



Planning and Finance Committee Meeting  
held on Tuesday 19<sup>th</sup> April 2022  
in the Town Hall, Berkeley at 6pm

## Minutes

### Present:

Cllr L Ashton (Chair)  
Cllr T Golding  
Cllr P Hall  
Cllr P Turner  
J Hopkins (Clerk)

1. Apologies and absence  
Apologies received from Cllr Sealey
2. To receive declarations of interests and consider requests for dispensations  
There were none.
3. To approve the minutes of the last meeting held on Tuesday 8<sup>th</sup> March 2022  
It was **resolved** to adopt the minutes of the last meeting held on Tuesday 8<sup>th</sup> March 2022 and it was agreed that they can be signed.
4. To consider Planning Applications  
The following application was considered:
  - S.22/0646/FUL-Berkeley Castle-Erection of visitors centre, tea room facility-  
**Support**
5. To receive Planning Application decisions  
The following decisions, made by the local planning authority, were duly noted:
  - S.22/0205/LBC-8 Salter St-Replacement windows-Approved
  - S.22/0243/HHOLD-5 Park View Road-Ground floor extension-Permitted
  - S.22/0376/HHOLD-2 Fishers Road- Erection of single storey side and front extension-Permitted
6. To authorise the schedule of payments due  
It was **resolved** to approve the schedule of payments and it was agreed that the online payments can be made.
7. To note the internal control check for quarter three (31<sup>st</sup> October to 31<sup>st</sup> December 2021)  
It was **resolved** to note and approve the internal control check.
8. To appoint a councillor to carry out the internal control check for quarter four (1<sup>st</sup> Jan to 31<sup>st</sup> March 2022)  
It was **resolved** that Cllr Golding will carry out the internal control check for quarter four.
9. To note the payments made under the Clerk's delegated authority for the period 1<sup>st</sup> January to 31<sup>st</sup> March 2022  
The payments were noted.

10. To agree the purchase of two plaques for the Queens Jubilee Canopy oak trees-see attached for sizes and prices  
It was **resolved** to order 2 plaques in A5 size with stakes.
11. To agree to purchase audio visual equipment for the Town Hall-see attached quotes  
It was **resolved** to accept Quote 1 at a cost of up to £1000.
12. To agree to repairs to the play unit at Park View play area at a cost of £122.71  
It was **resolved** to approve the repairs.
13. To retrospectively agree to purchase a memorial plaque for the Town Hall  
It was **resolved** to approve the memorial plaque purchase.
14. To receive quotes for external repairs at the Canon Park pavilion-see attached  
There was a discussion and the following was **resolved**:
  - Due to the first supplier (quote 1) being unable to start the work until Spring 2023, it was **resolved** to accept quote 2 (J C Aldridge) on the basis that the price can be negotiated to under £5000.
  - It was **resolved** to approve our approved plumber to do the plumbing work.
15. To agree to internal repairs at the pavilion and receive quotes-see attached quotes  
It was **resolved** to accept Quote 4 (Windowcraft).
16. To agree to further costs associated with the white entrance gates-see attached  
It was **resolved** to accept the further costs.
17. To agree and receive quotes to dig a trench for the Christmas tree lights on the Mariners Green  
It was **resolved** to accept quote 2 (J C Aldridge).
18. To note that the two applications (Jubilee Event and Defibrillators) to the 'Gloucestershire County Council Build Back Better Fund' have been successful. It was noted that the budget agreed for the Queens Platinum Jubilee Event is now not required (£2000).
19. To review the year end Finance Report (actuals/budget for 2021/22, receipts and payments) and current reserves and to make any adjustments to the budget the committee finds necessary – see attached, and to agree the distribution of any carry forward figures to 2022/2023.  
The finance report showing receipts and payments was viewed and noted from all sources. It was noted that we are still waiting for funds from the 'Welcome Back Fund'.  
Following a discussion it was **resolved** to carry forward the following amounts to 22/23:
  - Contribution to Citizens Advice £1500
  - Donations & Grants £250 to move to Defibrillator Earmarked Reserve
  - Park View Play Area £87.73
  - Pavilion Maintenance £1132.50
  - Pavilion running costs £529.94 to move to Pavilion Maintenance
  - Town Hall Maintenance £3012.47 to move to Town Hall Maintenance Earmarked reserve
  - Vandalism £500
  - Youth Club £3420
20. Next Meeting – The next Planning & Finance Committee meeting is scheduled for Tuesday 10th May at 7pm in the Town Hall