



# BERKELEY TOWN COUNCIL

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

Monday 8<sup>th</sup> July 2019

Dear Sir/Madam

*You are hereby summoned to a meeting of  
Berkeley Town Council  
On Monday 15<sup>th</sup> July 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.	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 17 <sup>th</sup> June 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.	Finance Report for the period 1 <sup>st</sup> April to 30 <sup>th</sup> June 2019  To note the Finance Report for the period 1 <sup>st</sup> April to 30 <sup>th</sup> June 2019 - see attached
7.	Tourist Information Grant  Berkeley Books Community Library has put forward a proposal to set up and run a Tourist Information Point on behalf of Berkeley Town Council - see attached letter  The key phrase in the letter "on behalf of Berkeley Town Council" needs further investigation before any decision is made. If the project is set up for the Council there will have to be representatives from the council on the administration and management of the project which would then be subject to the same financial regulations and audit regime. This committee would also need to be involved in the future management and running costs of the Tourist Information Point which at the time of printing the agenda is unknown.  The alternative is that Berkeley Books runs the Tourist Information Point independently and they make an application to Berkeley Town Council's Grant Awards Scheme which takes place annually in January

8.	<p>Berkeley Burial Committee Report</p> <p>The Chairman of the Berkeley Burial Committee, Councillor R Pinnell, will provide the Internal Auditors Report for the year ending 31<sup>st</sup> March 2019.</p> <p>The Berkeley Burial Committee was asked to provide end of year accounts to 31<sup>st</sup> March 2019 and a short to medium term plan/budget to deal with the estimated cost of dealing with damp at the lodge.</p> <p>At the time of printing the agenda this information has not been received</p>
9.	<p>Berkeley Burial Committee - Terms of Reference Review</p> <p>The Terms of Reference for the Berkeley Burial Committee are due for review</p> <p>The Council may wish to make the following changes:</p> <p>Item 6a - could specify annual meeting is held in June so that any changes in personnel at the contributing parishes at their annual meetings in May can be allowed for</p> <p>Item 6b - could add that the agenda is sent to contributing parishes 5 clear working days before the meeting - at the moment it is delivered on the day of the meeting</p> <p>Item 6c - could specify dates of meetings in order that budget can be approved by the October deadline for contributing parishes</p> <p>Item 10e - could specify that a copy of the budget review document should be sent to the contributing parishes along with the agenda</p> <p>If the council does wish to make any changes to the terms of reference these must go forward to all of the contributing parishes for consultation and ultimately their approval</p> <p>The terms of reference are set by the contributing parishes which then have to be complied with by the Berkeley Burial Committee. The Terms of Reference do not need to be approved by the Berkeley Burial Committee.</p>
10.	<p>Parking Restrictions - Berkeley Town Centre</p> <p>To review the current parking restrictions in Berkeley - see attached map</p> <p>If the council decides to make proposals for changes to the parking restrictions in Berkeley the following matters need to be taken in to account and budgeted for:</p> <p>A TRO is needed to make any changes to parking restrictions however small. A TRO that could be designed to cover everything from tweaking the waiting times to changing the layout/style of parking spaces will cost between £10k and £15k, which includes the legal process, consultation and installation of signs and lines etc</p> <p>If this is a project that captures the imagination of the public the council can justifiably precept the cost of a TRO and/or the council can look for alternative funding. We have been told there is no section 106 money available for this type of project. We have £ 786.60 in our own CIL fund which could be used towards the TRO.</p> <p>Berkeley Town Council could also ask our County Councillor Brian Tipper if he would be willing to contribute from his budget in the same way as we worked together on the TRO for High Street. For that project GCC Highways have also contributed.</p>
11.	<p>Sharing Information</p> <p>Councillors will take this opportunity to share information</p>

12.

Date of next meeting

The next meeting of Berkeley Town Council, will be held on Monday 19<sup>th</sup> August 2019 at 7.00 p.m. in the Town Hall, Berkeley.