



*Berkeley Town Council Meeting held on
Monday 19th April 2021 at 7.30pm
Via Zoom
Local Authorities have been handed new powers
to hold meetings virtually by using video or telephone*

MINUTES

Present by Video/telephone link:

Councillor P Stevenson
Councillor E Carter
Councillor P Hall
Councillor D Howell
Councillor K Palmer
Councillor J Sealey
Councillor Q Somerset
Councillor T Tucker
J Hopkins (Clerk)

1.	Public Discussion The Annual Town Assembly was held prior to this meeting where members of the public and the District and County Councillors had shared information with us.
2.	Apologies and absence (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) Councillor Harcourt was absent.
3.	To receive declarations of interests and consider requests for dispensations The clerk has granted Cllr Howell a dispensation (see item 7). There were no declarations of interests.
4.	To approve the minutes of the last meeting held on Monday 15 th March 2021 via Zoom It was resolved to adopt the minutes of the meeting held on Monday 15 th March and it was agreed that they can be signed at a later date.
5.	To receive draft minutes of the Canon Park Committee meeting on 6 th April – see attached and to approve the following recommendations: The following recommendations were all resolved (the last item regarding the open day will be brought back to Council when covid allows): <ul style="list-style-type: none">• The Committee agreed (resolved by Full Council) to move the secondary sports areas (part of the MUGA/AGP) back to their original position after a residents meeting. The drawing has now been superseded on the planning application. The noise assessment had to be updated at a cost of £250-this was agreed (resolved by

	<p>Full Council). The clerk asked about the electricity supply (for the flood lights and CCTV), this will be checked once the planning has gone through and an engineer will go to site.</p> <ul style="list-style-type: none"> • Moving the MUGA/AGP as close as possible to the boundary without encroaching on the tree roots will cost another £1260 in pathing (however we will be saving £2500 by moving the secondary sports areas back to their original position, in pathing). This was agreed (resolved by Full Council). • To re-consider the opening hours of the MUGA/AGP The opening hours being considered are Monday-Friday 8am-9pm, Saturdays, Sundays and Bank holidays 9am-8pm. After a meeting with local residents, we were asked to consider an earlier closing time Monday-Friday. After a discussion it was resolved (resolved at Full Council) to leave the closing time as 9pm Monday to Friday. It was agreed to erect signage (on the MUGA/AGP and Pavilion) asking users to ‘please leave quietly as you are in a residential area’. This will be monitored through the ‘Noise Management Plan’. • Bookings and to confirm hourly rate of £20-It was agreed to look at a bookings system. The hourly rate of £20 was agreed (resolved by Full Council). The council already has a Charging Policy which includes a discount structure for local community groups (this will be reviewed in May). • Overall Management (including complaints)-It was agreed to continue the Committee (resolved by Full Council). • It was agreed (resolved by Full Council) to look at organising an open day (when covid allows).
6.	<p>To receive the following Allotments documents as a result of a working party meeting:</p> <ul style="list-style-type: none"> • Notes of meeting 30th March 2021 • Letter to go out to Allotment holders • New regulations for 2021 <p>The Clerk (Proper Officer) has granted Cllr Howell a dispensation on this item. This is appropriate as he is the allotments representative and has all the details to inform the other members of council.</p> <p>Cllr Howell discussed the above documents and, after a discussion, it was resolved that the letter is fit for purpose and can be sent out, the council has acted appropriately and consulted with a working party made up of allotment holders, staff and councillors, and that the new regulations are fit for purpose.</p>
7.	<p>To note that we have received a ‘Notice of Uncontested Election’ and therefore there will not be an election on 6th May for Berkeley Town Council. New Councillors will take office on Monday 10th May.</p> <p>This was noted.</p>
8.	<p>To change the date of the Planning & Finance Committee Meeting due to elections</p> <p>As it is an election year the Clerk confirmed that the Planning and Finance meeting on 10th May cannot go ahead. We need to wait until after the Annual Meeting where committee membership is confirmed. It was agreed to bring Planning & Finance items to the Annual Meeting on 17th May.</p>
9.	<p>To appoint a Councillor to carry out the Internal control check for Quarter 4 (1st Jan to 31st March 2021)</p>

	Councillor Carter agreed to carry out the internal control check for quarter 4.
10.	To receive a quote from Scribe to add a bookings system onto our current Finance Software It was resolved to accept the proposal from Scribe to add a bookings system onto our current finance package.
11.	To discuss changes to the Asset Register and Insurance The Clerk has updated the Asset Register with the new equipment. Insurance-There was a discussion during which the following was resolved : <ul style="list-style-type: none"> • To add the MUGA/AGP onto the insurance schedule (once built) • To add contents insurance to the Town Hall policy at a value of £2000 for CCTV and £1000 for office equipment • The risk was assessed and it was decided NOT to add on the playground and fitness equipment at Canon Park and the playground equipment at Park View.
12.	To resolve that the Bank Reconciliations dated to 28 th February 2020 and to 31 st March be authorised and signed at a later date – see attached It was resolved that both Bank Reconciliations be authorised and signed at a later date.
13.	To discuss the 'Matters Pending' action list Following a discussion Councillors were asked to consider the action list items, and it was agreed that it will be updated at the June meeting, with each item being assigned a name and a high, medium or low category. Cllr Palmer and the Clerk have held discussions with J C Aldridge about being an approved supplier for small building jobs around the Town and this was resolved (so that the Clerk does not need 3 quotes everytime).
14.	Youth Club Tender – To note and discuss an email, from Stroud District Council Youth Officer, regarding considering offering a programme of outdoor activities for young people in the school summer holidays The Clerk was asked to get quotes and bring this to the next meeting.
15.	Sharing Information Councillors took this opportunity to share information. Councillors Stevenson, Howell and Harcourt (who are all retiring from Council) were thanked for their hard work and dedication). The Councillors would like the position of the Berkeley Burial Committee looked into.
16.	Date of next meeting The next Full Council meeting will be the Annual Meeting on Monday 17th May at 7pm via Zoom. Currently, the regulations regarding virtual meetings will end on 7 th May. If this position does not change, the May meeting will need to be held in person. The Clerk will update all Councillors by email.