



# TEWKESBURY TOWN COUNCIL AGENDA

## To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held in the Mayor's Parlour, Town Hall, High Street, Tewkesbury, on **Monday 12<sup>th</sup> February 2018 commencing at 6:00 pm.**

**Members of the public and press are welcome to attend.**

Debbie Hill  
Locum Town Clerk  
7<sup>th</sup> February 2018

1. To appoint a Mayor or Chairman of the Town Council
2. To receive apologies for absence
3. To receive declarations of interest and consider requests for dispensations
4. To receive written questions from members of the public
5. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
6. To approve the minutes of the previous meeting held on 15<sup>th</sup> January 2018.
7. Matters arising from the minutes – for information only
8. To note the Mayor's announcements
  - Reminder for nominations for Mayor and Deputy Mayor and the community service awards (senior and junior)
  - Colonel Bill Blakemore, previous Clerk to the Town Council recently deceased
  - Civic Calendar for 2018
9. To note the DRAFT minutes of the following committees:  
Planning 24<sup>th</sup> January and 7<sup>th</sup> February 2018, Finance & Staffing 25<sup>th</sup> January 2018, Buildings & Moorings 8<sup>th</sup> February 2018, Environment & Amenities 9<sup>th</sup> January and 2<sup>nd</sup> February 2018
10. To receive reports from outside bodies

11. To consider a request from Cllr Walker to join the Environment & Amenities Committee
12. To note the proposed Meeting Schedule for 2018
13. To approve payments for January and to note the January bank reconciliation
14. To receive the January budget report
15. To note the repayment of a salary overpayment under the Staffing budget code
16. To approve the purchase of two replacement desktop computers for the office and the installation of Adobe Acrobat Standard 2017 on one desktop computer from Quintech Computer Systems Ltd
17. To receive an update from the Clerk on the Interim Audit conducted on 6<sup>th</sup> & 7<sup>th</sup> February
18. To review and approve the proposed IT contract from Quintech Computer Systems Ltd
19. To receive a report on the Cleaning and Maintenance Contract and to agree a recommendation from Buildings & Moorings, Environment & Amenities and Finance & Staffing Committees for implementation from 1<sup>st</sup> April 2018
20. To receive reports from Tewkesbury Borough Council and Gloucestershire County Council
21. Correspondence
22. Cheques for signature
23. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items on this agenda
24. To approve the implementation of the UK Living Wage for staff currently paid below this rate from 1<sup>st</sup> April 2018 as recommended by the Finance & Staffing Committee meeting held on 7<sup>th</sup> December 2017
25. To receive a report from the Clerk on the Moorings legal case and to agree any necessary action

The next full Council meeting will be  
**12<sup>th</sup> March 2018 at 6pm in the Town Hall**

Final date for agenda items and accompanying papers for the Meeting is **7 clear days before the meeting.**

As part of managing the Council's Risk Assessment, Councillors are reminded to ensure they keep their register of interests up to date.

If you have any questions, please contact the Town Clerk.

The Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights. Anyone wishing to attend any meetings of the Town Council who need ground floor access to do so, should inform the Clerk three days in advance of the meeting so that arrangements can be put into place.