

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.
- Cllr Rudge raised at this point that re:19/20-160 he wanted to minute concerns not to the conclusion of the precept decision but the process by which the decision was arrived.
- 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