

TEWKESBURY TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 14TH NOVEMBER 2016 AT 6.00PM IN THE TOWN HALL

PRESENT

Councillors P. Clatworthy (Acting Chairman), J. Badham, H. Burns, C. Danter, R. Mills, C. Monk, S. Raywood, M. Sztymiak, T. Walker and P. Workman.

Also in attendance: Bill Adie, Alan Purkiss, David Raywood

10407(01) APOLOGIES

- i. Cllr P. Aldridge – Illness
- ii. Cllr K. Brennan – Personal circumstances
- iii. Cllr A. Smith – At work
- iv. Cllr V. Smith – Attendance at another meeting

10408(02) DECLARATIONS OF INTEREST

- i. Cllr C. Danter – Tewkesbury Rotary Club
- ii. Cllr M. Sztymiak – Tewkesbury Borough Council and Gloucestershire County Council
- iii. Cllr P. Workman – Tewkesbury Borough Council

10409(03) DISPENSATIONS

None

10410(04) TO APPROVE THE MINUTES OF THE MEETING HELD ON 10TH OCTOBER 2016

The minutes of the previous meeting were agreed and signed as a true and accurate record.

10411(05) MAYOR'S ANNOUNCEMENTS

The Deputy Mayor read a number of announcements prepared in advance by the Mayor, who was absent. She thanked those councillors who attended the remembrance service which was attended by a large number of people including over 200 young people. She reminded councillors that the Christmas Light Switch on will be on the 20th November. She noted that the Town Hall would be open on Sunday December 18th from 10am to 4pm with games for young people, teas and cakes for adults, with any help being welcome.

The Deputy Mayor read a prepared statement by the Mayor which is as below:

"I am sorry to receive reports of inappropriate behaviour towards staff. I would like to remind all councillors that the Town Council staff are here to serve the council as a whole and do not work for individual councillors. In the code of conduct issued to all

Signed, Chairman...../...../.....

councillors when they became councillors it explains how the councillors should behave to each other. The council as a whole is the employer of the Town Council staff and as such has a duty of care for them. Therefore, we are not only responsible for our own treatment of staff but also to that of our fellow councillors.

Both the good councillor guides and good employers guide are available online for those who do not have a copy. The employee handbook issued to all Town Council staff also contains a harassment policy and also a grievance policy and councillors should ensure they are up to speed with the contents and conduct themselves accordingly. This document was compiled by Ellis Whittam who are our HR advisors as was agreed and adopted by the council in 2014. Every councillor was issued with a copy. Please make sure you conduct yourselves appropriately as I'm sure none of you wish to waste time and local residents' money with avoidable HR issues."

10412(06) TO RECEIVE THE FINANCIAL POSITION STATEMENT

The Clerk informed councillors that the Audit of the 2015/2016 accounts had been completed and would be made available from the 15th November 2016 onwards.

Cllr Raywood asked if the unknown deposit present on the accounts had been identified and the Clerk confirmed that this had been identified as financial compensation provided by Lloyds Bank that had been agreed last year. Cllr Poxon asked why the hall cleaning cost code appeared to have no spend and the Clerk replied that the cost code referred to work undertaken by the Cleanspace contractors, with 20% of the total invoice value for their work allocated to the cost centre once the initial 80% had been allocated to the other cost code dedicated to their expenses.

The Clerk reminded Councillors that name changes to cost codes and cost centre budgeting would need to be brought forward during the budget planning process and could not take effect until the next financial year.

10413(07) TO RECEIVE THE DRAFT MINUTES OF THE FOLLOWING COMMITTEES

Councillors received and noted the minutes of council committees including the minutes of the Severn Ham and Planning committees that had become available after the agenda papers had been circulated.

Cllr Mills noted that Cllr Walker and Cllr Monk had joined the Planning committee and that their presence should assist the committee in being quorate in future. Cllr Badham asked when Councillor training would take place and the Clerk stated that the Mayor was hoping to arrange the session for the December meeting.

Cllr Burns noted that she was present at the 11th November Planning Meeting despite her name not being recorded as such. It was agreed that this would be taken to the Planning committee to amend the minutes.

10414(08) TO RECEIVE REPORTS FROM MEMBERS WHO HAVE ATTENDED OUTSIDE BODIES

i. GMTF

Cllr Burns reported that she attended a GMTF board meeting in Churchdown and will also lead an introduction to Technology Course on 24th November.

ii. Almshouse Trust

Cllr Badham reported that he was unable to attend the most recent meeting but looked forward to attending the next.

iii. Regeneration Group

Cllr Danter reported that the Regeneration Group had met and members had expressed the need to consider a street audit which would need a level of public participation.

iv. NDP

Cllr Raywood reported that the meetings of the NDP were infrequent and inadequate and that he would circulate a report to this effect.

v. Tewkesbury Town Regeneration Partnership

Cllr Walker commented that signage must promote Tewkesbury heritage. The Deputy Mayor proposed that he join the TTRP and he accepted this offer.

vi. Tewkesbury Town Museum

The Deputy Mayor reported that the Museum had held a Bring & Buy event to raise funds for the Ashchurch project.

10415(09) TO APPROVE A RECOMMENDATION BY THE FINANCE & STAFFING SUB-COMMITTEE RELATING TO THE CLERK'S ONE YEAR TEMPORARY CONTRACT ENDING MARCH '17, THE CLERK'S JOB DESCRIPTION, A PROGRAMME OF APPRAISALS AND TRANSITION TO A PERMANENT CONTRACT

It was noted that, due to the absence of the Mayor, no written recommendation had been prepared in relation to the Clerk's contract. Cllr Sztymiak commented that, as this was an important issue for the Clerk, the lack of availability of the chairman should be covered by other members who also had experience to offer in this area. He proposed a new meeting to prepare the documents and that the Deputy Mayor should liaise with Ellis Whittam in the absence of the Chairman. Cllr Workman seconded this and also offered to help with this process.

10416(10) TO RECEIVE AN UPDATE ON RE-LETTING THE OFFICE ADJOINING THE CORN EXCHANGE AND AGREE A PLAN TO MOVE FORWARD

The Clerk reported that the re-letting of the office had been advertised in the paper, social media, and on the notice board. She noted that no inquiries or expressions of

interest had been received and that plans to turn the room into a research library for councillors could be brought forward.

Cllr Badham proposed accepting the Mayor's prior suggestion of a research library to free up space in the Mayor's Parlour for bookings. Cllr Danter argued that additional use of the Mayor's Parlour would make remedial works to the upstairs kitchen and toilet necessary. Cllr Workman proposed that this work be referred back to the Buildings & Moorings committee for further discussion and this was seconded by Cllr Sztymiak.

10417(11) TO RECEIVE A REPORT ON TEWKESBURY BOROUGH COUNCIL'S INSURANCE BREAKDOWN OF THE ARRIVALL WOODEN SCULPTURES

The Clerk informed councillors that the invoice sent to the Town Council stands and needs to be paid in full. She noted that Cllr Pope had made a presentation in 2010 which proposed a total cost of £1026 for two years of insurance. This was then ratified in 2011. Discussions would take place with TBC as to why the council had been charged double the quoted amount.

Cllr Sztymiak stated his wish for a new insurer to be found whilst discussions with TBC regarding the outstanding payments are underway, and this was seconded by Cllr Mills. Councillors agreed to pay the existing value.

Cllr Poxon asked why the Town Council was insuring items that were not formally considered to be their own. The Deputy Mayor replied that the items needed to be registered to TBC in order for them to be installed inside a roundabout but were still the responsibility of the Town Council.

10418(12) TO RECEIVE AN UPDATE ON MITTON PLAY AREA

The Clerk reminded councillors that there would be an open day at the Mitton Play Park at 15:30 on the 17th November, with a journalist from the Gloucestershire Echo to be in attendance.

10419(13) TO NOTE THE LAUNCH OF THE NEW TOWN COUNCIL WEBSITE

Councillors noted the launch of the Town Council website. The Clerk asked councillors to prepare a short personal biography for their councillor profile and drew attention to an example attached to the agenda pack.

10420(14) TO RECEIVE UPDATES FROM THE CLERK

- i. Watson Hall boiler project

The Clerk informed councillors that the Watson Hall boiler project had not been completed in one week, and that a one week extension would be required to add a flue through the hall and box it in.

Cllr Workman added that he had called the contractors about the unplanned flue and had discussed whether it could be channelled up through the stairway instead. He was told they could investigate but could not guarantee such a path would be possible.

ii. Facilities review by Barbara Pond (GRCC)

The Clerk noted that she had arranged a meeting with Barbara Pond of GRCC at 11:00 on Monday 21st November with other councillors to attend at their discretion.

iii. Watson Hall rates increase

The Clerk informed councillors that Cheltenham Yoga had stopped their ongoing bookings in the Watson Hall as a result of the increased hire rates. She noted that she had been contacted by several prospective customers with reference to replacing the booking.

iv. Update from Town Council legal advisors on legal claim by previous tenant

The Clerk had noted no further communication from the tenant following the letter sent to them prior to the previous Full Council meeting. No formal action had begun as a result of the initial letter before claim.

10421(15) TO ANNOUNCE THE COMMENCEMENT OF THE CLERK'S CILCA TRAINING. STUDY TIME ALLOCATED TO TUESDAY AFTERNOON. TWO OFFICE STAFF WILL COVER AND WORK DELEGATED AS APPROPRIATE

The Clerk reported that she had attended her first CiLCA tutorial and would be allocating Tuesday afternoons to work on her CiLCA in future.

10452(16) TO AGREE A BUDGET PLANNING TIMETABLE FOR THE 2017/2018 FINANCIAL YEAR. IT IS SUGGESTED THAT COMMITTEE CHAIRMAN PRESENT BUDGET PROPOSALS TO FULL COUNCIL IN DECEMBER

It was instead suggested that the budget proposals be reported to the Finance & Staffing committee on the 8th December as specified in the Financial Regulations. The Clerk noted that the Buildings & Moorings committee would need to call extraordinary meetings to ensure their draft budget is prepared on time. The budget proposal of the Finance & Staffing committee would then be presented to Full Council on Jan 9th for approval and to recommend a precept.

10453(17) TO CONSIDER PLACING A COPY OF THE PLANNING AGENDA ON THE COUNCIL CHAMBER TABLE AT EACH FULL COUNCIL MEETING

Councillors agreed that electronic circulation of planning applications and agendas was sufficient to ensure that councillors were made aware of ongoing applications in their wards. They therefore resolved not to place copies of the planning agenda on the council chamber table at meetings.

10454(18) PUBLIC PARTICIPATION

Alan Purkiss asked that the Planning Committee make their recommendation to Full Council clear when referring planning applications in future. He also asked that Tewkesbury Town Regeneration Partnership notes be circulated before approval so that they can be read and noted prior to subsequent meetings. He praised the new Town Council website.

Bill Adie gave his compliments to the new Town Council website and noted its low cost as being good value for money. He expressed his regret that Tewkesbury would not benefit from a Heritage Lottery Fund grant as he felt that numerous shopfronts and alleyways would benefit from remedial work.

Alan Purkiss noted that more needed to be done to keep people away from the derelict Mill. He argued that limited resources should be concentrated on the TTRP and away from efforts to formulate a Neighbourhood Development Plan. Cllr Raywood replied that efforts on an NDP were largely separate as the remit covered the whole parish instead of just the town centre.

Cllr Workman congratulated Cllr Walker on his recent election to the Town Council and wished him well.

DATE AND TIME OF NEXT MEETING

Monday 12th December 2016 at 6pm

Final date for agenda items: 5th December 2016
Final date for dispensation requests: 8th December 2016

The meeting ended at 7:30pm

DRAFT