



*The Annual Town Meeting of
Berkeley Town Council
On Monday 16th May 2022
at the Town Hall, Berkeley at 7pm*

MINUTES

Present:

Cllr Peter Hall (Chairman)

Cllr Isaac Bamfield

Cllr Tina Golding

Cllr Paul Turner

Cllr Tony Tucker*

J Hopkins (Clerk)

*In attendance for part of the meeting

1. Election of Chairman/Mayor
Cllr Peter Hall was duly elected The Chairman/Mayor of Berkeley Town Council. The declaration of acceptance of office for the Chairman/Mayor was received.
2. Election of Deputy Chairman/Mayor
Cllr Paul Turner was duly elected The Deputy Chairman/Deputy Mayor of Berkeley Town Council. The declaration of acceptance of office for the Deputy Chairman/Mayor was received.
3. Public Discussion
Cllr Tony Tucker handed in his resignation which was accepted by the Chairman. Cllr Tucker was thanked for his 10 years serving on the Council*
4. Apologies and absence
Apologies were received from Cllr Liz Ashton, Cllr Elizabeth Carter, Cllr Nick Easby and Cllr Joanne Sealey.
5. To receive declarations of interests and consider requests for dispensations
Cllr Peter Hall declared an interest in item 27 and will not vote.
6. To approve the minutes of the meeting held on Monday 25th April 2022 and to agree that the minutes can be signed
It was **resolved** to adopt the minutes of the meeting held on Monday 25th April and it was **resolved** that the minutes can be signed.
7. To resolve that the Bank reconciliation dated to 30th April 2022 be authorised and signed
It was **resolved** that the bank reconciliation be authorised and signed.
8. To receive and note the Annual Internal Audit Report 2021/2022—see attached
The Annual Internal Audit Report was **duly noted**.

9. To review and approve the Statement of Accounts for 2021/2022 & Reserves—see attached
The Statement of Accounts for 21/22 and the Reserves were **duly noted**. The Council was made aware of the amount of earmarked and general reserves.
10. To review and approve the Annual Governance Statement 2021/2022 (Section 1) Page 4—see attached
It was **resolved** to approve The Annual Governance Statement (Section 1) and it was signed by the Chairman and the Clerk/Responsible Finance Officer.
11. To review and approve the Accounting Statements 2020/2021 (Section 2) page 5-see attached
It was **resolved** to approve The Accounting Statements (Section 2) and it was signed by the Chairman.
12. To note that the dates for the ‘period of exercise of public rights’ in 2022 is Monday 13th June to Friday 22nd July 2022
The dates were noted.
13. Election of Standing Committees – Members
 - Staffing Committee
It was **resolved** that Cllrs Liz Ashton, Cllr Elizabeth Carter, Cllr Tina Golding, Cllr Peter Hall, Cllr Joanne Sealey and Cllr Paul Turner will be members of the Staffing Committee
 - Planning and Finance Committee
It was **resolved** that Cllrs Liz Ashton, Cllr Nick Easby, Cllr Tina Golding, Cllr Peter Hall, Cllr Joanne Sealey and Cllr Paul Turner will be members of the Planning and Finance Committee.
14. To agree the dates and times of meetings for 2022/23-see attached
The dates and times of meetings for 2022/23 were noted.
15. To review the council’s representation on outside bodies
It was resolved that the following Councillors will serve as follows:
 - Berkeley Community Trust – Cllr Paul Turner
 - Berkeley Books – Cllr Liz Ashton & Cllr Tina Golding
 - Berkeley Burial Committee – Cllr Tina Golding and Cllr Paul Turner
 - The Berkeley Grammar School Educational Fund – Cllr Tina Golding
 - Berkeley Vale Tourism – Clerk to check if representation is still required
 - Parochial Trust – Cllr Isaac Bamfield
 - Magnox – Cllr Liz Ashton, Cllr Isaac Bamfield and Cllr Nick Easby
 - Severnvale Flood Defence Group – Cllr Liz Ashton and Cllr Nick Easby
 - GAPTC Exec Committee – Cllr Isaac Bamfield
16. To agree to continue with the Clerks Delegated Authority to spend up to the budget under the following budget headings:
(Under the Local Government Act 1972, s.101 the council can delegate authority to spend to the Town Clerk)
Staff, Councillors Expenses/Training, Youth Club, Admin, CCTV maintenance, Website maintenance, Petty Cash, Subscriptions, Legal Fees, Town Hall running costs, Town Hall maintenance, Pavilion running costs, Pavilion maintenance, Allotments, Park View Play Area, Canon Park Field & Play Areas, Sarah’s Field, Sarah’s Field Project, Town Enhancement Project and Christmas Decorations Project.
It was **resolved** to continue with the Clerk’s delegated authority to spend up to the budget under the above headings.
17. To review arrangements for insurance cover for insurable risks, and to review and approve a supplier from the three quotes – as attached.

It was **resolved** to accept Quote one (BHIB) and to commit to a 3 year contract.

18. To receive an update on the Town Improvement Project and Consultation:

- The event on the 14th May was well attended and comments have been constructive and positive
- The online survey has also been popular with residents
- It was agreed to analyse the results of the consultation, and put together the results into a power point presentation, on 1st July at 2.30pm
- It was agreed to look again at the accessibility proposal from August 2021 and bring it to the next meeting
- If the results are positive and there is a majority of residents that are favourable towards the plan, it was agreed to look at a feasibility study and **resolved** to have the project costed so that we do not lose out on any potential funding from Stroud District Council or other sources
- The date of the next meeting was agreed to be 19th July at 7pm, Cllr Bamfield will inform the members of the working party

19. To receive an update on the Queens Jubilee Event including road closures:

- The 'Party in the Park' is arranged and all entertainment acts are booked and paid for. The posters/adverts are up all over town.
- Volunteers are needed to help on the day (a rota was circulated)
- The road closure for the parade and Temporary Event Notice has been approved
- Risk Assessment has been updated
- Other road closures in the town, during the Jubilee weekend, have been circulated

20. To note that Stroud District Council are employing a market towns tourism officer and they need us all to set up town trails (on the Calvium app), as part of the welcome back funding

This was noted. Cllr Carter will be asked to help with the set up of the trail.

21. To receive a report from Cllr Turner on new tourist signage

It was agreed to try and encourage more tourists to visit the Town Centre. This could be achieved by better signage and/or by asking the tourist attractions to hand out our town trail leaflet with their admission tickets, and therefore encouraging visitors to visit the town.

22. To review and approve updating the town trail and asking Berkeley Castle and the Jenner Museum to include one with entrance tickets

It was **resolved** to update the Town Trail leaflet, to re-print it, and to discuss with the Castle and Jenner Museum to consider including it with admission tickets. This can then lead on to discussions regarding people walking into the town, either via the road or through the gateway to the Church (depending on the opening hours of the gate and new restaurant build). Cllr Hall will look at the updates needed to the trail leaflet. Cllr Turner will start discussions with the local tourist attractions.

23. To receive a report from Cllr Turner on disabled parking bays in the Town Centre

Cllr Turner reported that he has discussed a disabled space outside the Co-op with the Highways Manager. A formal space will need a TRO (Traffic Regulation Order) however you can have an unofficial space. It was **resolved** that Cllr Turner will discuss this with the Co-op and hold further discussions with Highways to try to arrange this.

24. To review and agree that Cllr Turner can start discussions with Stroud District Council regarding potential extra parking spaces in the town

It was **resolved** for Cllr Turner to start discussions with Stroud District Council regarding the potential for extending the car park in Marybrook Street, with a possible change to residential parking.

25. To consider and make a decision on the proposal below, from Berkeley Burial Committee:

The ownership of the Berkeley Cemetery, and the legal status of the Berkeley Burial Committee is in contention with Berkeley Town Council (as demonstrated by numerous correspondence on the issue). It is noted that the Land Registry does not have a record of the legal landowner of the Berkeley Cemetery. I propose that ALL of the member councils that are represented on the Berkeley Burial Committee work together to either confirm, or ensure that the Berkeley Burial Committee is enshrined in law to legally hold assets pertaining to its purview. This may include a change to the legal status of the Berkeley Burial Committee (possibly its title & standing orders) and additionally, ensuring that the Land Registry is updated, to reflect that Berkeley Burial Committee is the legal landowner of the cemetery. The resolution outlined above would therefore satisfy Berkeley Town Council concerns, and ensure full clarity and auditable legal status of the Berkeley Burial Committee allowing it to continue to operate for, and on behalf of its member councils

It was **resolved** to send the following statement:

- Berkeley Town Council agree to work together to confirm the legal status of the Berkeley Burial Committee. As a Town Council we feel that specialist solicitor advice is required to verify the legal status and its ability to own assets.

26. To review and approve to arrange for a tree survey at Canon Park

It was **resolved** to get three quotes for tree work at Canon Park.

27. To consider a request for funding for the Berkeley Flyer

It was **resolved** to make a donation of £1000 towards the costs of the 'Berkeley Flyer'.

28. To note the findings of the Rospa Play Inspections-see attached

The reports were **duly noted**. The Clerk has checked for any remedial work that needs doing as a result of the inspection and will arrange for quotes for the work.

29. To review and approve to purchase four new Christmas lanterns from the Mens shed and to authorise them to make some more for them to sell direct to the public

It was **resolved** to order four lanterns for the Town Hall.

30. Sharing Information

Councillors took this opportunity to share information.

31. Date of next meeting

The next Full Council meeting will be held on Monday 20th June at 7pm in the Town Hall.