



BERKELEY TOWN COUNCIL
DRYHTENHOLDA BEORCLEAH

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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Berkeley Town Council
 Meeting held
 Monday 24th April 2017 in the
 Town Hall, Berkeley at
 7.30 p.m.

Minutes

Present	Councillor	L Ashton F Brown K Palmer T Tucker R Pinnell G Harcourt P Stevenson	Chairman
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Clerk D Spiers

Public Discussion

1.	<p>Apologies and absence</p> <p>Councillors Mansell and Hall gave their apologies.</p> <p>There were no absences</p> <p align="right"><i>Local Government Act 1972 s.85</i></p>
2.	<p>Declarations of Interest</p> <p>There were no declarations of interests from Councillors relating to any items on the agenda</p> <p align="right"><i>Localism Act 2011 s.27</i></p>
3.	<p>Minutes of the last meeting</p> <p>It was agreed that subject to the following alteration the minutes of the meeting held on Monday 20th March 2017 were confirmed and could be signed by the Chairman</p> <p>Item 10 - the sentence "It was agreed to provide 10 hanging baskets and watering system on the Town Hall up to £1,180.00 from the Town Enhancement Project budget" was replaced with "Provision of 10 hanging baskets and a watering system on the Town Hall was discussed and a sum of £ 1,180.00 from the Town Enhancement Budget was suggested"</p> <p align="right"><i>Local Government Act 1972, Sch 12, para 41(1)</i></p>
4.	<p>Schedule of Payments</p> <p>The schedule of payments was approved and it was agreed that the payments could be signed - see attached</p> <p align="right"><i>Financial Regulations 5.2</i></p>
5.	<p>Pavilion Solar Panels</p> <p>The Clerk was instructed to invite Severn Wye Energy to a meeting later in the year in order that the council may seek their advice on solar panels for the pavilion.</p> <p>It was agreed to defer this item until after the meeting with Severn Wye Energy</p>

6.	<p>Play Parks Project</p> <p>It was agreed to appoint Sutcliffe Play to install new equipment at Park View Play Area at a cost of £ 35,998.00</p> <p style="text-align: right;"><i>Local Government (Miscellaneous Provisions) Act 1976, s.19</i></p>
7.	<p>Park View Play Area Picnic Benches</p> <p>It was agreed to defer this item until the next meeting</p>
8.	<p>Park View Play Area Fencing and Gates</p> <p>Due to the lack of response from fencing contractors the Clerk was instructed to ask local builders to quote for the work</p> <p style="text-align: right;"><i>Local Government (Miscellaneous Provisions) Act 1976, s.19</i></p>
9.	<p>Annual Accounts</p> <p>It was agreed to approve the annual accounts of Berkeley Town Council for the year to 31st March 2017 - see attached</p>
10.	<p>Bullying and Dignity at Work Policy</p> <p>It was agreed to approve and adopt the Bullying and Dignity at Work Policy - see attached</p>
11.	<p>Code of Conduct</p> <p>The staff committee recommends that the Code of Conduct is revised to accommodate the Bullying and Dignity at Work Policy</p> <p>The revision to the Code of Conduct as detailed in the attached copy was duly approved</p> <p>It was duly noted that as the Code of Conduct has been revised all members will need to sign a new declaration of acceptance of office form agreeing to abide by the Code of Conduct. This will have to be done before each member can attend their next meeting.</p>
12.	<p>Floral Displays and watering system for Town Hall</p> <p>It was agreed, by a majority vote, to pay K. Plants a sum of £ 300.00 + vat for ten hanging baskets and four tubs</p> <p>It was agreed, by a majority vote, to the installation of the watering system at a cost between £100 and £200. The equipment can be purchased from Kitts Green Nursery</p>
13.	<p>Disco Equipment</p> <p>It was agreed that Councillor Palmer will list the items of disco equipment and the Clerk can make arrangements to sell it</p>
14.	<p>GAPTC - Annual Membership</p> <p>It was agreed to renew the annual subscription to GAPTC at a cost of £496.65</p>
15.	<p>Grant Funding from the Football Foundation</p> <p>It was agreed that Berkeley Town Council will work in partnership with Berkeley Town Football Club to apply to the Premier League & The F A Facilities Fund or Community Access fund to provide a MUGA and Activity Trail for Canon Park Recreational Facility.</p> <p>The Clerk was instructed to ask for the application form and guidance notes in order that the council can ascertain what is required for an application to be made.</p>

16.	<p>Pavilion Kitchen Alterations</p> <p>It was duly noted that the Clerk has authorised Berkeley Football Club to change the cooker hood in the kitchen at the Pavilion to one with a much stronger extraction unit.</p> <p>It was duly noted that the Clerk has authorised Berkeley Football Club to exchange the small extractor fan in the kitchen for a more powerful model.</p> <p>It was duly noted that the Clerk has authorised Berkeley Football Club to replace the kitchen window with one that has a larger opening light. It was also noted that the council had previously agreed to replace the window but the work had not been carried out due to the Clerk being on long term sick leave</p> <p>It was duly noted that the football club will also provide coat hooks in the passageway at the Pavilion</p> <p>It was duly noted that the football club will carry out this work and will provide any certificates that are required to the council all at their own expense.</p>
17.	<p>Office Computer</p> <p>It was agreed to purchase the following items in order to bring the I.T. systems in the office up to date</p> <p>Dell Inspiron All-in-One Desktop with 8GB RAM and 21½ inch monitor for £ 499.00 Microsoft Office Home & Business 2016 for £194.99 Back up Cloud based solution at £99.00 per annum Kemp IT services for one day £ 350.00</p> <p>Total cost £ 1043.99 + £ 99.00 per annum</p>
18.	<p>Youth Club</p> <p>The planning and finance committee have looked at the budget and have transferred £ 500 from contingency to the Youth Club budget. The total budget sum of £ 7,000.00 will now allow for the payment of regular staff costs and the additional staff costs of four trips per year</p> <p>It was agreed to provide funding of £620.00 per year for the Youth Club to run four trips per year.</p>
19.	<p>Pavilion Heating System</p> <p>To note that at the present time there is no need to obtain quotes to have the heating system at the pavilion flushed clean or make any changes to the radiators</p>
20.	<p>Correspondence</p> <p>Letter from Mr D Hagg Stroud District Council</p> <p>It was agreed that no further action will be taken in response to the letter</p>
21.	<p>Sharing of Information</p> <p>Information was shared</p>
22.	<p>Date of next meeting</p> <p>The next meeting which is the Annual Town Council meeting will be held on Monday 15th May 2017 at 7.30 p.m. in the Town Hall, Berkeley.</p>

