



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

**Berkeley Town Council  
Annual Meeting held  
Monday 16<sup>th</sup> May 2016 in the  
Town Hall, Berkeley at  
7.30 p.m.**

**Minutes**

**Public Discussion**

The council heard information from Gloucestershire County Councillor Brian Tipper and Stroud District Councillor Haydn Jones

Peter Tyzack updated the council on the development plans for the Berkeley hospital site in Marybrook Street

The Clerk informed the council that we have received a seven day notice from Severn Trent Water that they will be accessing Sarah's Field to dig an inspection pit. Severn Trent Water has also issued a forty two day notice that they will be moving part of the mains water pipe currently situated in Sarah's Field into the road. It is expected that the inspection pit will be dug on Friday 20<sup>th</sup> May 2016.

The Clerk also informed the council that an invitation had been received today for the Mayor to attend a girl guiding event on Wednesday 8<sup>th</sup> June 2016 - the council agreed that the Mayor can attend the event

1.	Election of Mayor/Chairman  Councillor Liz Ashton was duly elected Mayor/Chairman of the Council  Councillor Ashton will use the title of Mayor  The declaration of acceptance of office for the Mayor/Chairman was duly accepted
2.	Election of Deputy Mayor/Chairman  Councillor Keith Palmer was duly elected Deputy Mayor/Chairman of the Council  The declaration of office for the Deputy Mayor/Chairman was duly accepted
3.	Apologies and absence  There were no apologies or absences
4.	Declaration of Interest  There were no declarations of interests from Councillors relating to any items on the agenda
5.	Minutes of the last meeting  The minutes of the extra ordinary meeting held Tuesday 12 <sup>th</sup> April 2016 were taken as read and signed by the Chairman  The minutes of the meeting held on Monday 18 <sup>th</sup> April 2016 were taken as read and signed by the Chairman

6.	<p>Minutes of the last committee meetings</p> <p>The minutes of the last committee meetings of the previous council were duly received. The committee meeting minutes were signed by the Chairman</p> <p>Leisure and Recreation Committee - 13<sup>th</sup> April 2015          Planning Committee - 8<sup>th</sup> March 2016          Finance Committee - 12<sup>th</sup> April 2016          Building Maintenance Committee - 4<sup>th</sup> January 2016          Sarah's Field Committee - 19<sup>th</sup> January 2016          Streetscape and Street Furniture Committee - 26<sup>th</sup> April 2016</p>
7.	<p>Decision of the last Streetscape and Street Furniture Committee meeting</p> <p>The council reviewed the decision taken at an extra ordinary meeting of the Streetscape and Street Furniture Committee on 26<sup>th</sup> April 2016 where it was agreed to purchase planters for the Market Place and a waste bin for the bus stop at Station Road</p> <p>It was agreed to purchase the waste bin for the bus shelter at Station Road during the current financial year.</p> <p>The council agreed to consider purchasing the barrier baskets in Marybrook Street and Salter Street for this financial year, subject to them not causing an obstruction to pedestrians or being damaged by lorries parking close by.</p> <p>The planters for Market Place are to be re-considered at a later date.</p>
8.	<p>Co-option of a new member</p> <p>It was agreed to co-opt Mr Philip Stevenson as a member of Berkeley Town Council</p>
9.	<p>Committees</p> <p>It was agreed to continue with the Planning, Finance and Sarah's Field Committees</p> <p>It was agreed to amalgamate planning and finance in to one committee</p>
10.	<p>Representatives and Committee members</p> <p>Members were duly appointed to various organisations and committees - see attached list</p>
11.	<p>Bank Account Signatories</p> <p>At the present time the signatories for the bank account are Councillors Stanton, Pinnell, Palmer and Brown</p> <p>It was confirmed that Councillors Pinnell, Palmer and Brown will remain as bank signatories.</p> <p>It was agreed to remove Mr J Stanton from the Bank Signatory list</p> <p>It was agreed to add Councillor Gordon Harcourt as signatory to the bank account</p> <p>It was agreed that any two of the nominated members must sign all cheques and direct debits</p>
12.	<p>Standing Orders and Financial Regulations</p> <p>The current Standing Orders and Financial Regulations were reviewed and found to be adequate - see attached</p>

13.	<p>Risk Management Policy</p> <p>The current Risk Management Policy was reviewed and found to be adequate - see attached</p>
14.	<p>Review of Asset and Inventory Registers</p> <p>The asset and inventory registers were duly reviewed - see attached</p> <p>The Clerk was instructed to add the maces to the asset register</p>
15.	<p>Insurance renewal</p> <p>The Clerk has reviewed the insurance cover and has found that no changes are necessary with the exception of the maces which are dealt with under minute number 16.</p> <p>It was agreed that the insurance cover is adequate and appropriate</p> <p>It was agreed to renew the insurance with Zurich, due on June 15<sup>th</sup> 2016, at a cost of £1,499.15.</p>
16.	<p>Maces</p> <p>It was agreed, by a majority vote, to ask the castle to store and display the maces for a period of one year.</p> <p>It was agreed, by a majority vote, that the council will cover the extra cost of insurance premium at the castle in the amount of £ 500.00 (five hundred pounds)</p> <p>It was agreed that while the maces are at the castle the council will carry out a consultation with the residents of Berkeley to determine the long term future of the maces</p>
17.	<p>Subscriptions</p> <p>It was agreed to continue to subscribe to the following organisations:-</p> <p>Gloucestershire Association of Parish and Town Councils  Society of Local Council Clerks  Information Commissioner  Gloucestershire Playing Fields Association</p>
18.	<p>Berkeley Town Council meetings</p> <p>It was agreed that the main meeting of the council will take place on the third Monday of each month except December when it will be held on the second Monday of the month.</p> <p>It was agreed that the meetings will be held in the Town Hall, Berkeley at 7.30 p.m.</p> <p>The Clerk was instructed to organise the July meeting at the pavilion to coincide with the completion of the internal alterations project and the contract to install drainage to part of the field</p>
19.	<p>Planning Applications</p> <p>It was agreed to make the following comments to the planning applications</p> <p>S.16/0794/LBC - 2 Lynch Road - single storey extension to rear and associated alterations  - Support as long as it complies with Listed Building Regulations</p> <p>S.16/0793/HHOLD - 2 Lynch Road - single storey extension to rear and associated alterations - Support as long as it complies with Listed Building Regulations</p>

20.	<p>Berkeley Town Council Accounts to 31<sup>st</sup> March 2016, Internal and External Audit</p> <p>The accounts to 31<sup>st</sup> March 2016 were duly approved - see attached</p> <p>Section 1 - Annual Governance Statement 2015/16 was duly approved - see attached</p> <p>Section 2 - Accounting Statements 2015/16 was duly approved - see attached</p>
21.	<p>Berkeley Community Trust - Request for a Donation</p> <p>The Clerk was instructed to contact the Berkeley Community Trust and ask them to provide the council with the last three year's accounts for the Festival and Christmas Fair and to invite them to a meeting to tell us about their aims and objectives.</p>
22.	<p>Schedule of Payments</p> <p>The schedule of payments was duly approved and it was agreed that all the cheques can be signed - see attached</p>
23.	<p>Date of next meeting</p> <p>Monday 20<sup>th</sup> June 2015 at 7.30 p.m. in the Town Hall, Berkeley</p>