



BERKELEY TOWN COUNCIL

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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

**Berkeley Town Council
Meeting held Monday 19th November 2018 in the
Town Hall, Berkeley at
7.30 p.m.**

Minutes

Present	Councillor	P Stevenson	Chairman
		J Sealey	
		R Pinnell	
		T Tucker	
		G Harcourt	
		Q Somerset	
		P Hall	
		K Palmer	

Public Discussion

A member of the public spoke to the Council about a matter concerning Berkeley Cemetery

The Berkeley Youth Forum introduced themselves and told the Council about their activities. The Youth Forum asked to be involved with any future consultations and projects the Council will be taking on.

1.	Apologies and absence There were no apologies or absences
2.	Declarations of Interest Councillors Pinnell and Harcourt declared interests in items 6 & 16 because they are members of the Berkeley Burial Committee. They took part in the discussions but did not vote on any proposals.
3.	Minutes of the last meeting The minutes of the meeting held on Monday 15 th October 2018 were confirmed and it was agreed that they could be signed by the Chairman
4.	Planning Application It was agreed to support, by a majority vote, the application S.18/2166/HHOLD - 17 Canon Park There were no objections to the application S.18/2370/TCA - 40 Lantern Close
5.	Schedule of Payments There was no schedule of payments to consider

6.	<p>Correspondence - Berkeley Cemetery Policy</p> <p>We have received a letter of complaint from a bereaved relative of a local person that lived near Berkeley for most of their life</p> <p>The Clerk was instructed to write to the Berkeley Burial Committee asking them to review and change their charging policy so that long term local residents, that have been moved out of the area for medical care, prior to death, are not considered as “not of this parish” when being buried in Berkeley Cemetery.</p> <p>The Clerk was also instructed to write to the Berkeley Burial Committee instructing them to allow the ashes of the deceased, to be interred in Berkeley Cemetery, at no cost to the family in order to compensate them for the distress this situation has caused.</p>
7.	<p>Berkeley Cemetery</p> <p>Councillor Harcourt initiated a discussion about the telephone number for the Berkeley Burial Committee</p>
8.	<p>Bus Service</p> <p>Stroud District Councillor Gordon Craig has asked the Council if it would be prepared, in principle, to underwrite a small 12-seater bus to link with services running from Dursley to Gloucester at strategic times for shoppers on the basis of one return service on two days per week</p> <p>The Clerk was instructed to write to Councillor Craig and ask him what he means by “underwrite the bus” i.e. How much will it cost, will GCC match fund, what % of the cost will BTC be expected to pay and is it to hire, lease or buy the bus?</p>
9.	<p>Training and Budget for Training</p> <p>The Clerk was instructed to find out how much it would cost to have GAPTC come to the Town Hall to provide “being a good/better Councillor” training over two evenings in the week. The proposed cost should cover all members of Berkeley Town Council at the same training plus inviting other Councillors from neighbouring parishes in the District</p> <p>It was agreed that Berkeley Town Council policy will be that all staff can attend all relevant training as and when new legislation is implemented</p> <p>It was agreed to defer setting the training budget for 2019/20 until the next meeting</p>
10.	<p>Grants and Donations Budgets</p> <p>It was agreed that the Grant Awards Policy will focus on local community groups only</p> <p>It was agreed that the Grant Awards Policy Budget for 2019/20 will be £2,500.00</p> <p>It was agreed that the Council may give donations to other organisations as well as the Royal British Legion</p> <p>It was agreed that the budget for Donations will be £400.00 in 2019/20</p>
11.	<p>Christmas Decorations and Town Enhancement Budgets</p> <p>For the past few years the Council has provided budgets for Christmas Decorations and Town Enhancement Projects. The Planning & Finance Committee asks the Council to confirm whether this will continue for 2019/20.</p> <p>It was agreed to include a Christmas Decorations Budget of £ 500.00 for 2019/20</p>

	It was agreed to include a Town Enhancement Budget of £ 1,000.00 for 2019/20								
12.	<p>Christmas Decorations 2018/19</p> <p>The Clerk was instructed to source a 15ft Christmas Tree to be installed next to the Town Hall on Friday 30th November 2018</p>								
13.	<p>Town Enhancement 2018/19</p> <p>The Clerk was instructed to have the flower containers replenished with winter/spring planting.</p>								
14.	<p>Sarah's Field Risk Assessment Report</p> <p>The Council agreed that fencing, as proposed by the risk assessment, would spoil the aesthetic of the wildlife water meadow therefore, in order to mitigate the risk, warning signs will be secured at the entrance to the meadow.</p> <p>The Council will not provide a post and rope fence to the rhine at Sarah's Field</p> <p>The Council will not provide a fence to the pond area of Sarah's Field</p> <p>It was agreed to provide a warning sign at the entrance to Sarah's Field that there is deep water on the site.</p> <p>It was agreed that the entrance signs will include "Dogs to be kept on a lead", "Dog walkers to pick up after their dogs and use the dog waste bin provided" and "Children to be supervised at all times"</p> <p>It was agreed to increase the Sarah's Field Project budget by £200 to cover the cost of the signs mentioned above.</p>								
15.	<p>Town Hall & Pavilion Insurance</p> <p>We have recently carried out Structural Surveys on both the Pavilion and Town Hall. In the report the Surveyor has given a reinstatement insurance value for both buildings.</p> <p>The buildings are currently insured in the following amounts:</p> <table> <tr> <td>Town Hall</td> <td>£1.2m</td> </tr> <tr> <td>Pavilion</td> <td>£ 383,754.89</td> </tr> </table> <p>The Surveyor has put a buildings insurance value of:</p> <table> <tr> <td>Town Hall</td> <td>£ 350,000.00</td> </tr> <tr> <td>Pavilion</td> <td>£ 225,000.00</td> </tr> </table> <p>The Council reviewed the insurance cover for the Town Hall and came to the conclusion that changing the cover to a much lower figure than the current cover would be too high a risk.</p> <p>It was agreed to leave the insurance cover for the Town Hall at £1.2m for the next three years</p> <p>It was agreed to review the insurance cover for the Pavilion when the insurance is due for renewal in June 2019.</p>	Town Hall	£1.2m	Pavilion	£ 383,754.89	Town Hall	£ 350,000.00	Pavilion	£ 225,000.00
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16.	<p>Berkeley Burial Committee - Proposed Budget and Contribution for 2019/20</p> <p>The Council did not agree with the budget for Berkeley Burial Committee for 2019/20- see attached proposed budget</p> <p>The Council did not agree to make the contribution of £3,638.81 to Berkeley Burial Committee for the financial year to 31st March 2020.</p> <p>The Clerk was instructed to ask the Berkeley Burial Committee to provide the justification for the 10% increase in the proposed budget, to ask for a clear explanation of reserves and cash in hand and to provide a breakdown of the expected costs that will be incurred between now and the end of the financial year.</p>
17.	<p>Sharing Information</p> <p>Councillors shared information</p>
18.	<p>Date of next meeting</p> <p>The next meeting of Berkeley Town Council will be held on Monday 10th December 2018 at 7.30 p.m. in the Town Hall, Berkeley.</p>