



BERKELEY TOWN COUNCIL
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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Berkeley Town Council
 Planning and Finance Committee meeting held
 Tuesday 11th July 2017 in the
 Town Hall, Berkeley at
 7.30 p.m.

Minutes

Present	Councillor	G Harcourt	Chairman
		T Tucker	
		P Stevenson	
		L Ashton	

Clerk D Spiers

1.	<p>Apologies and absence</p> <p>Councillor Palmer gave his apologies</p> <p>There were no absences</p>
2.	<p>Declarations of Interest</p> <p>There were no declarations of interests relating to items on the agenda.</p>
3.	<p>Minutes of the last meeting</p> <p>It was agreed to approve and sign the minutes of the meeting held on Tuesday 9th May 2017 - see attached</p> <p>It was noted that the meeting scheduled for 13th June 2017 did not take place due to the lack of a quorum</p>
4.	<p>Planning Applications - New</p> <p>It was noted that at the time of printing the agenda there are no new planning applications to consider</p>
5.	<p>Planning Applications - Decisions</p> <p>The following decisions made by the local Planning Authority Stroud District Council were duly noted:</p> <p>S.17/0569/CPL - 26 Park View Road - Garage conversion with internal changes, velux roof lights and roof pitch change - application permitted</p> <p>S.17/0639/FUL - 69 Park View Road - Change of the use of annexe accommodation to independent dwelling - application permitted</p> <p>S.17/0726/HHOLD - 17 Canon Park - Single garage attached to existing garage. Extend existing conservatory - application permitted</p> <p>S.17/0401/FUL - 17 Canonbury Street - Proposed conversion of the roof space to two flats and erection of three dormers to the front and two to the rear - application refused</p> <p>S.17/0053/TCA - Berkeley Castle - Trees in a conservation Area - Application Permitted</p>

6.	<p>Budget Review for 2017/18</p> <p>The Budget for 2017/18 was reviewed and noted - see attached</p>
7.	<p>Employment of Deputy Clerk</p> <p>It was agreed to use staff contingency funds to cover the cost of employing a deputy clerk for £2,154.00 during the financial year 2017/18.</p> <p>It was noted that the staff contingency fund will reduce to £4,846.00</p> <p>It was agreed to add £1,538.00 to the staff budget for 2018/19 to cover the cost of employing a deputy clerk</p>
8.	<p>Budget Estimates for 2018/19</p> <p>It was agreed to add budget amounts for the following for 2018/19</p> <p>Town Hall Hearing Loop - £3,000.00 Town Hall and Pavilion buildings surveys - £2,000.00 Staff Budget for Deputy Clerk - £1,538.00 CCTV installation - £ 5,000.00 s.137 - £ 200.00 Sarah's Field maintenance - £ 1,000.00</p>
9.	<p>Setting the budget - document</p> <p>It was agreed that the budget document was adequate and easy to understand and that no changes were necessary - see attached</p>
10.	<p>Schedule of Payments</p> <p>The schedule of payments was duly approved - see attached</p>
11.	<p>Quarterly report from the Clerk re the tasks carried out under delegated authority</p> <p>The payments made by the Clerk under delegated authority for the quarter 1st April to 30th June 2017 were duly noted - see attached</p>
12.	<p>Asset Register - review</p> <p>The committee reviewed the asset register which has been updated in accordance with Governance and Accountability 2016 - see attached</p> <p>The committee reviewed the asset register and verified the valuations.</p> <p>The Clerk was instructed to increase the value of the lodge to £ 200,000.00</p> <p>It was agreed that the value of the Pavilion will be reviewed when the buildings survey is carried out in 2018/19</p>
13.	<p>Charging Policy</p> <p>The charging policy was reviewed and it was agreed that no changes need to be made - see attached</p>

14.	<p>Review of investments and bank account</p> <p>It was agreed that Councillor Ashton will bring some information to the next committee meeting about saving with the Credit Union</p> <p>It was agreed that Councillor Harcourt will bring some information to the next committee meeting about saving with the Coventry Building Society</p>
15.	<p>Health & Safety Check List - review</p> <p>The Clerk was instructed to split the current list in to separate Health & Safety Checks and regular housekeeping duties ready for the next meeting.</p> <p>Councillor Tucker agreed to bring the training notes given to him at the play equipment seminar</p> <p>The rest of this item was deferred until the next meeting</p>
16.	<p>Review charges</p> <p>The charges for the Town Hall, Pavilion and Allotments were agreed - see below</p> <p>It was agreed that the charges for the Town Hall, Pavilion and Allotments are to be implemented with effect from 1st April 2018</p> <p><u>Town Hall</u> Main Hall - £12.50 per hour Meeting Room - £8.00 per hour Whole Building - £ 16.00 per hour</p> <p><u>Pavilion & Field</u> Main Hall - £10.00 per hour Adult teams per match - £ 55.00 Adult Training - free Youth teams - free for first six months then to be reviewed Bar room - £120.00 per month no discount</p> <p><u>Allotments</u> Full Plot - £ 25.00 per annum Half Plot - £ 15.00 per annum Quarter Plot - £ 10.00 per annum</p>
17.	<p>Section 137 expenditure: Limit for 2017/18</p> <p>The Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purpose of section 137(4)(a) of the Local Government Act 1972 for 2017-2018 is £ 7.57</p> <p>It was noted that the total amount available to Berkeley Town Council to budget under s.137 is £11,839.48</p> <p>It was agreed to allocate £ 200.00 to the s.137 budget for the current financial year</p>
18.	<p>Next Meeting</p> <p>The next Planning and Finance Committee meeting is scheduled for Tuesday 8th August 2017 at 7.30pm in the Town Hall, Berkeley</p>

