



Tewkesbury Town Council

MINUTES

of the

Environment & Amenities Committee meeting held on 4th September 2018

In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs S Raywood (Chair), T Walker (Deputy Mayor), J Raywood, H Burns, M Poxon

Absent: Cllrs C Danter (Mayor, Ex-officio), K Powell

In attendance: D Hill (Town Clerk)

Cllrs H Burns and M Poxon were co-opted to the committee in order to enable the meeting to be quorate

E&A 18/028 To receive apologies for absence

Cllrs S Franklin, M Sztymiak

E&A 18/029 To record declarations of interest

None received.

E&A 18/030 To consider requests for dispensations

None received.

E&A 18/031 To approve the Minutes of the meeting held on 26th June 2018

It was **RESOLVED** to confirm the minutes. Proposed by Cllr Walker, seconded by Cllr J Raywood.

E&A 18/032 Matters arising from the minutes – for information only

18/007 the meeting scheduled for 17th July was not held

18/009 re process for accounting for income from the public toilets - the Clerk gave a verbal update

18/012 purchase of a leaf blower – carried forward and need to check with the contractor

18/014 scope of GDPR for this committee - Clerk to clarify GDPR position with Redhand

18/015 training requirements of this committee – carried forward

18/016 risk management strategy of the committee - Health & Safety assessment for public toilet blocks scheduled for October 2018

18/022 memorial plaque for former postman – update required from Cllr Danter

18/024 purchase of an additional noticeboard – carried forward

- E&A 18/033 To receive correspondence relating to the Environment and Amenities Committee**
It was noted that a request had been received to unlock and lock the MUGA at Mitton, however this is not a Town Council playpark
- E&A 18/034 To review the work programme**
The work programme was reviewed. As requested the open and closed items had been split.
- E&A 18/035 To receive Income and Expenditure and Budget Reports for June and July 2018**
It was **RESOLVED** to receive the Income and Expenditure and Budget Reports.
- E&A 18/036 To approve cheques for payment**
There were no cheques for payment.
- E&A 18/037 To receive an update on the annual review of the Town Council Emergency and Winter Weather Plans and agree further measures required**
It was noted that an updated copy of the Emergency Plan was now in the folder, following updates in respect of contact details. The introduction page has been recovered. It was **RESOLVED** to request the formation of a task & finish group to review the plans at a Full Council meeting. It was noted that there had been no significant change to the Winter Weather Plan, but that snow warden and snow patrol details were being checked for accuracy. **Action: Clerk to check with GAB Services in respect of requirement for a sack truck**
- E&A 18/038 To discuss a recommendation to the Staffing Committee of the future requirements of the Environment & Amenities Committee aspect of the Town Council's Facilities Management and agree any further actions required**
It was **RESOLVED** that this committee was happy with the services that have been provided in the last six months and to recommend satisfaction to the Staffing Committee.
- E&A 18/039 To receive updates on Play Areas and agree actions**
- i. Derek Graham Memorial Park
It was noted that some potentially dangerous spikes had been identified.
Action: Clerk to request GAB Services to be requested to remove the spikes.
 - ii. Mitton Play Area
It was noted that some parts of the artificial grass has been damaged (more than originally thought). **Action: Greenfields Garden Services to assess the damage and to request the addition of Greenfields Garden Services to the preferred contractor list.** The roundabout has been serviced and going forwards, regular maintenance of the roundabout will be scheduled with GAB Services.
 - iii. Warwick Place Play Area
It was **RESOLVED** to request the addition of Wicksteed Leisure to the preferred contractor list.

E&A 18/040 To receive and update on the upgrade of the Town Centre CCTV system and agree further measures required

The Clerk reported that the upgrade had been completed.

It was **RESOLVED** to defer the remaining items. Accordingly, the meeting closed at 19:51.

Signature of Chairman upon approval of the minutes 2nd October 2018