



*Full Council Meeting
held On Monday 18th July 2022
in the Town Hall, Berkeley at 7pm*

DRAFT MINUTES

Present:

Cllr Peter Hall (Chairman)

Cllr Isaac Bamfield

Cllr Elizabeth Carter

Cllr Nick Easby

Cllr Tina Golding*

Cllr Fiona Scott

Cllr Paul Turner

J Hopkins (Clerk)

*present for part of the meeting

1. Public Discussion

Three members of the public shared information with us.

2. Apologies and absence

Apologies received from Cllr Ashton.

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

Cllr Bamfield declared an interest in item 15 and will not take part in the discussion or vote.

4. To approve the minutes of the meeting held on Monday 20th June 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 20th June 2022 and it was **resolved** that the minutes can be signed.

5. To receive and note the minutes from committees:

- Planning & Finance Tuesday 14th June 2022-noted

6. To note that Cllr Sealey has resigned and the process to fill the vacancy has begun
Noted.

7. To resolve that the bank reconciliation dated to 30th June 2022 be authorised and signed

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

8. To review the amount of money held in the bank account and any investments, and to agree any actions required

It was **resolved** not to open another bank account due to the amount of money that is needed for payments every month and because the precept is paid in two instalments. It was agreed that we do not have any investments. Following a discussion, it was **resolved** to move this item to the Planning and Finance Committee so that it can be routinely reviewed.

9. To review the dropbox account and agree any action required-see attached

It was noted that dropbox data is stored in the USA. It was **resolved** to move to Microsoft 365 (as the licenses are in place) when the dropbox license expires in March 2023.

10. To review and adopt the following new policies:

- Debit Card Use Policy-see attached
- Retention & Disposal Policy & Appendix-see attached

It was **resolved** to adopt both of the above policies.

11. To review and adopt the following policies and to agree on any amendments put forward by Councillors.

Following a review, it was **resolved** to adopt the following policies:

- Asbestos Management Plan & Risk Assessment-IB
- Asbestos Appendix Plan 2022-IB
- Bullying and Dignity at Work Policy-IB
- Financial Regulations-TG-see attached, updates in yellow - agreed
- GDPR Consent form-TG
- GDPR General Privacy notice-TG
- GDPR Privacy notice for Staff, Councillors and Role Holders-TG
- Grants Policy, Application Form and Evaluation Form-PH
- Health & Safety Policy-PH
- Lone Workers Policy-PH
- Media Policy-NE
- MUGA/AGP Noise Management Plan-NE-updates agreed
- Publication Scheme-NE-updates agreed
- Social Media Policy-PT
- Standing Orders-PT

The following policies will be reviewed and adopted at the August meeting:

- CCTV Policy-EC
- Code of Conduct-EC
- Complaints Policy-EC
- Data Protection Policy-LA
- Disciplinary Policy-LA
- Equality and Diversity Policy-LA
- Risk Management Policy & Risk Assessment-PT
- Training & Development Policy-PT

It was also **resolved** to review policies every 2 years.

12. Town Improvement Project and consultation:

- To receive an update, and agree actions-Cllr Bamfield updated the council on the project, and positive consultation results. It was **resolved** to approve the Town Improvement Project (TIP) Scheme/Concept, and **resolved** that the new committee (see below) can take it forward to the next stages:
 - Agree on a tender document to appoint a Project Manager and to use the contracts finder procurement website (budget - earmarked reserve, TIP)
 - Agree on a tender document for a feasibility study, design development, quantity surveyor function and to use the contracts finder website, this will enable us to go forward with funding applications towards the studies.
 - To start discussions with GCC Highways

- Agree on a tender document for detailed design and construction (cost plan) following the feasibility study etc
- Start discussions with stakeholders reference funding opportunities and to put in funding applications
- To review and agree to change the working party to a Committee-It was **resolved** to appoint an 'Advisory Committee' to undertake the work of the TIP on behalf of the council, the responsibilities will be confirmed by the Terms of Reference which will be confirmed at the next council meeting.
- To receive results of the TIP consultation-see attached. The results of the consultation were noted and it was **resolved** that they will be publicised in the 'Berkeley Flyer' and on the website with a link on social media. The results will also be sent to interested stakeholders.

13. To agree to look again at Town Entrance gates for the other three entrances to the town

The council agreed not to put any other gates in at the moment as GCC Highways had reservations about the amount of space at the other areas.

14. To receive a proposal for a lower gate in Sarahs Field

There was a discussion and it was agreed that the Clerk will find out if planning permission is needed.

15. To receive and agree on tree survey quotes for Canon Park-see attached

It was **resolved** to award the work, to reduce the trees at Canon Park, to Quote 2 and agreed to ask the contractor to prune them back to primary upright stems for a total cost of £600 plus VAT.

16. To review and agree on the opening hours of the Town Council offices

It was resolved to change the opening hours to full time and advertise the following statement:

We are a full time council but we work flexible hours. If no one is available in the Town Hall council office please contact us on 01453 511964 / 07510 075101 or send an email to Clerk@berkeley-tc.gov.uk

17. To receive and agree a quote for a doorbell camera at the Town Hall from our approved CCTV supplier-see attached

It was agreed for the clerk to request a revised estimate, or to get a quote for a ring doorbell.

*Cllr Golding left the meeting

18. To consider submitting a request for trees from the Ash dieback scheme

It was decided that we should ask for an interactive map of what land is owned by the District and County council – clerk to action. There are no areas on our owned land that require trees.

19. To agree to the following repairs at Park View play area, as advised in the ROSPA report (all by our approved suppliers):

- Slide-repair corrosion, fill in gap (potential entrapment), and paint (£400)
- Paint two benches (£220 each)
- Multi-play Unit-Laminate damage and gap (potential entrapment)
- Make bench level as trip point
- Replace slats on bench as currently a possible entrapment

It was **resolved** to agree to all of the above.

20. To agree on the quote to decorate the meeting room and fireplace at a cost of £2550 (our approved supplier)

This has already been agreed at the Planning & Finance meeting.

21. To discuss the sale of NatWest bank and agree a position-report from Cllr Nick Easby

Cllr Easby reported that the sale is currently on hold due to some possible changes to the internal layout.

22. To agree an extra spend of £813.82 for the agreed updates to the Christmas decorations

It was **resolved** to agree to the extra amount of £813.82.

23. Map restoration project - To agree that the conservator completes the following extra work:

- £390 for the outer frame
- £1100 (5.5 days work) for travelling, research and supplying the curtains for the map, and supplying digital images
- Melinex covering and four strips of pine to hold it
- Update the Armorial bearings cabinet in the meeting room and provide a new curtain

It was **resolved** to agree to all of the above and an extra £150 to re-mount the Armorial Bearings script.

24. To receive an update on Park View track re-surfacing

Stroud District Council surveyor has visited the site and even though it is sub-standard their funds are limited and they have areas of greater priority. Cllr Golding is in further discussions regarding this.

25. To receive a report from Cllr Scott on improving areas of the town with wildflowers

It was agreed to support the ideas and to encourage engagement with the primary school.

26. Youth Club-To note that the Service Level Agreement has been sent to Krunch and they have started on the publicity and arrangements to start the club.

It was **resolved** to sign the SLA and noted that arrangements are in place to start the Youth Club in September. Berkeley Town Football Club would like to discuss use of the Pavilion and this will be an agenda item for next month.

27. Sharing Information

Councillors took this opportunity to share information.

28. Date of next meeting

The next Full Council meeting will be held on Monday 15th August 2022 at 7pm in the Town Hall.