



# BERKELEY TOWN COUNCIL

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**THE TOWN CLERK**

*Town Improvements Project  
Committee Meeting held  
Monday 4<sup>th</sup> November 2019 in the  
Town Hall, Berkeley at  
7.00 p.m.*

## Minutes

Present:

Councillor Q Somerset  
Councillor R Heaven  
Councillor R Pinnell  
Councillor K Palmer  
Councillor G Harcourt

1.	<b>Election of Chairman</b>  Councillor Quentin Somerset was duly elected Chairman of the Town Improvements Project Committee.
2.	<b>Apologies and absence</b>  There were no apologies or absences.
3.	<b>Declarations of Interest</b>  There were no declarations of interest from Councillors relating to items on the agenda.
4.	<b>Terms of Reference</b>  The committee agreed to develop a final town improvement plan (in collaboration with the residents of Berkeley), with proposed steps to achieve the plan. The required steps and timescales will depend on available funding (which will vary throughout the course of the project).  The draft Terms of Reference are attached. These will go to full council on 18 <sup>th</sup> November 2019 for approval.
5.	<b>Next Meeting</b>  The next meeting will be held on Monday 16 <sup>th</sup> December 2019 at 7pm in the Town Hall.