

# TEWKESBURY TOWN COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 13<sup>TH</sup> NOVEMBER 2017 IN THE COUNCIL CHAMBER, TEWKESBURY TOWN HALL AT 6.15 PM

**Present:** Cllrs P Clatworthy (Mayor), C Danter (Deputy Mayor), P Aldridge, K Brennan, H Burns, S Carter, K Powell, M Poxon, J Raywood, S Raywood, V Smith, M Sztymiak, T Walker and P Workman  
D Hill (Locum Clerk)

**In attendance:** Cllr K Cromwell (GCC), The Reverend Canon Paul Williams and six members of the public

The Reverend Canon Paul Williams said prayers.

### **17/18-103 To receive apologies**

Apologies were received from Cllrs A Smith and V Smith.

### **17/18-104 To receive declarations of interests**

Cllr M Sztymiak – Tewkesbury Borough Council  
Cllr P Workman – Tewkesbury Borough Councils

### **17/18-105 To consider requests for dispensation**

None received.

### **17/18-106 To approve the minutes of the previous meeting held on 11<sup>th</sup> September 2017 and 16<sup>th</sup> October 2017**

The minutes of the meeting held on 11<sup>th</sup> September were approved. Proposed by Cllr Danter, seconded by Cllr Brennan. Unanimous, **motion carried.**

Three amendments were noted for the minutes of the meeting held on 16<sup>th</sup> October 2017. The minutes were approved subject to the amendments being made. Proposed by Cllr Brennan, seconded by Cllr Danter. Unanimous, **motion carried.**

### **17/18-107 To receive questions from members of the public**

No questions had been received.

### **17/18-108 To note the Mayor's announcements**

The Mayor reported that Remembrance Day had been a fantastic day with a great turnout – especially from the youth organisations. On 22<sup>nd</sup> November, the Mayor will be taking a group of 24 German 14-15 year olds around the town. The Mayor asked for assistance with finding a German speaking person who may be able to assist with the visit. Several suggestions were passed on to the Mayor. Expressions of interest for the vacancy that can be filled by co-option need to be submitted by 30<sup>th</sup> November. The date for the Christmas service was discussed and the date was proposed to be Thursday 14<sup>th</sup> December.

**17/18-109 To note draft minutes of the following committees:**

Environment & Amenities minutes of 17<sup>th</sup> October were noted. The length of the Environment & Amenities meeting was noted as having been over three hours. It was queried whether this contravened Standing Orders. The Locum Clerk advised that there is no maximum length for a meeting in the current Standing Orders but that this will be addressed in the forthcoming review. It was also noted that some items discussed at that meeting did not contain much detail. Cllr S Raywood advised this was due to the absence of some information whilst the Clerk had been on sick leave. It was also noted that the Boxer FM contract is now half way through the one year contract and therefore the previously agreed six monthly review needs to be arranged.

**Action: Clerk to arrange a presentation by Boxer FM at either the next Full Council meeting or at a separate meeting.**

Buildings & Moorings minutes of 30<sup>th</sup> October were noted. It was noted that an incorrect version of these minutes had been circulated with the agenda pack. The correct version had been emailed to members earlier that day.

Planning minutes of 18<sup>th</sup> October and 1<sup>st</sup> November were noted.

Finance & Staffing minutes of 2<sup>nd</sup> November will be noted at the December Full Council meeting.

Personnel minutes of 4<sup>th</sup> November were noted. It was reported that the Clerk has now returned to work and a return to work interview has been completed. The Clerk is currently working on a phased return to work basis and this arrangement will be reviewed.

Severn Ham minutes of 12<sup>th</sup> October were noted.

**17/18-110 To receive a Tewkesbury Town Regeneration Partnership report from Cllr S Raywood**

There has been no meeting of the main group since the last Full Council meeting. An associated meeting to review the masterplan has been held at Tewkesbury Borough Council and this was attended by Cllrs Carter and S Raywood. A further associated meeting is planned for December and a main meeting is planned for January.

**17/18-111 To receive reports from outside bodies**

Cllr Burns:

TBC Town and Parish Council Seminar, 20<sup>th</sup> September

I attended, along with Cllr Szymiak a TBC Town and Parish Council Seminar. There were a number of topics and presentations for which I asked to be forwarded after, for distribution to Councillors who were unable to attend. This information was sent out by the Locum Clerk to all Councillors on the 19<sup>th</sup> October 2017. One of the presentations was about GDPR (the new data protection regulations) given by Sarah Freckleton, a member of One Legal who will if there was enough interest, be able to offer more in depth training, at a reasonable cost.

TBC Town and Parish Council Seminar, 1<sup>st</sup> November

The meeting on the 1st November focused on the JCS, CIL and other plans. I had to leave early to attend a Planning Meeting and again have requested that the details be sent for distribution.

Gloucestershire Market Towns Forum, 26<sup>th</sup> October

I attended a Board Meeting of GMTF where the new Chairman, Richard Wakeford (Cllr at Winchcombe) detailed plans of future initiatives and events. The Look and Learn visits are open to all and details of the next date and Town to be visited is in the process of being finalised.

Cllr Brannan reported that the Christmas lights in Tewkesbury will be switched on this coming Sunday, 19<sup>th</sup> November. Any help will be greatly appreciated between 12-5pm.

Cllr Aldridge reported that Tewkesbury will now be in the national finals next year due to a change in RHS criteria. It was agreed that this will be a great boost for tourism in Tewkesbury.

**17/18-112 To approve payments for October and to note the October bank reconciliation**

It was noted that there are several VAT errors in the October payments list. It was queried whether this was a repeat of the issues identified at the Finance & Staffing committee meeting on 2<sup>nd</sup> November. The Locum Clerk advised that the issues identified previously related to figures from Quarters 1 and 2. The payments for October and the October bank reconciliation were both noted.

**17/18-113 To receive the October budget report**

The budget report had been circulated with the agenda pack. It was noted that the income of £152.45 under Donation code in the Finance cost centre needs to be transferred. A query was raised regarding expenditure being posted to the code for Spring Gardens income and regarding no actual income being posted to Council Tax Support Grant. It was agreed that the grant had in fact been received but the amount had probably been keyed against Precept. This should be transferred to the correct code.

**Action: Clerk to arrange for these discrepancies to be investigated and amended.**

**17/18-114 To receive an update on the budgeting process for 2018/19**

The Locum Clerk advised that first draft budgets had been produced for Buildings & Moorings, Environment & Amenities and Finance & Staffing. It was noted that the Severn Ham first draft budget will be produced following the committee meeting being held on 16<sup>th</sup> November. The draft budgets will be discussed at the Finance & Staffing Committee meeting being held on 7<sup>th</sup> December.

**17/18-115 To review and approve the list of retained contractors**

The list of retained contractors was reviewed. It was agreed that additional work needs to be undertaken to review the data contained in the list. The list was not approved.

**Action: Clerk to review the complete list and provide additional information for members relating to Tewkesbury Flower Club and the subscription to the Local Government Chronicle.**

**17/18-116 To review and approve the list of contractors approved for electronic payment**

It was proposed to approve the list with the exception of Paul Burdick, who is to be removed from this list. Additionally it was proposed that any future appointment of accountancy services by Paul Burdick will need to be agreed by the Finance & Staffing Committee. Proposed by Cllr Poxon, seconded by Cllr Carter. Ten in favour, three abstentions, **Motion carried.**

**Action: Clerk is to amend the list accordingly and to add an agenda item to discuss the provision of telecoms services at the next Finance & Staffing committee meeting.**

**17/18-117 To authorise a presentation at a Full Council meeting by the Counter Fraud Unit at a cost of £100**

The presentation was not approved.

**Action: Clerk to obtain background information on the proposed presentation and circulate to all members.**

**17/18-118 To receive an update on the external audit by Grant Thornton**

The Locum Clerk reported that no outcome to the external audit had been received from Grant Thornton. It was queried whether there had been any correspondence from Grant Thornton since the Annual Return had been submitted. The Locum Clerk reported that three questions and subsequently one additional question had been raised by Grant Thornton. As far as the Locum Clerk was aware, all of these questions have been responded to.

**17/18-119 To consider a response to a Freedom of Information request**

It was noted that the supporting paperwork relating to this agenda item had not been included in the meeting pack. It was agreed that the request needs to be actioned as a matter of urgency and that there should be no charge for providing this information. Sara Freckleton, Tewkesbury Borough Council or GAPTC may be able to offer some advice if required. Proposed by Cllr Aldridge, seconded by Cllr Brennan. Unanimous, **motion carried.**

**Action: Clerk to urgently fulfil the Freedom of Information request within the bounds that Tewkesbury Town Council is governed by. The Clerk is also requested to issue an apology for the length of time taken to respond to the request.**

**17/18-120 To receive reports from Tewkesbury Borough Council and Gloucestershire County Council**

No reports were available. It was noted that Borough and County Councillors should be advised ahead of the meeting if they are required to provide a report. It was agreed that a rota should be drawn up for the next 12 months.

**Action: Clerk to prepare a rota and distribute to Borough and County Councillors.**

Cllr Sztymiak reported that the recommendations from the Joint Core Strategy have been published. Tewkesbury Borough Council will be meeting on 5<sup>th</sup> December to discuss the recommendations. Tewkesbury Borough Council has recognised the community's right to bid on the parcel of land on Lincoln Green Lane (corner by Aldi). Potential bidders will need to register their interest by 15<sup>th</sup> December 2017. Tewkesbury Town Council or the Battlefield Society may be a suitable bidder.

**Action: Clerk to add this to the agenda for consideration at Full Council on 11<sup>th</sup> December.**

**17/18-121 Public Participation**

A comment was received that the Freedom of Information request needs to be responded to unless the cost to the Council is greater than £450. The current position of providing no response is not acceptable.

**17/18-122 Cheques for signature**

The cheques were signed in accordance with the payments list. It was proposed that ahead of all meetings of the Council, a list of cheques for signing should be provided to every committee or council member. Proposed by Cllr Poxon, seconded by Cllr Burns. Unanimous, **motion carried.**

**Action: Clerk to ensure a cheque list is distributed ahead of each meeting.**

There being no further business the meeting closed at 7.20 pm.

Signature of Chairman upon approval of Minutes ..... 11<sup>th</sup> December 2017