



# 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 **9<sup>th</sup> March 2020 commencing at 6:00 pm.**

**Members of the public and press are welcome to attend.**

Debbie Hill  
Town Clerk  
4<sup>th</sup> March 2020

1. To receive apologies for absence
2. To receive declarations of interest
3. To consider requests for dispensation
4. To receive written questions from members of the public
5. 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.)*
6. To note the Mayor's announcements
7. To approve the minutes of the meeting held on 10<sup>th</sup> February 2020
8. Matters arising from the minutes – for information only
9. To note the following committee minutes: Buildings & Moorings – 29<sup>th</sup> January 2020, Staffing – 29<sup>th</sup> January 2020, Planning – 8<sup>th</sup> & 22<sup>nd</sup> January 2020, Severn Ham – 16<sup>th</sup> January 2020, Finance 13<sup>th</sup> & 30<sup>th</sup> January 2020
10. To receive Councillor reports for Tewkesbury Borough Council and Gloucestershire County Council from Cllr Cromwell
11. To receive the budget report and payments report for January 2020
12. To agree the proposed meeting dates for 2020/21
13. To discuss and agree any arrangements for VE Day 2020
14. To consider and agree the draft response to the Local Transport Plan Review Consultation

15. To consider and agree grant applications from outside bodies
16. To receive reports from members representing the Town Council on outside bodies
17. To approve the payments list
18. Correspondence
19. To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. sub section2.
20. To discuss and agree nominations for Civic Awards

The next Full Council meeting will be  
**April 20<sup>th</sup> 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 10<sup>th</sup> February 2020**  
***In the Council Chamber at the Town Hall, High Street, Tewkesbury***

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

**In attendance:** J King (Assistant Town Clerk); N Finnegan (Administrative Assistant)  
10 members of the public

**19/20 - 171 To consider the application for co-option to Tewkesbury Town Council and to receive a short presentation from the applicant**  
Deferred to the next meeting.

**19/20 - 172 To receive apologies for absence**  
Apologies for absence were received from Cllr Walker (health), Cllr Danter (personal)

**19/20 - 173 To receive declarations of interest**  
Cllr S Raywood is related to one of the nominees for Deputy Mayor – 19/20-185.

**19/20 - 174 To consider requests for dispensation**  
None requested.

**19/20 - 175 To receive written questions from members of the public**  
“The Assistant Town Clerk made me aware of a "confidential meeting" held prior to Full Council on Monday 20 January. As far as I'm aware no notice of this meeting was posted online or on the Town Hall noticeboard (I checked both on the evening). As a result of the confidential meeting, the start of the Full Council meeting was delayed. Why wasn't the confidential matter included in the agenda of the Full Council meeting as a confidential item? Were any decisions or commitments made at the meeting? If yes, how will these decisions or commitments be minuted?”

As you know I have raised with you the issue of the lack of transparency with regard to the draft budget document that was discussed at the Finance Committee on Monday 13 January. You've stated that it was a "working document" as a reason why this was not available to the public prior to the meeting. I note, with concern, that this same argument could be used with any draft document discussed at Council meetings. This denies the public to read such documents prior to meetings and lobby their councillors. I believe this is particularly bad practice with regard to financial documents, draft or otherwise. I'm concerned that the Council is slipping back into its poor practices of the past with regard to transparency.

By copy to the Deputy Mayor, I would ask if she, and her fellow councillors, who she represents, are happy with this apparent purposeful reduction in transparency. If not, what steps will be taken to reverse this trend. I would like the issues raised here, namely:

a) lack of notice of the meeting held prior to Full Council

b) lack of access to documents related to agenda items  
c) the Council's commitment to transparency in general  
to be answered formally, by you and the Deputy Mayor, as an item of written correspondence to Full Council."

#### **Response from the Town Council**

In response to the points above:

- a) This was not a convened Council meeting - it was an update meeting arranged specifically for Cllrs. It was an informative, not a decision making meeting.
- b) As previously advised by the Town Clerk, the documents to which you refer were working documents.
- c) The Council continues to strive to make all of its decisions transparent. Appropriate supporting documentation; in excess of the legal requirements, is provided in the public domain for review where possible. All decisions are recorded in appropriate minutes which are also published in a timely manner. Cllrs carry out internal control checks, the Council has an internal audit and indeed this was carried out most recently on 3rd & 4th February and is also subject to an external audit.

**19/20 - 176**

#### **Public participation**

Members of the public commented / raised the following questions:

- Re: Air pollution. Are Cllrs aware of the most recent report from Tewkesbury Borough Council on air pollution? The report states that the reported (2017) levels are dropping and are below the safe limit and that Tewkesbury Borough Council are considering dropping the air quality measuring due to this.
- Should the item relating to expenditure in the confidential session be confidential. The Assistant Town Clerk advised that advice had been taken from the Town Clerk and it would be remaining in confidential session.
- That the information about the GCC Car Parking Consultation should have been on the Town Council website sooner and there should be more information on the Facebook page. The individual stated that the Council Awards scheme means that people should know what they are getting in terms of value for money.
- Do the Town Council have a view on the Car Parking proposals, and in the light of the poor consultative methods, lack of clear information and damage that will be caused to Town traders, will they make formal representations to Gloucestershire County Council?

**19/20 - 177**

#### **To note the Mayor's announcements**

- Item 17 the proposal from Cllr Aldridge regarding air pollution will be deferred to a future meeting to allow for time to debate the parking issue.
- Civic Award nominations are still open until the end of February 2020.

Upcoming events at the Watson Hall

- 13<sup>th</sup> February - Cllr Sztymiak & Cllr Workman's meeting about proposed car parking strategy. 7-9pm. Open to all.
- 22<sup>nd</sup> February – Ladies Night
- 23<sup>rd</sup> February – Town Band Tea Concert

- 27<sup>th</sup> February – Psychic Night
- 28<sup>th</sup> February – Northern Soul – Mayor’s Charity Event
- 29<sup>th</sup> February – JC Quo
- 11<sup>th</sup> April – Bon Giovi

Upcoming events at the Town Hall

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

**19/20 - 178 To approve the Minutes of the meeting held on 20<sup>th</sup> January 2020**

It was RESOLVED to approve the minutes of the meeting held on 20<sup>th</sup> January 2020, subject to the inclusion after item 19/20-167 that re:19/20-160 Cllr Rudge wished to minute concerns not to the conclusion of the precept decision but the process by which the decision was arrived.

Proposed by Cllr Aldridge, seconded by Cllr Raywood

**19/20 - 179 Matters arising from the Minutes – for information only**

**19/20-153 Questions raised in Public Participation in January meeting**

- 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. [Accounts for Watson Hall are available under the Summary Income & Expenditure report provided each month at Full Council and in detail under the Income & Expenditure reports provided each month at the Finance Committee meeting.](#)
- 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. [The Town Clerk has researched and taken advice on this matter and is of the opinion that the Town Council is not trading.](#)
- Will the proposed changes to the financial regulations mean that individuals cannot query items before decisions are made? [Decisions will continue to be made by the appropriate Committee / Full Council and individuals are welcome to comment either by submitting written questions or attending the meetings. Financial Regulations are still in draft form and being reviewed.](#)
- 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. [Item deferred to future meeting.](#)

**19/20-060 Press releases** – Will be included in the review of the Standing Orders – ongoing

**19/20-115 GCC Report** – Flood defence spending – Awaiting response from GCC- ongoing

**19/20-123 Grant Application** – Tewkesbury In Bloom – deferred until response received from TIB

**19/20-141 TTRP** – pre-meeting has been arranged for Thursday 20<sup>th</sup> Feb at 4pm – complete

**19/20-157 Finance Minutes** – The opening hours were reviewed by the staffing committee in January. They remain 9.30am – 3pm, Monday – Thursday. Compared to the historical opening hours, the critical lunchtime period is now covered. Staffing FTE for the majority of 2019/20 was 2.6 people. Three years ago this was a 2.88 FTE (based on a 35 hour working week). As stated at the last meeting this increased in January to 3.31 FTE when the business case supported it, so now 0.43 FTE extra than 3 years ago – complete.

**19/20-163 Local Electricity Bill** – details were circulated, deferred until Local Members Bill is returned to parliament - ongoing

**19/20 - 180 To note the following Committee Minutes:**

**Staffing – 2<sup>nd</sup> December 2019**

**Environment & Amenities – 17<sup>th</sup> December 2019**

**Buildings & Moorings – 11<sup>th</sup> December 2019**

**Planning – 16<sup>th</sup> December 2019**

The above minutes were noted.

A Cllr asked about what registering the Museum “At Risk” meant. They were advised that it involves registering it as an ‘At Risk’ listed building, as this can give access to possible grant funding.

**19/20 - 181 To receive a report from Cllrs J Raywood & S Raywood regarding the GCC parking strategy consultation and to agree any actions**

Cllrs discussed the report and an update was provided by Cllr Raywood who has been in touch with Cllr Norman, the GCC Cabinet Member for Parking. An urgent meeting has been called for Tuesday 11<sup>th</sup> November between officers and Cabinet members at GCC.

Cllrs raised concerns regarding:

- The methodology that has been used regarding the data that supports the proposals
- The accuracy of the maps that have been used at the briefing sessions
- The negative impact on the businesses on the High Street
- The lack of advance communication / consultation with the Town Council regarding the parking review and the lack of compliance with the Gloucestershire Charter
- The ability to only provide online feedback for the consultation, given the older than average population in Tewkesbury

It was RESOLVED that Tewkesbury Town Council requests that GCC withdraws the Car Parking Strategy. Proposed by Cllr Aldridge, seconded by Cllr Powell.

It was RESOLVED that the Town Council offices acts as a central collection point for individuals who are unable to access that internet, to feedback on the Consultation. Proposed by Cllr Sztymiak, seconded by Cllr Powell.

Cllr Raywood is arranging a session at the Town Hall on Friday 14<sup>th</sup> February where she will assist those without internet access to access the consultation.

It was RESOLVED to lodge a formal complaint with Gloucestershire County Council that the Town Council were not involved or consulted in the car parking strategy and this contravenes the Gloucestershire Charter.

Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.

Discussions were had regarding maintaining good relations with Gloucestershire County Council and the response to be submitted to GCC was amended.

It was RESOLVED that Tewkesbury Town Council objects to the GCC Car Parking Strategy in its current form looks forward to further discussions with Gloucestershire County Council to find a solution.

Proposed by Cllr Rudge, seconded by Cllr Carter.

**19/20 - 182 To receive Councillor reports for Tewkesbury Borough Council from Cllr Reid & Gloucestershire County Council from Cllr Smith**

Cllr Cody provided a report from Tewkesbury Borough Council on behalf of Cllr Reid and herself covering:

- Member Allowances
- Civic Heads for 2021
- Council Plan 2020-2024 which has been adapted to add two new priorities concerning Garden Communities & Sustainability environment.
- New store in old Superdrug building will be a Mountain Warehouse
- Permission for 850 homes granted at Fiddington
- Electric charging points are available to the public behind the Borough Council offices.

Cllr Smith provided an update from Gloucestershire County Council covering:

- £1 million climate change action fund approved
- GCC Highways Update
- New cycle routes – drop-in session at the Boys Brigade, Tewkesbury between 10am – 1pm on Saturday 29<sup>th</sup> February. Open to all.

**19/20 - 183 To receive the budget report and payments report for December 2019**

The budget and payment reports for December 2019 were received.

A Cllr asked about the Mayor's Charity Account and whether it was possible to split the income and expenditure by Mayor. The Assistant Town Clerk advised that the accounting year does not line up with the Mayoral year, so it is not possible.

A Cllr asked about the accounts for Buildings and Moorings and the Watson Hall being separate. The Assistant Town Clerk advised that the running of the Watson Hall still falls under Building & Moorings, but it has a separate cost centre in the accounts.

A Cllr asked if the staff are included under the expenditure for the Watson Hall.

**Action:** Assistant Town Clerk to investigate.

**19/20 - 184 To review the bank reconciliations for December 2019**

The bank reconciliations were reviewed.

- 19/20 - 185 To receive and vote on nominations for the positions of Town Mayor and Deputy Town Mayor**  
It was RESOLVED that Cllr Brennan will be Mayor from May 2020 to May 2021.  
Proposed by Cllr J Raywood, seconded by Cllr S Raywood.
- It was RESOLVED that Cllr J Raywood will be Deputy Mayor from May 2020 to May 2021. Proposed by Cllr Danter, seconded by Cllr Bowman.
- 19/20 - 186 To consider and agree an option for prayers at Town Council meetings**  
Cllrs discussed the options proposed in the meeting pack. Cllrs felt that the current situation, where prayers are said before the meeting, but that individuals are given the opportunity to leave should they wish to, was the preferred option. Prayers will continue to not form part of the agenda.
- It was RESOLVED that there be no change to the current situation.  
Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.
- 19/20 - 187 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**  
Deferred to the next meeting.
- 19/20 - 188 To receive reports from members representing the Town Council on outside bodies**
- The wheelchair bus is looking for drivers. Commitment of 4 hours per week, must be over 26 and under 75 years old. Please contact Cllr Aldridge for more information.
  - Cllr J Raywood assisted at the Tewkesbury Hospital League of Friends event, currently fundraising for kits to help patients maintain active minds.
  - Cllr Carter thanked all Cllrs who attended the brainstorming session and helped come up with the great ideas for the Heritage Lottery Funding bid. Next step is a meeting with the Abbey to discuss.
  - Cllr S Raywood – asked Cllrs to start thinking about any motions they may wish to bring to the NALC AGM
  - Cllr Brennan reminded Cllrs about the pre-meeting for TTRP on 20<sup>th</sup> February at 4pm.
- 19/20 - 189 To approve the payments list**  
It was RESOLVED to approve the payments list totalling £6,394.51  
Proposed by Cllr Rudge, seconded by Cllr J Raywood.
- 19/20 - 190 Correspondence**  
The latest LRC magazine is available to borrow.
- 19/20 - 191 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 J Raywood, seconded by Cllr S Raywood

**19/20 - 192 To authorise payment on account to Thomson & Bancks in respect of an ongoing legal matter**

It was RESOLVED to authorise the payment on account to Thomson & Bancks in respect of an ongoing legal matter.

Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

There being no further business, the meeting closed at 7:37pm.

Signature of Chairman upon approval of the minutes ..... 9<sup>th</sup> March 2020

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**MINUTES**  
*of the*  
**Buildings & Moorings Committee meeting held on 29<sup>th</sup> January 2020**  
***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.19.126 To receive apologies**  
Apologies were received from Cllr Carter.
- B&M.19.127 To receive declarations of interest**  
None received.
- B&M.19.128 To receive dispensations**  
None received.
- B&M.19.129 To approve the minutes of the Building & Moorings Committee meeting held on 11<sup>th</sup> December 2019**  
It was RESOLVED to approve the minutes for the Building & Moorings Committee meeting held on 23<sup>rd</sup> October 2019. Proposed by Cllr Rudge, seconded by Cllr Brennan.
- B&M.19.130 Matters arising from the minutes**  
**B&M.18.173 – Town Hall Clock:** Cumbria Clock company to service and then review.  
**B&M.19.083 – ‘At risk’ registration for Museum:** Complete.  
**B&M.19.094 – Grounds maintenance:** No – Complete. **Action:** Grass cutting at St. Mary's Lane to be added to next agenda.
- B&M.19.131 To receive correspondence relating to the Buildings & Moorings Committee**  
Email received. **Action:** to be added to the next agenda.
- B&M.19.132 Public Participation**  
A member of the public asked about the following items:
- Item 8: regarding £20,000 lease income, what is the length of the lease and how will this revenue be made up in future years?
  - Item 11: query regarding when the delegation of duties to the Buildings & Moorings Committee was made?
  - Item 12: is reviewing the net position of the bar a matter for the George Watson Hall Memorial Trust?
- B&M.19.133 To receive the committee budget reports**  
The committee finance report was received.
- B&M.19.134 Payments list for approval**  
There was no payments list.
- B&M.19.135 To review and agree the work programme including Watson Hall fire risk assessment**
- Fire warden training for Neil Davis?

- New inspection sheet has been introduced
- **Action:** Chase Museum window

**B&M.19.136 To agree to form a working group to prepare a management plan for the Watson Hall buildings**

Subject to agreement by Trust at the Trustee meeting being held on 30<sup>th</sup> January. Working group will be open to all Cllrs.

**B&M.19.137 To review the net position of the Tudor Bar from March 2019**

The Tudor Bar net profit at date of the meeting is £6955 since March 2019.

**B&M.19.138 To agree to purchase six poseur tables for the Watson Hall**

It was RESOLVED to purchase six poseur tables for the Watson Hall up to a maximum amount of £600.

Proposed by Cllr Rudge, seconded by Cllr Brennan.

**B&M.19.139 To agree to install a door call system to link up to the new CCTV system**

It was RESOLVED to install a door call system with the functionality to link up to the new CCTV system at a cost of £390.00. Proposed by Cllr Rudge, seconded by Cllr Brennan.

**B&M.19.140 To receive an update from the Town Clerk in relation to leases:**

**i. Back of Avon to Avon Navigation Trust**

The Town Clerk provided an update.

**ii. Lease / licence of the garden behind the Watson Hall (relating to 2 Saffron Road)**

**Action:** Town Clerk to chase the solicitors.

**B&M.19.141 To agree to install an inline fan system to serve the two toilets in the Town Hall**

It was RESOLVED to install an inline fan system to serve the two toilets in the Town Hall at a cost of £380.00. Proposed by Cllr S Raywood, seconded by Cllr Brennan.

**B&M.19.142 To consider the quotes for the tree work in the Town Hall garden and to agree the preferred contractor**

The quotes for the tree work in the Town Hall were considered. It was RESOLVED to award the work to Matt Hale at a cost of £450.00. Proposed by Cllr Brennan, seconded by Cllr Danter.

**B&M.19.143 To receive an update on the planning application to re-instate moorings at Prior's Court**

Quotes for specialist reports are being obtained and will be available for the next Buildings & Moorings Committee meeting.

**B&M.19.144 To consider the request to erect a plaque on the wall at the Back of Avon detailing information about the Alleycat sculpture**

It was RESOLVED to approve the request to erect a plaque on the wall at the Back of Avon detailing information about the Alleycat sculpture. Proposed by Cllr Danter, seconded by Cllr Brennan.

**B&M.19.145 To agree to purchase a jet washer for use at the Moorings**

Deferred to the next meeting.

**B&M.19.146 To consider options for pest control at the Moorings and at the Museum**

The options for pest control were considered and ABComplete Ltd. was selected as the pest control contractor. Proposed by Cllr Brennan, seconded by Cllr Powell.

There being no further business, the meeting closed at 7.43pm

Signature of Chairman upon approval of the minutes ..... 11<sup>th</sup> March 2020

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## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 29<sup>TH</sup> JANUARY 2020 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 5.00 PM

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

- 1) **To receive apologies**  
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 2<sup>nd</sup> December 2019**  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 2<sup>nd</sup> December 2019. Proposed by Cllr Aldridge, 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 13<sup>th</sup> September 2020 at 3pm – costs now received and passed to Finance Committee.
  - Training Policy review – carried forward.
- 6) **Correspondence**  
A letter has been received from The Pensions Regulator about re-enrolment and re-declaration. The Town Council's re-declaration deadline is 31<sup>st</sup> March 2020.
- 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 Aldridge.
- 8) **Staffing Matters**
  1. **Redundancy update:** It was noted that the period of time in which an appeal could be made had now passed. The Town Clerk confirmed that the leaving date for the Public Conveniences Coin Collector is 19<sup>th</sup> March 2020 and for the Public Conveniences Cleaner is 9<sup>th</sup> April 2020.
  2. **Salary Increases:** It was RESOLVED to award the Public Conveniences Toilet Cleaner a pay increase to the foundation living wage of £9.30 per hour with effect from 1<sup>st</sup> April 2020. Proposed by Cllr Aldridge, seconded by Cllr Brennan.

**TEWKESBURY TOWN COUNCIL**

- 3. Office Opening Hours:** The committee reviewed the current staffing cover and office opening hours of Monday to Thursday 9.30am until 3pm. They noted that the busiest time in the office was over lunchtime at that current arrangements cover this period. The current opening hours will remain in place.
- 4. Town Clerk:** The Town Clerk will be on sick leave from Wednesday 5<sup>th</sup> February and the Assistant Town Clerk will provide cover in her absence. The Town Clerk informed the committee that she was considering standing as a candidate in the forthcoming local election in Gloucester. It was noted that there would be no conflict of interest if the Town Clerk wished to pursue this opportunity.

There being no further business the meeting closed at 5.50 pm.

Signature of Chairman upon approval of Minutes ..... 2<sup>nd</sup> March 2020

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## TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 8<sup>th</sup> January 2020

Present: Councillors J Raywood, S Raywood and C. Danter.

No members of Public were present.

### MINUTES

**P.19.248 Welcome and introductions  
(1)**

The meeting commenced at 19:25 The chairman welcomed all present, issuing the usual housekeeping notices and ensuring that each person present is known to the others.

**P.19.249 To receive apologies for absence  
(2)**

None

**P.19.250 To receive declarations of interest  
(3)**

None

**P.19.251 To receive and consider requests for dispensations  
(4)**

None

**P.19.252 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)*  
**(5)**

None

**P.19.253 To approve the minutes of the Planning Committee meeting held on 16<sup>th</sup> December 2019  
(6)**

Proposed by Cllr S. Raywood                      Seconded by Cllr C. Danter  
It was **resolved** to approve the **minutes**



**P.19.254 To receive updates on matters arising from the minutes – for information only  
(7)**

P.19.163 – Saffron Road – The builder/owner has requested a meeting with the Town Clerk and members of this committee next week. The date and time will be circulated as soon as a firm arrangement has been made.

P.19.176 – a public meeting was held here this evening, with a presentation from the Borough Council and the Town Council, concerning the proposed Tewkesbury Garden Town and Tewkesbury’s major road links. More than 80 people attended the event, which was very informative and helpful. Publicity for this event was difficult, due to the timing which, being so close to Christmas, meant that prompt posting on the Council’s FB and Twitter feeds was not possible. There was also a serious issue with respect to a member of the public who chose to ‘redesign’ our poster, without permission, in a manner that was not conducive to encouraging attendance of the public in an appropriately open and thoughtful state of mind. This person did not desist when asked to. The Town Clerk is monitoring the situation.

P.19.239 – it is understood that the Town Clerk has formulated a letter of support for the Baptist Church, which quotes this committee’s very positive response to their planning application.

**P.19.255 To note correspondence  
(8)**

Re. P.19.200, the chairman has received an email response from Mike Dawson, Chief Executive of Tewkesbury Borough Council.

**P.19.256 Demolition of existing industrial buildings, and erection of replacement industrial building, fencing, alterations to existing vehicular access and provision of landscaping  
(9)**

Planning Application  
Edgwards Ltd Northway Lane Newtown Tewkesbury Gloucestershire GL20 8JG  
Ref. No: 18/00927/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q2NZ2IQD0M009	Tue 17 Dec 2019	Tue 31 Dec 2019
Observations:  No objection		





**P.19.257 (10) Erection of a single storey rear extension**  
 Planning Application  
 28 Abbey Meadow Tewkesbury Gloucestershire GL20 5FF  
 Ref. No: 19/01214/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q2NXNWQD0M600	Tue 17 Dec 2019	Tue 07 Jan 2020
Observations:  No objection		

**P.19.258 (11) Variation of Condition 2 of planning permission 18/00525/FUL and listed building consent 18/00524/LBC (Proposed external alterations including new canopy over terrace, new flat roof over courtyard, insertion of rooflights and lantern and detached toilet block to rear.) to amend the toilet block and adjacent roof structure.**  
 Planning Application  
 Ye Olde Black Bear High Street Tewkesbury Gloucestershire GL20 5BJ  
 Ref. No: 19/01185/FUL

Planning reference	Date requested	Expiry date
DC/E07000083/Q2PT9XQD0IP00	Wed 18 Dec 2019	Wed 08 Jan 2020
Observations:  No objection		

**P.19.259 (12) Installation of 1 No. non-illuminated large fascia sign, 1 No. non-illuminated timber wall sign and 1 No. non-illuminated projecting sign**  
 Planning Application  
 1 High Street Tewkesbury Gloucestershire GL20 5NU  
 Ref. No: 19/01211/ADV

Letter reference	Date requested	Expiry date
DC/E07000083/Q2POTIQD0M601	Wed 18 Dec 2019	Wed 08 Jan 2020
Observations:  Objection  The Town Council shares the concerns of the Conservation Officer, particularly in regard to the hanging sign and the retention of the bracket. Tewkesbury Town Council would also be much grieved to lose the prospect of changing window displays which have always added so much character in this prominent position in town.		



**P.19.260 (13) Change of Use of ground floor retail unit to self contained flat and alteration of front elevation.**

Planning Application  
 5 St Marys Lane Tewkesbury Gloucestershire GL20 5SL  
 Ref. No: 19/01188/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q2RN3EQD0IP02	Thu 19 Dec 2019	Thu 09 Jan 2020
Observations:  Objection.  The Town Council is concerned as to whether this proposal meets space standards with an internal arrangement that contains little usable space and may not be conducive to healthy living. It is also concerned about the bin and cycle storage provision since access to it is through another property and could be lost if there is a change in ownership.		

**P.19.261 (14) Installation of 2no. illuminated signs**

Planning Application  
 69 70 Church Street Tewkesbury Gloucestershire  
 Ref. No: 19/01125/ADV

Letter reference	Date requested	Expiry date
DC/E07000083/Q2YQRUQD0M601	Mon 23 Dec 2019	Mon 13 Jan 2020
Observations:  Objection.  In the absence of sufficient information regarding materials and the appearance of the hanging sign, the Town Council feels it cannot comment in favour of this application.		



- P.19.262 (15) To note any additional applications on the Planning Portal which will expire before 22<sup>nd</sup> January 2020 and agree further actions**

**Demolition of existing storage shed. Erection of a garden wall and gate and internal and external alterations.**

Planning Application

Lucia House Trinity Street Tewkesbury Gloucestershire GL20 5LH

Ref. No: 19/01224/LBC

Letter reference	Date requested	Expiry date
DC/E07000083/Q3BQ4GQD0M600	Mon 30 Dec 2019	Mon 20 Jan 2020
Observations:		
No objection		

**Demolition of existing storage shed. Erection of a garden wall and gate and internal and external alterations**

Planning Application

Lucia House Trinity Street Tewkesbury Gloucestershire GL20 5LH

Ref. No: 19/01223/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q2YE5FQDHAV0R	Mon 30 Dec 2019	Mon 20 Jan 2020
Observations:		
No objection		

- P.19.263 (16) To note any additional information on the Planning Portal regarding applications to which this committee has already responded and agree further actions**

None

- P.19.264 (17) To consider whether or not the Town Council should hold a service village forum meeting.**

This item has arisen from an email sent to the Town Council and other local parishes, from GRCC. The chairman read out the subsequent email conversation between her and GRCC. The matter was discussed by this committee and in principle the committee is supportive of this type of meeting.

**There being no further business, the meeting closed at 20:48.**

Signature of Chairman

Date



## TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 22<sup>nd</sup> January 2020

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

**Public Present:** There were two members of the public present.

### MINUTES

**P.19.265 Welcome and introductions**

The meeting commenced at 19:00. The chairman welcomed all present, issuing the usual housekeeping notices and ensuring that each person present is known to the others.

**P.19.266 To receive apologies for absence**

None

**P.19.267 To receive declarations of interest**

None

**P.19.268 To receive and consider requests for dispensations**

None

**P.19.269 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)*

One member of the public raised interest in the Black Bear Public House. It was explained that the minor application had been considered at the last meeting and that there is no requirement for members of the public to declare interests.

**P.19.270 To approve the minutes of the Planning Committee meeting held on 8<sup>th</sup> January 2020**

Proposed by Cllr. S. Raywood

Seconded by Cllr. H. Bowman

It was **resolved** to approve the **minutes**



**P.19.271 To receive updates on matters arising from the minutes – for information only**

There were no matters arising on items not covered elsewhere on the agenda.

**P.19.272 To note correspondence**

Councillor Cromwell's GCC report on Monday evening included a reference to a consultation day on 25<sup>th</sup> February at the Borough Council offices with respect to a proposed Local Transport Plan, with daytime surgeries from 11.00am until 3.00pm and an evening presentation with question and answer session from 4.00pm until 5.30pm. JR cannot go, due to having called for jury service. Cllr. H. Bowman will try to attend the presentation and report back to this committee, in writing, on 4<sup>th</sup> March.

Many of us will have seen, on Facebook, information relating to a GCC consultation event on residents' car parking, in the Elmbury Room. Following a request by Cllr Brennan, JR contacted Cllr Cromwell to ask if Town Councillors could be supplied with information about this event and he replied to say that it was his understanding that it is only for those residents who will be directly affected by it, and therefore he could not supply the information. He promised to enquire further but nothing further has been received.

A member of the public has contacted JR by email, asking for clarification regarding P.19.264 (8<sup>th</sup> January 2020), wishing to know which is Tewkesbury's 'Service Village'. In case other people are wondering the same thing, it seems sensible to say here that the adopted JCS plan defines a service village as a settlement that has two or more services, (eg. shops) and benefits from bus services and/or road access to a major employer. It goes on to say that Tewkesbury town is the primary service centre in the Borough, being a market town. Tewkesbury also provides services for residents in surrounding villages, which may or may not, have some services of their own. Should there be a Service Village Forum meeting, it would be sensible to include councillors from this parish, even though it is, technically, a town rather than a village.

**P.19.273 Demolition of existing industrial buildings, and erection of replacement industrial building, fencing, alterations to existing vehicular access and provision of landscaping**

Planning Application

Edgwards Ltd Northway Lane Newtown Tewkesbury Gloucestershire GL20 8JG

Ref. No: 18/00927/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q3U8CPQD0GF00	Thu 09 Jan 2020	Thu 23 Jan 2020
Observations:  No objection		



**P.19.274 Installation of an eel screen and associated works in front of the 1964 water intake building at Mythe Water Treatment Works.**

Planning Application

Mythe Water Treatment Works Mythe Road Tewkesbury GL20 6AA

Ref. No: 19/01220/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q3QFCWQD0IP03	Tue 07 Jan 2020	Tue 28 Jan 2020
Observations:  No objection.		

**P.19.275 Erection of a two storey rear extension**

Planning Application

53 Wynyards Close Tewkesbury Gloucestershire GL20 5QZ

Ref. No: 19/01205/FUL

Planning reference	Date requested	Expiry date
DC/E07000083/Q2LFHQQDH8H0E	Fri 10 Jan 2020	Fri 31 Jan 2020
Observations:  Objection.  The Town Council objects for the following reasons:  Firstly, the Town Council is concerned that there is a lack of information available due to the absence of a site location plan, block plan and there is no North point shown on the available drawings.  Secondly, the Town Council is concerned that the drawings provided are so faint as to be barely legible.  Thirdly, the proposed development seems to be on the north side of the property and to the northeast of the adjoining property, whose garden may as a consequence lose the amenity of early morning sunlight.  Finally, the massing of the proposed development is a concern due to the height and proximity of the proposed extension to the boundary.		

**P.19.276 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None



**P.19.277 To receive an update on 3, Saffron Road and agree further actions**

The Town Clerk, JR and SR met with Mr Loxley on 14<sup>th</sup> January. Using a tape measure we were able to establish that the eastern wall of Mr Loxley's house extension, as he now proposes it to be, will not fall within the area covered by the Town Council's easement over his land. Mr Loxley's current proposals, being a mixture of elements from previous designs for this site, we advised him to supply the Borough Planning Officer with drawings showing clearly what he intends to do. Mr Loxley has requested that the Town Clerk write to him tomorrow, confirming the outcome of our meeting.

**Proposed** by Cllr. H. Bowman      **Seconded** by Cllr. S. Raywood

It was **resolved** that the clerk should send the requested letter regarding 3 Saffron Road.

**P.19.278 To note the decisions made in December, in respect of planning applications to Tewkesbury Borough Council**

The decisions were noted by the Committee.

**P.19.279 To review the budget report of the Planning Committee from 1<sup>st</sup> October to 31<sup>st</sup> December 2019**

The budget report covering the period up to the end of the third quarter was reviewed.

**P.19.280 To review the Planning Public Meetings strategy and agree further actions**

The strategy was discussed by the committee. It was considered that the Member of Parliament should be invited to discuss the issues surrounding transportation and infrastructure. During the discussion it was also considered that sessions could be held on drainage and water infrastructure, planning and sustainability, parking and highways development management. The Town Council will investigate the opportunities of holding sessions on these topics.

**There being no further business, the meeting closed at 20:25.**

**Signature of chairman**

**Date**



**TEWKESBURY TOWN COUNCIL**

**MINUTES**

*of the*

Severn Ham Committee meeting held on 16<sup>th</sup> January 2020  
*In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury*

**Present:** Cllrs P Aldridge (Chair), J Raywood, C Danter, C Cody, Ms C Corsie, Mr A Purkiss, Mr J Lucas, Mr McKenna, Mr Matt Smart

**In attendance:** J King (Assistant Town Clerk), Mr Mike Smart.

**SH 19/075 To receive apologies for absence**

Apologies were received from Mr Cluley & Ms Swanson.

**SH 19/076 To record declarations of interest**

Mr A Purkiss – Clerk to the Commoners.

**SH 19/077 To consider requests for dispensations**

None received.

**SH 19/078 To approve the Minutes of the meeting held on 7<sup>th</sup> November 2019**

It was RESOLVED to approve the minutes of the meeting held on 7<sup>th</sup> November 2019.  
Proposed by Cllr Danter, seconded by Cllr J Raywood.

**SH 19/079 Matters arising from the minutes – for information only**

SH19/009 HLS options – Ms Corsie & Mr Cluley to discuss – ongoing.

SH19/011 Flock Health Plan – requested by Mr Cluley – ongoing.

SH19/027 Remarking of plots – email sent to Mr Cluley – ongoing.

SH19/036 Gate to Ham – has been filled with foam, issue remains – ongoing.

SH19/043 Response to ST re: reinstatement proposals – letter sent – complete.

SH19/051 Additional Trough – trough at lower end will be tricky due to water

pressure, possibility of a larger trough at the top end of the Ham. Severn Trent to investigate temporary options whilst works take place – ongoing.

SH19/056 Land ownership issue – with Mr Cluley – ongoing.

SH19/065 Floodplains Meadow Partnership – attending meeting on 5<sup>th</sup> March

SH19/065 Waste Exemptions - ongoing

SH19/066 HLS & BPA Scheme Payments – now received – complete

SH19/067 Owl boxes – Cllr Cody contacted PPNP – add to next agenda.

SH19/074 EA letter re: Abbey Mill sluice – response received – complete.

**SH 19/080 Public Participation**

There was no public participation.





## TEWKESBURY TOWN COUNCIL

**SH 19/081**

**To receive an update from the Severn Curlew Project**

Mr Mike Smart gave a presentation on the Severn Curlew Project, including the WWT curlew project and where the Severn Ham fits in. The Committee agreed that it would be useful for the general public to have the opportunity to see the presentation. **Action:** Assistant Town Clerk to investigate dates.

**SH 19/082**

**To receive an update from Matt McKenna regarding the Severn Trent Pipeline work**

Matt McKenna & Matt Smart from Severn Trent attended the meeting to provide updates on both the current repair works and the pipeline replacement work. Severn Trent apologised for the issue with the contractors driving outside of the SSSI assent area last week and advised that they will not be returning the site.

Repair works have been taking place since the large failure on the Severn Ham in December 2017. Since then a survey has taken place every three months and a number of identified small leaks have been repaired. This proactive approach has been helping to minimise the damage caused by repairs and allow Severn Trent to repair responsively. The new water main will incorporate permanent monitoring technology, so that visual surveys are no longer required.

Pipeline replacement plans are well underway. The steel pipe has been ordered at a cost of £1.1m. Cathodic protection has been incorporated into the pipe which reduces any corrosion. The main design contractor has been appointed and the restoration plans should be available for review shortly. It is expected that contractors will be based in the Mill from the end of March onwards to set up the site compound and take delivery of the pipe.

Weather allowing, the mowing of the grass strip down the length of the proposed works (to prevent the curlew nesting) should take place in March and will be discussed with Mike Cluley. It is hoped that the disturbance to the curlew will only be for one breeding season. Ideally the pipeline replacement works will start on the actual Ham in May and be completed by September 2020.

The Committee asked about an environmental watching brief, Severn Trent will raise this issue and report back.

Mr McKenna & Mr Matt Smart left the meeting at 10.16am.

**SH 19/083**

**To receive an update from the Chair**

The Chair provided an update covering the report from Mr Cluley. Councillors & Officers have been asked to monitor the time they spend dealing with the pipeline replacement work and advise Mr Cluley.



**TEWKESBURY TOWN COUNCIL**

**SH 19/084 To receive an update from Caroline Corsie, Environmental Advisor**  
The current situation regarding the rollover of the Higher Level Stewardship (HLS) was discussed, together with the possible new options that may be available, once the detail of the Environmental Bill are known.

Discussions were had regarding the restoration and improvement of the Severn Ham; post pipeline replacement works, and the recent correspondence with Natural England.

**Action:** Ms Corsie to contact Ms Swanson regarding the feedback on the HLS rollover and appointing a consultancy to cost the improvement options.

**Action:** Ms Corsie to contact Ms Turtle at Severn Trent regarding the 'Boost for Biodiversity' funding.

Ms Corsie to ask for weekly reports from Severn Trent on environmental watching brief once the work starts. Use the new noticeboard to provide updates to the public about the work.

Cllr Cody left the meeting at 11.00am

**SH 19/085 To receive the current finance reports**  
The finance report as at 6<sup>th</sup> January 2020 was received.

**SH 19/086 To receive an update regarding the EA Land Registry registration and to agree any next steps**  
It was RESOLVED to register the ownership of the Severn Ham by Tewkesbury Town Council with the Land Registry and to take legal advice from a conveyancing solicitor regarding the EA registration on the Severn Ham.  
Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

**SH 19/087 To approve the payments list**  
The payments list totalling £2185.74 was approved.  
Propose by Cllr J Raywood, seconded by Cllr Danter.

**SH 19/088 Correspondence**  
A request was made regarding a potential 5k sponsored run on the Severn Ham. It was felt that it would be more appropriate to recommend the Parkrun loop on the Vineyards.

The meeting closed at 11.12am.

Signature of Chairman upon approval of the minutes .....5<sup>th</sup> March 2020

**MINUTES**  
*of the*  
**Finance Committee meeting held on 13<sup>th</sup> January 2020**  
***In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury***

**Present:** Cllrs K Brennan, P Aldridge, H Bowman, C Danter, J Raywood, S Raywood

**In attendance:** D Hill (Town Clerk) and one member of the public

- F.19.113 To receive apologies**  
Apologies received from Cllr Walker (health)
- F.19.114 To receive declarations of interest**  
None received.
- F.19.115 To receive dispensations**  
None required.
- F.19.116 To approve the Minutes of the Finance Committee meeting held on 28<sup>th</sup> November 2019**  
Subject to adding Cllr Bowman to attendance list, it was RESOLVED to approve the Minutes of the Finance Committee meeting held on 28<sup>th</sup> November 2019. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.
- F.19.117 Matters arising from the Minutes – for information only in relation to matters not on the agenda**  
**F.19.046 Bank signatory change** – to be reviewed as required  
**F.19.084 Civic Service Costs** – **Action:** Town Clerk to follow up  
**F.19.091 Street & Alley Cleaning** – carry forward to next meeting  
**F.19.100** - Mop Fair money has now been paid into Mayor's Charity Account  
**F.19.108** – Planning laptop is not covered by anti-virus software. **Action:** Town Clerk to liaise with Charlton Networks regarding appropriate cover.
- F.19.118 To receive correspondence relating to the Finance Committee**  
None received.
- F.19.119 Public Participation**  
A member of the public voiced concern over changes made to the draft Financial Regulations. In particular concerning the perceived moving of powers from Full Council to Committees such as the ability for any committee to suspend Financial Regulations. Other concerns surrounded the inclusion of payments lists within minutes, wording surrounding the use and protection of PINs and passwords and the lack of a separate bank account for the George Watson Hall Memorial Trust.
- F.19.120 To review bank reconciliations for November 2019**  
The bank reconciliations were reviewed.

- F.19.121 To review finance reports for November 2019**  
The finance reports for November 2019 were reviewed. **Actions:** Town Clerk to establish why all expenditure on the budget report is described as indirect expenditure. **Action:** Town Clerk to check what invoice 1108 relates to.
- F.19.122 To consider and agree grant applications from outside bodies**  
None received.
- F.19.123 To agree a process for petty cash withdrawals**  
Petty cash withdrawals will be added to future finance agendas as appropriate. If petty cash is required between meetings, then an email will be sent to all members of the Finance Committee.
- F.19.124 To agree to transfer a total of £14,456.34 from the 32-day account to the main account**  
It was RESOLVED to transfer £14,456.34 from the 32-day notice account to the main account. Proposed by Cllr Danter, seconded by Cllr Aldridge. **Action:** Town Clerk to process the transfer.
- F.19.125 To agree a process and the timing of payments to GAB Services**  
It was RESOLVED to pay GAB Services by monthly standing order the monthly cost of the annual contract on the 14<sup>th</sup> day of each month. Any additional authorised work undertaken will be paid on receipt of the appropriate invoice. Proposed by Cllr Aldridge, seconded by Cllr Brennan. **Action:** Town Clerk to liaise with Finance Assistant to set up the standing order.
- F.19.126 To agree a recommendation to Full Council for the budget for Financial Years 2020/21, 2021/22 and 2022/23 and the precept request for 2020/21**  
The draft committee budgets were discussed and reviewed and the use of general reserves was also discussed. It was noted that all committees had undertaken thorough budget preparation and as such it was agreed not to make any further changes to the budget and to refer the matter to Full Council for further discussion with the precept showing an increase of around 11%.
- F.19.127 To consider and agree a new photocopier contract**  
Deferred until the next meeting.
- F.19.128 To review draft Financial Regulations and agree to recommend adoption to Full Council**  
Amendments were made to sections 11.1 a) ii), 18.2, 6.10 and 4.1. It was agreed to recommend adoption to Full Council.
- F.19.129 To consider the business case and agree the purchase of a screen for the Court Room**  
The committee considered the business case but could not agree on the current proposal to purchase a display screen for the Court Room. Requirements to be re-considered such as the option of a mobile screen.

**F.19.130 To consider a request from Cllr Brennan to purchase an additional shield for Remembrance Parade**

This request was supported. **Action:** Town Clerk to arrange purchase as it is assumed the shield will be within the Clerk's delegated authority.

**F.19.131 To agree the payments list**

It was RESOLVED to approve the payments list to the value of £10,559.12.  
Proposed by Cllr Danter, seconded by Cllr Aldridge.

There being no further business the meeting closed at 8.35pm

Signature of Chairman upon approval of the minutes ..... 13<sup>th</sup> January 2020

**MINUTES**  
*of the*  
**Finance Committee meeting held on 30<sup>th</sup> January 2020**  
***In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury***

**Present:** Cllrs K Brennan, P Aldridge, H Bowman, C Danter, J Raywood, S Raywood

**In attendance:** D Hill (Town Clerk) and one member of the public

- F.19.132 To receive apologies**  
Apologies received from Cllr Walker (health)
- F.19.133 To receive declarations of interest**  
None received.
- F.19.134 To receive dispensations**  
None required.
- F.19.135 To approve the Minutes of the Finance Committee meeting held on 13<sup>th</sup> January 2020**  
It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 13<sup>th</sup> January 2020. Proposed by Cllr Aldridge, seconded by Cllr Danter.
- F.19.136 Matters arising from the Minutes – for information only in relation to matters not on the agenda**  
**F.19.084 Civic Service Costs** – £150 for organist, £15 per hour for Parish Rooms  
**F.19.091 Street & Alley Cleaning** – referred to Environment & Amenities Committee  
**F.19.108** – Planning laptop is not covered by anti-virus software – **Action:** Charlton Networks installing when next on-site.  
**F.19.121 Finance Reports** – All expenditure in the public sector is described as indirect expenditure. Invoice 1108 relates to re-charging for utilities.  
**F.19.124 Transfer from 32 day account** – complete.  
**F.19.125 Payments to GAB** – Standing Order to take effect from 14<sup>th</sup> February 2020 - complete.  
**F.19.130 Additional Remembrance Shield** – complete.
- F.19.137 To receive correspondence relating to the Finance Committee**  
None received.
- F.19.138 Public Participation**  
None received.
- F.19.139 To review bank reconciliations for December 2019**  
The bank reconciliations were reviewed.
- F.19.140 To consider and agree grant applications from outside bodies**  
It was RESOLVED to award £210.00 to Chatty Thursday.  
Proposed by Cllr J Raywood, seconded by Cllr Brennan.

- F.19.141 To retrospectively approve the purchase of two chairs for the office at a cost of £308**  
It was RESOLVED to retrospectively approve the purchase of two chairs for the office at a cost of £308.00. Proposed by Cllr J Raywood, seconded by Cllr Brennan.
- F.19.142 To agree to replace the desktop computer in the Reception office due to failure of the motherboard rendering the computer unusable**  
It was RESOLVED to replace the desktop computer in the Reception office due to failure of the motherboard rendering the computer unusable at a cost of £730.00 including cables, setup and secure disposal of the old desktop.  
Proposed by Cllr S Raywood, seconded by Cllr J Raywood.
- F.19.143 To note that the Severn Ham Committee will be registering the title of the Severn Ham with HM Land Registry, incurring legal costs associated with this**  
The above was noted.
- F.19.144 To agree to pay Diversity Business Services Ltd by monthly standing order**  
It was RESOLVED to agree to pay Diversity Business Service Ltd by monthly standing order. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- F.19.145 To consider and agree a new photocopier contract**  
It was RESOLVED to award the contract to Digital Copier Systems for an 18-month period. Proposed by Cllr Brennan, seconded by Cllr Bowman.
- F.19.146 To agree a name for the new Remembrance Parade shield**  
The new Remembrance Parade shield will be called the 'Deputy Town Mayor's Shield'
- F.19.147 To review draft Financial Regulations and agree the next steps**  
The draft Financial Regulations will be referred back to the Working Group.
- F.19.148 To agree the payments list**  
It was RESOLVED to approve the payments list totalling £9,499.36.  
Proposed by Cllr Aldridge, seconded by Cllr Danter.

There being no further business the meeting closed at 7.34pm

Signature of Chairman upon approval of the minutes ..... 27<sup>th</sup> February 2020

Summary Income & Expenditure by Budget Heading

Month No: 10

Finance Report for Full Council - January 2020

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>Finance</b>							
120	Finance						
	Income	112	301,743	301,540	(203)		
	Expenditure	2,498	47,121	64,391	17,270		17,270
	Net Income over Expenditure	(2,386)	254,623	237,149	(17,474)		
	plus Transfer from EMR	0	1,494				
	Movement to/(from) Gen Reserve	(2,386)	256,117				
130	Mayor's Charity						
	Income	3,000	4,128	1	(4,127)		
	Expenditure	0	4,280	1	(4,279)		(4,279)
	Movement to/(from) Gen Reserve	3,000	(152)				
	Finance Income	<b>3,112</b>	<b>305,872</b>	<b>301,541</b>	<b>(4,331)</b>		
	Expenditure	<b>2,498</b>	<b>51,401</b>	<b>64,392</b>	<b>12,991</b>	<b>0</b>	<b>12,991</b>
	Net Income over Expenditure	<b>614</b>	<b>254,471</b>				
	plus Transfer from EMR	<b>0</b>	<b>1,494</b>				
	Movement to/(from) Gen Reserve	<b>614</b>	<b>255,965</b>				
<b>Building &amp; Moorings</b>							
200	Moorings						
	Income	144	4,154	5,500	1,346		
	Expenditure	107	3,779	9,600	5,821		5,821
	Movement to/(from) Gen Reserve	37	375				
210	Museum						
	Expenditure	0	152	13,749	13,597	12,849	749
220	Town Hall						
	Income	701	14,063	14,050	(13)		
	Expenditure	7,568	27,152	32,091	4,939	3,950	989
	Movement to/(from) Gen Reserve	(6,867)	(13,089)				
230	War Memorial						
	Income	600	700	51	(649)		
	Expenditure	650	650	1,416	766		766
	Movement to/(from) Gen Reserve	(50)	50				
	Building & Moorings Income	<b>1,445</b>	<b>18,917</b>	<b>19,601</b>	<b>684</b>		
	Expenditure	<b>8,325</b>	<b>31,734</b>	<b>56,856</b>	<b>25,122</b>	<b>16,799</b>	<b>8,324</b>
	Net Income over Expenditure	<b>(6,880)</b>	<b>(12,817)</b>				
	plus Transfer from EMR	<b>0</b>	<b>0</b>				
	Movement to/(from) Gen Reserve	<b>(6,880)</b>	<b>(12,817)</b>				

**Environment & Amenities**



Summary Income & Expenditure by Budget Heading

Month No: 10

Finance Report for Full Council - January 2020

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
300	Play Parks						
	Income	2,000	40,000	15,001	(24,999)		
	Expenditure	0	81,706	45,000	(36,706)		(36,706)
	Net Income over Expenditure						
		2,000	(41,706)	(29,999)	11,707		
	plus Transfer from EMR	0	34,316				
	Movement to/(from) Gen Reserve						
		2,000	(7,390)				
310	Spring Gardens						
	Income	163	2,384	3,000	616		
	Expenditure	1,052	7,366	10,650	3,284		3,284
	Net Income over Expenditure						
		(888)	(4,982)	(7,650)	(2,668)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve						
		(888)	(4,982)				
320	Gloucester Road						
	Income	64	1,270	1,500	230		
	Expenditure	362	4,013	5,000	987		987
	Net Income over Expenditure						
		(298)	(2,743)	(3,500)	(757)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve						
		(298)	(2,743)				
330	Cleaning & Consumables						
	Expenditure	37	2,025	5,200	3,175		3,175
340	Outside Spaces						
	Expenditure	511	9,165	18,742	9,577	1,283	8,294
	plus Transfer from EMR	0	5,885				
	Movement to/(from) Gen Reserve						
		(511)	(3,280)				
700	Memorial Benches						
	Expenditure	0	70	0	(70)		(70)
	Environment & Amenities Income	<b>2,228</b>	<b>43,655</b>	<b>19,501</b>	<b>(24,154)</b>		
	Expenditure	<b>1,962</b>	<b>104,345</b>	<b>84,592</b>	<b>(19,753)</b>	<b>1,283</b>	<b>(21,037)</b>
	Net Income over Expenditure	<b>266</b>	<b>(60,691)</b>				
	plus Transfer from EMR	<b>0</b>	<b>40,201</b>				
	Movement to/(from) Gen Reserve	<b>266</b>	<b>(20,490)</b>				

Planning

400	Planning						
	Income	0	0	140	140		
	Expenditure	25	158	3,000	2,842		2,842
	Movement to/(from) Gen Reserve						
		(25)	(158)				
		<b>0</b>	<b>0</b>	<b>140</b>	<b>140</b>		
	Planning Income						
	Expenditure	<b>25</b>	<b>158</b>	<b>3,000</b>	<b>2,842</b>	<b>0</b>	<b>2,842</b>
	Movement to/(from) Gen Reserve	<b>(25)</b>	<b>(158)</b>				

Severn Ham

## Summary Income &amp; Expenditure by Budget Heading

Month No: 10

## Finance Report for Full Council - January 2020

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
500	Severn Ham						
	Income	0	44,123	37,633	(6,490)		
	Expenditure	1,250	(3,275)	35,201	38,476		38,476
	Movement to/(from) Gen Reserve	(1,250)	47,398				
	Severn Ham Income	<b>0</b>	<b>44,123</b>	<b>37,633</b>	<b>(6,490)</b>		
	Expenditure	<b>1,250</b>	<b>(3,275)</b>	<b>35,201</b>	<b>38,476</b>	<b>0</b>	<b>38,476</b>
	Movement to/(from) Gen Reserve	<b>(1,250)</b>	<b>47,398</b>				
<b><u>Watson Hall</u></b>							
600	Watson Hall						
	Income	5,646	66,952	35,152	(31,800)		
	Expenditure	4,951	51,636	28,168	(23,468)	5,019	(28,488)
	Movement to/(from) Gen Reserve	695	15,316				
	Watson Hall Income	<b>5,646</b>	<b>66,952</b>	<b>35,152</b>	<b>(31,800)</b>		
	Expenditure	<b>4,951</b>	<b>51,636</b>	<b>28,168</b>	<b>(23,468)</b>	<b>5,019</b>	<b>(28,488)</b>
	Movement to/(from) Gen Reserve	<b>695</b>	<b>15,316</b>				
<b><u>Staffing</u></b>							
110	Staffing						
	Expenditure	17,411	135,393	155,836	20,443		20,443
	Staffing Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	Expenditure	<b>17,411</b>	<b>135,393</b>	<b>155,836</b>	<b>20,443</b>	<b>0</b>	<b>20,443</b>
	Movement to/(from) Gen Reserve	<b>(17,411)</b>	<b>(135,393)</b>				
	Grand Totals:- Income	<b>12,431</b>	<b>479,519</b>	<b>413,568</b>	<b>(65,951)</b>		
	Expenditure	<b>36,422</b>	<b>371,392</b>	<b>428,045</b>	<b>56,653</b>	<b>23,101</b>	<b>33,552</b>
	Net Income over Expenditure	<b>(23,991)</b>	<b>108,128</b>	<b>(14,477)</b>	<b>(122,605)</b>		
	plus Transfer from EMR	<b>0</b>	<b>41,695</b>				
	Movement to/(from) Gen Reserve	<b>(23,991)</b>	<b>149,823</b>				

## 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

## Lloyds - Business Account

## 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	██████████	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
<b>Total Payments</b>			<b>39,014.38</b>		

# TEWKESBURY TOWN COUNCIL SCHEDULE OF MEETINGS 2020/21

		Year/Month												
		2020						2021						
Day	Time	Meeting	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Monday	6:00pm	Annual Assembly											12 <sup>th</sup>	
	6:00pm	Full Council	8 <sup>th</sup>	13 <sup>th</sup>		14 <sup>th</sup>	12 <sup>th</sup>	9 <sup>th</sup>	14 <sup>th</sup>	18 <sup>th</sup>	8 <sup>th</sup>	8 <sup>th</sup>	19 <sup>th</sup>	10 <sup>th</sup> 17 <sup>th</sup>
	4:00pm	Staffing	15 <sup>th</sup>			21 <sup>st</sup>			21 <sup>st</sup>			22 <sup>nd</sup>		
Tuesday	6:00pm	Environment & Amenities	30 <sup>th</sup>			1 <sup>st</sup>		3 <sup>rd</sup>		12 <sup>th</sup>		2 <sup>nd</sup>		18 <sup>th</sup>
Wednesday	6:00pm	Buildings & Moorings	3 <sup>rd</sup>	22 <sup>nd</sup>		16 <sup>th</sup>	28 <sup>th</sup>		9 <sup>th</sup>	27 <sup>th</sup>		24 <sup>th</sup>		5 <sup>th</sup>
	7:00pm	Planning	10 <sup>th</sup> 24 <sup>th</sup>	1 <sup>st</sup> 15 <sup>th</sup> 29 <sup>th</sup>	19 <sup>th</sup>	9 <sup>th</sup> 23 <sup>rd</sup>	7 <sup>th</sup> 21 <sup>st</sup>	4 <sup>th</sup> 18 <sup>th</sup>	2 <sup>nd</sup> 16 <sup>th</sup>	6 <sup>th</sup> 20 <sup>th</sup>	3 <sup>rd</sup> 17 <sup>th</sup> 31 <sup>st</sup>	3 <sup>rd</sup> 17 <sup>th</sup> 31 <sup>st</sup>	14 <sup>th</sup> 28 <sup>th</sup>	12 <sup>th</sup> 26 <sup>th</sup>
	9:00am	Severn Ham	25 <sup>th</sup>			10 <sup>th</sup>		12 <sup>th</sup>			4 <sup>th</sup>		22 <sup>nd</sup>	
Thursday	6:00pm	Finance		9 <sup>th</sup>	6 <sup>th</sup>		1 <sup>st</sup> 29 <sup>th</sup>		3 <sup>rd</sup>	7 <sup>th</sup> 28 <sup>th</sup>	25 <sup>th</sup>	22 <sup>nd</sup>	8 <sup>th</sup>	6 <sup>th</sup>

Note: This timetable of meetings reflects a planned schedule. However, please check the notice board or website for an agenda before attending as meetings are subject to cancellation or change.

Updated 03/03/2020