat</p> <p>b. Refurbishment of wooden floors</p> <p>We have asked for three quotations to have the wooden floors in the Town Hall refurbished but only two have responded. Please note that the contractors do not move furniture as part of their quotations which are based on having an empty room to work in. The quotes are also based on doing all of the rooms at the same time thus negating the expense of making extra trips. If the council goes ahead with this project plans should be made to have all the furniture removed and placed in storage as well as closing the building to the public and the Council. The work and subsequent drying period should not take more than one week.</p> <p>The council has not budgeted for this project during the current financial year.</p> <p>To make provision in the budget for the Town Hall Floor Sanding project</p> <p>To choose a contractor to carry out the refurbishment of the town hall floors</p> <p>Boardwalk Flooring - £ 3,667.00 - not vat registered The Professional Floor Sanding Co - £3,330.00 + vat TWB Wood Floor Sanding - no response</p>
17.	<p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>

18. Date of next meeting

The next meeting of Berkeley Town Council will be held on Monday 20th August 2018 at 7.30 p.m. in the Town Hall, Berkeley.