



# BERKELEY TOWN COUNCIL

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

Tuesday 12<sup>th</sup> May

*You are hereby summoned to  
a virtual Zoom meeting of  
Berkeley Town Council  
On Monday 18<sup>th</sup> May 2020 at 7pm*

*Local Authorities have been handed new powers to hold meetings virtually by using video or telephone  
(please see details on how to join at the end of the agenda)*

*JCHopkins  
Justine Hopkins  
Town Clerk*

## AGENDA

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| 1. | <b>Public Discussion</b> – Members of the public are welcome to attend. The first thirty minutes are set aside for this purpose. A link to join this Zoom meeting is provided at the end of this agenda and on the website  |
| 2. | <b>Apologies and absence</b> (all members, clerk and members of the public will be in attendance for the purposes of ‘The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020’ if they are in remote attendance)   |
| 3. | <b>To receive declarations of interests and consider requests for dispensations</b>   |
| 4. | <b>To approve the minutes of the following meetings – see attached</b> <ul style="list-style-type: none"><li>• Staffing Committee 13<sup>th</sup> January 2020</li><li>• Canon Park Field Development 5<sup>th</sup> February 2020</li><li>• Town Improvement Project Committee 10<sup>th</sup> February 2020</li><li>• Full Council Monday 20<sup>th</sup> April by Zoom</li></ul> |
| 5. | <b>To consider Planning Applications</b> <ul style="list-style-type: none"><li>• <b>S.20/0813/TCA</b> – 58 High Street, Berkeley – Trees in a conservation area – Fell 2 x Yews and approx. 3-4 small plum trees</li></ul> To view the planning application, go to:<br><a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a>   |
| 6. | <b>To receive Planning Application Decisions</b> <ul style="list-style-type: none"><li>• S.20/0500/FUL – Rigestate Ind Est – Erection of a steel portal frame commercial building – <b>Permitted</b></li></ul>  |
| 7. | <b>To agree to pay the contribution of £3638.81 (no increase) to the Berkeley Burial Committee in the financial year 2020/21</b>  |
| 8. | <b>To authorise the schedule of payments</b> – the schedule will be read out at the meeting   |

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| 9.  | <b>To note the Annual Internal Audit Report 2019/2020 &amp; Internal Auditors Report– see attached</b>   |
| 10. | <b>To note the payments made under the delegated authority of the Town Clerk for the period 1<sup>st</sup> January to 31<sup>st</sup> March 2020 – see attached. To note that the Clerk agreed a payment over £500 to Hancock Stone Ltd under delegated powers as an emergency. The Clerk put in a system and ensured Council were aware and obtained retrospective authorisation.</b>   |
| 11. | <b>To consider a review to Financial Regs (5.6) to include a system for emergency spending over £500 by the Clerk (Clerk already has Delegated Authority to spend up to the budget under certain headings but the financial regs do not reflect this)</b>  |
| 12. | <b>To agree to continue with the Clerks Delegated Authority to spend up to the budget under the following budget headings:</b><br>(Under the Local Government Act 1972, s.101 the council can delegate authority to spend to the Town Clerk)<br>Staff, Councillors Expenses/Training, Youth Club, Admin, CCTV maintenance, Website maintenance, Petty Cash, Subscriptions, Legal Fees, Town Hall running costs, Town Hall maintenance, Pavilion running costs, Pavilion maintenance, Allotments, Park View Play Area, Canon Park Field & Play Area, Sarah’s Field, Sarah’s Field Project, Town Enhancement Project and Christmas Decorations Project.                              |
| 13. | <b>Budget Review 2018/19</b><br>To agree to carry forward to the budget for 20/21 the following amounts as they were ear-marked in the 19/20 budget:<br>Town Hall Maintenance £648.89 (Damp problem and blinds in the office)<br>Town Hall Running Costs £869.47 (part of fire risk assessment booked in from 19/20)<br>Grant Awards £365.00 (agreed grant to the Men’s Shed)<br>Sarah’s Field £386.21 (Stroud Valleys Project work days Jan-March)<br>Allotments £936.59 (budgeted separately so carry forward full amount)<br>Park View Play Area £330.00 (Litter Bin)<br><br>To discuss carrying forward £2016.60 to make a new reserve called ‘Christmas Decorations Project’. |
| 14. | <b>To review and approve the Statement of Accounts for 2019/2020 &amp; Reserves – see attached</b>   |
| 15. | <b>To review and approve the Annual Governance Statement 2019/2020 (Section 1) Page 4</b>  |
| 16. | <b>To review and approve the Accounting Statements 2019/2020 (Section 2) page 5</b>  |
| 17. | <b>To agree new Banking Arrangements and Mandate – see attached</b>  |
| 18. | <b>To consider a request for funding from the Berkeley Flyer</b>   |
| 19. | <b>To receive the Play Areas Safety Inspection Reports for Canon Park and Park View, and Sarah’s Field Risk Assessment report – sent by email/copies arranged for Cllrs without email</b>  |

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| 20. | <b>To review the Asset Register – see attached</b>  |
| 21. | <b>To agree the Dates and times of meetings for 2020/21</b>   |
| 22. | <b>To note a CIL Neighbourhood Payment</b><br>At the end of April Berkeley Town Council received a CIL payment of £1941.36<br>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 |
| 23. | <b>To agree to postpone the Internal Control Checks due from 1<sup>st</sup> January to 31<sup>st</sup> March 2020 due to the Coronavirus Restrictions</b>   |
| 24. | <b>To review arrangements for insurance cover and to note that the insurance policy is due for renewal with Zurich at a cost of £2135.38</b>  |
| 25. | <b>To note the list of payments that will be made by Standing Orders or Direct Debits during the financial year to 31<sup>st</sup> March 2021 – see attached</b>  |
| 26. | <b>To agree the list of Regular Payments under Delegated Authority – see attached</b>   |
| 27. | <b>To review the Risk Management Policy and Risk Assessment – see attached</b><br><b>To note that all policies are currently under review with the Staffing Committee</b>   |
| 28. | <b>To agree to transfer £350 from the Allotments budget to the staff budget to cover the cost of administering the allotments</b>   |
| 29. | <b>To discuss matters regarding Coronavirus</b> <ul style="list-style-type: none"> <li>• <b>Booster Box Scheme</b></li> <li>• <b>Changes to government guidelines regarding parks</b></li> </ul>  |
| 30. | <b>Sharing Information</b><br>Councillors will take this opportunity to share information   |
| 31. | <b>Date of next meeting</b><br>To be discussed  |

**Berkeley Town Council is inviting you to a scheduled Zoom meeting.**

Topic: Berkeley Town Council Full Council Meeting Monday 18th May 2020

Time: May 18, 2020 07:00 PM London

**Join Video Zoom Meeting**

<https://zoom.us/j/94808112841?pwd=VDhCSk5vQVFVQ0pJNXdydU9hbEF5Zz09>

Meeting ID: 948 0811 2841

Password: 670511

**Join by Telephone**

Call 0131 460 1196 (other numbers available below)

Meeting ID: 948 0811 2841

Password: 670511

**Other UK Numbers:**

0203 481 5237

0203 481 5240

0208 080 6591

0208 080 6592

0330 088 5830