

# TEWKESBURY TOWN COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 12<sup>TH</sup> FEBRUARY 2018 IN THE COUNCIL CHAMBER, TEWKESBURY TOWN HALL AT 6.00 PM

**Present:** C Danter (Deputy Mayor), P Aldridge, K Brennan, H Burns, S Carter, K Powell, J Raywood, S Raywood, V Smith, M Sztymiak, T Walker and P Workman  
D Hill (Clerk)

**In attendance:** Cllr K Cromwell (GCC), The Reverend Canon Paul Williams and two members of the public

The Reverend Canon Paul Williams said prayers.

### **18/19-025 To appoint a Mayor or Chairman of the Town Council**

Cllr Burns proposed that Cllr Workman be appointed as Mayor. Cllr Workman explained that he would be happy to take on the role of Chairman, but not Mayor. Cllr Sztymiak proposed that Cllr Danter should become Mayor. Cllr Danter explained that in view of the ongoing HR issues, if she came Mayor then she would no longer be Chairman of the Personnel Committee and this could potentially be counter-productive given current issues the committee is dealing with. Cllr Aldridge queried whether a Chairman of the Council was legal. The Clerk explained that the over-riding priority for the Council is to have a Chairman. Cllr Workman was proposed as Chairman by Cllr Brennan, seconded by Cllr Walker. Nine in favour and one abstention, **motion carried.**

### **18/19-026 To receive apologies for absence**

Apologies were received from Cllrs M Poxon and A Smith

### **18/19-027 To receive declarations of interests and consider requests for dispensation**

None were received.

### **18/19-028 To receive written questions from members of the public**

No questions had been received.

### **18/19-029 Public Participation**

No comments were received.

### **18/19-030 To approve the minutes of the previous meeting held on 15<sup>th</sup> January 2018**

The minutes of the meeting held on 15<sup>th</sup> January 2018 were approved. Proposed by Cllr Aldridge, seconded by Cllr Brennan. Unanimous, **motion carried.**

### **18/19-031 Matters arising from the minutes – for information only**

It was noted that the War Memorial still needs to be discussed by Cllr Danter and the Clerk. Cllr Aldridge reported four leaks on the Severn Ham since the committee had met.

**18/19-032 To note the Chairman's announcements**

Members were reminded to submit nominations for the Mayor and Deputy Mayor and also for the Community Service Awards (senior and junior). The recent passing of Colonel Bill Blakemore was noted by Members and the Chairman noted his contribution to the Town Council in past years. The Civic Calendar was noted. Confidential announcements were moved to the end of the meeting.

**18/19-033 To note draft minutes of the following committees:**

Planning 24<sup>th</sup> January and Finance & Staffing 11<sup>th</sup> January 2018 minutes were noted.

Planning 7<sup>th</sup> February, Buildings & Moorings 8<sup>th</sup> February, Environment & Amenities 9<sup>th</sup> January 2018 and 2<sup>nd</sup> February would all be noted at the March meeting. Cllr S Raywood provided an update on a replacement dog bin at the request of Cllr V Smith.

**18/19-034 To receive reports from outside bodies**

Cllr Brennan reminded members that volunteer numbers at the Museum are still lower than required, due in part to illness and people moving on. Cllr Brennan issued a plea for help even if just for a few hours a week. From March to October the Museum aims to open from 1-4pm, Monday to Friday. Further information can be obtained from Cllrs Brennan or J Raywood.

Cllr S Raywood reported that the T.T.R.P. met recently and was pleased to report that the County Council is now represented on this body by County Cllr Cromwell. A presentation had been given on the LEADER scheme.

Cllr Burns reported that a G.M.T.F. survey for Councils would be re-issued to Clerks due to a poor response. A visit is planned to Banbury.

**18/19-035 To consider a request from Cllr Walker to join the Environment & Amenities Committee**

The request was agreed.

**18/19 -036 To note the proposed meeting schedule for 2018**

It was agreed that the format was not clear. **Action: The Clerk was asked to arrange for the format to be re-worked.**

**18/19-037 To approve payments for January and to note the January bank reconciliation**

The payments for January were approved. Proposed by Cllr Danter, seconded by Cllr S Raywood.

**Unanimous, motion carried.** The Clerk reported that there had been a problem in preparing the bank reconciliation for January.

**18/19-038 To receive the January budget report**

The January budget report was noted.

**18/19-039 To note the repayment of a salary overpayment under the Staffing budget code**

The repayment was noted.

**18/19-040 To approve the purchase of two replacement desktop computers for the office and the installation of Adobe Acrobat Standard 2017 on one desktop computer from Quintech Computer Systems Ltd**

The purchase was approved. Proposed by Cllr Powell, seconded by Cllr Sztymiak. One abstention, **motion carried.**

**18/19-041 To receive an update from the Clerk on the Interim Audit conducted on 6<sup>th</sup> & 7<sup>th</sup> February**  
The Clerk read out an email that had been received from the Internal Auditor.

**18/19-042 To review and approve the proposed IT contract from Quintech Computer Systems Ltd**  
Item was deferred pending additional information required from Quintech Computer Systems Ltd

**18/19-043 To receive a report on the Cleaning & Maintenance contract and to agree a recommendation from Buildings & Moorings, Environment & Amenities and Finance & Staffing Committees for implementation from 1<sup>st</sup> April 2018**

Cllr S Raywood presented the report to Full Council proposing to T.U.P.E. the two Boxer FM staff members who work exclusively on the Town Council contract and to obtain F.M. supervisory cover via G.A.B. Services on a self-employed basis for an initial period of six months. Cllr Raywood explained that whilst this would be a slight increase on the amount budgeted for the contract in 2018/19 it was anticipated to benefit considerably from cost savings to be realised by not having to pay for additional services as is the case currently and the scope of service and flexibility on offer could also realise economies of scale. Cllrs Sztymiak and V Smith both expressed concern regarding the overall cost of the contract versus the possible benefits and would like to see a plan B and noted that previously these staff had been supervised by the Clerk. Cllrs Danter, Aldridge, J Raywood and Carter supported the proposal noting that supervision has been an issue with the current arrangements. Cllr S Raywood explained that the budget had been reviewed against the complete year but felt that the cost benefit would be evident after a six month period. Cllr Brennan queried whether this arrangement would result in closer supervision of the toilet staff. It was proposed to bring Facilities Management roles back in-house and to contract in supervision of the staff on a six month contract. Proposed by Cllr S Raywood, seconded by Cllr J Raywood, unanimous, **motion carried.**

Cllr Cromwell left at this juncture

**18/19-044 To receive reports from Tewkesbury Borough Council and Gloucestershire County Council**

Cllr Sztymiak gave the following report:

Following a couple of incidents in the Borough where residents and businesses were left without water, Tewkesbury Borough Council's Overview and Scrutiny committee will be reviewing the way the incidents were handled and the effects it had and in particular asking Severn Trent to attend a meeting to answer questions about how they responded. As part of the fact finding exercise before the meeting local parish councils will be asked for their written comments and as Tewkesbury has a large water pipe running across the Ham and has experience of dealing with Severn Trent on this issues I think it would be relevant for the Town Council to take part in this exercise when invited.

Tewkesbury Borough Council have been successful in a bid to the Government's Housing Infrastructure Fund and have been awarded £8.1 million to help improve transport links to the Tewkesbury Ashchurch Housing zone site north of the MoD site around Aston Fields. They will be considering a new road bridge over the railway line.

The Aston Project is being launched Borough wide towards the end of this month following a successful trail in Priors Park since last September. The project is a joint initiative between the Borough Council and Gloucestershire Police which seeks to identify at an early stage those vulnerable young people who may be headed towards anti-social behaviour and tries to engage them in more positive activities and outcomes.

Cllr Aldridge requested Cllr Sztymiak to report back to Tewkesbury Borough Council on Severn Ham issues.

Cllr V Smith gave an update on the A46 improvements as an all-encompassing group for the whole of the A46 corridor. Cllr J Raywood queried whether the A46 partnership is supported from all areas. Cllr Burns asked whether the contract with Amey is being renewed.

**18/19-045 Correspondence**

None new for the meeting but the Clerk will circulate any emails for consideration.

**18/19-046 Cheques for signature**

The cheques were approved for signature.

**18/19-047 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**

Proposed by Cllr Aldridge, seconded by Cllr S Rywood. Unanimous, **motion carried.**

**18/19-048 To approve the implementation of the UK Living Wage for staff currently paid below this rate from 1<sup>st</sup> April 2018 as recommended by the Finance & Staffing committee meeting held on 7<sup>th</sup> December 2017**

Proposed by Cllr Sztymiak, seconded by Cllr S Raywood.

**18/19-049 To receive a report from the Clerk on the Moorings legal case and to agree any necessary action**

The Clerk gave a report on the Moorings legal case. In the absence of detailed information concerning the possibility of a settlement it was agreed to continue with the request to seek Counsel's opinion.

Proposed by Cllr Walker, seconded by Cllr Sztymiak. Ten in favour and one abstention, **motion carried.**

**18/19-050 Confidential Mayor's Announcements**

Cllr Danter gave an update on behalf of the Personnel Committee.

There being no further business the meeting closed at 8.05 pm.

Signature of Chairman upon approval of Minutes ..... 12<sup>th</sup> March 2018