



**BERKELEY TOWN COUNCIL**  
DRYHTENHOLDA BEORCLEAH

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PLEASE ADDRESS ALL CORRESPONDENCE TO:  
**THE TOWN CLERK**

Berkeley Town Council Annual meeting held  
Monday 15<sup>th</sup> May 2017 in the  
Town Hall, Berkeley at  
7.30 p.m.

**Minutes**

Present	Councillor	Liz Ashton Keith Palmer Philip Stevenson Gordon Harcourt Steve Mansell Ralph Pinnell Frazer Brown Tony Tucker Peter Hall	Chairman Deputy Chairman
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Clerk D Spiers

**Public Discussion**

Alan Pascoe and Jerry Spence from Redhand gave guidance and costings on extending the CCTV to cover Park View Play Area, Canon Park Recreational Facility, Berkeley Cemetery, Marybrook Street Toilets and Oakhunger Lane Allotments.

Stroud District Councillor Gordon Craig shared information on Couch to 5K run at Berkeley Festival, Neighbourhood Plans and CIL payments.

1.	<p>Election of Mayor/Chairman</p> <p>There were two nominations for Mayor/Chairman; Councillors Ashton and Harcourt</p> <p>Councillor Ashton was duly elected Mayor/Chairman</p> <p>The declaration of acceptance of office for the Mayor/Chairman was accepted</p>
2.	<p>Election of Deputy Mayor/Chairman</p> <p>There were two nominations for Deputy Mayor/Chairman; Councillors Harcourt and Palmer</p> <p>Councillor Palmer was duly elected Deputy Mayor/Chairman of the Council</p> <p>The declaration of acceptance of office for the Deputy Mayor/Chairman was accepted</p>
3.	<p>Apologies and absence</p> <p>There were no apologies or absences</p>
4.	<p>Declaration of Interest</p> <p>There were no declarations of interests from Councillors relating to any items on the agenda</p>
5.	<p>Minutes of the last meeting</p> <p>Subject to the addition of the following sentence to item 12 the minutes of the meeting Monday 24<sup>th</sup> April 2017 were confirmed and it was agreed that they could be signed by the Chairman.</p> <p>“It was noted that Councillor Harcourt expressed concern that hanging baskets on the Town Hall had been susceptible to wind damage in the past.”</p>

6.	<p>Schedule of Payments</p> <p>The schedule of payments was duly approved and it was agreed that the payments could be signed - see attached</p>
7.	<p>Standing Orders - Review</p> <p>It was agreed that the Standing Orders are adequate for the needs of the Council - see attached</p>
8.	<p>Annual Accounts - Annual Internal Audit Report 2016/17</p> <p>The Internal Auditors report was accepted - see attached</p> <p>The Planning and Finance Committee was instructed to work through the Internal Auditors reports, from the last two years, to create an action list to be completed by the end of the current year.</p>
9.	<p>Clerks Hours in relation to audit.</p> <p>It was noted that the council should allow £3,000.00 from the staff contingency budget, for the current financial year, to enable the council to become compliant with the Governance and Accountability for Smaller Bodies 2016.</p> <p>It was agreed that the clerk will be paid for the hours taken up with meetings and site visits</p> <p>It was agreed that payment for extra hours accrued since January 2017, approximately twenty hours, will be made to the Clerk</p> <p>It was agreed that the extra payments will be made one month in arrears and that the time sheets will be checked, verified and signed by the Chairman before payment can be made</p> <p>It was agreed that the council will review the extra hours after the Internal Audit for 2017/18</p>
10.	<p>Annual Accounts - Section 1 - Annual Governance Statement 2016/17</p> <p>The Annual Governance Statement 2016/17 was duly completed - see attached</p> <p>The Clerk was instructed to write an additional report informing the External Auditor of the measures that the council has put in place to address the issues raised in the Internal Auditors reports</p>
11.	<p>Annual Accounts - Section 2 - Accounting Statements 2016/17</p> <p>The Accounting Statements 2016/17 were duly approved - see attached</p>
12.	<p>Financial Regulations</p> <p>The Planning and Finance Committee was instructed to review the Financial Regulations to ensure compliance with the Governance and Accountability for Smaller Bodies 2016</p>
13.	<p>Berkeley Town Plan 2005</p> <p>It was agreed to review the Town Plan 2005 which is now twelve years old</p> <p>It was agreed that Councillors Mansell and Harcourt will review the plan and report back to council at the September meeting</p>
14.	<p>Buildings - Three Year Maintenance Plan</p> <p>The Clerk was instructed to order buildings surveys for the Town Hall and the Pavilion during the next financial year.</p> <p>The planning and finance committee was instructed to set aside an amount in the budget for 2018/19 to cover the cost of the buildings surveys.</p> <p>It was agreed that the three-year maintenance plans will be based on the findings of the surveys.</p>

15.	<p>Young Gloucestershire - Service Level Agreement</p> <p>It was noted that the Service Level Agreement with Young Gloucestershire will come to an end in August 2018</p> <p>It was agreed that Councillor Ashton will bring the names of other service providers to the council in a couple of months.</p>
16.	<p>Berkeley 20 m.p.h. zone</p> <p>The Clerk was instructed to seek feedback on the 20-m.p.h. zone in Berkeley through the council's social media. The Clerk was also instructed to ask for pictures, date and location of potholes in Berkeley</p> <p>Setting up a committee to create a budget proposal for a 20mph zone in Berkeley was deferred until next meeting so that Councillor Harcourt could bring further information to the table</p> <p style="text-align: right;"><i>Road Traffic Regulation Act 1984, s.72</i></p>
17.	<p>Maces</p> <p>It was duly noted that discussions have been held with Stroud Museum, about putting the maces there on loan for the foreseeable future. Stroud Museum are currently exploring the possibility of getting a special kind of insurance, provided by the government to museums, to allow them to borrow super exciting things that they would not normally be able to afford the insurance on.</p> <p>Stroud Museum is really looking forward to having the maces on display.</p> <p>It was agreed that Stroud museum can have the Maces on loan subject to the insurance being in place.</p>
18.	<p>Park View Play Area - fencing and gates</p> <p>See attached report</p> <p>It was agreed, by a majority vote, to appoint J.C. Aldridge &amp; Son Ltd to carry out the contract for fencing and gates at Park View Play Area, at a cost of £ 3,869.00 + vat</p> <p style="text-align: right;"><i>Local Government (Miscellaneous Provisions) Act 1976, s.19</i></p>
19.	<p>Neighbourhood Plan - meeting</p> <p>It was agreed to set the date of 26<sup>th</sup> June 2017 for an informal meeting with members of Berkeley Town Council, Simon Maher from Stroud District Council and Helen Richards from Gloucestershire Rural Community Council</p>
20.	<p>CCTV and Data Protection</p> <p>The CCTV and Data Protection Report was duly noted</p> <p>It was agreed to make the Town Clerk the Data Protection Officer for the CCTV.</p> <p>It was agreed that the CCTV can be used as a crime enforcement and deterrent tool.</p> <p>The Clerk was instructed to ask Redhand or the Police if they can provide the training to operate the CCTV.</p> <p>It was agreed that the additional hours the Clerk spends viewing the CCTV recordings will be paid.</p> <p>It was agreed to set a fee of £ 20.00, at the discretion of the council, for the requests to view the CCTV that may come in from the public.</p> <p>It was agreed that the Data Protection Officer will not be on call, out of normal working hours, to view the CCTV with members of the public</p> <p>It was duly noted that there is no need for the Data Protection Officer to be present when law enforcement officers are viewing the CCTV</p>

21.	Representatives and Committee members - see attached list The representatives, committees and committee members were agreed - see attached list
22.	Sharing Information Members shared information
23.	Date of next meeting Monday 19 <sup>th</sup> June 2017 at 7.30 p.m. in the Town Hall, Berkeley