

MINUTES
of the
Full Council meeting held on 10th December 2018
In the Council Chamber at the Town Hall, High Street, Tewkesbury

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

In attendance: D Hill (Town Clerk); P Stanford (Mayor's Chaplain); J King (Assistant to the Town Clerk); Cllr K Cromwell (GCC); 1 member of the public

18/19 - 278 To consider the applications for co-option to Tewkesbury Town Council and to receive a short presentation from each applicant.

Councillors agreed to consider the application for co-option from the second candidate, noting that it had been received one day after the closing date of 5th December.

Timothy Perry and Gavin Preedy both gave a short presentation to the Councillors.

After an anonymous vote, Gavin Preedy was co-opted to the Councillor vacancy for the Priors Park Ward by 6 votes to 5 votes. Cllr A Smith abstained.

18/19 - 279 To receive and note apologies for absence

Apologies for absence were received from Cllrs M Linton, V Smith and S Carter.

18/19 - 280 To receive declarations of interest

None received.

18/19 - 281 To consider requests for dispensation

None requested.

18/19 - 282 To receive written questions from members of the public

None received.

18/19 - 283 Public participation

No comments were received

18/19 - 284 To note the Mayor's announcements

The Mayor announced the following:

Cllr Raywood has the routes available for the street furniture check and will give each Councillor a copy of their route.

The Town Carol Service is being held at 7pm on Thursday 13th December at the Methodist Church, Tewkesbury.

18/19 - 285 To approve the Minutes of the meetings held on 12th November 2018

It was RESOLVED to approve the Minutes subject to the following amendments:
Item – 18/19-249 to insert ‘with the independent review of Cllr Carter’s case’.

Proposed by Cllr Aldridge, seconded by Cllr S Raywood

18/19 - 286 Matters arising from the Minutes – for information only

18/19-248 Cllr V Smith last attended a Full Council meeting in 21st May 2018. There was a mistake on the minutes as he is not listed as present and this will be added as a post meeting correction. Cllr V Smith had therefore been present at a meeting within the last six months when the November meeting was held.

Cllr V Smith was unable to attend this evening and discussed his absence with the Town Clerk.

It was RESOLVED that the Town Clerk will write to Cllr V Smith regarding his non-attendance for the last six months. Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.

18/19-256 Cllr Burns confirmed that declarations of interest should refer to a specific item not just a precautionary measure.

18/19-263 Street Cleansing. A meeting is scheduled for later this month between the Town Clerk, GCC and TBC to discuss.

18/19- 274 The Town Clerk advised that there has not yet been a reply regarding the requested letter. **Action:** Town Clerk will email all Councillors when decision is advised.

18/19 - 287 To note the following Committee Minutes:

Environment & Amenities 20th November

Planning 14th & 30th November

Staffing 12th & 26th November

Buildings & Moorings 7th November

Finance 1st & 29th November

Finance 29th November to follow at the next meeting.

The above minutes were noted.

Cllrs discussed the staffing committee minutes of 12th November and noted that the committee had resolved to recruit an Administrator and Events Co-ordinator.

Cllrs asked if this would increase the precept. The Staffing Committee replied that the budget for staffing will not be exceeded. The position would be largely self-supporting as part of the role is to increase the bookings at the Town Hall and Watson Hall. Another Cllr raised the issue of increasing the head count in general, as it had only recently been reduced. The Staffing Committee replied that replacement staff had been hired on a part-time basis and the aim is to make staff count rather than duplicating roles.

Cllr Sztymiak requested the salary costs for each member of staff. The Town Clerk advised that the staffing budget can be circulated and the staffing committee discuss

the individual details. **Action:** Town Clerk to check with GAPTC regarding the information that can be released to individual Cllrs.

18/19 - 288 To receive Councillor reports for Tewkesbury Borough Council & Gloucestershire County Council

Cllr Kevin Cromwell; from GCC, provided an update.

Roads have been resurfaced and access to the car parks was maintained throughout. Smiths Lane resurfacing has been delayed until after Christmas, the suppliers are struggling to source the solid blue bricks. Margaret Road in Priors Park will be resurfaced in March.

The new Fire Chief will be starting in March. The current Police and Crime Commissioner has launched a hostile bid for the takeover of the fire and rescue service. There is a consultation out regarding the merging of the fire and rescue and police services. Cllrs were encouraged to contribute to the consultation.

A Cllr asked if there were plans to repair the hole in the road by The Cross? The issue has been reported to Severn Trent for repair.

A Cllr raised concerns about the footpath opposite the T-junction turning to TBC. This will be in phase two of the footpath improvements, starting after April 2019.

The Tewkesbury Town Regeneration Consultation meeting will be taking place in the Corn Exchange at the Town Hall on Thursday 13th December between 3.30pm-7pm.

The Winter Plan is underway. The grit bins are full and the gritters have turned out seven times so far.

A Cllr asked if the pot holes in Church Street would be repaired soon. Not in this financial year.

There was no report from Tewkesbury Borough Council. **Action:** Cllr names to be added to the agenda as a reminder to those from TBC and GCC to provide a report.

18/19 - 289 To receive reports from members representing the Town Council on outside bodies

Cllr J Raywood provided a TTRP update regarding the sessions held with Mace on 10th December. The sessions looked at the background, needs and aspirations with respect to the Spring Gardens site. These sessions were the first of three sessions in this stage of scheme development. The next stage is anticipated to take place in January 2019 and the third stage in March 2019. The overall approach appears at this stage to be positive and open and professional which leads to a positive expectation of this process.

Cllr Burns attended the GMTF 'Look and Learn' in Ross on Wye. A report will be circulated shortly. The state of locality report, authored by the University of Gloucestershire, will be available from Thursday. There will be a Look and Learn session in either in Nailsea or Pershore at the beginning of next year. There will also be an open network meeting at beginning of March.

Cllr Aldridge was unable to attend the Chartered Parishes meeting, due to the late invitation. **Action:** Town Clerk to follow up where the invitations are being sent.

18/19 - 290 To receive the expenditure report for November 2018 and the budget report
Code 416 on page 2 has been mis-keyed and should be on Watson Hall repairs and maintenance.

It was RESOLVED to approve the expenditure report for November 2018 and budget report.

A Cllr asked when the museum will receive the money allocated in the budget. The £8000 will be approved at the Buildings & Moorings meeting on 19th December 2018.

18/19 - 291 To approve the payments list
It was RESOLVED to approve the payments list.
Proposed by Cllr Aldridge, seconded by Cllr S Raywood.

18/19 - 292 To receive an update from the Town Clerk on the 2017/18 External Audit and the 2018/19 Interim Internal Audit
The AGAR raised two points which the Town Clerk referred to in the last Full Council meeting. The three additional points were to note going forward.
An interim internal audit took place at the end of November and the auditor took the external audit into consideration when completing the interim internal audit. Cllrs Franklin and Burns wished to note that they had not checked the petty cash during their audit. **Action:** Town Clerk to raise with internal audit as report implies that they had.

18/19 - 293 To receive an update from the Town Clerk regarding the upgrade to the Town Council website
A virement has taken place to the IT budget which sits under the Finance Committee to reskin the website. The new website will be based on the Wordpress back engine, as at present. The Town Clerk has spoken to two suppliers and they are scoping what they can do for us. All contractors are working to the same requirements, for example – to enable online bookings and payment and an up to date availability calendar.

18/19 - 294 To consider and approve the Health & Safety policy
Fire risk assessments have been completed for both the Town Hall and the Watson Hall. Risk assessments have been completed for the toilet blocks and the Town Hall offices.
It was RESOLVED to approve the Health & Safety Policy.
Proposed by Cllr Franklin, seconded by Cllr S Raywood. Cllr Aldridge abstained.

18/19 - 295 To consider the grant application from Three Choirs Festival
The Town Clerk provided the additional details further to requests made in November's Full Council meeting.

It was RESOLVED to not approve the grant application from Three Choirs Festival. Proposed by Cllr Workman, seconded by Cllr Aldridge. Cllr Franklin abstained.

18/19 - 296 To note the renewal of Ellis Whittam contract for Human Resources advice and insurance cover for the forthcoming year.

The renewal of the contract was noted. It was noted that the experience and knowledge is beneficial to the Council.

18/19 - 297 To receive an update from the Town Clerk on the budgeting process

All committees have completed the first draft of their budget. The Chairs of the main spending committees are meeting on Wednesday 12th December at 2pm to discuss further. The Finance Committee will then meet on 10th January.

18/19 - 298 To consider and approve the Strategic Planning document and to agree the next steps in this process

This is an important document for the Town Council, specifically in their aim to achieve the foundation level of the Local Council Award Scheme. All Councils achieving this must have a published strategic plan on their website. This is now a basic document; as a starting point, for the Council to work on.

Cllrs noted the need to add their comments in an appropriate timescale, the need to work with Tewkesbury Borough Council and the surrounding parishes, to encourage public engagement and to include futureproofing; particularly regarding the Severn Ham. It was agreed that this version of the document is the starting point from which the strategic plan will develop.

It was RESOLVED to approve the Strategic Planning document. Proposed by Cllr Brennan, seconded by Cllr Walker.

The next step will be a working group meeting that will be open to all Councillors. **Action:** Town Clerk to circulate the working group meeting date.

18/19 - 299 To 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

It was RESOLVED the public and press leave the meeting. Proposed by Cllr S Raywood, seconded by Cllr J Raywood

18/19 - 300 To receive an update on staffing matters

Cllrs received an update on outstanding staffing matters.

There being no further business, the meeting closed at 7.50pm.

Signature of Chairman upon approval of the minutes21st January 2019