



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Environment & Amenities Committee meeting held on 23rd October 2018
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs S Raywood (Chair), S Carter, S Franklin, J Raywood

Absent: Cllrs C Danter (Mayor), K Powell, M Sztymiak, T Walker

In attendance: D Hill (Town Clerk), J King (Assistant to the Town Clerk)

- E&A 18/064 To receive apologies for absence**
Mayor C Danter & Cllr M Sztymiak
Post meeting note – apologies were received from Cllr Walker on 24th October, absence was due to illness.
- E&A 18/065 To record declarations of interest**
None received.
- E&A 18/066 To consider requests for dispensations**
None received.
- E&A 18/067 To approve the Minutes of the meeting held on 2nd October 2018**
It was **RESOLVED** to approve the minutes. Proposed by Cllr J Raywood, seconded by Cllr S Franklin.
- E&A 18/068 Matters arising from the minutes – for information only**
- 18/012 Leaf blower and sack truck** - FM contractor has been given authority to purchase electric leaf blower up to the value of £250 and sack truck
 - 18/014 GDPR Compliance** - Redhand have confirmed that CCTV signage is compliant with GDPR.
 - 18/022 Memorial plaque for former postman** – has been received and will be installed on 25/10/18
 - 18/024 Purchase of an additional noticeboard** – carried forward
 - 18/039 Repairs to play areas** - Greenfields are looking at the artificial grass at Mitton Play area and the vandalism of the roundabout at Derrick Graham Play area, as well as the replacement of the belt swing.
 - 18/045 Winter Plan** – Snow warden and snow plough operator are happy to continue in this role for the forthcoming winter.



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18/053 Arrivall Public Art work - Councillors discussed the inspection of, and the contracts surrounding the Arrivall Public Art work. **Action:** Cllr J Raywood to report back regarding the contract.

18/055 Bins – The Town Clerk has received correspondence from the Borough Council regarding the possibility of providing bins through s.106 money. **Action:** Cllr S Raywood & the Town Clerk to respond to the Borough Council regarding bins that are required.

E&A 18/069 To receive correspondence relating to the Environment and Amenities Committee

Cllr S Raywood advised that he had received correspondence from a resident in Stonehills asking whether it would be possible to extend the work that the Town Council is undertaking regarding the Community right to bid for Mitton, to cover Stonehills. It was felt that a community group would be better placed to carry out this work as it requires demonstration that the land is in community use at present. **Action:** Cllr S Raywood to respond.

E&A 18/070 Public Participation

There were no members of the public in attendance.

E&A 18/071 To receive Income and Expenditure Reports for September 2018

It was **RESOLVED** to receive the Income and Expenditure Report. Councillors discussed the income received from the public toilets and the business rates associated with the buildings. **Action:** Finance Officer to review payments regarding business rates and electricity payments for September.

E&A 18/072 To receive the committee Budget Report

It was **RESOLVED** to receive the Budget Report. Councillors discussed virements required regarding the change from direct salary payments to now paying an external Facilities Management company. **Action:** Town Clerk and Committee to continue to monitor and make virement when appropriate.

E&A 18/073 To consider the use of Geographical Information Systems by the Town Council and agree any further actions required.

Councillors discussed the use of Geographical Information Systems and the alternative providers. It was **RESOLVED** to approve the use of Geographical Information Systems by the Town Council at a cost of £450 (+VAT). Proposed by Cllr Franklin, seconded by Cllr J Raywood.

E&A 18/074 To agree the renewal of the Ofcom licence for the emergency radio

The Town Council own four portable radios as part of the overall emergency plan. The licence costs £75 for five years and the cost will be met from the Emergency Plan / Adverse Weather cost centre. It was **RESOLVED** to agree the renewal of the Ofcom licence for the emergency radio. Proposed by Cllr J Raywood, seconded by



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Cllr S Carter. **Action:** It was agreed that the range of the radios should be tested as part of the full council run through of the Emergency Plan.

E&A 18/075 To discuss a holiday play scheme during school holiday periods and agree any further actions required.

The Town Clerk has spoken with Play Gloucestershire regarding holiday play sessions. In order to provide a more detailed costing, the Town Council will need to provide more information about their exact requirements. Councillors discussed potential locations for the playscheme and working in conjunction with local schools and other local parish councils. **Action:** Councillors agreed to contact all interested parties (local schools; both secondary and primary, local parish councils, churches and social services) to see what is currently provided and what they would like to run, if support was available. Cllr S Raywood and the Town Clerk to progress.

E&A 18/076 To identify the key points of action required by this committee over the next twelve months

Councillors agreed the following as the key points of action required by the Environment and Amenities Committee over the next twelve months:

- To continue the upgrade of the CCTV system
- To investigate the possibilities for a youth council
- To provide a facelift for the 'Smart' clock on the High Street
- Upgrade the Warwick Place Play Area
- Hold one major event of note
- To develop the asset management and inspection process
- To consider what to do with the public toilets moving forward
- Development of services plans

E&A 18/077 To consider the preparation of the committee budget for the 2019/2020 financial year and initial development of the budget for this committee over financial years 2020/2021 and 2021/22

Standing orders were suspended in order to complete item E&A 18/077

E&A Income	2019/20	Notes
Spring Gardens Income	£6,000	Same for 20/21 & 21/22
Gloucester Road Income		

E&A Expenditure	2019/20	Notes
Spring Gardens R&M	£5,000	£3,000 day to day running £2,000 doors 20/21 & 21/22 £4,000 plus inflation
Spring Gardens Consumables	£0	Now under corporate heading for consumables
Spring Gardens Rates	£3,000	Same for 20/21 & 21/22



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Spring Gardens Water	£2,500	Plus inflation 20/21 & 21/22
Spring Gardens Insurance	£0	Now under corporate costs
Spring Gardens Utilities	£650	Plus inflation 20/21 & 21/22
Gloucester Road R&M	£1,750	Plus inflation 20/21 & 21/22
Gloucester Road Rates	£2,200	Same for 20/21 & 21/22
Gloucester Road Water	£1,000	Same for 20/21 & 21/22
Gloucester Road Insurance	£0	Now under corporate costs
Gloucester Road Consumables	£0	Now under corporate heading for consumables
Gloucester Road Utilities	£400	Plus inflation 20/21 & 21/22
Derek Graham R&M	£4,000	£2,000 day to day repairs £2,000 improvements / refresh
Mitton R&M	£5,000	£1,000 day to day repairs £4,000 repair to artificial grass
Warwick Place R&M	£1,500	Same for 20/21 & 21/22
Warwick Place Improvement	£20,000	£45,000
Youth Budget	£5,000	Same for 20/21 & 21/22
Noticeboards	£500	Plus carry forward of £1,300 from 18/19 £500 for 20/21 & 21/22
CCTV	£2,000	Same for 20/21 & 21/22 – upgrading project
Street Furniture	£6,000	Some additional funding may be available if Leader Funding approved. Same for 20/21 & 21/22
Tree Maintenance	£3,000	£2,000 tree survey £1,000 standard maintenance. £1,000 for 20/21 & 21/22
Emergency Plan / Adverse Weather	£2,000	Plus inflation 20/21 & 21/22
Cleaning & Maintenance	£2,000	Equipment only
Arrivall Insurance	£250	Plus inflation 20/21 & 21/22
Bus Shelter R & M	£1,000	Work particularly required at The Crescent
Combined Consumables	£1200	Equipment only. Plus inflation 20/21 & 21/22

Councillors discussed profiling the income from the public toilets by month, in order to make better estimates. **Action:** Town Clerk to liaise with the Finance Officer.

The Council have been advised that the dual separation litter bins are all emptied into general waste and are not recycled. **Action:** Town Clerk to confirm with the Borough Council if this is the case.

The meeting closed at 21:07.

Signature of Chairman upon approval of the minutes20th November 2018