



BERKELEY TOWN COUNCIL

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

PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Monday 11th March 2019

Dear Sir/Madam

*You are hereby summoned to a meeting of
Berkeley Town Council
On Monday 18th March 2019 in the
Town Hall, Berkeley at
7.30 p.m.*

*Debbie Spiers
Town Clerk*

AGENDA

1.	Public Discussion - 30 minutes Public Discussion time will end promptly at 8.00 p.m.
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 February 2019 - see attached
5.	Schedule of Payments To approve and agree to sign the payments on the schedule which may be made available at the meeting
6.	GAPTC Subscription 1 st April 2019 to 31 st March 2020 To agree to pay the annual subscription to GAPTC in the amount of £ 463.95 for the year to 31 st March 2020
7.	HMS Exploit Affiliation HMS Exploit has a new Commanding Officer. He has written and introduced himself and asks if there is anything the Council would like to do to forge a closer bond with the ships company of five. He has said that the opportunity to bring the ship to us is less than in the past but he would welcome the chance for the ships company to visit and engage with our community To consider whether the council would like to set up an event in the town to welcome HMS Exploit and the new crew.

8.	<p>Town Hall - cleaning contract</p> <p>We have received notification from our contract cleaners that as from 1st April 2019 they are increasing their prices by 3.5%.</p> <p>To note that Clean Shield have increased their prices by 3.5% with effect from 1st April 2019</p>
9.	<p>Town Hall - cleaning schedule</p> <p>Following concerns raised and complaints made about the cleanliness of the Town Hall Councillor Sealey and the Clerk have investigated the matter and come to the following conclusions.</p> <p>The complaints/concerns are from hirers that use the building towards the end of the week. Cleaning normally takes place on a Friday or Sunday, they work for four hours and in that time clean the whole building to a very high standard. At this time the bins are emptied in to one large container which is stored in the disabled toilet until the following Wednesday when it is collected by our trade waste contractor.</p> <p>When the contract was first set up many years ago the building was not as widely used as it is now. In the past the building would stay relatively clean towards the end of the week but now this is not the case. With the increase in usage comes increase in the need for extra cleaning especially the floors.</p> <p>One solution to this problem would be to have the main hall, kitchen cleaned and bins emptied on a Wednesday afternoon. The cleaning contractor will provide a price to do this by the time the meeting takes place</p> <p>To consider increasing the cleaning contract with Clean Shield by two hours per week at a cost of £ (to be advised)</p>
10.	<p>Night time economy establishments - licensing and planning conditions.</p> <p>Councillor Harcourt asks the council to review the night time economy establishments licensing and planning conditions</p>
11.	<p>Town Hall - W. I. hiring fees</p> <p>Councillor Harcourt asks the council to review the hiring fees for the W.I.</p>
12.	<p>Finance Report</p> <p>To note the finance report which covers the period from 1st April to 31st December 2018 - see attached</p>
13.	<p>Internal Control Checklist</p> <p>The Internal Control Checks have not yet been carried out for the period July-Sept 2018</p> <p>The Internal Control Checks for the period Oct-Dec 2018 are due</p> <p>To appoint members to carry out the Internal Control Checks for the above-mentioned periods</p>

14.	<p>Sarah's Field Official Opening Ceremony</p> <p>To note the Official Opening Ceremony for Sarah's Field has been set for Saturday 25th May 2019</p> <p>Members are asked to attend the opening ceremony for Sarah's Field on Saturday 25th May 2019.</p>
15.	<p>Town Clean up</p> <p>Local residents have decided to get together in April and give the town a clean up. Chairman Philip Stevenson has asked if the Council can provide the cleaning materials and waste bags. The volunteers would need to be under the control of the Council in order for them to be covered by the Council's insurance. Plus, they would like to be able to put some attractive features on the green in Salter Street to further enhance the appearance of the Town. Funds for this work could be made available from the Town Enhancement Project Budget</p> <p>To agree that local volunteers can carry out the cleaning project in the town under the instruction of Berkeley Town Council.</p> <p>To agree to purchase cleaning materials waste bags and litter pickers for the volunteers that will be cleaning the town</p> <p>To agree to purchase attractive features to be placed on the green in Salter Street.</p>
16.	<p>Stroud District Council - one off £2k grant funding to develop district wide tourist information</p> <p>To receive the £2k grant we must be able to meet the following criteria. The deadline for applications is 31st march 2019.</p> <p>Demonstrate how we intend to use the grant to promote and develop a district wide tourist information</p> <p>How we plan to work with our neighbouring Town/Parish councils to discuss how to best use the funds to promote and develop a district wide tourist information</p> <p>To consider applying for the £2k grant from Stroud District Council to provide district wide tourist information</p>
	<p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>
17.	<p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council will be held on Monday 15th April 2019 at 7.30 p.m. in the Town Hall, Berkeley.</p>