



# BERKELEY TOWN COUNCIL

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

Monday 10<sup>th</sup> June 2019

Dear Sir/Madam

*You are hereby summoned to a meeting of  
Berkeley Town Council  
On Monday 17<sup>th</sup> June 2019 in the  
Town Hall, Berkeley at  
7.00 p.m.*

*Debbie Spiers  
Town Clerk*

## AGENDA

1.	Public Discussion - 30 minutes  Public Discussion time will end promptly at 7.30 p.m.
2.	Vale of Berkeley Railway - Presentation  Howard Parker from the Vale of Berkeley Railway will give a presentation on the work they are doing in the area. The presentation will last 30 minutes and there will be an opportunity to ask questions afterwards.
3.	Election of Chairman/Mayor  To elect the Chairman/Mayor of Berkeley Town Council  To receive the declaration of acceptance of office for the Chairman/Mayor of Berkeley Town Council
4.	Election of Deputy Chairman/Mayor  To elect the Deputy Chairman/Mayor of Berkeley Town Council  To receive the declaration of acceptance of office for the Deputy Chairman/Mayor
5.	Apologies and absence  To note apologies and absences
6.	Declarations of Interest  To receive declarations of interests from Councillors relating to items on the agenda
7.	Minutes of the last meeting  To confirm and sign the minutes of the annual meeting held on Monday 20 <sup>th</sup> May 2019 - see attached

8.	<p>Internal Control Checks</p> <p>The Internal Control Checks are due for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2019</p> <p>To appoint a member to carry out the Internal Control Checks for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2019</p>
9.	<p>Berkeley Burial Committee Report</p> <p>To receive the report from the representatives serving on the Berkeley Burial Committee</p>
10.	<p>Schedule of Payments</p> <p>To approve and agree to sign the payments on the schedule which may be made available at the meeting</p>
11.	<p>Market Towns Initiative</p> <p>Following an enquiry from a member of the public at the last meeting Berkeley Town Council has asked why Berkeley is not included in the Market Towns Initiative.</p> <p>To note that Stroud District Council replied that the Market Town Initiative has allocated funding for all towns that are marked as Market Towns in the Local Plan. Berkeley is not designated a Market Town in the Local Plan therefore it does not qualify for the Market Towns Initiative Funding</p>
12.	<p>Tourist Information Grant</p> <p>To discuss how the £2k tourist information grant could be spent</p>
13.	<p>Insurance</p> <p>At the last meeting the Clerk was instructed to find out how the premium for the insurance would be affected if we changed the valuation on the Town Hall and Pavilion.</p> <p>The buildings surveyor the council employed last year gave the following valuations for our buildings: Town Hall £350,000.00 and Pavilion £250,000.00. We currently have the buildings insured in the following amounts: Town Hall £1,400,000.00 and Pavilion £395,267.53. The insurance company stated that they will only pay out on the sum insured.</p> <p>If the council decides to reduce the amounts insured the premium will be reduced by the following sums: Town Hall £ 857.77 and the Pavilion £ 165.95 a total of £ 1023.72.</p> <p>To consider reducing the sum insured for the Town Hall and the Pavilion</p>
14.	<p>Tree Planting in Berkeley</p> <p>There is a group of people in Berkeley who would like to enhance the look of the town by planting trees in public areas.</p> <p>To instruct the Clerk to provide assistance with gaining permission from the various organisations that own the open spaces around the town</p> <p>To agree that the Clerk can provide assistance where necessary for the acquisition of trees ready for planting in the Autumn</p>

15.	<p><b>Banking Arrangements</b></p> <p>Following comments made by our Internal Auditor that the council should spread the risk to funds by having more than one bank account the Clerk can report that our current bankers do now offer an instant access savings account that meets the needs of organisations such as ours.</p> <p>We are also finding more and more of the companies/people we are dealing with prefer not to be paid by cheque. Our current bankers do now offer online banking services that provide for dual authorisation as required by our financial regulations. To bring us up to date and to be ready for online banking we will need to update the list of account signatories and authorised users. The Clerk will need access to the bank account in order to set up payments. The Clerk will not have the authorisation to make payments.</p> <p>The existing account signatories are Councillors Pinnell, Harcourt, Tucker and Palmer.</p> <p>To consider adding and/or removing members that will be account signatories and authorised users</p> <p>To consider opening an instant access savings account with the Co-operative Bank</p> <p>To consider converting our existing bank account in to an online account</p> <p>To authorise the Town Clerk to access the online accounts in order that payments can be prepared ready for authorisation by two authorised members of the Council</p>
16.	<p><b>Canon Park Field Development Project</b></p> <p>Stroud District Council has informed us that the s.106 money from the development at the rear of Canonbury Street is now available to claim. Stroud District Council Youth Officer has recommended that the council engages with the young people in the town at the pre-concept stage of the plans</p> <p>To agree to consult with the young people in the town in order to add to the list of equipment already compiled</p> <p>To confirm that the list of equipment attached can be used to attract quotations from suppliers of equipment for Canon Park Field.</p> <p>To agree to set up consultations with local people using the concept plans provided by suppliers of equipment for the Canon Park Field Development Project.</p> <p>Section 106 monies can be used as a resource to attract match funding plus there are grants and resources available to projects such as this one</p> <p>To instruct the Clerk to apply for additional funding as and when it becomes available for the Canon Park Field Development Project</p>
17.	<p><b>Christmas Lanterns</b></p> <p>It has not been possible to find volunteers/community groups that would be willing to make the lanterns in Berkeley or Wotton-Under-Edge</p> <p>To review the project to have Christmas lanterns made for the town</p>
18.	<p><b>Parking Restrictions - Berkeley town centre</b></p> <p>Councillor Somerset proposes that we review the parking restrictions in Berkeley town centre with a view to asking for adjustments to be made to the existing arrangements</p>

19.	<p>Canon Park Field - Balloon Launch</p> <p>To review the permission given by the Clerk for exclusive Ballooning to launch hot air balloons from Canon Park Field</p>
20.	<p>Map of Berkeley dated 1840</p> <p>We have a map of Berkeley, dated 1840, which has been stored in the Town Hall for many years. When opened it is approximately 2.3m by 2m in size. There is some damage to the map and it is in danger of deteriorating even further because of the way it is stored.</p> <p>The Clerk has asked Jenner Museum if they would like to take the map but they declined the offer on the grounds that they do not have the resources to restore the map.</p> <p>Gloucestershire Archive were asked many years ago if they would like to have it and they replied that they already have a copy of it.</p> <p>The Clerk asks the council if it would like to investigate the possibility of restoring and framing the map so that it can go on public display in the Town Hall or to find a way to store it safely until such times as future councils may like to restore it.</p>
21.	<p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>
22.	<p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council, will be held on Monday 15<sup>th</sup> July 2019 at 7.00 p.m. in the Town Hall, Berkeley.</p>