

# TEWKESBURY TOWN COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 15<sup>th</sup> MAY 2017 AT 6.00 PM IN THE TOWN HALL

### PRESENT

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

Reverend Cannon Paul Williams.

The chairman invited her chaplain to lead the council in prayers.

### 17/18-01 TO RECEIVE APOLOGIES

Cllr S Carter – no apologies

Cllr V Smith left at 8:05 pm

### 17/18-02 TO RECEIVE DECLARATIONS OF INTEREST

Cllr M Sztymiak – Tewkesbury Borough Councillor

Cllr P Workman – Tewkesbury Borough Councillor

Cllr V Smith – Gloucestershire County Councillor

### 17/18-03 TO CONSIDER REQUESTS FOR DISPENSATIONS

*None*

### 17/18-04 TO APPROVE THE MINUTES OF THE PREVIOUS MEETINGS HELD ON 13<sup>TH</sup> MARCH AND 8<sup>TH</sup> MAY

**Ref Minute10494** Cllr Poxon read out an alternative version of the minutes that he had written himself. Cllr Sztymiak said he could not confirm Cllr Poxon's minutes were a true record. The clerk explained that it is her role to record minutes. Cllr V Smith reminded councillors that the clerk records and prepares the minutes and if councillors wish to discuss them they do so directly with the clerk. Cllr Poxon proposed the clerk should listen to a recording of the last meeting and compare it to his version. The clerk was directed to compare the two and then inform all councillors of the outcome.

The minutes of 8<sup>th</sup> May 2017 were approved.

### 17/18-05 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions.

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

## **17/18-06 TO NOTE THE MAYOR'S ANNOUNCEMENTS**

Cllr Clatworthy thanked everyone for their good wishes and good will. She sent her congratulations to Carol Crilley on the success of the Tewkesbury Big Week-end event.

## **17/18-07 TO NOTE DRAFT MINUTES OF THE FOLLOWING COMMITTEES:**

- i. Planning
- ii. Environment & Amenities
- iii. Buildings and Moorings
- iv. Extraordinary Full Council meeting for Co-option
- v. Finance & Staffing

Cllr Aldridge asked why the Severn Ham minutes weren't included – the Clerk responded that the minutes were not written before the Agenda was prepared.

Cllr Burns asked why Kim Bedford had not attended the meeting. The clerk explained that attendance at this meeting was not a part of the Internal Audit service. The Clerk suggested she could attend the Finance & Staffing meeting and Cllr Sztymiak agreed with this.

## **17/18-08 TO VOTE ON THE MEMBERSHIP & CHAIRMANSHIP OF COMMITTEES**

Members discussed their membership of committees and the clerk recorded the outcome. Chairs of each committee will be decided at the first meeting and reported back to full council. It was decided to take the consideration of combining committees to Finance & Staffing. Voting on membership of outside bodies will take place at the next full council meeting.

## **17/18-09 TO CONSIDER THE PROPOSED SCHEDULE OF 36 MEETINGS FOR 2017/18**

The clerk proposed this schedule following a review of work delegated to her by the 4 committees over the past year. More time in between each meeting would enable her to complete more projects. Cllr Mills proposed that committee meeting should be held every 6 weeks, the same as last year. Cllr Aldridge seconded. The Clerk is to re write the schedule to return to 45 meetings per year.

## **17/18-10 TO NOTE THE REPORT OF THE INDEPENDENT INTERNAL AUDITOR AND TO PROPOSE THAT THE FINANCE & STAFFING PREPARE AN ACTION PLAN FOR CONSIDERATION BY FULL COUNCIL**

Cllr Poxon stated that the Auditor needs to interpret the report for Councillors. Cllr Sztymiak said Kim Bedford will be invited to attend the next Finance & Staffing meeting to explain it.

**17/18-11 TO CONSIDER, APPROVE & SIGN THE GOVERNANCE STATEMENT  
COUNCILLORS ARE REQUESTED TO COME PREPARED TO COMPLETE THIS  
WORK**

Councillors voted by show of hands on the Yes/No responses for each of the 9 boxes of the Governance Statement. The chairman then signed and dated the statement.

**17/18-12 TO APPROVE THE ACCOUNTING STATEMENT FOR 2016/17**

Councillors used information provided by the clerk from the Year End Procedure on the Scribe Accounts system to consider the Accounting Statement. They then agreed the figures for each section and the chairman completed and signed Accounting Statement.

Councillor Poxon asked the clerk to minute the fact that he did not agree to sign the Accounting statement for 2016/17.

**17/18-13 TO ELECT TWO INTERNAL CHECKERS (COUNCILLOR AUDITORS)  
TO MONITOR INTERNAL FINANCIAL CONTROLS**

Four members volunteered Cllrs M Poxon, K Powell, H Burns and P Aldridge and the chairman accepted all four. They are to provide a report to Full Council each month.

**17/18-14 TO APPROVE PAYMENTS FROM APRIL AND TO NOTE THE APRIL  
BANK RECONCILIATION**

Approved and noted. The Clerk gave details to members who asked questions.

**17/18-15 TO CONSIDER THE ADOPTION OF A MEMBER OFFICER PROTOCOL**

Cllr Sztymiak said this was important. He explained that these protocols are also used at Tewkesbury Borough Council and Gloucestershire County Council to establish good working relationships between members and officers. Members decided that the protocol should be discussed at a Finance & Staffing meeting and then brought back to Full Council for approval.

**17/18-16 TO EVALUATE THE PROPOSALS OF TWO HEALTH AND SAFETY  
PROVIDERS AND TO AWARD THE CONTRACT FOR 2017/18**

This is to include all the assets – Moorings, Watson Hall, Public Toilets and Town Hall. To produce a health and safety policy. Cllr Sztymiak proposed Option 2 and Cllr A Smith seconded. 10 Councillors agreed. The clerk was instructed to start the cover immediately and then invite the supplier to Buildings & Moorings Committee and Environment & Amenities meetings to discuss the details.

**17/18-17 TO DISCUSS THE PRESENTATION OF BOROUGH & COUNTY  
COUNCILLOR REPORTS EACH MEETING**

The Clerk asked for written reports so that they can be included verbatim in the minutes and on the website. There are two County Councillors and 5 Borough Councillors. Cllr V Smith explained how other Councils work. The chairman and clerk will compile a timetable listing which dates the Borough and County councillors will provide a report.

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

**17/18-18 TO AGREE A MEETING DATE OF THE WATSON HALL TRUSTEES AND TO LIST THE REQUIRED ACTIONS OF THE WORKING GROUP AS ADVISED BY GRCC**

Cllr Clatworthy will Chair the meeting on Tuesday 30<sup>th</sup> May at 7:00 pm in the Tudor Room of the Watson Hall. Cllr Burns will create an Agenda and circulate to all Councillors.

**17/18-19 TO NOTE THE CHARITY DONATIONS MADE BY THE RETIRING CHAIRMAN: £3,400 TO HOPE FOR TOMORROW MOBILE CHEMOTHERAPY UNIT AND £3,000 TO RIVERSIDE PROJECTS (ANT)**

The Chairman congratulated Cllr Brennan on the donations.

**17/18-20 PUBLIC PARTICIPATION**

Bill Adie has not received his letter and the Clerk will send it as soon as possible. Mr Adie also asked Councillor Auditors P. Aldridge & M. Poxon why they had not done any work last year. Cllr Aldridge's explanation was that it was not a legal requirement. Cllr Poxon said Cllr Aldridge and himself didn't agree on the plan for the audit so he resigned.

Bill Adie noted Cllr Poxon had not submitted a resignation.

Alan Purkiss asked for assurances that Councillors would attend the Riverside Partnership & Regeneration meetings and show commitment to these groups.

Mr Raywood encouraged Councillors to support the Planning Committee because if it is not quorate and the Town Council does not comment on planning issues it may be open to criticism.

Mr Raywood also asked councillors to progress the asset valuation project as insurance values may need to be increased.

Alan Snarey commented with reference to the Internal Audit notes that councillors were guilty of going in to private session too often. He also reminded councillors to take an active part in monitoring financial controls.

Mr Snarey commended the Member Officer Protocol attached to the agenda for approval and transferred to Finance & Staffing for consideration. He said Members and Officers should work together to serve the people of Tewkesbury.

Finally, Cllr Workman said that the cat issue had been leaked to the press before the decision from the morale group had been included.

*Meeting closed at 8:30 pm*

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