



*Full Council Meeting  
held on Monday 21<sup>st</sup> March 2022  
in the Town Hall, Berkeley at 7pm*

**MINUTES**

**Present:**

Cllr P Hall (Chairman)  
Cllr L Ashton  
Cllr I Bamfield  
Cllr E Carter  
Cllr T Golding  
Cllr T Tucker  
Cllr P Turner  
J Hopkins (Clerk)

1. Public Discussion

• **Casual Vacancy – Co-option of new member**

Four candidates expressed an interest in the vacancy, two sent their apologies, the other two discussed their reasons for wanting to be a Councillor. After the voting process, out of the four candidates, the Council welcomed Nick Easby as our new member. Nick signed the 'Declaration of Acceptance of Office' and joined the meeting.

- Gloucestershire County Councillor Brian Tipper, and two members of the public shared information with us.

2. Apologies and absence

Apologies were received from Cllr Sealey.

3. To receive declarations of interests and consider requests for dispensations

There were none.

4. To approve the minutes of the meeting held on Monday 21<sup>st</sup> February 2022 and to agree that the minutes can be signed-see attached

It was **resolved** to adopt the minutes of the meeting held on Monday 21<sup>st</sup> February and it was **resolved** that the minutes can be signed.

5. To discuss how we can offer our help and support to Ukraine

It was **resolved** to purchase a flag for the Town Hall and to help support the new group that has been set up 'HUSH' (Help for Ukraine Support Hub). The Town Hall will be made available free of charge for their use.

6. To authorise the schedule of payments due-see attached

It was **resolved** to approve the schedule of payments and it was agreed that the online payments can be made.

7. To resolve that the Bank reconciliation dated to 28<sup>th</sup> February 2022 be authorised and signed-see attached

It was **resolved** that the bank reconciliation be authorised and signed.

8. To decide on the new Youth Club provider using the assessment process:

- Three quote procurement form
- Verbal report on the second presentation from the working party
- Scoring matrix completed by the working party
- Input from Stroud District Council Youth Forum (scoring matrix received)

The scoring matrix showed a clear result and the Council **resolved** that the new Youth Club provision is awarded to 'Krunch'.

9. To receive the following recommendations from the 'Town Improvement Project working party':

The council **resolved** the following recommendations:

- To agree to start a consultation process for the first phase (Town Centre) from Monday 25<sup>th</sup> April to Sunday 5<sup>th</sup> June
- To agree to the draft questionnaire - as attached (we are still waiting for a plan from Ilman Young which will form part of the questionnaire)
- To use the following forms of distribution: Berkeley Flyer, our website, online survey (Cllr Carter will set up), consultation events at Annual Town Assembly (25<sup>th</sup> April at 6pm), Jubilee event (Canon Park on Saturday 4<sup>th</sup> June)
- It was resolved that the clerk can be authorised to spend up to £1500 from the reserve

10. To receive the following recommendations from the 'Jubilee working party':

The council **resolved** the following recommendations:

- It was agreed to hold a 'Party in the Park' event on Saturday June 4<sup>th</sup> at Canon Park recreational field (timings 1pm-8pm with an hour for finishing up), starting with a fancy dress parade and music and events throughout the day
- Anticipated costs were agreed:
  - 50 x lamp post signs £211.99
  - 1 x platinum Jubilee flag for town hall £5.99
  - Circus skills and drummers approx £600
  - BBQ food £200
  - Entertainment £1500
  - Misc items no more than £600

We have been promised donations from local businesses, and a grant for £2700 from the Gloucestershire County Council 'Build Back Better Fund' has been applied for (£2000 was agreed by the planning and finance committee to support this event if the funding is unsuccessful).

- It was agreed that the clerk has delegated authority to order and book all events up to the agreed amounts above

11. To receive the internal audit report from GAPTC (see attached) and to agree to the following recommendations:

**Audit Summary** - A good audit with controls in place.

- Recommend that reports are attached to the minutes
- Recommend that the income report is noted in the minutes
- Recommend that the council clarifies the ownership of the land held by the Cemetery Trust
- Recommend that Financial Regs are updated to reflect only one councillor authorises the online bank payments in line with the adopted banking mandate policy (6.4 and 6.9)

- Recommend that the council adopts a policy for the use of the bank cards and also amends Financial regs
- Recommend a review of investments and of all monies held in the bank account
- Recommend a Retention Policy and to check on which country data held by Drop Box is stored in line with General Data Protection Regulations

The Internal Audit Report and recommendations were duly noted.

12. To receive a report from Cllr Turner on further highways speed surveys as suggested by the Highways manager

It was **resolved** to order two more speed surveys through Gloucestershire County Council as this is the procedure that they require to prove that changes are needed with speeding in these areas, one by the Castle entrance and one at Lynch Road (by the bridge at the bottom of Sarahs Field).

13. To discuss a quote regarding further Town Improvements (one quote as the supplier was recommended by Highways)-see attached

It was **resolved** to approve the quote from S Merrett Services and to have one application per year.

14. To discuss quotes for White Town Entrance Gates-see attached 3 quote form

It was **resolved** to ask quote 2 (Roechling) to supply the gates.

15. To note that the application for discharge of conditions 4 (Bio Enhancements) for Canon Park MUGA has been submitted to the planning authority

Noted.

16. To receive a report from Cllr Bamfield regarding GAPTC, mandatory training requirements and their new website

It was agreed to encourage all staff and councillors to engage in regular training courses.

17. To discuss Berkeley Community Project (Jenner Project) using the Town Hall as their correspondence address, as part of their GDPR statement, for people who do not use email-see attached

This was agreed.

18. To receive a reply from Brendan Cleere on the 'levelling up fund' regeneration and development projects

Noted.

19. To discuss the 'Matters Pending Action List' – as attached

The list was updated.

20. Sharing Information

Councillors took this opportunity to share information

21. Date of next meeting

The Annual Town Assembly will be held on Monday 25<sup>th</sup> April at 6pm, followed by the Full Council meeting at 7pm in the Town Hall.