

MINUTES
of the
Full Council meeting held on 21st January 2019
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; P Aldridge; T Walker; P Workman, V Smith, G Preedy, S Franklin

In attendance: D Hill (Town Clerk); J King (Assistant to the Town Clerk)
Six members of the public, Cllr Cromwell (GCC)

18/19 - 301 To receive apologies for absence

Apologies for absence were received from Cllrs S Carter, K Powell, A Smith & M Linton. Apologies were also received from P Stamford (Mayor's Chaplain)

Cllr Danter gave verbal notice of an amendment to item 18:

To delegate authority to the Town Clerk to seek legal and other advice regarding the position of status and management of The George Watson Memorial Hall and other associated buildings of that site and to bring the information to a meeting of the Tewkesbury Town Council as Trustees, yet to be arranged. In the meantime, the Town Council and its staff will continue with the management of The George Watson Memorial Hall and other associated buildings of that site as it has done to this date.

18/19 - 302 To receive declarations of interest

Cllr Preedy declared an interest in item 15 – Chairman of HOPP
Cllrs Walker, Sztymiak & Workman declared interests in item 20

18/19 - 303 To consider requests for dispensation

None requested.

18/19 - 304 To receive written questions from members of the public

None received in advance of the meeting.

18/19 - 305 Public participation

- A member of the public had circulated a paper containing questions regarding the bund repairs in 17/18, the new budget regarding tourism & events and the staffing budget.
- Another member of the public enquired as to whether the Council has agreed objectives for staff, in particular in respect of the new Events & Administration Officer role. They also questioned why minutes were not published online within five working days.

Action: Town Clerk to respond to written questions raised.

18/19 - 306 To note the Mayor's announcements

The Mayor wished all Councillors a Happy New Year and welcomed them back to the challenges for 2019.

The Mayor thanked all those who attended the Carol Service in December. The collection raised funds for the Salvation Army and the Town Band. The Town Band have very kindly donated their funds to the Salvation Army.

Radio Gloucestershire invited the Mayor to take the retiring collection at Carol Service at the Abbey. The collection raised over £800, the majority of which will be donated to the Sensory Zone. Cllr Danter proposed asking Radio Gloucestershire to come to Mayor Making.

Action: Cllrs to contact Mayor Danter if there are any objections to inviting Radio Gloucestershire to Mayor Making.

The order for the first phase of the Warwick Place play area refurbishment has been placed. Installation will be in approximately 14 weeks' time.

GAPTC is ready to carry out the assessment for LCAS at foundation level. All relevant documents are now available on the Town Council website.

The upgrade to the emergency lighting and other improvements have been completed at the George Watson Memorial Hall.

It is with sadness that it was reported that Dennis Green has recently passed away. His funeral is being held on Wednesday 23rd January at 12.30pm at the Methodist Church.

- 18/19 - 307 To approve the Minutes of the meeting held on 10th December 2018**
It was RESOLVED to approve the Minutes of the meeting held on 10th December 2018
Proposed by Cllr Aldridge, seconded by Cllr Franklin
- 18/19 - 308 Matters arising from the Minutes – for information only**
18/19-287 Salary Costs – The Town Clerk has checked with Sara Freckleton and an email has been circulated to Cllrs regarding information that can be released.
18/19-289 Chartered Parish Invitations – Town Clerk to follow up.
18/19-292 Internal Audit – The Town Clerk is in email contact with the auditor and will update the finance committee and Full Council when an answer has been received regarding the internal audit report implying that petty cash had been checked by Cllrs, when Cllrs confirmed they had not checked the petty cash.
18/19-298 Strategic Planning – Assistant to the Town Clerk to circulate potential dates.
18/19-288 Names of Borough and County Cllrs providing reports – to be detailed on the agenda.
- 18/19 - 309 To note the following Committee Minutes:**
Planning 12th December
Staffing 17th December
Buildings & Moorings 19th December
Finance 29th November
Severn Ham 6th December

The above minutes were noted.

Cllr Aldridge advised that there is a Severn Ham Working Party meeting on Thursday 24th January to discuss the future proofing of the Ham. All Cllrs are welcome to attend.

18/19 - 310 To receive Councillor reports for Tewkesbury Borough Council & Gloucestershire County Council

Gloucestershire County Council

Cllr Cromwell provided an update on the draft budget proposals for GCC, which will go for cabinet approval on 13th February. There will be a 2.99% increase in Council Tax and GCC are also proposing to apply the national social care precept of 2% This will equate to a £5.13 per month increase for a Band D property.

New Chief Fire Officer; Wayne Bowcock, starts in March.

Revised scrutiny arrangements will be in place for May 2019.

Reported the sad passing of Jack Williams, the County Councillor for Churchdown.

Local retired Police Officer, Ted Kingber also passed away recently.

Tewkesbury Borough Council

Consultation exercises have now all closed, the next stage will be a review of responses.

Medium term financial strategy suggests that council tax will continue to rise by £5 annually for a Band D property for the next few years.

Issues with grass cutting are being investigated.

TBC are working with the Civic Society to get bins moved in from off the streets in the centre of town. Borough Officers have visited houses where bins have remained outside to try and understand the issues.

18/19 - 311 To receive reports from members representing the Town Council on outside bodies

Cllr S Raywood provided a report on TTRP. The Supplementary Planning Document has been through consultation process. The next TTRP meeting is scheduled for Thursday 24th January at 10am at the Borough Council offices. A combined meeting of TTRP, Town Council and MACE has been scheduled for 31st January between 10am and noon. Please advise the Town Clerk by 25th January if you wish to attend.

A Cllr asked if there was an automatic right to remain on TTRP if re-elected. Cllrs were advised that there was no automatic right to continue.

Cllr Aldridge provided an update on the Tewkesbury Wheelchair Bus. More volunteers are required to assist with the Wheelchair Bus. Current requirements are for attendants (4 hours per week) and drivers (4-5 hours a month).

18/19 - 312 To receive the expenditure report for December 2018 and the budget report
The expenditure report for December 2018 and the budget report were received.

18/19 - 313 To approve the payments list

It was RESOLVED to approve the payments list.

Proposed by Cllr J Raywood, seconded by Cllr Aldridge.

18/19 - 314 To agree to add Hewer FM Ltd and Externiture Ltd to the retained contractors list

It was RESOLVED to add Hewer FM Ltd and Externiture Ltd to the retained contractors list. Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

18/19 - 315 To review and approve the budget for the financial year 2019-20 as recommended by the Finance Committee

All Committees have set their budgets and held working group meetings to fine tune them, whilst also giving consideration to the reserves and earmarked reserves. The initial recommendation is based on total expenditure of £430,509 against an income of £392,960. Once earmarked reserves have been used this leaves a funding gap of £27,820.79 and a precept increase of 10%.

Cllrs debated the budget, estimated year-end figures, variances and the budget setting process at length. Cllrs discussed the increase to the staffing budget, as it shows an increase of £50,000. It was stated that there had been an in-year increase to the budget from £136,000 as agreed at Full Council in February 2018, the figure of £99,930 is the figure from the original budget. The increase to £136,000 was made when the Boxer FM contract came to an end and the members of staff were subject to a TUPE transfer to the Town Council.

Changes are also being made to the way that the current FM contract is accounted for in the 19-20 financial year. In the 18-19 budget the cost was split between Moorings £3,000, Town Hall - £13,500, Watson Hall - £9,000, E&A - £20,000. In 19-20 this will all be accounted for as a corporate cost from the staffing budget of £24,225. It is difficult to compare the two year's staffing costs on a like for like basis, but will make it easier going forward. A Cllr asked why new starters were being offered LGPS rather than NEST. They were advised that some new members of staff were already members of LGPS and wished to remain so, and positions were offered with LGPS after approval from the Staffing Committee. The Staffing Committee have agreed the appointment of an Events and Administration Officer for 25 hours a week, at SCP 24.

Cllrs raised questions regarding the Tourism & Marketing budget of £4,500, the Tree Maintenance budget of £3000 within E&A and the Hay Project within the Severn Ham budget. Cllrs were advised that the Tourism budget was required to upgrade the projected image of the town and produce a town guide. The tree maintenance budget is to finance a survey of trees raising concern in the parish and carry out the necessary work. Due the Severn Ham being an SSSI, specialist seed is required to re-sow the Severn Ham. The seed has to be approved by the Environment Agency and Natural England, the project is taking place over three years.

The Town Clerk reminded members of the JPAG guidance on how Council's should account and budget and that the budget should be set and then the precept calculated, rather than setting the precept and then fitting the budget to it.

Cllr Szymiak proposed that the budget be sent back to the Finance Committee and it be reduced to a 3.9% increase in precept. The motion was seconded by Cllr Workman. The motion was not carried (4 in favour, 6 against).

Cllr Brennan proposed that contingencies revert to being held as a corporate contingency rather than individual committee contingencies, saving £3,100. The motion was seconded by Cllr S Raywood. It was RESOLVED that contingencies revert to being held as a corporate contingency rather than individual committee contingencies, saving £3,100 per annum.
(10 in favour).

Cllr Sztymiak proposed that the Tourism budget be reduced to £380, as per the current spend to date for 2018-19, saving £4142. The motion was seconded by Cllr Workman. It was RESOLVED to reduce the Tourism & Marketing budget to £380.
(8 in favour)

An adjournment was proposed in order to recalculate the budget and precept request. Proposed by Cllr Aldridge, seconded by Cllr Brennan.

Meeting was adjourned at 7.51pm.

Meeting reopened at 8.30pm

It was RESOLVED to agree the revised budget spend of £426,289.
Proposed by Cllr Aldridge, seconded by Cllr Danter.

A recorded vote was requested.

In favour – Cllrs Walker, Aldridge, S Raywood, Franklin, Brennan, Danter & J Raywood.

Against – Cllrs Burns, V Smith, Sztymiak & Workman

Abstained – Cllr Preedy

18/19 - 316 To agree the Council's precept request for the financial year 2019-20

It was RESOLVED to agree the Council's precept request of £301,288 for the financial year 2019-20. Proposed by Cllr Franklin, seconded by Cllr J Raywood.

A recorded vote was requested.

In favour – Cllrs Walker, Aldridge, S Raywood, Franklin, Brennan, Danter & J Raywood.

Against – Cllrs Burns, V Smith, Sztymiak & Workman

Abstained – Cllr Preedy

Motion carried

18/19 - 317 To consider a request from Cllr Preedy to join the Buildings & Moorings and Planning Committees

It was RESOLVED to ratify the appointment of Cllr Preedy to the Buildings & Moorings and Planning Committees. Proposed by Cllr Sztymiak, seconded by Cllr S Raywood.

18/19 - 318 To delegate authority to the Town Clerk to seek legal and other advice regarding the position of status and management of The George Watson Memorial Hall and

other associated buildings of that site and to bring the information to a meeting of the Tewkesbury Town Council as Trustees, yet to be arranged. In the meantime, the Town Council and its staff will continue with the management of The George Watson Memorial Hall and other associated buildings of that site as it has done to this date.

It was RESOLVED to delegate authority to the Town Clerk to seek legal and other advice regarding the position of status and management of The George Watson Memorial Hall and other associated buildings of that site and to bring the information to a meeting of the Tewkesbury Town Council as Trustees, yet to be arranged. In the meantime, the Town Council and its staff will continue with the management of The George Watson Memorial Hall and other associated buildings of that site as it has done to this date. Proposed by Cllr Aldridge, seconded by Cllr Brennan.

18/19 - 319 To receive GAPTC's Strategy 'Our Plan for Gloucestershire 2018-2022'

The GAPTC strategy document was received.

**18/19 - 320 To consider and agree a response to the following planning application:
18/01013/FUL application for the change of use of ground floor from bank (A2) to offices (B1) and change of use of upper floors from bank (A2) to 2 no. apartments (C3) plus external alterations to the ground floor frontage 71-73 Barton Street, Tewkesbury, Glos GL20 5PY**

Cllrs Walker, Sztymiak & Workman declared interests in the project and abstained from voting.

Cllr J Raywood reported that twice the Borough Council have asked the Town Council to look at an amended application and respond within seven days. This is very difficult to do in order to give proper notice and ensure that the meeting is quorate.

It was RESOLVED to respond that whilst the Town Council acknowledges that many of its previous concerns have been, by and large, addressed by the applicant, the Town Council still objects as it is concerned that the amended proposal for the front elevations is out of character with the Tewkesbury street scene. Proposed by Cllr J Raywood, seconded by Cllr Danter.

There being no further business, the meeting closed at 20.56.

Signature of Chairman upon approval of the minutes11th February 2019