



# BERKELEY TOWN COUNCIL

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

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

Monday 13<sup>th</sup> May 2019

Dear Sir/Madam

*You are hereby summoned to the Annual Meeting of  
Berkeley Town Council  
On Monday 20<sup>th</sup> May 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 15 <sup>th</sup> April 2019 - see attached
5.	Berkeley Burial Committee Report  To receive a report from the Berkeley Burial Committee representatives
6.	Standing Committees - Members and Chairmen  <b><u>Staffing Committee</u></b>  To add or remove members from the Staffing Committee  To elect the Chairman of the Staffing Committee  <b><u>Planning and Finance Committee</u></b>  To add or remove members from the Planning and Finance Committee  To elect the Chairman of the Planning and Finance Committee
7.	Dates and times of meetings  To consider whether the council wishes to change the dates and start times of any of its meetings.

8.	<p>Policies review</p> <p>It is normal for the Council to review the policies every two years. All of the Council's policies have been reviewed in the last twelve months and there has been no new legislation that need incorporating in to any of the documents.</p> <p>To agree that the Council's Standing Orders, Financial Regulations, Code of Conduct and all other policies are still fit for purpose</p>
9.	<p>Asset Register</p> <p>To note that the Asset Register is fit for purpose - see attached</p>
10.	<p>Annual Accounts and External Audit</p> <p><b><u>a. Statement of Accounts 2018/19</u></b></p> <p>To note the Statement of Accounts for Berkeley Town Council - see attached</p> <p><b><u>b. Section 1 - Annual Governance Statement 2018/19</u></b></p> <p>To complete and approve the Annual Governance Statement 2018/19 - see attached</p> <p><b><u>c. Section 2 - Accounting Statements</u></b></p> <p>To approve the Accounting Statements 2018/19 - see attached</p>
11.	<p>Planning Applications - New</p> <p>To consider responding to the following planning applications. The applications can be viewed on the Stroud District Council website <a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a></p> <p>S.19/0913/FUL - Berkeley Castle - Creation of memorial garden.</p> <p>S.19/0916/HHOLD - 39 Salter Street - Householder Application for single storey rear extension and replacement garage</p> <p>A hard copy of the plans will be made available at the meeting.</p>
12.	<p>Insurance - Pavilion, Canon Park Recreation Facility</p> <p>The Clerk was instructed to put "review of insurance for the pavilion" on the May agenda.</p> <p>The pavilion is currently insured in the amount of £ 395,267.53.</p> <p>In the buildings structural survey and valuation report carried out last year the surveyor recommended an insurance value of £250,000.00</p> <p>The surveyor stated that the reinstatement valuation gives a reinstatement cost which, unless stated otherwise is defined as follows:</p> <p>"An estimate for insurance purposes of the current cost of rebuilding the property in its present form."</p> <p>To review the insurance value of the pavilion.</p>

13.	<p>HMS Exploit visit to Town</p> <p>To choose a date for the visit from HMS Exploit crew either the 30<sup>th</sup> Sept or 1<sup>st</sup> Oct 2019</p> <p>The Council wants to take HMS Exploit crew on a tour of Jenner Museum and to do one of their walks around the town. Jenner Museum can accommodate up to 15 people on a tour and walk at the cost of £100.00. They can also provide a cold meat, salads and potatoes with soft drinks at a cost of £15.00 per head this can either be lunch or supper with tea and coffee etc. Jenner Museum recommend that we allow 2-3 hrs for this event. Alcohol can be provided but will have to be agreed separately.</p> <p>To consider providing a tour and buffet for up to 15 people with Jenner Museum at a cost of £325.00.</p> <p>To agree to create a Civic Reception Budget in the amount of £ 325.00 by transferring said sum from the Contingency Budget.</p>
14.	<p>CIL Neighbourhood Payments</p> <p>At the end of April Berkeley Town Council received a CIL payment of £ 786.60.</p> <p>To note that there is a requirement for the Council to spend this money on appropriate local infrastructure projects within 5 years of receipt and to publicly disclose all CIL receipts and expenditure on our website with an annual report</p>
15.	<p>Christmas Tree Barrel</p> <p>The Clerk has a note from a previous meeting asking for the barrel that contains the Christmas Tree to be strengthened</p> <p>A local company has been asked to provide a quote for this work and after looking at it has asked how it should be strengthened because there are several options available.</p> <p>To consider strengthening the barrel using the following methods</p> <p>Re-fix and add new metal straps around the barrel;  Fix a metal plate to the bottom of the barrel or  Both of the above</p>
16.	<p>Play Areas Safety Inspection Reports</p> <p>The annual safety inspections have been carried out for Canon Park Recreational Facility and Park View Play Area.</p> <p>The reports have been circulated to members via email and the Clerk has checked for any remedial work that needs doing as a result of the inspections.</p> <p>The Clerk can report that apart from some very minor points raised the play parks have a very low risk score. At this point the Clerk feels that there is no remedial work required and that the council just continues to monitor the minor items raised by the Inspector.</p> <p>To note the Clerks report on the safety inspections of Canon Park Recreational Facility and Park View Play Area</p>

17.	<p><b>Budget for Canon Park Field Project</b></p> <p>Councillor Pinnell would prefer that the Council invests in play equipment for Canon Park Field rather than give grants and donations to local community groups.</p> <p>The budget for Canon Park Field project currently stands at £15,000.00 plus the CIL receipts budget which could be used towards play equipment is £786.60</p> <p>The Grants budget stands at £ 2,500.00 and the Donations budget stands at £ 340.00</p> <p>Councillor Pinnell proposes that 50% of the Donations and Grants budgets for 2019/20 be transferred to the Canon Park Field Project budget.</p>
18.	<p><b>Sharing Information</b></p> <p>Councillors will take this opportunity to share information</p>
19.	<p><b>Date of next meeting</b></p> <p>The next meeting of Berkeley Town Council will be held on Monday 17<sup>th</sup> June 2019 at 7.30 p.m. in the Town Hall, Berkeley.</p>