



BERKELEY TOWN COUNCIL

Town Hall
Salter Street
Berkeley, Glos.
GL13 9DB,
Tel/Fax: 01453 511964
Email:
clerk@berkeley-tc.gov.uk

PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

**Berkeley Town Council
Annual Meeting held
Monday 21st May 2018 in the
Town Hall, Berkeley at
7.30 p.m.**

Minutes

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

Miss Joanne Sealey was also present

1.	Election of Chairman Councillor Philip Stevenson was duly elected Chairman of the Council Chairman Stevenson will use the title Mayor The declaration of acceptance of office for the Chairman was duly signed
2.	Election of Deputy Chairman Councillor Keith Palmer was duly elected Deputy Chairman of the Council Councillor Palmer will use the title Deputy Mayor The declaration of acceptance of office for the Deputy Chairman was duly signed
3.	Apologies and absence There were no apologies or absences
4.	Declarations of Interest There were no declarations of interests from Councillors relating to items on the agenda
5.	Co-option of new member It was agreed to co-opt Miss Joanne Sealey as a member of Berkeley Town Council
6.	Minutes of the last meeting The minutes of the meeting held on Monday 16 th April 2018 were confirmed and it was agreed that they could be signed by the Chairman
7.	Minutes of the last meeting of Sarah's Field Committee The minutes of the last meeting of Sarah's Field Committee held on Monday 24 th April 2017 were confirmed and it was agreed that they could be signed by the Chairman

8.	<p>Accounts and Audit for the year ended 31st March 2018</p> <p><u>Accounts</u></p> <p>The accounts for the year ended 31st March 2018 were duly approved - see attached</p> <p><u>Internal Audit</u></p> <p>The report from the Independent Internal Auditor for the year 2017/18 was duly noted - see attached</p> <p><u>External Audit</u></p> <p>It was agreed that the responses provided on the Annual Governance Statement 2017/18 section 1 were a true record of the council's governance - see attached</p> <p>The figures on the Accounting Statements 2017/18 section 2 were agreed - see attached</p>
9.	<p>Standing Orders</p> <p>It was agreed to revoke the existing Standing Orders dated 8th December 2014</p> <p>It was agreed to adopt the new Standing Orders - see attached</p> <p>The Clerk was instructed to put the new Standing Orders on the June agenda for the council to review</p>
10.	<p>Financial Regulations</p> <p>It was agreed to revoke the existing Financial Regulations dated 18th May 2015</p> <p>It was agreed to adopt the new Financial Regulations - see attached</p> <p>The Clerk was instructed to put the new Financial Regulations on the July agenda for the council to review</p>
11.	<p>Risk Management Policy and Risk Assessment</p> <p>It was agreed to postpone this item until the July meeting</p>
12.	<p>Freedom of Information - Publication Scheme</p> <p>It was agreed to postpone this item until the July meeting</p>
13.	<p>Media and Social Media Policies</p> <p>It was agreed to postpone this item until the August meeting</p>
14.	<p>Employment Policies</p> <p>It was agreed to postpone this item until the September meeting</p>
15.	<p>Clerk's Delegated Authority</p> <p>Under the Local Government Act 1972, s.101 the council can delegate authority to spend to the Town Clerk</p> <p>It was agreed to continue with the Clerk's delegated authority to spend under the following budget headings</p> <p>Staff, Councillors Expenses/Training, Youth Club, Admin, CCTV maintenance, Website</p>

	<p>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 Area, Sarah's Field, Sarah's Field Project, Town Enhancement Project and Christmas Decorations Project</p>
16.	<p>Full Council Meetings</p> <p>It was agreed that the meetings of the full council will continue to take place on the third Monday of the month at 7.30 p.m. for the year to 31st March 2019.</p> <p>It was agreed that the December meeting will take place on the second Monday at 7.30 p.m.</p>
17.	<p>Planning & Finance Committee</p> <p>It was agreed that the meetings of the Planning & Finance Committee will continue to take place on the second Tuesday of the month at 7.30 p.m. for the year to 31st March 2019</p> <p>It was agreed that Councillors Harcourt, Palmer, Pinnell and Stevenson will serve on the Planning & Finance Committee</p> <p>It was agreed that Councillor Tucker will act as back up for the committee in the event that any of the meetings are inquorate.</p> <p>It was agreed to elect Councillor Harcourt as Chairman of the Planning & Finance Committee</p> <p>The terms of reference of the Planning & Finance Committee were duly agreed - see attached</p>
18.	<p>Staffing Committee</p> <p>It was agreed that the meetings of the Staffing Committee will take place quarterly from July for the year to 31st March 2019</p> <p>It was agreed that Councillors Stevenson, Hall, Palmer and Tucker will serve on the Staffing Committee</p> <p>It was agreed to elect Councillor Palmer as the Chairman of the Staffing Committee</p> <p>The terms of reference of the Staffing Committee were reviewed and it was agreed that they were adequate to the needs of the council - see attached</p>
19.	<p>Asset Register</p> <p>It was agreed that the Asset Register complies with the Accounting and Governance Regulations of the Council</p>
20.	<p>Insurance</p> <p>It was agreed to renew the insurance at a cost of £ 1,603.84</p> <p>It was agreed that the insurance value of the Town Hall will be increased to £ 1.2m</p>
21.	<p>Direct Debits and Standing Orders</p> <p>The current list of Direct Debits was reviewed and it was agreed that they can all continue - see attached</p> <p>It was agreed to set up standing orders for payment of the following contracts - Local Government Pension Scheme, CMAS & Clean Shield Professional Ltd</p>

22.	<p>Schedule of Payments</p> <p>The schedule of payments was duly approved and it was agreed that the cheques can be signed - see attached</p>
23.	<p>Correspondence</p> <p>We have received a letter from the W.I. expressing concern about the lift at the Town Hall.</p> <p>The Clerk was instructed to write to the W. I. and explain to them that we are looking in to how the experience of using the lift by their more elderly members can be improved.</p> <p>The Clerk was also instructed to ask the W.I. if using the meeting room on the ground floor would be helpful to them</p> <p>The Clerk was instructed to contact the manufacturer of the lift to see if they have any way of screening the walls, providing a safety/grab rail and making the light stay on longer.</p>
24.	<p>Summer Floral Displays in Berkeley</p> <p>It was agreed that some of the members will organise moving one of the planters to outside the old bank and to move the other one in between the bench and the bin; this will also involve moving the bench slightly. They will also bring the three bikes back on to the Town Hall wall.</p> <p>It was agreed that once Councillor Hall has provided a drawing and a spec for wall brackets the Clerk will obtain a quote from Berkeley Fabrication & Welding to have them made and installed on the Town Hall.</p>
25.	<p>Cotswold Edge and Severn Vale Tourism Network</p> <p>It was agreed that the council will not become a formal partner in the Cotswold Edge and Severn Vale Tourism Network</p> <p>It was agreed to set up, at the June meeting, a Tourism and Economic Development Committee</p>
26.	<p>Sharing Information</p> <p>Councillors shared information</p>
27.	<p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council will be held on Monday 18th June 2018 at 7.30 p.m. in the Town Hall, Berkeley.</p>