

TEWKESBURY TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON 18TH JUNE 2018 IN THE COUNCIL CHAMBER, TEWKESBURY TOWN HALL AT 6.00pm

Present: Cllrs C Danter (Chair); T Walker; H Burns; J Raywood; S Carter; K Brennan; S Raywood; M Linton; P Aldridge; P Workman; M Sztymiak; K Powell

In attendance: D Hill (Clerk); P Stanford (Mayor's Chaplain); Borough Cllrs J Greening and K Cromwell; M Woollett (Foundation & Co); A Durn (Asst Clerk)

18/19 - 145 To receive and note apologies for absence: Cllrs V Smith; S Franklin

18/19 - 146 To receive declarations of interest
Cllr Linton – Website presentation

18/19 - 147 To consider requests for dispensation
None received

18/19 - 148 To receive a short presentation on a website option from Foundation & Co
A presentation was received on the Council's current website and options for consideration for reviewing the website for the future. Considerations included the use of other devices, for example smart phones/mobile devices; interactive content management system including security, OpenSource, use of video; page content and management; and cost. It was suggested that the Council should form a working group to look at the requirements for the website, develop a priority wish-list, and develop a brief. The Chair gave thanks for the presentation.

18/19 - 149 To receive written questions from members of the public
None received.

18/19 - 150 Public participation
It was requested that reports were sent out earlier to enable time to read them.

18/19 - 151 To note the Mayor's announcements
The Mayor gave the following announcements:

- Introduced A Durn as Locum
- The Armed Forces Day on 1st July 2018 will have memorial plaques rededicated and families have been invited to take part. The Mayor's Parade will leave the Town Hall at 10.30am.
- The Vegan Fayre is on 23rd June 2018 at 9.30am
- Tewkesbury Nature Reserve volunteers have arranged dates for events

18/19 - 152 To approve the minutes of the meetings held on 14th, 21st, and 30th May 2018

14th May 2018:

Present: Cllr K Powell to be added to those present.

18/19 – 102: To delete 'Cllrs Aldridge and Brennan declared an interest in agenda item 14', as incorrectly applied to this meeting's Minutes.

18/19 – 104: Delete 'No questions had been received', as incorrectly applied to this meeting's Minutes.

It was RESOLVED to approve the Minutes of the meeting of 14th May 2018, with the above amendments.

21st May 2018:

Apologies: Cllr M Sztymiak had given his apologies and should be added.

It was RESOLVED to approve the Minutes of the meeting of 21st May 2018, with the above amendment.

30th May 2018:

Apologies: Cllr H Burns had given her apologies and should be added.

It was RESOLVED to approve the Minutes of the meeting of 30th May 2018, with the above amendment.

18/19 - 153 Matters arising from the Minutes – for information only

- Standing Orders 3.s.7 state that when recording a resolution a councillor's name should not be included unless asked for and permitted. It was asked if names could not be included and be removed where not pertinent to the item.
Proposed: Cllr J Raywood, Seconded: S Carter.
It was RESOLVED to agree for names could not be included and be removed where not pertinent to the item.
- Details of the staff budget and costs was requested. These are confidential and are considered by the Staffing Committee.
- Moorings dispute: This is awaiting legal advice.
- March reconciliation: this was now resolved.
- Membership of outstanding bodies: to be put on the next agenda
- Training: to be put on each committee agenda to be followed by Full Council
- GDPR procedures: to be updated at the next Full Council

18/19 - 154 To note the following committee minutes:

Buildings and Moorings – 6th June 2018

Finance – 4th June 2018

Planning – 30th May 2018 and 13th June 2018

Severn Ham – 10th May 2018

Personnel – 15th May 2018

It was noted that the Planning Minutes of 13th June 2018 are to be completed.

It was requested that in B&M.18.007 Work Programme – hot water in male toilets – more detail is required.

Finance – there had been finance reviews which has led to a requirement for retrospective payments. The Terms of Reference of committees and the Financial Regulations may need to be reviewed for the authority to spend. The allocation of spend for the Mayor's badges to be checked.

Severn Ham – an update was given. The removal of fencing is near completion. There is a Tewkesbury Borough Council Overview and Scrutiny Review on the water supply issues in Tewkesbury which will take approximately 6 months. It was requested that this should be monitored by the Severn Ham Committee.

Buildings & Moorings – Disappointment was expressed that the cellars are not open to the public.

18/19 - 155 To receive reports from outside bodies

Tewkesbury Town Regeneration Partnership – due to meet in July 2018 at Tewkesbury Borough Council

Hospital League of Friends – there is no hospital fete this year but there are various other functions

Tewksbury and District Wheelchair Bus Association – New wheelchair bus will be in service from 2nd July 2018, the old wheelchair bus is for sale.

Tewkesbury in Bloom – 10th July 2018 - the first round of Heart of England judging takes place; 1st August 2018 – the Britain in Bloom judging takes place

It was reported that the Christmas lights needed support.

Gloucestershire Market Towns Forum Look and Learn event discussed parking and charges, and a tour round the award winning Town Hall.

Members have received an invitation to the next AGM in July at Winchcombe.

Tewkesbury Business Lunch is being held. Consideration is being given for a revision of the Tewkesbury Chamber of Commerce which is currently dormant. An event was held in the Town Gardens which proved popular.

Tewkesbury Museum has received a TripAdvisor Certificate of Excellence for 2018. It has achieved good satisfaction performance levels.

18/19 - 156 To receive reports from Tewkesbury Borough Council and Gloucestershire County Councillors

Tewkesbury Borough Council apologises for the delay in grass cutting due to lack of capacity and other works overrunning. If any of the public have areas of concern they should complain to Tewkesbury Borough Council.

18/19 - 157 To approve payments for April 2018 and May 2018

Work is in progress following the year-end review by outside contractor. These reports will be deferred to the next Full Council meeting.

18/19 - 158 To receive the budget report for May 2018

Work is in progress following the year-end review by outside contractor. These reports will be deferred to the next Full Council meeting.

18/19 - 159 To receive the internal audit report and to note recommendations from the Finance Committee meeting dated 4th June 2018

The Clerk reported she was pleased with the Internal Audit report and the Finance Committee had discussed the recommendations. The internal audit

'tick list' will be discussed at the next Finance Committee meeting. The Internal Auditor had thanked the Council for the invitation to attend the meeting but had not included it in his costs and did not feel it was necessary. The recommendations were being actioned and there is a Finance Working Group meeting to discuss the Internal Control checks. The Finance Committee will consider the Internal Control checklist and make recommendations to Full Council.

18/19 - 160 To consider and approve the Annual Governance Statement 2017/18

The Statement for 2017/18 was reviewed in detail on a line by line basis. It was RESOLVED to approve the Annual Governance Statement for 2017/18. A copy will be uploaded on to the website.

18/19 - 161 To approve the Balance Sheet and Income & Expenditure Account for the financial year ended 31st March 2018

The reports were reviewed in detail. There was a discussion on VAT reclaims, payments outstanding, and earmarked reserves. It was reported that the queries raised would be discussed at Finance Committee.

It was proposed to approve the reports by Cllr P Aldridge, seconded by Cllr K Brennan.

It was RESOLVED to approve the Balance Sheet and Income and Expenditure Account for the financial year ended 31st March 2018.

18/19 - 162 To consider and approve the Accounting Statement 2017/18

The Accounting Statement for 2017/18 was reviewed in detail. It was proposed to approve the Statement by Cllr S Raywood, seconded by Cllr K Brennan.

It was RESOLVED to approve the Accounting Statement for 2017/18.

18/19 - 163 To ratify the appointment of Cllr Sztymiak to the Environment and Amenities committee in his absence at the Full Council meeting held on 21st May 2018

The appointment of Cllr M Sztymiak to the Environment & Amenities Committee was proposed by Cllr P Workman and seconded by Cllr M Linton. It was RESOLVED to ratify the appointment of Cllr M Sztymiak to the Environment & Amenities Committee.

18/19 - 164 To approve the payment of the annual stipend to the Town Crier

The payment of the annual stipend to the Town Crier was proposed by Cllr P Workman and seconded by Cllr S Raywood.

It was RESOLVED to approve the payment of the annual stipend to the Town Crier.

18/19 - 165 To review the revised schedule of quotes for the office IT and telephony services and to agree the preferred provider

This item had been brought back to Full Council for consideration as the original quotes did not match the specification and updated quotes had been sought. The schedule of quotes was discussed in detail. It was explained that pre-quote discussions had been held with each potential contractor on detailed requirements as per the brief. The specification was for a one year contract.

The quote from Charlton Networks was proposed by Cllr H Burns and seconded by Cllr M Linton.

It was RESOLVED to award the contract for Office IT and Telephony Services to Charlton Networks.

18/19 - 166 To consider a motion from Cllr Sztymiak that Tewkesbury Town Council register a Community Right To Bid on the green open spaces on Mitton Estate

Maps of the Mitton Estate open spaces were circulated, the open spaces have various landowners. An explanation was given on the Community Right to Bid which allows communities and parish councils to nominate buildings or land for listing by the local authority as an asset of community value. If the assets come up for sale, the community can 'pause' the sale and take up to six months to find the funding required to buy the asset. There was a discussion on other areas in the parish that could be reviewed and whether the Town Council should develop a longer-term project.

It was proposed to register Mitton open spaces on the Mitton Estate as a Community Right to Bid by Cllr K Brennan and seconded by M Poxon.

It was RESOLVED to register a Community Right to Bid on the green open spaces on Mitton Estate.

It was proposed for Environment & Amenities Committee to develop a project to review other areas in the parish by Cllr S Raywood and seconded by Cllr M Linton.

It was RESOLVED for Environment & Amenities Committee to not develop a project to review other areas of the parish for a Community Right to Bid.

The meeting had nearly reached its time limit under Standing Orders and the Chair proposed to move the item on reviewing and approving cheques for signature to the next item and suspending Standing Orders to allow the completion of the meeting.

It was RESOLVED to agree to moving the item on reviewing and approving cheques for signature to the next item but to not allow suspension of Standing Orders. The remaining four items would be deferred to the next Full Council meeting.

18/19 - 167 To consider the recommendation from the Planning Committee that Tewkesbury Town Council adopts the draft pre-application policy
Deferred to the next Full Council meeting.

18/19 - 168 To consider a motion from Cllr Carter to establish a stand-alone Scrutiny Committee
Deferred to the next Full Council meeting.

18/19 - 169 Tewkesbury Town Council resolves from 18th June 2018 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined under the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed conditions) Order 2012 to adopt the General Power of Competence

Deferred to the next Full Council meeting.

18/19 - 170 Correspondence

Deferred to the next Full Council meeting.

18/19 - 171 Cheques for signature

The cheque list was reviewed and approved. The cheques were signed by authorised signatories.

Meeting closed at 8.30pm.

Signature of the Chairman upon approval of the minutes

Date: 10th September 2018