



# BERKELEY TOWN COUNCIL

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

Monday 8<sup>th</sup> October 2018

Dear Sir/Madam

*You are hereby summoned to a meeting of  
Berkeley Town Council  
On Monday 15<sup>th</sup> October 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 17 <sup>th</sup> September 2018 - see attached
4.	Schedule of Payments To approve and agree to sign the payments on the schedule which may be made available at the meeting
5.	Internal Control Checks The Internal Control Checks are due for the period 1 <sup>st</sup> July to 30 <sup>th</sup> September 2018 To appoint a member of the Council to carry out the Internal Control Checks for the period 1 <sup>st</sup> July to 30 <sup>th</sup> September 2018
6.	Finance Report for the period 1 <sup>st</sup> July to 30 <sup>th</sup> September 2018 To note the Finance Report for the period 1 <sup>st</sup> July to 30 <sup>th</sup> September 2018 - see attached
7.	Casual Vacancy Mrs T Golding has decided not to take up her position as Councillor. The declaration of acceptance of office has not been signed therefore we do not need to advertise a casual vacancy. The Council can go ahead and co-opt a person to fill the casual vacancy

8.	<p>Gloucestershire Playing Fields Association</p> <p>To agree to renew membership of Gloucestershire Playing Fields association at a cost of £50.00 per annum</p>
9.	<p>Berkeley Parochial Trust - Trustee</p> <p>Berkeley Parochial Trust has asked us to appoint a member to act as Trustee - see attached letter.</p> <p>The Berkeley Parochial Trust meets quarterly on a Tuesday at 6pm</p> <p>To agree to appoint a member to act as trustee for Berkeley Parochial Trust</p>
10.	<p>External Audit 2017/18</p> <p>The External Audit for 2017/18 has been completed and the certificate issued - see attached</p> <p>To note that no further action is required</p>
11.	<p>Youth Club</p> <p>a. CMAS is our youth service provider - see attached tender proposals</p> <p>The one year contract with CMAS is due to expire in March next year. The existing contract allows for one session per week for 44 weeks per year.</p> <p>To consider continuing to provide one session per week for 44 weeks per year at a cost of £7,210.00 per annum</p> <p>To consider increasing the youth club session to two per week for 44 weeks per year at a cost of £ 8,350.00 per annum</p> <p>To agree to extend the contract for one, two or three years</p> <p>b. CMAS have informed us that they have become eligible to be registered for Vat with effect from October 2017. We will receive a back dated invoice to cover the vat to date. As we are able to claim back vat this will not affect the Youth Club budget.</p> <p>To note that all CMAS payments will now include vat</p>
12.	<p>Berkeley Community Trust</p> <p>Berkeley Town Council is expected to provide a trustee to Berkeley Community Trust. Previously Councillor Brown was appointed but since he has resigned there is now a vacancy that has to be filled.</p> <p>To nominate a member to act as trustee to Berkeley Community Trust</p> <p>To note that the Chairman of the Council is also an ex-officio member, with no vote, of Berkeley Community Trust</p>
13.	<p>“Slow Down” Traffic Signs Competition</p> <p>PCSO Mike Trebble has organised a competition for pupils at Berkeley Primary School to design “SLOW DOWN” traffic signs for Berkeley. The competition began on the 10<sup>th</sup> October and will close on the 9<sup>th</sup> November 2018. The winners will be announced on 19<sup>th</sup> November. The Council has been asked to provide a couple of judges for the competition.</p> <p>To agree which members will act as judges for the “SLOW DOWN” traffic signs competition</p>

14.	<p>Berkeley Town Trail - Map Boards</p> <p>The map boards associated with the Berkeley Town Trail are beginning to fall into disrepair</p> <p>A copy of the leaflet is enclosed in order that members can follow the trail to assess the problem before the meeting takes place.</p> <p>The Council is asked to consider how it will move forward with the Berkeley Town Trail Project.</p> <p>The Council may wish to include a sum in the 2019/20 budget to cover any costs that arise from the Berkeley Town Trail Project</p>
15.	<p>Remembrance Sunday Service</p> <p>It is traditional for the members of the Council to attend the Remembrance Sunday Service. This year it is on Sunday 11<sup>th</sup> November 2018 at 3pm in St Mary's Church.</p> <p>Members will meet at 2.30pm in the Town Hall and will all walk together from there to the Church. The Mayor will wear the Mayoral Robe and Regalia.</p> <p>To determine which members will be able to attend the Remembrance Sunday Service.</p>
16.	<p>Tommy Sculpture</p> <p>To determine the permanent location for the Tommy Sculpture</p>
17.	<p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>
18.	<p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council will be held on Monday 19<sup>th</sup> November 2018 at 7.30 p.m. in the Town Hall, Berkeley.</p>