



TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held in the Council Chamber, Town Hall, High Street, Tewkesbury, on **10th February 2020 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
5th February 2020

1. To consider the application for co-option to Tewkesbury Town Council and to receive a short presentation from the applicant
2. To receive apologies for absence
3. To receive declarations of interest
4. To consider requests for dispensation
5. To receive written questions from members of the public
6. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
7. To note the Mayor's announcements
8. To approve the minutes of the meeting held on 20th January 2020
9. Matters arising from the minutes – for information only
10. To note the following committee minutes: Staffing – 2nd December 2019, Environment & Amenities – 17th December 2019, Buildings & Moorings – 11th December 2019, Planning – 16th December 2019
11. To receive a report from Cllrs J Raywood & S Raywood regarding the GCC parking strategy consultation and to agree any actions

12. To receive Councillor reports for Tewkesbury Borough Council from Cllr Reid and Gloucestershire County Council from Cllr Smith
13. To receive the budget report and payments report for December 2019
14. To receive the bank reconciliations for December 2019
15. To receive and vote on nominations for the positions of Town Mayor and Deputy Town Mayor
16. To consider and agree an option for prayers at Town Council meetings
17. To consider a proposal from Cllr Aldridge that the Town Council raises its concerns, and requests details regarding current actions being taken on air pollution in Tewkesbury, from Tewkesbury Borough Council & Gloucestershire County Council
18. To receive reports from members representing the Town Council on outside bodies
19. To approve the payments list
20. Correspondence
21. 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
22. To authorise payment on account to Thomson & Bancks in respect of an ongoing legal matter

The next Full Council meeting will be
March 9th 2020 at 6pm in the Town Hall

Final date for agenda items and accompanying papers for the Meeting is **7 clear days before the meeting.**

As part of managing the Council's Risk Assessment, Councillors are reminded to ensure they keep their register of interests up to date.

If you have any questions, please contact the Town Clerk.

The Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights. Anyone wishing to attend any meetings of the Town Council who need ground floor access to do so, should inform the Clerk three days in advance of the meeting so that arrangements can be put into place.

MINUTES
of the
Full Council meeting held on 20th January 2020
In the Council Chamber at the Town Hall, High Street, Tewkesbury

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

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

Meeting opened at 6.38pm.

19/20 - 149 To receive apologies for absence
Apologies for absence were received from Cllr Walker (health), Cllr Carter (work)

19/20 - 150 To receive declarations of interest
Cllr Bowman declared an interest in item 15.

19/20 - 151 To consider requests for dispensation
None requested.

19/20 - 152 To receive written questions from members of the public
None received.

19/20 - 153 Public participation
Members of the public commented / raised the following questions:

- The Watson Hall has made a loss before all costs are taken into account. The individual requested a copy of the Watson Hall accounts and any grants.
- Can you confirm if the Town Council is trading in any way, if yes, the individual requested a copy of the trading accounts and a copy of the business plan approved by the Council.
- Will the proposed changes to the financial regulations mean that individuals cannot query items before decisions are made?
- An individual commented on the increase in activity at the Watson Hall and said it was to be applauded. They stated that they don't have the accounts but it is being booked more often and people were using it as it should be and they wished to thank the Council. Cllr Powell agreed with this and stated that it was fantastic to see it being used as it should be.
- An individual requested that item 14 be deferred until supporting documentation was available for review, as they felt there were too many changes from the NALC guidelines. For example: they agree that the current regulation of £1000 maximum spend per Committee was too low, but they felt that £25,000 was too high. Was it possible to put an emergency procedure, rather than a blanket raise.

19/20 - 154 To note the Mayor's announcements

- Item 14 being deferred – Finance Committee in last week and some changes that we wish to make. Priority is precept setting.
- Oriel Summers (cleaner at the Town Hall for many years) passed away in mid December.
- John Savory passed away 31st December 2019. The funeral service will take place at Cheltenham Crematorium Willow Chapel on Monday 27th January 2020 at 11.15am.
- Ann Cadbury passed away on 1st January 2020, a memorial service will be held at Tewkesbury Abbey on 4th April at 14:00 with tea afterwards – all welcome.
- Thank you to all Councillors and staff who collected the retiring collection at the Radio BBC Gloucestershire carol service - £840 was collected for the Mayor's charity.
- Reminder that Civic Award nominations are now open
- Nominations for Mayor & Deputy Mayor will be requested at February Full Council
- Cllr Danter is running a bring & buy sale to support the Australian Disaster fundraising from Wed 22nd – Sat 25th January in the Town Hall.

Upcoming events at the Watson Hall

- 6th – 9th Feb – CAMRA Beer Festival
- 22nd February – Ladies Night
- 23rd February – Town Band Tea Concert
- 27th February – Psychic Night
- 28th February – Northern Soul – Mayor's Charity Event
- 29th February – JC Quo
- 11th April – Bon Giovi

Upcoming events at the Town Hall

- Every Thursday evening – Line dancing
- Every Friday evening – Free yoga / meditation
- 24th February – Zero Waste talk
- Every Friday – Country Markets
- Every Wednesday & Saturday – Craft markets
- 27th February – TADS auditions – open to all

19/20 - 155 To approve the Minutes of the meeting held on 9th December 2019

It was RESOLVED to approve the minutes of the meeting held on 9th December 2019, subject to the removal of the additional '1' and 'b' in 19/20 -130.

Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

A Cllr asked if they were able to obtain details on confidential decisions made. They were advised yes and to ask the Clerk for any details required.

19/20 - 156 Matters arising from the Minutes – for information only

19/20-060 Press releases – not covered under current standing orders but will be included in the review of the Standing Orders - ongoing

19/20-096 GMTF Report – Circulated - complete

19/20-115 GCC Report – Flood defence spending – The Town Clerk has spoken to Cllr Cromwell and the request has been referred to an officer at GCC- ongoing
19/20-123 Grant Application – Tewkesbury in Bloom – deferred until a response has been received from Tewkesbury in Bloom - ongoing
19/20-124 Prayer in meetings – February agenda – ongoing
19/20-131 Public Participation - Answers to questions raised. Financial regulations are being completed before Standing Orders. The Town Clerk is not currently working on the next stage of the Local Council Award, this may be considered later in the year – complete.
19/20-141 TTRP - next meeting on 26th February – **Action:** Town Clerk to arrange a meeting for Cllrs week commencing 17th February.

19/20 - 157 To note the following Committee Minutes:

Finance – 5th & 28th November 2019

Severn Ham – 7th November 2019

Planning – 13th & 26th November 2019

The above minutes were noted.

Questions regarding Finance Minutes from 5th November:

19.085 What budget were the planters being purchased from. Answer: Tewkesbury in Bloom have decided not to go ahead with this option.

19.092 The opening hours have decreased over the year, but there are more staff. How many hours do we currently employ and how does that compare to three years ago? Will the opening hours be reviewed? Town Clerk advised that FTE was 2.6 people for the majority of 2019/2020, with it recently increasing to 3.31 FTE when the business case supported the increase.

The Town Clerk provided the following information regarding the budget:

- Year to date the income is £74,379 higher than income generated in 2018/19 (excluding the £20k payment to the TC from the Town Band)
- The forecast is for income to be £86,486 higher in 2019/20 than in 2018/19
- This increase in income is attributable to the efforts of the staff employed by the Town Council
- Of this £40,500 relates to grant funding obtained for Warwick Place Playpark and £21,461 relates to increased income at the Town Hall, Watson Hall and Moorings
- Grant application success rate is normally 1 in 8, however the Town Council has a 100% success rate in applying for three grants and being successful in all three, thus enabling the work to take place ahead of schedule. Total project cost £75k.
- Spending on youth has increased. The Town Council funded 6 Play Ranger sessions this year with 9 sessions planned in the next financial year.
- The current Facilities Management contract enables us to be more responsive to issues e.g. problems in the public toilets such as needles and sharps, installation of bins, noticeboards and benches saving on external contractor costs in the region £1,500.

19/20 - 158 To receive Councillor reports for Tewkesbury Borough Council & Gloucestershire County Council

Cllr Sztymiak gave apologies on behalf of Cllr Workman who was unwell and provided an update from Tewkesbury Borough Council.

Cllr Cromwell provided an update from Gloucestershire County Council covering.

- GCC Budget report
- Smiths Lane work is underway
- GCC Local Transport Plan

19/20 - 159 To receive the budget and payments report for November 2019

The finance report for November 2019 was received.

19/20 - 160 To review and approve the budget for financial year 2020-21 as recommended by the Finance Committee

Budgets have been reviewed and reduced as much as possible and three options were presented to Full Council. Figures have been amended since the Finance Committee meeting to include the estimated transfer to General Reserves at the Year End. Proposed expenditure for all options is £492,700.

Option 1 - Use £40,000 from general reserves and request a precept of £314,087. This is an increase of 4.25% equating to an increase of £2.80 per annum for a Band D property.

Option 2 - Use £50,000 from general reserves and request a precept of £309,087. This is an increase of 2.59% equating to an increase of £1.42 per annum for a Band D property.

Option 3 – Use £35,000 from general reserves and request a precept of £336,087. This is an increase of 11.55% equating to an increase of £8.88 per annum for a Band D property.

Audit last year confirmed that general reserve levels are more than satisfactory and therefore could be used to reduce the precept request. The Town Clerk advised that the projected income for the Watson Hall has also been increased to £22,000 and the bar income has also been increased to £40,000. The budget also includes a proposed one off £10,000 grant to Tewkesbury 20.21.

The Town Clerk advised how this could be sustained over future years. The expected removal of business rates from public conveniences will save £5,200 and there is £10,000 budgeted for works at Derek Graham, which decreases to £5,000 in subsequent years. It is also anticipated that grant funding will top up the project costs on the listed buildings.

It was RESOLVED to approve the option one budget for the financial year 2020-21 as recommended by the Finance Committee.

Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

19/20 - 161 To agree the Council's precept request for the financial year 2020-21

It was RESOLVED to agree the Council's precept request of £314,087 for the financial year 2020-21. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

- 19/20 - 162 To consider and adopt the new Financial Regulations**
Deferred to February meeting.
- 19/20 - 163 To consider a proposal from Cllr Cody that the Town Council declares support for the Local Electricity Bill**
Cllr Cody provided a brief summary on the Local Electricity Bill which would allow local groups to supply local electricity, without the current large set up costs. Cllr Cody is asking the Town Council to sign up to the campaign, there is no financial obligation in doing so.
Action: Detailed resolution to be circulated for review.
It was RESOLVED to defer the proposal until the Local Members Bill is returned to parliament. Proposed by Cllr Aldridge, seconded by Cllr Smith.
- 19/20 - 164 To receive reports from members representing the Town Council on outside bodies**
Cllr Raywood has received notification that the provisional dates for TTRP are 26th February, 20th May, 19th August & 25th November.
- 19/20 - 165 To approve the payments list**
It was RESOLVED to approve the payments list totalling £2,460.89
Proposed by Cllr Aldridge, seconded by Cllr J Raywood
- 19/20 - 166 To consider and agree grant applications from outside bodies**
None received.
- 19/20 - 167 Correspondence**
GRCC – Cllr J Raywood has spoken with Barbara Pond to ask about the format and was advised that at present there is no appetite for another service village forum. The Town Council has offered to provide a venue if required.
- West Cheltenham Supplementary Planning Document - Public Consultation**
Consultation opened on 13th January and will run until 17th February 2020. A series of community drop in events are planned and the details of the consultation can be accessed at <https://cybercentral.commonplace.is/>
- Gloucestershire Local Transport Plan (LTP) Review - Public Consultation**
Is now out for review until 26th March 2020. The full draft LTO and access to the review consultation questionnaire can be found at www.gloucestershire.gov.uk/ltp-review.
- Assets of Community Value** – The Town Clerk has been advised that the listing period for both the Tewkesbury Football and Rugby Club as well as the Vineyards has lapsed and the nominators have been advised. **Action:** Town Clerk to enquire as to whether registration has been renewed and add to next agenda if appropriate.
- 19/20 - 168 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 Aldridge, seconded by Cllr S Raywood.

19/20 - 169 To provide an update on staffing matters

The Town Clerk provided an update on staffing matters.

Cllr Powell left at 8.06pm due to a conflict of interests.

19/20 - 170 To receive an update from the Town Clerk on the ongoing money claim served on the Town Council and to agree any action required

The Town Clerk provided an update on the money claim.

There being no further business, the meeting closed at 8.14 pm.

Signature of Chairman upon approval of the minutes 10th February 2020

DRAFT

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 2ND DECEMBER 2019 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM

Present: Cllrs K Brennan (Chair), H Davis, and S Raywood
D Hill (Town Clerk)

- 1) **To receive apologies**
Cllr Aldridge (personal). Cllr Powell was absent.
- 2) **To receive declarations of interests**
None received.
- 3) **To receive dispensations**
None.
- 4) **To approve the minutes of the Staffing Committee meeting held on 21st October 2019**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 21st October with one small amendment to item 10. Proposed by Cllr S Raywood, seconded by Cllr Davis.
- 5) **To discuss matters rising from the last meeting – for information only**
 - Programme of work – Cllr Brennan to circulate, carried forward.
 - Civic Service – Tewkesbury Abbey booked for 13th September 2020 at 3pm. **Action: Town Clerk to submit form to Abbey in order to obtain accurate costing.**
 - Training Policy review – carried forward.
- 6) **To consider options for the HR support contract and to agree the preferred provider**
It was RESOLVED to appoint Diversity Business Services to provide HR support under the Foundation package at a cost of £125 per month, plus onsite HR support for two hours per quarter at a cost of £75 per hour plus travel expenses. **Action:** Town Clerk to arrange legal expenses insurance (employment claims) cover. Proposed by Cllr Davis, seconded by Cllr Raywood.
- 7) **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 Raywood, seconded by Cllr Brennan.
- 8) **To review the draft Staffing Committee budget**
The draft committee budget was reviewed.
- 9) **Staffing Matters**
 1. **Town Clerk:** It was RESOLVED to maintain the Town Clerk's hours at 37 until 31st March 2020. Proposed by Cllr Davis, seconded by Cllr Raywood.

TEWKESBURY TOWN COUNCIL

2. **Public Conveniences Cleaner:** It was noted that the Environment & Amenities Committee had resolved to remove charging from the Town Council owned public conveniences. Accordingly, this decision has resulted in the position of Public Conveniences Cleaner no longer existing. The member of staff will be given notice of redundancy and enter a consultation period.
3. **Public Conveniences Cleaner:** It was noted that a review of the cleaning duties at the Town Council owned public conveniences had identified that the role required two hours work per day. The member of staff will be given notice of redundancy, enter a consultation period and be offered suitable alternative employment.

There being no further business the meeting closed at 6.20 pm.

Signature of Chairman upon approval of Minutes 30th January 2020



TEWKESBURY TOWN COUNCIL

MINUTES

of the

**Environment & Amenities Committee meeting held on 17th December 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury**

Present: Cllrs S Raywood (Chair), M Sztymiak, K Powell, P Aldridge, H Davis, J Raywood

In attendance: J King (Assistant Town Clerk)

E&A 19/059 To receive apologies for absence

No apologies received.

E&A 19/060 To record declarations of interest

None received.

E&A 19/061 To consider requests for dispensations

None received.

E&A 19/062 To approve the Minutes of the meeting held on 22nd October 2019

It was RESOLVED to approve the minutes.

Proposed by Cllr Aldridge, seconded by Cllr Davis.

E&A 19/063 Matters arising from the minutes – for information only

18/174 Tree Survey – currently being carried out - ongoing.

19/015 Gander Lane Toilets – ongoing.

19/017 Replacement bench – ongoing.

19/034 Inspection of street furniture – Mapping now on GIS – complete

19/036 Community right to bid — ongoing.

19/045 Terracycle enquiry – response sent – complete

19/054 Fly posting – reminders sent – complete

19/055 Warwick Place Opening – ongoing – proposed date 22nd January

E&A 19/064 To receive correspondence relating to the Environment and Amenities Committee

No correspondence has been received.

E&A 19/065 Public Participation

There was no public participation.

E&A 19/066 To review the work programme

The work programme was reviewed.

E&A 19/067 To receive and review the current finance reports

The finance reports were reviewed.



TEWKESBURY TOWN COUNCIL

- E&A 19/068 To approve the payments list**
It was RESOLVED to approve the payments list totalling £57,311.22
Proposed by Cllr J Raywood, seconded by Cllr Davis.
- E&A 19/069 To receive updates on Play Areas and agree actions**
- Derek Graham Memorial Park**
New bins are being installed
- Warwick Place Play Area**
The new park is complete and the grand opening will be organised for January.
Next steps are the completion of the post installation evaluations for the Barnwood Trust and Pocket Parks. GPFA grant can now be applied for.
- Mitton Play Area**
Hedges have been trimmed back
- E&A 19/070 To receive the Play Gloucestershire report on the October play session funded by Tewkesbury Town Council.**
The report was received.
- E&A 19/071 To note the use of emergency powers to repair damage to the toilets at Spring Gardens at a cost of £270.20 (replacement tap and toilet flush) and £488.00 (replacement disabled tap) and damage to the toilets at Gloucester Road at a cost of £609.00 (replacement tap and flush)**
The use of emergency powers was noted.
Action: Investigate taps with sensors for future replacements.
- E&A 19/072 To retrospectively approve the purchase of turf for the Warwick Place Play Area refurbishment at a cost of £312.50**
It was RESOLVED to retrospectively approve the purchase of turf for the Warwick Place Play Area refurbishment at a cost of £312.50.
Proposed by Cllr J Raywood, seconded by Cllr Powell.
- E&A 19/073 To consider and agree a request for an additional plaque to be installed on a memorial bench on The Crescent.**
It was RESOLVED to agree a request for an additional plaque to be installed on a memorial bench on The Crescent.
Proposed by Cllr Powell, seconded by Cllr Davis.
Action: Assistant Town Clerk to check with the Abbey Lawn Trust.
- E&A 19/074 To review the budget for 2020-21**
Councillors reviewed the budget for 2020-21.
Action: Assistant Town Clerk to investigate GPFA grant for Derek Graham Play Area.



TEWKESBURY TOWN COUNCIL

E&A 19/075 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 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 this agenda.

Proposed by Cllr J Raywood, seconded by Cllr Davis.

E&A 19/076 To discuss the replacement of the toilet doors and the charging policy at Town Council owned toilet blocks

It was RESOLVED to remove the charges for public toilets in Tewkesbury in both Spring Gardens and Gloucester Road. The toilet doors at Gloucester Road will be replaced and frames repaired at a cost of £2855.00. The toilet doors at Spring Gardens will have new plates installed and the frames will be repaired at a cost of £970.00. A lock will be installed in addition to the radar key entry system on the disabled toilet at Spring Gardens to allow for the building to be secured overnight. Proposed by Cllr Aldridge, seconded by Cllr Powell.

Action: Assistant Town Clerk to produce sign for the toilet block, stating hours it is locked following the installation of the new lock on the disabled toilet.

The meeting closed at 6.58 pm

Signature of Chairman upon approval of the minutes 4th February 2020.

MINUTES

of the

Buildings & Moorings Committee meeting held on 11th December 2019

In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs C Danter (Chair); K Brennan, K Powell, S Raywood, A Rudge

In attendance: D Hill (Town Clerk)

B&M.19.106 To receive apologies

Apologies were received from Cllr Carter.

B&M.19.107 To receive declarations of interest

None received.

B&M.19.108 To receive dispensations

None received.

B&M.19.109 To approve the minutes of the Building & Moorings Committee meeting held on 23rd October 2019

It was RESOLVED to approve the minutes for the Building & Moorings Committee meeting held on 23rd October 2019. Proposed by Cllr Brennan, seconded by Cllr S Raywood.

B&M.19.110 Matters arising from the minutes

B&M.18.173 – Town Hall Clock. Action: Town Clerk to speak to Neil Davis re: recent visit from Cumbria Clock Company. Ongoing – add to the work programme.

B&M.19.081 – War Memorial Inspection: Complete

B&M.19.081 – Moorings Inspection: Ongoing – add to the work programme

B&M.19.083 – ‘At risk’ registration for Museum: Ongoing

B&M.19.094 – Grounds maintenance: Ongoing – Town Clerk to chase up email.

B&M.19.111 To receive correspondence relating to the Buildings & Moorings Committee

Letter received regarding recycling at the Town Hall.

B&M.19.112 Public Participation

There was no public participation.

B&M.19.113 To receive the committee finance report for October

The committee finance report was received.

B&M.19.114 To review the draft committee budget for 2020/21

The draft budget was reviewed. **Action:** Running costs for the Museum to be renamed projects.

B&M.19.115 Payments list for approval

There was no payments list.

- B&M.19.116 To review recent works undertaken, current and planned, including recent fire risk assessments**
Deferred to the next meeting.
- B&M.19.117 To receive an update from the Town Clerk in relation to leases:**
- i. Back of Avon to Avon Navigation Trust**
 - ii. Lease / licence of the garden behind the Watson Hall (relating to 2 Saffron Road)**
- Deferred to the next meeting.
- B&M.19.118 To consider quotes for the electrical work required on the electrical circuits in the Council Chamber and to undertake an electrical inspection in the Town Hall**
It was RESOLVED to appoint Gloucestershire Electrical Services to undertake the work at a cost of £3,950. Proposed by Cllr Brennan, seconded by Cllr Rudge.
- B&M.19.119 To approve retrospectively the purchase of vinyl flooring for events requiring reduced noise on the stage at the Watson Hall at a cost of £350**
It was RESOLVED to retrospectively approve the purchase of vinyl flooring for events requiring reduced noise on the stage at the Watson Hall at a cost of £350. Proposed by Cllr Rudge, seconded by Cllr Danter.
- B&M.19.120 To approve the installation of speakers in the Tudor Room at the Watson Hall**
It was RESOLVED to approve the installation of speakers in the Tudor Room at the Watson Hall at a cost of around £1,450. Proposed by Cllr Rudge, seconded by Cllr S Raywood.
- B&M.19.121 To consider quotes for upgrading the CCTV system in the Watson Hall and to consider whether to install additional cameras outside**
It was RESOLVED to upgrade the CCTV system in the Watson Hall and to install three additional cameras outside at a cost of around £4,020. Proposed by Cllr Brennan, seconded by Cllr Rudge.
- B&M.19.122 To note the use of emergency powers in respect of the following:**
- i. Repairs / replacement of the gates at the rear of the Watson Hall (opening on to Saffron Road)**
- The use of emergency powers was noted.
- B&M.19.123 To review the net position of the Tudor Bar from March 2019**
Deferred to the next meeting.
- B&M.19.124 To receive an update on the planning application to reinstate moorings at Prior's Court**
Deferred to the next meeting.
- B&M.19.125 To consider the request to erect a plaque on the wall at the Back of Avon detailing information about the Alleycat sculpture**
Deferred to the next meeting.

There being no further business, the meeting closed at 7.10pm



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Monday 16th December 2019

Present: Councillors J. Raywood, S. Raywood and H. Bowman

Also present: Councillor K. Cromwell (GCC and TBC) and two members of Twyning Parish Council.

MINUTES

P.19.232 Welcome and introductions

The meeting commenced at 19:00 The chairman welcomed all present, issuing the usual housekeeping notices and encouraging each person present to introduce themselves.

P.19.233 To receive apologies for absence

None

P.19.234 To receive declarations of interest

Cllr J Raywood declared an interest in item P.19.244

P.19.235 To receive and consider requests for dispensations

In order to remain quorate, a dispensation regarding item P.19.244 was given.
Proposed by Cllr S Raywood, seconded by Cllr Bowman.

P.19.236 Public participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*

Visiting councillors expressed their interest in items 11 and 12.

P.19.237 To approve the minutes of the Planning Committee meeting held on 26th November 2019

Proposed by Cllr H. Bowman Seconded by Cllr S. Raywood
It was **resolved** to approve the **minutes**



P.19.238 To receive updates on matters arising from the minutes – for information only

P.19.163 – Saffron Road – still ongoing. The relocated brickwork that SR noticed is actually just a line of loose bricks with no mortar, so we still need to keep an eye on this.

P.19.176 – JR has had an email from Annette Roberts, Head of Development Services at TBC. Annette has contacted the County Council to arrange for their officers to address a public meeting at 6.00pm on 8th January 2020, about the A46 and Junction 9. She is also arranging for Jonathon Dibble to address the Town Council in a confidential session about the Ashchurch Garden Village on 20th January 2020.

P.19.200 – a letter has been written to the Chief Executive of TBC, also the Deputy Chief Executive, Pete Tong and Cllr Mason in support of the Civic Society’s wheelie bin campaign.

This committee’s response to the South Worcestershire Development Plan Preferred Options Consultation, on behalf of the Town Council has been submitted and acknowledged.

P.19.239 To note correspondence

An email has been received by members of the Town Council from Tewkesbury Baptist Church seeking a request for an expression of support for their fundraising efforts for the planning proposal which passed through this committee earlier this year.

P.19.240 Change of use of land to residential garden and erection of a new boundary fence.

Planning Application

Hayrob 21 Wynyards Close Tewkesbury Gloucestershire GL20 5QZ

Ref. No: 19/01056/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q1ZW9NQD0IP00	Thu 05 Dec 2019	Thu 26 Dec 2019
Observations: No objection		

P.19.241 Public path diversion and extinguishment order at Mythe, Tewkesbury

Consultation expiry date 20th December 2019

To consider the request for the diversion of a public footpath and extinguishment of the existing route and make a response.

Observations: No objection



P.19.242 Proposed extraction of sand and gravel with restoration using site derived and imported inert material to wetland, nature conservation and agriculture (cross-boundary application)

Land at Bow Farm, Bow Lane, Ripple, Worcestershire

Planning reference	Date requested	Expiry date
19/000048/CM		Fri 10 Jan 2020
Observations: Tewkesbury Town Council has serious concerns about this application due to the potential impact of HGVs approaching and leaving the site. The Town Council would like to point out that the Mythe Bridge is not suitable for HGVs. In addition, the presence of traffic lights on the approaches to the bridge would cause vehicles to wait and thus impact negatively on the level of air quality in the vicinity, which already gives us cause for concern. Also, the Town Council is concerned about the potential movement of lorries through the town, between the concrete mixing plant and potential building sites to the east and south of Tewkesbury.		

P.19.243 Proposed new vehicular access off A38, plus haul road, weighbridge/office, processing plant and equipment (including concrete batching plant), creation of clean water ponds, silt ponds, stock piles and other works and ancillary development associated with the extraction of sand and gravel and import of inert materials with restoration using site derived material to wetlands, nature conservation and agriculture.

Land at Bow Farm, Bow Lane, Ripple, Worcestershire

Letter reference	Date requested	Expiry date
19/0081/TWMAJM		Fri 17 Jan 2020
Observations: Tewkesbury Town Council has serious concerns about this application due to the potential impact of HGVs approaching and leaving the site. The Town Council would like to point out that the Mythe Bridge is not suitable for HGVs. In addition, the presence of traffic lights on the approaches to the bridge would cause vehicles to wait and thus impact negatively on the level of air quality in the vicinity, which already gives us cause for concern. Also, the Town Council is concerned about the potential movement of lorries through the town, between the concrete mixing plant and potential building sites to the east and south of Tewkesbury.		



P.19.244 To note any additional applications on the Planning Portal which will expire before 8th January 2020 and agree further actions

Replace two windows with bi-fold doors on modern rear extension.

Planning Application

The Old Police Station House Bredon Road Tewkesbury Gloucestershire GL20 5BZ

Ref. No: 19/00654/LBC

Observations:

Objection.

The Town Council has concerns about the material choice and the overall appearance of the doors which are not in keeping with the existing. The opinion of the conservation officer would be helpful.

P.19.245 To note any additional information on the Planning Portal regarding applications to which this committee has already responded and agree further actions

Demolition of existing derelict outbuildings, demolition and re-building of existing boundary wall and erection of 2 no. sets of gates

Planning Application

49 Barton Street Tewkesbury Gloucestershire GL20 5PU

Ref. No: 19/00914/FUL

Observations:

No objection

P.19.246 To note decisions made in November 2019, in respect of planning applications made to Tewkesbury Borough Council

Noted

P.19.247

There being no further business, the meeting closed at 20:55.

Signature of Chairman

Date

Summary Income & Expenditure by Budget Heading

Month No: 9

Finance Report for Full Council - December 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Finance							
120 Finance	Income	48	301,631	301,540	(91)		
	Expenditure	1,203	44,623	64,391	19,768		19,768
	Net Income over Expenditure	<u>(1,156)</u>	<u>257,008</u>	<u>237,149</u>	<u>(19,859)</u>		
	plus Transfer from EMR	1,494	1,494				
	Movement to/(from) Gen Reserve	<u>338</u>	<u>258,502</u>				
130 Mayor's Charity	Income	988	1,128	1	(1,127)		
	Expenditure	0	4,280	1	(4,279)		(4,279)
	Movement to/(from) Gen Reserve	<u>988</u>	<u>(3,152)</u>				
	Finance Income	1,036	302,759	301,541	(1,218)		
	Expenditure	1,203	48,903	64,392	15,489	0	15,489
	Net Income over Expenditure	<u>(167)</u>	<u>253,857</u>				
	plus Transfer from EMR	1,494	1,494				
	Movement to/(from) Gen Reserve	<u>1,327</u>	<u>255,351</u>				
Building & Moorings							
200 Moorings	Income	301	4,010	5,500	1,490		
	Expenditure	92	3,673	9,600	5,927		5,927
	Movement to/(from) Gen Reserve	<u>208</u>	<u>338</u>				
210 Museum	Expenditure	0	152	13,749	13,597	12,849	749
220 Town Hall	Income	64	13,362	14,050	688		
	Expenditure	2,924	19,584	32,091	12,507	3,950	8,557
	Movement to/(from) Gen Reserve	<u>(2,860)</u>	<u>(6,222)</u>				
230 War Memorial	Income	0	100	51	(49)		
	Expenditure	0	0	1,416	1,416		1,416
	Movement to/(from) Gen Reserve	<u>0</u>	<u>100</u>				
	Building & Moorings Income	365	17,472	19,601	2,129		
	Expenditure	3,017	23,409	56,856	33,447	16,799	16,649
	Net Income over Expenditure	<u>(2,652)</u>	<u>(5,937)</u>				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(2,652)</u>	<u>(5,937)</u>				

Environment & Amenities

Summary Income & Expenditure by Budget Heading

Month No: 9

Finance Report for Full Council - December 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
300 Play Parks	Income	0	38,000	15,001	(22,999)		
	Expenditure	47,993	81,706	45,000	(36,706)		(36,706)
	Net Income over Expenditure	<u>(47,993)</u>	<u>(43,706)</u>	<u>(29,999)</u>	<u>13,707</u>		
	plus Transfer from EMR	7,077	34,316				
	Movement to/(from) Gen Reserve	<u>(40,915)</u>	<u>(9,390)</u>				
310 Spring Gardens	Income	90	2,221	3,000	779		
	Expenditure	398	6,314	10,650	4,336		4,336
	Movement to/(from) Gen Reserve	<u>(308)</u>	<u>(4,094)</u>				
320 Gloucester Road	Income	37	1,206	1,500	294		
	Expenditure	408	3,651	5,000	1,349		1,349
	Movement to/(from) Gen Reserve	<u>(372)</u>	<u>(2,445)</u>				
330 Cleaning & Consumables	Expenditure	96	1,988	5,200	3,213		3,213
340 Outside Spaces	Expenditure	237	8,654	18,742	10,088	1,283	8,805
	plus Transfer from EMR	5,885	5,885				
	Movement to/(from) Gen Reserve	<u>5,648</u>	<u>(2,769)</u>				
700 Memorial Benches	Expenditure	0	70	0	(70)		(70)
	Environment & Amenities Income	<u>126</u>	<u>41,427</u>	<u>19,501</u>	<u>(21,926)</u>		
	Expenditure	<u>49,132</u>	<u>102,383</u>	<u>84,592</u>	<u>(17,791)</u>	<u>1,283</u>	<u>(19,074)</u>
	Net Income over Expenditure	<u>(49,006)</u>	<u>(60,956)</u>				
	plus Transfer from EMR	<u>12,962</u>	<u>40,201</u>				
	Movement to/(from) Gen Reserve	<u>(36,043)</u>	<u>(20,755)</u>				

Planning

400 Planning	Income	0	0	140	140		
	Expenditure	0	133	3,000	2,868		2,868
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(133)</u>				
	Planning Income	<u>0</u>	<u>0</u>	<u>140</u>	<u>140</u>		
	Expenditure	<u>0</u>	<u>133</u>	<u>3,000</u>	<u>2,868</u>	<u>0</u>	<u>2,868</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(133)</u>				

Severn Ham

500 Severn Ham	Income	36,557	44,123	37,633	(6,490)		
	Expenditure	0	(4,525)	35,201	39,726		39,726
	Movement to/(from) Gen Reserve	<u>36,557</u>	<u>48,648</u>				
	Severn Ham Income	<u>36,557</u>	<u>44,123</u>	<u>37,633</u>	<u>(6,490)</u>		
	Expenditure	<u>0</u>	<u>(4,525)</u>	<u>35,201</u>	<u>39,726</u>	<u>0</u>	<u>39,726</u>
	Movement to/(from) Gen Reserve	<u>36,557</u>	<u>48,648</u>				

Summary Income & Expenditure by Budget Heading

Month No: 9

Finance Report for Full Council - December 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Watson Hall</u>							
600 Watson Hall	Income	2,621	61,307	35,152	(26,155)		
	Expenditure	2,087	46,686	28,168	(18,518)	6,237	(24,755)
	Movement to/(from) Gen Reserve	<u>534</u>	<u>14,621</u>				
	Watson Hall Income	<u>2,621</u>	<u>61,307</u>	<u>35,152</u>	<u>(26,155)</u>		
	Expenditure	<u>2,087</u>	<u>46,686</u>	<u>28,168</u>	<u>(18,518)</u>	<u>6,237</u>	<u>(24,755)</u>
	Movement to/(from) Gen Reserve	<u>534</u>	<u>14,621</u>				
<u>Staffing</u>							
110 Staffing	Expenditure	12,041	117,982	155,836	37,854		37,854
	Staffing Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
	Expenditure	<u>12,041</u>	<u>117,982</u>	<u>155,836</u>	<u>37,854</u>	<u>0</u>	<u>37,854</u>
	Movement to/(from) Gen Reserve	<u>(12,041)</u>	<u>(117,982)</u>				
	Grand Totals:- Income	<u>40,704</u>	<u>467,088</u>	<u>413,568</u>	<u>(53,520)</u>		
	Expenditure	<u>67,480</u>	<u>334,970</u>	<u>428,045</u>	<u>93,075</u>	<u>24,319</u>	<u>68,756</u>
	Net Income over Expenditure	<u>(26,776)</u>	<u>132,119</u>	<u>(14,477)</u>	<u>(146,596)</u>		
	plus Transfer from EMR	<u>14,456</u>	<u>41,695</u>				
	Movement to/(from) Gen Reserve	<u>(12,319)</u>	<u>173,814</u>				

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2020	Ames Group Ltd	Std Ord	28.00		Pest Control
01/01/2020	CF Corporate Finance	Std Ord	635.60		Lease Rental
03/01/2020	Opus Gas Supply Limited	24862788	464.22		GAS
05/01/2020	TBC - Back Of Avon	5105564X	69.00		Rates for Back Of Avon
05/01/2020	TBC - Gloucester Rd	51075439	228.00		Gloucester Road Rates
05/01/2020	TBC - Spring Gardens	51075448	300.00		Spring Gardens Rates
06/01/2020	Inty Cascade	SO	70.69		Office365/Cloud
06/01/2020	Square One Services	2736	650.00		Gateway sign
08/01/2020	Fast keys	CASH	19.24		Keys for TH/WH
08/01/2020	Fast keys	CASH	-19.24		Keys for WH/TH
09/01/2020	Petty Cash	2398	100.00		Top Up
12/01/2020	Waterplus	3285730	14.27		BOA Water
14/01/2020	GAB Services	71	4,500.00		Contractor Costs
14/01/2020	Bulb Energy	BULB	285.86		Bulb Energy
15/01/2020	HMRC	HMRC	412.29		PAYE underpayment Mth8
15/01/2020	HMRC NI & Tax	HMRC	1,680.00		NI & Tax
15/01/2020	Gloucester County Council	GCC	2,255.78		LGPS Salaries
15/01/2020	TTC Staff Wages	SALARIES	-2,255.78		TTC Staff Wages
15/01/2020	TTC Staff Wages	SALARIES	2,255.78		TTC Staff Wages
15/01/2020	PAYROLLS UK LTD	3967	44.40		Payroll processing
15/01/2020	Patrol and Protect Security Se	PAP-ttc02	360.00		Key Holding 27.11.19-27.11.20
15/01/2020	Hy-Clean Supplies Limited	17105-108	44.78		Cleaning supplies GR
15/01/2020	Digital Telecom Ltd	25988	246.00		Telecoms
15/01/2020	Digital Telecom Ltd	25989	78.00		VPN's
15/01/2020	KB Heating	755	188.00		Maintenance
15/01/2020	Diversity Business Services Lt	3313	165.00		DEC - HR Retainer
15/01/2020	Gloucester Locksmiths Ltd	203004	173.57		Lock fitting
15/01/2020	Countrywide Grounds Maintenanc	97417	284.10		Grass Cutting
15/01/2020	Tewkesbury Direct	9714	117.30		Event advertising
15/01/2020	Armitage Building & Carpentry	Dec19/1	720.00		Maintennance
15/01/2020	Armitage Building & Carpentry	DEC19/2	970.00		Maintenance
15/01/2020	Haywards Tewkesbury Ltd	Dec19	89.44		3x Buckets
15/01/2020	Proactive Business Supplies Lt	526656	384.14		Stationary
16/01/2020	A S Griffiths	ASGRIFFITH	100.00		10 chairs for WH
16/01/2020	Squeaky Clean Energy Ltd	121945	119.55		TH electric 01.12.19-01.01.20
16/01/2020	Squeaky Clean Energy Ltd	121990	43.48		GR electric 01.12.19-01.01.20.
16/01/2020	Squeaky Clean Energy Ltd	121991	85.42		SG electric 01.12.19-01.01.20.
16/01/2020	Cellar Supplies Cheltenham Ltd	330912	256.46		Bar supplies
20/01/2020	TTC Staff Wages	SALARIES	7,074.83		Staff Wages
20/01/2020	TBC - Town Hall	50009540	412.00		Town Hall Rates
21/01/2020	Waterplus	3327943	430.62		SG Water 15.09.19-05.01.20.
22/01/2020	Caroline Corsie	OND2019	1,250.00		Conservation Advisor
22/01/2020	Hy-Clean Supplies Limited	17332	237.74		Kitchen Supplies
22/01/2020	Charlton Networks	34270	114.00		I Cloud storage
22/01/2020	Dormakaba	273289	414.00		Maintenance contract
22/01/2020	Gloucestershire Electrical Ser	SI-35	1,284.00		Bar Sonos Audio System
22/01/2020	Digital Telecom Ltd	197680	76.37		TEW05 TH Telephone

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/01/2020	Digital Telecom Ltd	197685	49.80		GEO03 WH Telephone
22/01/2020	Cellar Supplies Cheltenham Ltd	330276	191.20		Bar supplies
22/01/2020	Digital Telecom Ltd	25996	522.00		Video doorphone installation
22/01/2020	GlosJobs Limited	2184	18.00		Listing advertised on Glos.info
23/01/2020	NEST	NEST	95.46		Nest Pensions
23/01/2020	HMRC	HMRC	-412.29		HMRC Credit
26/01/2020	Lloyds Bank Charges	Std Ord	5.00		Lloyds Bank Charges
27/01/2020	Charlton Networks	818.76	818.76		IT Equipment
27/01/2020	Blue Moon Cleaning	16	170.00		Bus Shelter Cleaning
28/01/2020	Opus Gas Supply Limited	24932648	319.52		WH Gas 17.12.19-12.01.20
30/01/2020	Vanessa McClintock	GRANT	210.00		Chatty Thursday Grant
31/01/2020	Trade UK (T/A Screwfix)	1038588308	124.97		Equipment for bin fittings
31/01/2020	Inty Cascade	Std Ord	70.69		Office 365/Cloud
31/01/2020	Glos Playing fields Associatio	GPFA	100.00		Membership renewal 2020
31/01/2020	Charlton Networks	11	36.00		Call out
31/01/2020	GAB Services	72	3,300.00		Contractor Costs
31/01/2020	PAYROLLS UK LTD	3978	47.40		Payroll processing
31/01/2020	Rialtas Business Solutions Ltd	27569	70.80		MTD VAT annual support fee
31/01/2020	Contract Natural Gas Ltd	005019	143.20		Gas final bill WH
31/01/2020	Squeaky Clean Energy Ltd	121989	226.96		Electric WH 01.12.19-01.01.20
31/01/2020	Ian Bishop	154	5,450.00		Masonry works 21.11.19
Total Payments			<u>39,014.38</u>		

**Bank Reconciliation Statement as at 10/01/2020
for Cashbook 1 - Lloyds - Business Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/12/2019	18	287,312.59
			<u>287,312.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
20/11/2019 HMRC HMRC		1,736.76	
12/12/2019 HMRC HMRC		412.18	
13/12/2019 PENSIONS Gloucester County Council		6.80	
30/12/2019 Std Ord Inty Cascade		52.50	
			<u>2,208.24</u>
			285,104.35
<u>Receipts not Banked/Cleared (Plus)</u>			
30/04/2019 Square		23.40	
31/10/2019 WH Water		6.73	
30/12/2019 501218		75.00	
			<u>105.13</u>
			285,209.48
		Balance per Cash Book is :-	284,890.82
		Difference Excluding Adjustments is :-	318.66
<u>Adjustments to Reconciliation</u>			
20/06/2018 2285 Expenses		1.66	
31/03/2019 DD Staff Costs		172.00	
31/03/2019 2371 Community Grants		145.00	
			<u>318.66</u>
		Unreconciled Difference is :-	0.00



J31A1101BK9MBA0000005463001010 396 000

TEWKESBURY TOWN COUNCIL
 MRS C DANTER
 TOWN HALL
 HIGH STREET
 TEWKESBURY
 GLOUCESTERSHIRE
 GL20 5AL



Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: **0345 072 5555** (from UK)
+44 1733 347338 (from Overseas)
 Visit us online: **www.lloydsbank.com**

Your branch: [REDACTED]
 Sort code: [REDACTED]
 Account number: [REDACTED]
 BIC: [REDACTED]
 IBAN: [REDACTED]

BUSINESS ACCOUNT
 TEWKESBURY TOWN COUNCIL

Account Summary

Balance On 29 November 2019	£332,836.40
Total Paid In	£43,518.93
Total Paid Out	£89,042.74
Balance On 31 December 2019	£287,312.59

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
29 Nov 19		BALANCE BROUGHT FORWARD			332,836.40
2 Dec 19	Standing Order	[REDACTED]		189.00	333,025.40
2 Dec 19	Standing Order	MOORING FEE AMES GROUP LTD	28.00		332,997.40
2 Dec 19	Standing Order	[REDACTED]		117.00	333,114.40
2 Dec 19	Direct Debit	WATER PLUS 0385050899	6.73		333,107.67
3 Dec 19	Standing Order	[REDACTED]		54.60	333,162.27
3 Dec 19	Cheque	002384	200.00		332,962.27
3 Dec 19	Faster Payment	[REDACTED] RP4679964613424000 202623 10 03DEC19 11:48		40.00	333,002.27
4 Dec 19	Direct Debit	CELLAR SUPPLIES CSC000385	255.00		332,747.27
4 Dec 19	Cheque	002397	600.00		332,147.27
4 Dec 19	Cheque	002396	250.00		331,897.27
5 Dec 19	Bank Giro Credit	GBS RE RPA NO2 ACC PY1148483		36,556.72	368,453.99
5 Dec 19	Direct Debit	TEWKESBURY BOROUGH 5105564X	69.00		368,384.99
5 Dec 19	Direct Debit	TEWKESBURY BOROUGH 51075439	228.00		368,156.99
05 Dec 19		BALANCE CARRIED FORWARD			368,156.99

PIA106S2100000

M31A110VLL3 D31A110VOTA

Page 1 of 20 / 0005463 / 0098617

**Bank Reconciliation Statement as at 10/01/2020
for Cashbook 2 - Lloyds - Mayor's Charity A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity	19/12/2019	1	1,231.76
			<u>1,231.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,231.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,231.76
		Balance per Cash Book is :-	1,231.76
		Difference is :-	0.00

AD
DH

LLOYDS BANK



J31A1101BSCMCA0000060463001002 396 000

MAYOR'S CHARITY FUND
TOWN HALL
TEWKESBURY
GLOUCESTERSHIRE
GL20 1AW



Your account statement
Statement sheet number: 93
Issue date: 31 December 2019
Page: 1 of 3

Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: **0345 072 5555** (from UK)
+44 1733 347338 (from Overseas)
Visit us online: **www.lloydsbank.com**

Your branch: [REDACTED]
Sort code: [REDACTED]
Account number: [REDACTED]
BIC: [REDACTED]
IBAN: [REDACTED]

TREASURERS ACCOUNT
MAYORS CHARITY FUND

Account Summary

Balance On 31 July 2019	£243.29
Total Paid In	£988.47
Total Paid Out	£0.00
Balance On 19 December 2019	£1,231.76

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
31 Jul 19		BALANCE BROUGHT FORWARD			243.29
18 Dec 19	Deposit	500091		168.47	411.76
19 Dec 19	Deposit	500092		820.00	1,231.76
19 Dec 19		BALANCE CARRIED FORWARD			1,231.76

Transaction Details

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Messages

For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>



PIA106S2100000

M31A110VLUKU D31A110V0T5

Page 1 of 4 / 0006060 / 0037433

**Bank Reconciliation Statement as at 10/01/2020
for Cashbook 4 - Lloyds - 32 Day Notice A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	29/11/2019	2	87,400.82
			<u>87,400.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			87,400.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			87,400.82
		Balance per Cash Book is :-	87,400.82 <i>WP</i>
		Difference is :-	0.00 <i>DM</i>



COMMERCIAL BANKING

PRIVATE & CONFIDENTIAL

TEWKESBURY TOWN COUNCIL
The Town Hall
High Street
Tewkesbury
GL20 5AL

Lloyds Banks plc
8th Floor
33 Old Broad Street
London, EC2N 1HZ

Direct Line: [REDACTED]
Swift: [REDACTED]
E-mail: [REDACTED]@lloydsbanking.com

DEPOSIT ACCOUNT STATEMENT

From 31/10/2019 to 29/11/2019

7 December 2019

Account: 32 Day Notice
Account Identification: [REDACTED]
Interest Rate on 29/11/2019: 0.75%
Account Interest Detail on 29/11/2019: Bank of England Base Rate | No Margin |
Currency: GBP

Short Identification: [REDACTED]
Statement: 24
Interest Payment Frequency: Daily
Statement Frequency: Monthly

✓ on system 16-12-19

Page 1 of 2

£ 36 '046.98

Entry Date	Value Date	Narrative	Transaction Reference	Entries	Balance
31-Oct-19		-----BALANCE BROUGHT FORWARD-----		51,353.84 CR	
31-Oct-19	1-Nov-19	Interest Payment		1.06 CR	51,354.90 CR
1-Nov-19	4-Nov-19	Interest Payment		3.17 CR	51,358.07 CR
4-Nov-19	5-Nov-19	Interest Payment		1.06 CR	51,359.13 CR
5-Nov-19	6-Nov-19	Interest Payment		1.06 CR	51,360.19 CR
6-Nov-19	7-Nov-19	Interest Payment		1.06 CR	51,361.25 CR
7-Nov-19	7-Nov-19	Transfer into Trade Account	14456177LS	36,000.00 CR	87,361.25 CR
7-Nov-19	8-Nov-19	Interest Payment		1.80 CR	87,363.05 CR
8-Nov-19	11-Nov-19	Interest Payment		5.39 CR	87,368.44 CR
11-Nov-19	12-Nov-19	Interest Payment		1.80 CR	87,370.24 CR
12-Nov-19	13-Nov-19	Interest Payment		1.80 CR	87,372.04 CR
13-Nov-19	14-Nov-19	Interest Payment		1.80 CR	87,373.84 CR
14-Nov-19	15-Nov-19	Interest Payment		1.80 CR	87,375.64 CR
15-Nov-19	18-Nov-19	Interest Payment		5.39 CR	87,381.03 CR

Lloyds Bank is a trading name of Lloyds Bank plc, Bank of Scotland plc and Lloyds Bank Corporate Markets plc. Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Bank of Scotland plc. Registered Office: The Mound, Edinburgh EH1 1YZ. Registered in Scotland no. SC327000. Lloyds Bank Corporate Markets plc. Registered office 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 10399850. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278, 169628 and 763256 respectively.



Entry Date	Value Date	Narrative	Transaction Reference	Entries	Balance
18-Nov-19	19-Nov-19	Interest Payment		1.80 CR	87,382.83 CR
19-Nov-19	20-Nov-19	Interest Payment		1.80 CR	87,384.63 CR
20-Nov-19	21-Nov-19	Interest Payment		1.80 CR	87,386.43 CR
21-Nov-19	22-Nov-19	Interest Payment		1.80 CR	87,388.23 CR
22-Nov-19	25-Nov-19	Interest Payment		5.39 CR	87,393.62 CR
25-Nov-19	26-Nov-19	Interest Payment		1.80 CR	87,395.42 CR
26-Nov-19	27-Nov-19	Interest Payment		1.80 CR	87,397.22 CR
27-Nov-19	28-Nov-19	Interest Payment		1.80 CR	87,399.02 CR
28-Nov-19	29-Nov-19	Interest Payment		1.80 CR	87,400.82 CR
29-Nov-19	CLOSING BALANCE				87,400.82 CR

Should you have any queries about the content of this letter, please email us at CBMO.MMTradeSupport@lloydsbanking.com. Alternatively, you can telephone us on 0207 158 6975.

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria.

Not all Lloyds Banking Group customers will be covered and we will write to you if we believe you are NOT covered by the scheme. Please refer to the information sheet and exclusions list at:- <https://commercialbanking.lloydsbank.com/important-information/commercial-banking-regulatory-information/>

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/

For further information please visit our website at www.Lloydsbank.com/Business

Prayer Options

The alternatives for Prayers would either be:

- 1) To hold prayers at 5.55pm and commence the meeting at 6pm
- 2) To hold prayers at 6pm and start the meeting at 6.05pm
- 3) Stay as we are and offer the opportunity for anyone who so wishes to leave the room before prayers. We are not a council or a town with many different faiths and the council may be able to agree to this within the guidelines.

OPTION 1

Option one would probably cause problems as councillors are used to arriving for 6pm, and for councillors who already find it a rush to get to the Town Hall on time.

How it would work:

Invite councillors, press and members of the public to attend pre-meeting prayers at 5.55pm, and summon councillors to attend the meeting at 6pm..

The doors to the Council Chamber would be closed at 5.54pm with a notice saying 'prayers in progress do not enter'

At 5.59pm the door would be opened, notice removed and councillors/ members of the public/ press would be admitted

The Chairman would then open the meeting at 6pm.

OPTION 2

Option two would mean changing the time of the full council meetings which could cause confusion but would mean that no-one would accidentally miss prayers

How it would work:

Invite councillors, press and members of the public to attend pre-meeting prayers at 6pm, and summon councillors to the meeting at 6.05pm

The doors to the Council Chamber would be closed at 5.59pm with a notice saying 'prayers in progress do not enter'

At 6.04pm the door would be opened, notice removed and councillors/ members of the public/ press would be admitted

The Chairman would then open the meeting at 6.05pm.

This may entail changing Standing Orders etc.,

OPTION 3

Invite councillors to attend pre-meeting prayers at 6pm and summons them to the meeting which will follow.

Chairman to invite councillors and members of the public to stand for pre-meeting prayers or to leave the room.

After prayers invite everyone in and start the meeting.

Each option has its problems: 1) because councillors may well just aim to be there in time for the meeting and prayers could disappear completely, 2) because it moves the start time of the meeting, 3) because it is, more or less, what we do now (but has not been agreed by full council) and has upset people who have to leave the room. However, the way around that would be to put a notice up asking people not to enter until they are advised that the meeting will be starting. But, it also means that the meeting that councillors have been summoned to will never start at the specified time of 6pm.