



BERKELEY TOWN COUNCIL
DRYHTENHOLDA BEORCLEAH

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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

**Berkeley Town Council
Meeting held
Monday 20th July 2015 in the
Town Hall, Berkeley at
7.30 p.m.**

Minutes

Present	Councillor	M Studden G Fryer T Tucker L Ashton F Brown R Pinnell K Palmer V Watts J Stanton	Chairman
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Clerk D Spiers

Public Discussion

Mrs Tayler from the Berkeley Community Library brought with her some documents that have been donated to the Library. Mrs Tayler felt that some of the items should be kept by the Council because they related to the Town Charter, The Mayor and HMS Berkeley. The Council thanked Mrs Tayler and accepted the documents

Stroud District Councillor Liz Ashton submitted a written report at the meeting which was accepted and read by the Council - see attached report

1.	Apologies and absence There were no apologies or absences
2.	Declarations of Interest There were no declarations of interest relating to any items on the agenda for 20 th July 2015.
3.	Minutes of the last meeting The minutes of the meeting held on Monday 15 th June 2015 were taken as read and signed by the Chairman
4.	Chairman and Councillors Reports Chairman Mike Studden reported that he had attended a meeting at Jenner Museum to discuss economic development and tourism Mike will also be attending a meeting at SDC to discuss filming in the district. Councillor Watts reported that the shop window display competition was very successful the winners being Armstrong North Opticians. Val had also visited a rural exception site for affordable housing in Uley.

	<p>Councillor Palmer reported that he had visited the swimming pool at Berkeley Primary School which now has a 25 year lease.</p> <p>Councillor Brown reported that he had attended the Rounder's Tournament where they raised more than £ 7,000.00 which brings their overall total to £100,000.00</p> <p>Councillor Ashton reported that the police have said it is OK for the mobile bank to park in their space for the one hour a week it will be in Berkeley (Friday 11am to 12 noon)</p> <p>Councillor Tucker reported that the annual get-together following schools out has taken place at Park View Play Area. Tony also reported that he had attended an event that was put on by the Scouts.</p> <p>Councillor Fryer reported that he had attended the Code of Conduct seminar at SDC and that he recommends the council considers the NALC template Code of Conduct for Berkeley Town Council</p> <p>George also reported that he had visited two rural exception sites for affordable housing in Bibury and Tetbury</p>
5.	<p>County and District Councillors Reports</p> <p>It was agreed that County and District Councillors will be encouraged to supply a report in the form of bullet points to be circulated at the meeting</p>
6.	<p>Schedule of Payments</p> <p>The schedule of payments that was presented to the meeting was duly approved</p>
7.	<p>Quarterly Finance Report</p> <p>Subject to a couple of minor typing errors being corrected the quarterly finance report for Berkeley Town Council was duly noted - see attached report</p>
8.	<p>Discharge of Functions to the Proper Officer (Town Clerk) - Monthly Report</p> <p>The functions carried out by the Town Clerk from 1st June to 30th June 2015 were duly noted - see attached report</p>
9.	<p>Matters Pending</p> <p>The matters pending list was duly noted - see attached</p>
10.	<p>Minutes of Committee Meetings</p> <p>It was duly noted that the council has received copies of the minutes of the following committee meetings held during the month of June 2015</p> <p>Buildings Maintenance Committee 8th June 2015 Streetscape and Street Furniture Committee 8th June 2015 Sarah's Field Committee 11th June 2015</p>
11.	<p>Berkeley Toddlers</p> <p>It was duly noted that the council will resume charging the Berkeley Toddlers for the use of the Town Hall with effect from 1st September 2015</p>

12.	<p>Park View Play Area Lease</p> <p>The council carried out a risk assessment of the conditions of the draft lease</p> <p>It was agreed to adopt the lease provided by Stroud District Council for Park View Play Area</p>
13.	<p>Berkeley Town Centre CCTV</p> <p>It was agreed to transfer £11,500.00 from Contingency to the Berkeley CCTV Project budget.</p> <p>It was agreed to complete the full project immediately. The contract covers the installation of five new cameras on the main streets of Berkeley Town Centre and for the upgrade of four cameras on the Town Hall.</p> <p>It was agreed that the monitoring of the CCTV system will be housed at the Town Hall</p>
14.	<p>Berkeley Youth Club</p> <p>Subject to the conditions below it was agreed that the Service Level Agreement with Young Gloucestershire will be signed by Berkeley Town Council:-</p> <p>a) The Clerk is to be satisfied that appendices 1 & 2 pose no risk to the Council b) A maximum cost per annum of £ 6234.00 is to be inserted c) The contact details for the council to be verified</p>
15.	<p>Canon Park Recreation Facility Survey and Report</p> <p>It was duly noted, by a majority vote, that the Clerk has appointed the Institute of Groundsmanship to carry out a survey of the field at Canon Park Recreation Facility and to provide us with a report on how to alleviate the flooding at the site.</p> <p>The cost of this is £ 1240.00 + vat</p> <p>It was agreed, by a majority vote, to vire the amount of £1300.00 from Contingency to the Canon Park Field and Play Area budget to cover this cost.</p>
16.	<p>Town Hall Office and Meeting Room decoration</p> <p>It was agreed that J Grist will be instructed to decorate the Town Hall office and meeting room at a cost of £ 2,500.00 plus vat</p> <p>It was agreed to vire £ 1000.00 from Contingency to Town Hall Maintenance</p> <p>The Finance Committee Chairman K Palmer advised the council to be mindful of the amount of contingency funds that are being allocated to new projects not previously allocated in the budget.</p>
17.	<p>Play Equipment and Street Furniture Inventory</p> <p>The Play Equipment and Street Furniture Inventory for Berkeley Town Council was duly noted - see attached</p>
18.	<p>Berkeley Town Council Asset Register</p> <p>The Asset Register for Berkeley Town Council was duly noted - see attached</p>

19.	<p>RBS - Correspondence</p> <p>The Letter from RBS was duly noted</p>
20.	<p>Berkeley 20 m.p.h. zone</p> <p>It was agreed, by a majority vote, that the proposed 20 m.p.h. zone will cover the areas within the four bridges on Canonbury Street, High Street, Lynch Road and Station Road</p>
21.	<p>Berkeley Town Council Risk Assessment Policy</p> <p>Subject to the following alteration it was duly noted that the Risk Assessment Policy has been reviewed - see attached document</p> <p>Section 3Bb should read approved not fixed</p>
22.	<p>Berkeley Town Council Annual Report 2014/15</p> <p>It was agreed to publish an Annual Report for Berkeley Town Council 2014/15 using the draft report provided as a starting point</p> <p>It was agreed final approval should be sought from council before publishing</p>
23.	<p>Stroud District Council - Consultation on Licensing Policies</p> <p>It was agreed to make the following response to the consultation on licensing policies for Stroud District Council</p> <p>Berkeley Town Council supports all of the amendments proposed by Stroud District Council</p>
24.	<p>Annual Return for year ended 31st March 2015</p> <p>The External Auditor has made the following report - "on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."</p> <p>There was no report of other matters affecting their opinion.</p> <p>The external auditors report was duly noted</p> <p>It was duly noted that no action is required as a result of the External Auditor report for 2014/15</p> <p>The Clerk was instructed to make the External Auditor's Report, letters and certificates available to the Finance Committee</p>
25.	<p>Electoral Review of Stroud: Final Recommendations</p> <p>The final recommendations of the Local Government Boundary Commission for Stroud District Council were duly noted</p>
26.	<p>Next Meeting.</p> <p>It was agreed, by a majority vote, to set the date of the next meeting of the full council on Monday 21st September 2015 at 7.30 p.m. in the Town Hall, Berkeley.</p>