

# TEWKESBURY TOWN COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 13<sup>th</sup> MARCH 2016 AT 6.00PM IN THE TOWN HALL

### PRESENT

Councillors K. Brennan (Chair), P. Clatworthy, M Sztymiak, H. Burns, S. Carter, C. Danter, C. Monk, S. Raywood, R. Mills, P. Aldridge, T. Walker, M. Poxon and P. Workman.

### 10471(01) APOLOGIES

- i. Cllr V Smith – TBC meeting
- ii. Cllr P Clatworthy - Unwell
- iii. Cllr T Walker – Hospital appointment

### 10472(02) DECLARATIONS OF INTEREST

- i. Cllr M Sztymiak – Tewkesbury Borough Council and Gloucestershire County Council
- ii. Cllr P. Workman – Tewkesbury Borough Council

### 10473(03) DISPENSATIONS

*None*

### 10474(04) PRESENTATION BY BARBARA POND OF GLOUCESTER RURAL COMMUNITY COUNCIL

The Town Council is the sole trustee of the George Watson Memorial Hall. The documentation Barbara has read through is out of date and not fit for purpose. A new governing document is needed. Tewkesbury Town Council is a charity trustee and a custodian trustee. The Deed of Gift and Land inferred is to the people of Tewkesbury not the Town Council. The charity does not own the asset. If the asset is to be sold this would have to be agreed at a meeting of the public. It can be listed on the asset register with a £0 value. It can be registered at the Land Registry and note the custodian trustee. There will have to be separate meetings from the Council. Tewkesbury Town Council financial support of the George Watson Hall Memorial Hall would be a 'donation'.

It was resolved that a meeting of the Watson Hall Trustees would be called to progress this work. Cllr Brennan will call the meeting and write the Agenda. The Clerk will not be required to Clerk the meeting.

**10475(05) TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 20<sup>th</sup> FEBRUARY 2017**

There was one amendment made. The Minutes were approved. Cllr Burns reminded the Tewkesbury Borough and County Council Councillors to give a written report to be included in the Agenda. There were no matters arising.

**10476(06) MAYOR'S ANNOUNCEMENTS**

The Mayor announced that J Badham's seat will be replaced by a Co-option.

- i. Correspondence – none.

**10479(07) TO RECEIVE THE DRAFT MINUTES OF COMMITTEES**

The Planning minutes were approved. Hard copies of the Severn Ham minutes were handed out. The Finance & Staffing meeting minutes will be emailed to Councillors and taken to the next Finance & Staffing meeting for approval.

**10480(8) TO RECEIVE A PROPOSAL FROM COUNCILLOR BURNS THAT TEWKESBURY TOWN COUNCIL ADOPT THE NALC MODEL FINANCIAL REGULATIONS**

The Clerk recommended that this would be a useful document. Cllr Sztymiak proposed that this be accepted. This was seconded by Cllr Mills. 10 accepted, 1 abstention. Clerk to supply a copy of the model document to all Councillors.

**10481(9) TO RECEIVE A REPORT FROM THE FINANCE & STAFFING COMMITTEE ON THE PROCUREMENT OF A CLEANING AND MAINTENANCE CONTRACTOR FROM 1<sup>ST</sup> APRIL 2017 FOR 1 OR 3 YEARS**

Councillors were given a Report by the Clerk on the short listed candidates. Cllr Monk proposed that the Council offer Boxer FM a 1 year contract with the possibility of extending it for another 2 years, following a review in 12 month's time. Cllr Mills seconded. 7 Councillors were in favour, with 2 against and 2 abstentions. The Clerk to inform Boxer that they were successful with their tender.

**10482(10) TO DISCUSS COMMUNITY INFRASTRUCTURE PROVISION WITHIN THE TOWN, INCLUDING POTENTIAL S106. TO USE A TEMPLATE TO HELP PREPARE THE CASE FOR FUNDING**

The Clerk read out advice from Lesa West, Community Development Officer at Tewkesbury Borough Council. It was suggested a Working Group meeting be set up. Cllr Aldridge said that this would be ideal work for the 3 year plan Committee and this item should be put onto the Agenda of the next 3 Year Plan meeting. The Neighbourhood Development Plan should also be included.

**10483(11) TO RECEIVE CLARIFICATION FROM THE TOWN CLERK THAT THE THREE CATEGORIES OF MINUTES CLASSIFIED AS CONFIDENTIAL ARE STAFF SALARIES, LEGAL ACTION AND HIGH VALUE CONTRACTS. TO CONSIDER A REVIEW OF THE EXISTING CONFIDENTIAL FILE DATING BACK TO 1990.**

The Clerk explained the 3 confidential categories. It was decided to take the minutes back to the Committees for their analysis.

**10484(12) TO DISCUSS THE COMMUNITY SERVICE AWARDS FOR 2017**

The Community Service Awards were moved to the end of the Agenda.

**10485(13) TO FORM A WORKING GROUP TO RENEW THE TERMS OF REFERENCE FOR RECENTLY COMBINED COMMITTEES USING THE EXISTING TERMS OF REFERENCE ADOPTED MAY 2015**

Cllr Monk proposed that each Committee review their terms of reference and bring back to Full Council. Cllr Aldridge seconded and all voted in favour.

**10486(14) TO NOTE THE ELECTORAL REVIEW OF TEWKESBURY DIRECTED BY THE LOCAL GOVERNMENT BOUNDARY COMMISSION AND TO DISCUSS SUGGESTIONS ON WARD BOUNDARIES, ETC BY TEWKESBURY TOWN COUNCIL**

The Town Clerk read out a statement. The Boundary Commission are conducting and independent review of Tewkesbury. Tewkesbury Borough Council were voting tonight on the new boundary options. By January/February 2019 or 2023 (if not considered a priority) any changes will be put into place. Newtown with Mitton and Mythe ward are likely to leave Tewkesbury Town Council and this will affect the structure of Tewkesbury Town Council and it's finances.

Cllr Sztymiak said his understanding was not this. Lin O'Brien had confirmed this to him. Cllr Sztymiak said there was a website on which members of the public can express their opinion.

The Clerk is to request information from Democratic Services and report back to Full Council.

**10487(15) TO RECEIVE ADVICE NOTE FROM SLCC ON 'COUNCILS AT PRAYER' AND TO AGREE A PROCEDURE FOR FUTURE MEETINGS**

Cllr Workman proposed that Tewkesbury Town Council should continue with the practice of prayers. This was seconded by Cllr Aldridge. Cllr Poxon suggested different faiths could take part. Cllr Aldridge suggested it is the decision of the Chairman and any non faiths can wait outside. There were 7 Councillors in favour, 3 against and one abstention.

**10488(16) TO RECEIVE A PROPOSAL FROM COUNCILLOR BURNS “THAT TEWKESBURY TOWN COUNCIL SIGN UP TO THE ARMED FORCES COMMUNITY COVENANT AS A FORM RECOGNITION OF OUR COMMITMENT TO THE ARMED FORCES COMMUNITY COVENANT AS A FORMAL RECOGNITION OF OUR COMMITMENT TO THE ARMED FORCES COMMUNITY”**

This proposal was withdrawn.

**10489(17) TO REPLACE THE CURRENT 5 YEAR PHOTOCOPIER CONTRACT WHICH EXPIRES ON 22 MAY 2017. TO NOTE THE SPECIFICATION AND EVALUATE THE QUOTATIONS RECEIVED**

It was decided to accept Quote C for the main photocopier on a 3 year lease. Cllr Poxon proposed that a £200 photocopier for the Town Clerk's office should be purchased and this was seconded by Cllr Monk. There were 7 Councillors in favour.

**10490(18) TO RECEIVE WRITTEN REPORTS PRESENTED BY COUNTY AND BOROUGH COUNCILLORS**

A Report from Cllr V Smith was received as well as a Report from Cllr Sztymiak. Cllr Monk proposed and Councillors agreed to send a vote of thanks via Tewkesbury Borough Council for work done by Cleeve Link staff. Clerk to action this. Clerk also to request blue bags from Tewkesbury Borough Council for supply to residents.

**10491(19) TO RECEIVE THE FINANCIAL POSITION STATEMENT**

Cllr Poxon proposed to remove the cost centre called VAT. The Clerk will contact Scribe to investigate this. Cllr Poxon will also produce a specification on reports to be used by the Clerk.

**10492(20) TO RECEIVE REPORTS FROM MEMBERS WHO HAVE ATTENDED OUTSIDE BODIES**

Cllr Mills and Cllr Burns reported that GMTF had had no further meetings. Cllr Monk said regarding Tewkesbury Almhouse Trust that there were currently no updates. Cllr Aldridge said that the Wheelchair Bus are looking for new drivers for 4 hours a month. Cllr Brennan said that Tewkesbury in Bloom have been fundraising.

**10493(21) TO RECEIVE A REPORT FROM THE FINANCE AND STAFFING COMMITTEE MEETING ON STAFFING RESTRUCTURE**

A Sub Committee is looking at staffing restructure but no updates are available.

**10494(22) PUBLIC PARTICIPATION**

A member of the public suggested a projector would be useful for information and to help with budgeting. Councillors could attend a Non Financial Managers course.

**10495(12) CONFIDENTIAL – TO DISCUSS THE COMMUNITY SERVICE AWARDS**

This will be taken to Finance & Staffing meeting on 13<sup>th</sup> April 2017

**10470(15) PUBLIC PARTICIPATION**

None

**DATE AND TIME OF NEXT MEETING**

Monday 15<sup>th</sup> May 2017 at 6pm

Final date for agenda items: 8<sup>th</sup> May 2017

Final date for dispensation requests: 9<sup>th</sup> March 2017

*The meeting ended at 7:50 pm*

DRAFT

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