

MINUTES
of the
Full Council meeting held on 3rd June 2019
In the Council Chamber at the Town Hall, High Street, Tewkesbury

Present: Cllrs K Brennan (Chair), P Aldridge, V Smith, A Carter, C Cody, K Powell, A Rudge, C Danter, H Davis, G Preedy, S Raywood, J Raywood, M Sztymiak

In attendance: D Hill (Town Clerk); J King (Assistant Town Clerk)
6 members of the public

19/20 - 001 To receive apologies for absence
Apologies for absence were received from Cllr Walker (Health).

19/20 - 002 To receive declarations of interest
None received.

19/20 - 003 To consider requests for dispensation
None requested.

19/20 - 004 To receive written questions from members of the public
None received.

19/20 - 005 Public participation
Members of the public expressed the following:
Item 18 – In view of the short hours at the Town Council, have the Town Council considered the Tourist Office selling tickets on their behalf or changing opening hours?
Item 1 - No email had been received for their Ward Councillor and if Councillors are absent they should declare the reason for absence.
Item 16 – Has the Council considered a later starting time for committees – 7pm or 7.30pm? Could they be aligned monthly with Council meetings?
Item 18 - Town Council event support group – is there a committee for that?

19/20 - 006 To note the Mayor's announcements

- The Deputy Mayor welcomed new and existing Councillors.
- D-Day Darlings performed yesterday, thank you to everyone who worked so hard to make it a success.
- Armed Forces Service – 3pm on Sunday 30th June at Methodist Church, all Councillors are welcome to attend.

19/20 - 007 To approve the Minutes of the meeting held on 15th April & 20th May 2019
It was RESOLVED to approve the Minutes of the meeting held on 15th April subject to the following minor changes:
18/19-381 – removal of the phrase 'addition of'
18/19-387 – insert the phrase 'at this time' after the word proposal.
Proposed by Cllr Aldridge, seconded by Cllr Danter.

It was RESOLVED to approve the Minutes of the meeting held on 20th May 2019.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

A Cllr asked about the progress made regarding the climate change resolution.

Action: Town Clerk to email Cllrs regarding interest in joining the climate change working group and to set the first meeting date.

19/20 - 008 Matters arising from the Minutes – for information only

18/19-373 SLCC – minutes were emailed after the last meeting.

18/19-372 Cllr V Smith – N71 Bus Service – no update.

18/19-376 Meeting papers are published online.

18/19-382 Waiting for a response from GCC on the correct process to follow.

18/19-387 Town Clerk met with the Steering Group to update on decision made.

19/20 - 009 To note the following Committee Minutes:

Buildings & Moorings – 8th April

Environment & Amenities – 9th April

Planning – 17th April

Severn Ham – 4th April

The above minutes were noted.

The Town Clerk provided an update on item 7 from Planning Committee meeting. A conveyancing document from 1972 has been found, but not the signed copy. The document is currently with the solicitors.

19/20 - 010 To receive Councillor reports for Tewkesbury Borough Council & Gloucestershire County Council

Gloucestershire County Council

Cllr Cromwell provided an update from Gloucestershire County Council.

- At their May meeting GCC welcomed and endorsed, on behalf of Gloucestershire, the declaration of a climate change emergency by Parliament on behalf of the UK. They called on Central Government to provide the additional powers and resources to support local and national action.
- Gloucestershire Climate Change Summit happened on 21st May. Next steps are a Community Engagement Panel, to set a youth panel and to rewrite the County's Climate Change Strategy and Action Plan.
- The main outcome of the Scrutiny Review is the creation of an Adult Social Care and Communities Scrutiny Committee whose remit will cover Adult Social Care, Public Health, the Health and Wellbeing Board, Fire and Rescue, Libraries and Public Protection.
- Launch of Gloucestershire's new Children's Social Work Academy – based in Gloucester. Initiative is to help train, develop and retain social workers.

A Cllr asked about the allocation of funding for vehicle charging points. Specifically, how much was allocated and when some will be installed in the Town.

Action: Cllr Cromwell to provide details. Cllr Cromwell advised that the issue with fast charging is sometimes that the network cable to the location cannot support the fast charging.

Tewkesbury Borough Council

Cllr Sztymiak provided an update on the new makeup of the Borough Council and outlined the Borough Councillors for the Tewkesbury districts.

He also provided an update on the plans for the delivery of the Garden Town programme at Ashchurch.

19/20 - 011 To receive reports from members representing the Town Council on outside bodies

Cllr Aldridge provided an update on the Tewkesbury Wheelchair Bus. They are desperately in need of drivers over the coming year. The commitment is 4-5 hours a month, anyone between the ages of 26-73 can help and training is given.

Cllr S Raywood provided a report on TTRP. The Supplementary Planning Document has been adopted by the Borough Council and there will be a formal launch in due course. The Future High Streets bid has also been submitted by the Borough Council.

19/20 - 012 To approve the payments list

It was RESOLVED to approve the payments list.

Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

19/20 - 013 To receive an update from the Town Clerk on the revised arrangements for the Internal Audit and end of year process

The internal audit was due on 23rd May, unfortunately the internal auditor is seriously ill. As a result, GAPTC have been contacted and an auditor has been appointed through them. The internal audit will now take place on 4th June.

It may be necessary to hold an extraordinary Full Council meeting to approve the end of year details.

19/20 - 014 To approve the payment of the annual stipend to the Town Crier and the Mayor's allowance

It was RESOLVED to approve the annual stipend of £1000 to the Town Crier and the Mayor's Allowance of £1500 per annum.

Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.

19/20 - 015 To consider a proposal from Cllr Brennan that Standing Orders are amended to recommend that all Councillors should be a member of at least one committee

There are 24 committee places, and 26 outside bodies requiring representation.

Therefore, to evenly spread the work, it is proposed that all Cllrs need to be on one or two committees and one or two outside bodies, as the Town Council needs active Councillors.

It was RESOLVED that Standing Orders are amended to recommend that all Councillors should be a member of at least one committee.

Proposed by Cllr Brennan, seconded by Cllr Aldridge.

19/20 - 016 To review the current committee structure and to agree the structure and terms of reference for 2019/20

Cllrs reviewed the terms of reference for 2019/20 included in the meeting pack. The terms of reference for the Planning Committee will be updated as per the recommendation from 30th January 2019 meeting, together with the inclusion of 'To authorise any expenditure included in the budget' and the additional of 'and any associated spend to be referred to the Finance Committee' at the end of the duties regarding the management of the CIL.

It was RESOLVED to agree the terms of reference for 2019/20.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

19/20 - 017 To vote on the membership of each committee

The membership of each committee was agreed as follows:

Environment & Amenities

S Raywood (Chair), M Sztymiak, J Raywood, G Preedy, H Davis, K Powell, P Aldridge

Severn Ham

P Aldridge (Chair), J Raywood, C Danter, C Cody, V Smith

Buildings & Moorings

C Danter (Chair), A Carter, K Powell, A Rudge, S Raywood, K Brennan

Staffing

K Brennan (Chair), H Davis, K Powell, P Aldridge, S Raywood

Planning

J Raywood (Chair), S Raywood, G Preedy

H Davis & C Danter happy to support on an ad-hoc basis.

Finance

T Walker (Chair), S Raywood, P Aldridge, J Raywood, C Danter, K Brennan

19/20 - 018 To consider the formation of a Town Council Events Support Group

A request was made for people who would like to support the events being put on at the Town Hall or Watson Hall. This can be members of the public or the Council. Activities would include arranging for the display of posters, front of house, selling tickets, make tea and serving refreshments.

Cllrs Davis, Danter, S Raywood, J Raywood, Brennan volunteered to assist.

19/20 - 019 Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities

The recharge of the insurance for the Arrivall sculptures was noted.

19/20 - 020 Review of representation on or work with external bodies and arrangements for reporting back

The following Councillors will represent the Town Council on the external bodies for the forthcoming year:

GAPTC – Cllr S Raywood

League of Friends of Tewkesbury Hospital – Cllrs Danter & J Raywood

Tewkesbury Wheelchair Bus – Cllr Aldridge

Trustees of Tewkesbury Museum – Cllrs Carter & Preedy

Chartered Parishes Group - Cllr Aldridge

Tewkesbury Town Band – Cllr Walker

TTRP – Cllrs Cody, J Raywood & S Raywood

Friends of the Town Hall Garden – Cllrs Danter, Aldridge & Brennan

War Memorial Committee Tewkesbury – Cllrs Danter & Aldridge

Royal British Legion – Cllr Powell

The Almhouse Trust – currently Chris Monk & John Badham

Action: Town Clerk to write to confirm they are happy to continue.

There are vacancies to represent the Town Council on Gloucestershire Market Towns Forum and Tewkesbury in Bloom.

19/20 - 021 To resolve to refer the review of inventory of land and assets including buildings and office equipment to the Finance Committee

It was RESOLVED to refer the review of inventory of land and assets including buildings and office equipment to the Finance Committee.

Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

19/20 - 022 Confirmation of arrangements for insurance cover in respect of all insured risks

The renewal date is now in July as last year the policy was for 15 months.

The Finance Committee will review the insurance cover after the Finance Broker has visited this month.

19/20 - 023 Review of the Council's and / or staff subscriptions to other bodies

The Council's subscriptions were reviewed and noted:

GAPTC - £3000

GMTF - 250

SLCC - £300

CPRE - £36

LCR - £17

GPFA - £100

GRCC - £25

19/20 - 024 To resolve to form a task / finish group to assist Officers to prepare Council policies due for review

It was RESOLVED to form a task / finish group to assist Officers to prepare Council policies due for review. Cllrs J Raywood, S Raywood, Aldridge & Preedy volunteered.

- 19/20 - 025 To note the time and place of meetings of the Council up to and including the next annual meeting of the Council**
The time and place of meetings of the Council up to and including the next annual meeting of the Council were noted.
- 19/20 - 026 To note the charity donations made by the Town Mayor in 2018/19: £2,980 The Sensory Zone, £300 Tewkesbury Wheelchair Bus, £500 PPNP, £500 Vale Wildlife Hospital, £500 Avon Navigation Trust, £500 Maritime Volunteer Service**
The donations were noted. The Deputy Mayor outlined that this money comes directly from fundraising activities of the Mayor over the course of the year. Cllr Aldridge thanked Cllr Danter for her donation to the Wheelchair Bus. Cllr Brennan thanked Cllr Danter for all of her hard work fundraising over the year.
- 19/20 - 027 Tewkesbury Town Council Tewkesbury Town Council resolves that from 3rd June 2019 until the next relevant Annual meeting of the Council, that having met the conditions of eligibility (at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification) 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**
This remains for the next four years, unless there is a change in Clerk. A number of Councils do review this on an annual basis.
It was RESOLVED to adopt the General Power of Competence.
Proposed by Cllr Szymiak, seconded by Cllr Danter.
- 19/20 - 028 To consider and agree grant applications from outside bodies**
Deferred to the next meeting.
- 19/20 - 029 To clarify detail for the motion for submission to the GAPTC AGM on 20th July 2019 as follows: 'GAPTC being a member organisation, to strive to ensure that members are fully informed on matters distributed for their attention. This can be demonstrated by examples of other ALCs and NALC or even locally GRCC's, method of dissemination.'**
A motion was put together by the Council to go forward to the AGM. The issue is that GAPTC information used to be sent directly to members, now have to log on to their website. A representative from the Town Council proposing the motion has to be present at the AGM.
Proposed by Cllr Aldridge, seconded by Cllr Brennan.
- 19/20 - 030 Correspondence**
- Email from TBC re: Public Space Protection Order for the Borough re: dog fouling. Officers will carry out patrols and make members of the public more aware. They have offered to come and talk to Council meetings.

Action: Town Clerk to invite TBC to talk at the next meeting.
 - GAPTC – letter confirming internal audit – charge is £380.
 - Tewkesbury Christmas Lights – have applied for road closure on high street for Sunday 24th November.

19/20 - 031 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 the agenda

It was RESOLVED that 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 the agenda.

Proposed by Cllr S Raywood, seconded by Cllr Aldridge

19/20 - 032 To receive an update from the Town Clerk on the money claim served on the Town Council on 11th April 2019

The Town Clerk provided an update on the money claim.

There being no further business, the meeting closed at 8.10pm.

Signature of Chairman upon approval of the minutes 8th July 2019