



TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held remotely via Zoom, on **13th July 2020 commencing at 6:00 pm.**

Zoom meeting ID: 960 4946 6971 Password: 020111

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
8th July 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 meetings held on 8th June & 15th June 2020
8. To note the following Committee Minutes: Environment & Amenities – 4th February & 5th May 2020, Planning – 5th & 19th February, 4th March, 22nd April, 13th & 27th May 2020, Severn Ham – 5th March, 30th April 2020, Finance – 5th March, 7th May & 28th May 2020, Staffing – 11th & 27th May 2020, Buildings & Moorings – 12th May 2020
9. Matters arising from the minutes – for information only
10. To receive the budget report for April 2020
11. To review and agree updated Standing Orders
12. To review and agree updated Financial Regulations

13. To note the insurance renewal (2nd year of three-year agreement) at a cost of £6,661.99
14. To note the payment of £4,000 to Focus Cancer Support from the Mayor's Charity Account
15. To note the outcome of mediation in the Mr Garry Payne v Tewkesbury Town Council case
16. To review the grant awarded for the 2020 Medieval Festival
17. To approve the payments list
18. Correspondence

The next Full Council meeting will be
September 14th 2020 at 6pm remotely via Zoom

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 remotely via Zoom on 8th June 2020

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

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

20/21 - 001 To formally appoint the Town Mayor for 2020-21

Cllr Aldridge was formally appointed Town Mayor for 2020-21

Proposed by Cllr Brennan, seconded by Cllr J Raywood.

Cllr Rudge wished to record that he voted against the nomination.

Cllr Aldridge took over as Chair.

20/21 - 002 To formally appoint the Deputy Town Mayor for 2020-21

Cllr S Raywood declared an interest in this item.

Cllr J Raywood was formally appointed Deputy Town Mayor for 2020-21

Proposed by Cllr Danter, seconded by Cllr Bowman.

Cllr Rudge wished to record that he voted against the nomination.

20/21 - 003 To consider the application for co-option to Tewkesbury Town Council and receive a short presentation from the applicant

Deferred to the next meeting.

20/21 - 004 To receive apologies for absence

No apologies were received.

20/21 - 005 To receive declarations of interest

Cllr S Raywood declared an interest in item 20/21-003

Cllrs Sztymiak & Cody & Smith declared interests in items 20/21-025 & 026 as Borough Councillors.

20/21 - 006 To consider requests for dispensation

None requested.

20/21 - 007 To receive written questions from members of the public

None received.

20/21 - 008 Public participation

Mr Mayor and Councillors, I am very pleased to be able to hear and see the business of the Tewkesbury Town Council. Recently I have become restricted in my mobility especially the climbing of stairs. My previous communication with the Town Clerk regarding the exclusion of disabled persons from using the Council Chamber met, as yet, with no solution. Maybe this system of communication even if only within the

confines of the Town Hall could be a solution. Members of the Public could stay in the Corn Hall area and the proceedings be transmitted to them there. Being a closed circuit transmission there would be no disruption to meetings.

The Mayor responded that this would be investigated when in person Full Council meetings resume.

20/21 - 009 To note the Mayor's announcements

Office continues to run on a reduced staff, with staff working remotely where possible. Two members of staff were furloughed on 11th May. One member of staff returned from furlough on 1st June, one continues to be furloughed. Two members of staff are also working core hours only (37 hours reduced to 30 and 25 hours reduced to 20).

Mayor's charities for 2020 will be:

- Tewkesbury in Bloom
- Victoria Pleasure Gardens
- Tewkesbury Town North
- Tewkesbury Christmas Lights
- Banners for the Tewkesbury Battlefield Society

20/21 - 010 To approve the Minutes of the meetings held on 9th & 12th March 2020
Deferred to the next meeting.

20/21 - 011 Matters arising from the Minutes – for information only
Deferred to the next meeting.

20/21 - 012 To approve the payment of the annual stipend to the Town Crier and the Mayor's allowance.
Deferred to the next meeting.

20/21 - 013 To receive the expenditure report for March & April 2020
Deferred to the next meeting.

20/21 - 014 To receive the year end bank reconciliations for 2019-2020
Deferred to the next meeting.

20/21 - 015 To receive the year end accounts for 2019-2020
Deferred to the next meeting.

20/21 - 016 To receive the internal audit report and to note recommendations from the Finance Committee meeting held on 5th March 2020
Deferred to the next meeting.

20/21 - 017 To consider and approve the Annual Governance Statement 2019/20
Deferred to the next meeting.

20/21 - 018 To approve the Balance Sheet and Income & Expenditure Account for the financial year ending 31st March 2020

Deferred to the next meeting.

20/21 - 019 To consider and approve the Accounting Statement 2019/20

Deferred to the next meeting.

20/21 - 020 To ratify the emergency procedures put in place on 19th March 2020 due to Covid-19 pandemic

It was RESOLVED to ratify the emergency procedures.

Proposed by Cllr Bowman, seconded by Cllr J Raywood.

A Cllr asked if normal practice and procedures would now apply. The Clerk advised that everything is being handled through remote meetings as normal.

20/21 - 021 To note the implementation of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the Regulations)

The legislation was noted.

20/21 - 022 To resolve to add to Standing Orders section 3 (x) A remote meeting shall not exceed a period of one and a half hours

It was RESOLVED to amend the standing orders.

Proposed by Cllr Cody, seconded by Cllr Danter.

A Cllr asked if the time limit could be applied to all meetings. The Clerk advised that the Standing Orders were currently being reviewed. Cllr Bowman to join the review of Standing Orders.

20/21 - 023 To note that Cllr Aldridge automatically becomes Chair of Finance and Cllr J Raywood automatically becomes Chair of Staffing, due to the change in Mayor / Deputy Mayor

The change in Chairs was noted.

20/21 - 024 To request volunteers to fill the spaces remaining on committees

Cllr Sztymiak volunteered to join the Finance Committee. Cllr Brennan also happy to continue on the Finance Committee. Volunteers requested for Planning Committee.

Action: Assistant Town Clerk to check vacancies.

20/21 - 025 To consider the Planning Committee's proposal for a corporate response to Tewkesbury Borough Council's Ashchurch Bridge Project consultation and to agree further actions.

It was RESOLVED to agree the response to the Ashchurch Bridge Project consultation:

The Town Council has experienced some difficulty in providing a useful response to this consultation due to the limited context within which this proposed bridge will operate. It is difficult to determine the potential effectiveness of such a bridge when it is unknown how the surrounding infrastructure will link it with communities and the existing network. Whilst the Town Council is generally supportive of the provision of infrastructure in advance of new development, in this case, it is unclear

due to a lack of information on the approach roads, how this bridge will operate within the wider context and its impact on the operation of the surrounding highway and transport network. It is understood that the bridge location is responding to the constraints outlined in the supporting information, but it is felt that there is still a concern regarding the impact on hydrology and flooding. The Town Council is also concerned that the geological conditions may make the construction of a suitable bridge structure difficult.

The Town Council considers that this bridge should encourage journeys by active travel and public transport as well as private vehicles. We would urge that extra consideration is given to providing the footway/cycleway as segregated facilities or at least providing passive provision to facilitate this to be done in the future. Whilst the 4-metre shared footway and cycleway has the potential to provide sufficient space post-development, shared infrastructure is potentially less desirable to the users of these modes. The Town Council notes that the span of the bridge allows for two tracks to be provided but is aware of the potential need identified in the Western Route Utilisation Strategy dating from 2015 for dynamic passing loops between Ashchurch and Eckington which may require space to be provided for four tracks. It would be regrettable if some passive provision was not made and either the bridge needed to be replaced by Network Rail or the requirements of the national railway network was impeded by this bridge.

Proposed by Cllr J Raywood, seconded by Cllr Davis.
Cllr Rudge abstained, Cllrs Sztymiak & Danter voted against.

20/21 - 026 To discuss the parking arrangements in Tewkesbury further to the loss of spaces on the High Street due to Covid-19 changes and agree next steps

Cllrs discussed the issue of parking charges being reintroduced in the Tewkesbury Borough Council owned car parks and the impact of the removal of free spaces on the High Street due to the increased space for pedestrians due to social distancing measures. A decision is due to be made by TBC on 10th June.

Cllrs raised the following points

- That there are still disabled spaces available on the High Street and free parking available in the Town
- Walking and cycling should be encouraged as easier and safer
- Public health should come before parking charges – the additional space on the High Street is appreciated
- Social distancing measures will make visiting shops take longer
- Concerns for the survival of the High Street – need it to thrive
- Would one hours free parking be sufficient? Or would it encourage multiple visits rather than one longer one?
- Is there a process for individuals who keep their cars on the street who may have to isolate, in order to prevent them from having to move them.
- Free parking & the reintroduction of charges needs to be well publicized
- Should the High Street be pedestrianized? Perhaps as a trial?

Cllrs wished to encourage more ongoing dialogue with GCC, TBC and the town traders. GCC would welcome feedback on the social distancing measures that have been introduced, together with any further suggestions.

Cllrs also wished to know what costs would be lost from delaying the reintroduction of parking costs by 2 weeks to 12th July.

It was RESOLVED to write to Tewkesbury Borough Council to petition for the extension of the free parking until 12th July, whilst also noting the Town Council's awareness of the ongoing public health issue.

Proposed by Cllr Aldridge, seconded by Cllr Smith.

20/21 - 027 To approve the payments list

It was RESOLVED to approve the payments list totaling £806.87.

Proposed by Cllr S Raywood, seconded by Cllr Sztymiak.

20/21 - 028 Correspondence

An email of thanks was received for the grant to Tewkesbury Medieval Festival – due to Covid-19 the grant has subsequently been returned.

Email of thanks received from Jason Kinghorn – Civic Award Recipient.

There being no further business, the meeting closed at 7.25 pm.

Signature of Chairman upon approval of the minutes13th July 2020

MINUTES

of the

Full Council meeting held remotely via Zoom on 15th June 2020

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

In attendance: D Hill (Town Clerk), J King (Assistant Town Clerk) and one member of the public

20/21 - 029 To consider the application for co-option to Tewkesbury Town Council and receive a short presentation from the applicant

Deferred to July due to family bereavement

20/21 - 030 To receive apologies for absence

No apologies were received.

20/21 - 031 To receive declarations of interest

None received.

20/21 - 032 To consider requests for dispensation

None requested.

20/21 - 033 Public participation

There was no public participation.

20/21 - 034 To note the Mayor's announcements

The Mayor thanked Councillor Terry Walker for being Mayor for the last year. The Mayor also thanked Cllr Brennan for acting as Mayor as and when required.

The Mayor undertook his first zoom mayoral function with the Boys Brigade, it was great to see what can be achieved under lock down.

The Mayor's consort for the year will be his wife, Christine Aldridge.

20/21 - 035 To approve the Minutes of the meeting held on 9th & 12th March 2020

It was RESOLVED to approve the minutes of the meeting held on 9th & 12th March 2020. Proposed by Cllr Brennan, seconded by Cllr Davies.

20/21 - 036 Matters arising from the Minutes – for information only

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

19/20-115 GCC Report – Flood defence spending – ongoing

19/20-163 Local Electricity Bill – Deferred until Local Members Bill is returned to Parliament

19/20-187 Air Pollution – Deferred to a future meeting

19/20-201 Minutes from B&M 19.132 – Re: Saffron Road rehearsal room - The lease is for 125 years and £20,000 was received as a one-off payment – complete

19/20-202 Budget report for Severn Ham – circulated - complete

19/20-204 VE Day celebrations – did not happen due to Covid-19 - complete

20/21 - 037 To approve the payment of the annual stipend to the Town Crier and the Mayor's allowance.

It was resolved to approve the payment of the annual stipend to the Town Crier and the Mayor's allowance.

Proposed by Cllr Brennan, seconded by Cllr Danter.

20/21 - 038 To receive the expenditure report for March 2020

The expenditure report was received.

Cllrs asked questions regarding payments to Soundwave Audio and Thomson & Bancks.

20/21 - 039 To receive the year end budget report for 2019-2020

The year end budget report for 2019-2020 was received.

The Clerk answered questions regarding the following

- Telephone & broadband – part of the cost from the Watson Hall was included in corporate cost as no appropriate cost centre under Watson Hall. Will be included in Watson Hall return to Charities Commission
- Photocopier costs – budget is correct, issue with the way payments were set up on the new system. Resolved for 2020-21 accounts.
- Regalia – cost was for repairs to Mayor's Chain and earmarked reserve was also used as can be seen in accounts.
- Museum – Window replacement is a committed expenditure of £12,489
- Reserves. As at 31/3/2020 total reserves were £293,148. This was broken down as £181,146 general reserves and £112,002 earmarked reserves. This was an increase in reserves from 31/3/2019 of £39,732. At 31/3/2019 total reserves were £258,558. This was broken down as £141,414 general reserves and £117,144 earmarked reserves.

20/21 - 040 To receive the year end earmarked reserves report for 2019/20

The year end earmarked reserves report was received.

The Clerk advised that the money from the Watson Hall lease is required to be spent on projects at the Watson Hall and has been earmarked accordingly.

A member of the public joined the meeting at this point.

Cllr Rudge requested a copy of the trust deed for the Watson Hall.

Action: To be provided to Cllr Rudge.

20/21 - 041 To receive the year end bank reconciliation for 2019-2020

The year-end bank reconciliations were received.

Cllr Smith left the meeting at this point.

20/21 - 042 To receive the internal audit report and to note recommendations from the Finance Committee meeting held on 5th March 2020

The internal audit report was received, and the three recommendations were discussed.

- To update the financial regulations and standing orders, this work has already been started and the intention is for it to be on July Full Council agenda.
- To make reconciling payments lists to meetings easier for internal control checks & audit, a note of which committee approved the payments list will be manually added to it – process has already been updated.
- Staff contracts – the salary structure changed for all staff last year due to national changes and therefore all staff have new scale points. All staff will be issued with letters confirming their new scale point, there have been no changes to salary.

20/21 - 043 To consider and approve the Annual Governance Statement 2019/20

The Town Clerk shared the information from the Internal Auditor for inclusion in the annual governance report. The clerk advised that item 4, exercise of public rights had been answered as no, due to the fact that the accounts were available for inspection for nine days rather than ten, in July 2019, due to unforeseen circumstances.

It was RESOLVED to approve the Annual Governance Statement 2019/20
Proposed by Cllr Brennan seconded by Cllr J Raywood.

20/21 - 044 To approve the Balance Sheet and Income & Expenditure Account for 2019-20

It was RESOLVED to approve the Balance Sheet and Income & Expenditure Account for the financial year ending 31st March 2020

Proposed by Cllr S Raywood, seconded by Cllr Brennan.

Cllrs discussed the apportionment of running costs for Watson Hall. This is an ongoing historical issue that the Clerk continues to work on. The Finance Committee will be discussing the apportioned costs at their next meeting.

20/21 - 045 To consider and approve the Accounting Statements 2019/20

The buildings were valued in August 2019 by the insurance provider, leading to the significant increase in fixed assets.

It was RESOLVED to approve the Accounting Statements 2019/20
Proposed by Cllr Bowman, seconded by Cllr Brennan.

20/21 - 046 To appoint members to fill two vacancies on Finance Committee and four vacancies on Planning Committee

Cllr Brennan and Cllr Szymiak will fill the vacancies on the Finance Committee.
Proposed by Cllr Danter, seconded Cllr Bowman.

As there are no additional Councillors who wish to join the Planning Committee, it was agreed that the Committee could include members of the public.

Action: Advise the community that members of the public are invited to join the Planning Committee.

20/21 - 047 To approve the payments list
There was no payments list.

20/21 - 048 Correspondence

The Clerk advised the Council about the registration of the moorings opposite Mill Bank Cottages and the rectification of an error made by the Land Registry that the Council are working with the residents to resolve.

Car Parks owned by Tewkesbury Borough Council will continue to be free until 13th July. Cllrs raised questions regarding on street parking and when the time limits will be reintroduced. **Action:** Town Clerk to contact GCC to request information.

There being no further business, the meeting closed at 7.18pm.

Signature of Chairman upon approval of the minutes 13th July 2020

DRAFT

MINUTES

of the

Full Council meeting held remotely via Zoom on 8th June 2020

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

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

20/21 - 001 To formally appoint the Town Mayor for 2020-21

Cllr Aldridge was formally appointed Town Mayor for 2020-21
Proposed by Cllr Brennan, seconded by Cllr J Raywood.

Cllr Rudge wished to record that he voted against the nomination.

Cllr Aldridge took over as Chair.

20/21 - 002 To formally appoint the Deputy Town Mayor for 2020-21

Cllr S Raywood declared an interest in this item.
Cllr J Raywood was formally appointed Deputy Town Mayor for 2020-21
Proposed by Cllr Danter, seconded by Cllr Bowman.

Cllr Rudge wished to record that he voted against the nomination.

20/21 - 003 To consider the application for co-option to Tewkesbury Town Council and receive a short presentation from the applicant

Deferred to the next meeting.

20/21 - 004 To receive apologies for absence

No apologies were received.

20/21 - 005 To receive declarations of interest

Cllr S Raywood declared an interest in item 20/21-003
Cllrs Sztymiak & Cody & Smith declared interests in items 20/21-025 & 026 as Borough Councillors.

20/21 - 006 To consider requests for dispensation

None requested.

20/21 - 007 To receive written questions from members of the public

None received.

20/21 - 008 Public participation

Mr Mayor and Councillors, I am very pleased to be able to hear and see the business of the Tewkesbury Town Council. Recently I have become restricted in my mobility especially the climbing of stairs. My previous communication with the Town Clerk regarding the exclusion of disabled persons from using the Council Chamber met, as yet, with no solution. Maybe this system of communication even if only within the

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The Mayor responded that this would be investigated when in person Full Council meetings resume.

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Proposed by Cllr Bowman, seconded by Cllr J Raywood.

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The legislation was noted.

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It was RESOLVED to amend the standing orders.

Proposed by Cllr Cody, seconded by Cllr Danter.

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20/21 - 023 To note that Cllr Aldridge automatically becomes Chair of Finance and Cllr J Raywood automatically becomes Chair of Staffing, due to the change in Mayor / Deputy Mayor

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20/21 - 024 To request volunteers to fill the spaces remaining on committees

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Action: Assistant Town Clerk to check vacancies.

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Proposed by Cllr J Raywood, seconded by Cllr Davis.
Cllr Rudge abstained, Cllrs Sztymiak & Danter voted against.

20/21 - 026 To discuss the parking arrangements in Tewkesbury further to the loss of spaces on the High Street due to Covid-19 changes and agree next steps

Cllrs discussed the issue of parking charges being reintroduced in the Tewkesbury Borough Council owned car parks and the impact of the removal of free spaces on the High Street due to the increased space for pedestrians due to social distancing measures. A decision is due to be made by TBC on 10th June.

Cllrs raised the following points

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Cllrs also wished to know what costs would be lost from delaying the reintroduction of parking costs by 2 weeks to 12th July.

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Proposed by Cllr Aldridge, seconded by Cllr Smith.

20/21 - 027 To approve the payments list

It was RESOLVED to approve the payments list totaling £806.87.

Proposed by Cllr S Raywood, seconded by Cllr Sztymiak.

20/21 - 028 Correspondence

An email of thanks was received for the grant to Tewkesbury Medieval Festival – due to Covid-19 the grant has subsequently been returned.

Email of thanks received from Jason Kinghorn – Civic Award Recipient.

There being no further business, the meeting closed at 7.25 pm.

Signature of Chairman upon approval of the minutes13th July 2020

MINUTES

of the

Full Council meeting held remotely via Zoom on 15th June 2020

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

In attendance: D Hill (Town Clerk), J King (Assistant Town Clerk) and one member of the public

20/21 - 029 To consider the application for co-option to Tewkesbury Town Council and receive a short presentation from the applicant

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There was no public participation.

20/21 - 034 To note the Mayor's announcements

The Mayor thanked Councillor Terry Walker for being Mayor for the last year. The Mayor also thanked Cllr Brennan for acting as Mayor as and when required.

The Mayor undertook his first zoom mayoral function with the Boys Brigade, it was great to see what can be achieved under lock down.

The Mayor's consort for the year will be his wife, Christine Aldridge.

20/21 - 035 To approve the Minutes of the meeting held on 9th & 12th March 2020

It was RESOLVED to approve the minutes of the meeting held on 9th & 12th March 2020. Proposed by Cllr Brennan, seconded by Cllr Davies.

20/21 - 036 Matters arising from the Minutes – for information only

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

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19/20-202 Budget report for Severn Ham – circulated - complete

19/20-204 VE Day celebrations – did not happen due to Covid-19 - complete

20/21 - 037 To approve the payment of the annual stipend to the Town Crier and the Mayor's allowance.

It was resolved to approve the payment of the annual stipend to the Town Crier and the Mayor's allowance.

Proposed by Cllr Brennan, seconded by Cllr Danter.

20/21 - 038 To receive the expenditure report for March 2020

The expenditure report was received.

Cllrs asked questions regarding payments to Soundwave Audio and Thomson & Bancks.

20/21 - 039 To receive the year end budget report for 2019-2020

The year end budget report for 2019-2020 was received.

The Clerk answered questions regarding the following

- Telephone & broadband – part of the cost from the Watson Hall was included in corporate cost as no appropriate cost centre under Watson Hall. Will be included in Watson Hall return to Charities Commission
- Photocopier costs – budget is correct, issue with the way payments were set up on the new system. Resolved for 2020-21 accounts.
- Regalia – cost was for repairs to Mayor's Chain and earmarked reserve was also used as can be seen in accounts.
- Museum – Window replacement is a committed expenditure of £12,489
- Reserves. As at 31/3/2020 total reserves were £293,148. This was broken down as £181,146 general reserves and £112,002 earmarked reserves. This was an increase in reserves from 31/3/2019 of £39,732. At 31/3/2019 total reserves were £258,558. This was broken down as £141,414 general reserves and £117,144 earmarked reserves.

20/21 - 040 To receive the year end earmarked reserves report for 2019/20

The year end earmarked reserves report was received.

The Clerk advised that the money from the Watson Hall lease is required to be spent on projects at the Watson Hall and has been earmarked accordingly.

A member of the public joined the meeting at this point.

Cllr Rudge requested a copy of the trust deed for the Watson Hall.

Action: To be provided to Cllr Rudge.

20/21 - 041 To receive the year end bank reconciliation for 2019-2020

The year-end bank reconciliations were received.

Cllr Smith left the meeting at this point.

20/21 - 042 To receive the internal audit report and to note recommendations from the Finance Committee meeting held on 5th March 2020

The internal audit report was received, and the three recommendations were discussed.

- To update the financial regulations and standing orders, this work has already been started and the intention is for it to be on July Full Council agenda.
- To make reconciling payments lists to meetings easier for internal control checks & audit, a note of which committee approved the payments list will be manually added to it – process has already been updated.
- Staff contracts – the salary structure changed for all staff last year due to national changes and therefore all staff have new scale points. All staff will be issued with letters confirming their new scale point, there have been no changes to salary.

20/21 - 043 To consider and approve the Annual Governance Statement 2019/20

The Town Clerk shared the information from the Internal Auditor for inclusion in the annual governance report. The clerk advised that item 4, exercise of public rights had been answered as no, due to the fact that the accounts were available for inspection for nine days rather than ten, in July 2019, due to unforeseen circumstances.

It was RESOLVED to approve the Annual Governance Statement 2019/20
Proposed by Cllr Brennan seconded by Cllr J Raywood.

20/21 - 044 To approve the Balance Sheet and Income & Expenditure Account for 2019-20

It was RESOLVED to approve the Balance Sheet and Income & Expenditure Account for the financial year ending 31st March 2020

Proposed by Cllr S Raywood, seconded by Cllr Brennan.

Cllrs discussed the apportionment of running costs for Watson Hall. This is an ongoing historical issue that the Clerk continues to work on. The Finance Committee will be discussing the apportioned costs at their next meeting.

20/21 - 045 To consider and approve the Accounting Statements 2019/20

The buildings were valued in August 2019 by the insurance provider, leading to the significant increase in fixed assets.

It was RESOLVED to approve the Accounting Statements 2019/20
Proposed by Cllr Bowman, seconded by Cllr Brennan.

20/21 - 046 To appoint members to fill two vacancies on Finance Committee and four vacancies on Planning Committee

Cllr Brennan and Cllr Szymiak will fill the vacancies on the Finance Committee.
Proposed by Cllr Danter, seconded Cllr Bowman.

As there are no additional Councillors who wish to join the Planning Committee, it was agreed that the Committee could include members of the public.

Action: Advise the community that members of the public are invited to join the Planning Committee.

20/21 - 047 To approve the payments list
There was no payments list.

20/21 - 048 Correspondence

The Clerk advised the Council about the registration of the moorings opposite Mill Bank Cottages and the rectification of an error made by the Land Registry that the Council are working with the residents to resolve.

Car Parks owned by Tewkesbury Borough Council will continue to be free until 13th July. Cllrs raised questions regarding on street parking and when the time limits will be reintroduced. **Action:** Town Clerk to contact GCC to request information.

There being no further business, the meeting closed at 7.18pm.

Signature of Chairman upon approval of the minutes 13th July 2020

DRAFT



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Environment & Amenities Committee meeting held on 4th February 2020
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs S Raywood (Chair), M Sztymiak, K Powell, J Raywood

In attendance: J King (Assistant Town Clerk)

E&A 19/077 To receive apologies for absence

Apologies were received from Cllr Aldridge & Cllr Davis.

E&A 19/078 To record declarations of interest

None received.

E&A 19/079 To consider requests for dispensations

None received.

E&A 19/080 To approve the Minutes of the meeting held on 17th December 2019

It was RESOLVED to approve the minutes.

Proposed by Cllr Powell, seconded by Cllr J Raywood.

E&A 19/081 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.

19/036 Community right to bid — ongoing.

19/071 Taps with sensors – costings provided -complete.

19/073 Memorial plaque – no longer required – complete.

19/074 GPFA Grant – limit on applications – every two years – complete.

19/076 Sign for toilets – installed – complete.

E&A 19/082 To receive correspondence relating to the Environment and Amenities Committee

Request received from Climate Change Working Group to consider the provision of an outdoor tap at the Town Hall. **Action:** Refer to Buildings & Moorings with support from this committee. It was acknowledged that there is no funding for this in the 2020/21 budget, but that work may be required in terms of planning approval which could be done in the next financial year.

Request received from a resident in Tirl Bank Way for a preventative dog fouling sign. **Action:** Sign to be erected.



TEWKESBURY TOWN COUNCIL

The Finance Committee requested that the Environment & Amenities Committee examine the information provided by Tewkesbury Borough Council / Ubico regarding street cleansing in Tewkesbury. **Action:** Add to March agenda.

E&A 19/083 Public Participation

There was no public participation.

E&A 19/084 To review the work programme and agree further actions

The work programme was reviewed.

It was RESOLVED to purchase a hammer drill, up to the value of £200.00
Proposed by Cllr J Raywood, seconded by Cllr Powell.

It was RESOLVED to purchase a new door for the bin next to the Bell Hotel at a cost of £75.00. Proposed by Cllr J Raywood, seconded by Cllr Powell.

It was RESOLVED to provide and install a new metal bench opposite Morrisons, at a cost of £675.00. Proposed by Cllr Sztymiak, seconded by Cllr Powell.

It was RESOLVED to provide nine sessions of Play Rangers during 2020 at a cost of £492.00 per session, totalling £4428.00. Six sessions during the summer holidays, one in each of the Easter, May and October half terms. Proposed by Cllr J Raywood, seconded by Cllr Powell.

E&A 19/085 To receive and review the current finance reports

The finance reports were reviewed.

A Cllr requested details of the earmarked reserves and current general reserves.

Action: Assistant Town Clerk to provide details.

E&A 19/086 To approve the payments list

It was RESOLVED to approve the payments list totalling £6.73 in Period 10 and £2329.54 in Period 11.

Proposed by Cllr J Raywood, seconded by Cllr Powell.

E&A 19/087 To receive updates on Play Areas and agree actions

Derek Graham Memorial Park

New bins have been installed.

It was RESOLVED to install the correct secondary safety chains and fittings to the basket swing at Derek Graham at a cost of £442.00.

Proposed by Cllr Sztymiak, seconded by Cllr Powell.

Warwick Place Play Area

GPFA Grant has been received.



TEWKESBURY TOWN COUNCIL

Official opening took place on 29th January 2020, thank you to everyone who came along and especially to the children of Queen Margaret’s School.

Next steps are application for Green Flag status and the evaluation for Pocket Park grants.

Mitton Play Area

No current issues.

***E&A 19/088* To consider and agree the installation of a bin on Barton Street**

It was RESOLVED to agree the installation of a bin on Barton Street, close to the One Stop Shop at a cost of £420.00. Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.

The meeting closed at 6.46 pm

Signature of Chairman upon approval of the minutes 24th March 2020



TEWKESBURY TOWN COUNCIL

MINUTES
of the
Environment & Amenities Committee meeting
held remotely via Zoom on 5th May 2020

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

In attendance: J King (Assistant Town Clerk)

- E&A 20/001 To receive apologies for absence**
Apologies were received from Cllr Powell.
- E&A 20/002 To record declarations of interest**
None received.
- E&A 20/003 To consider requests for dispensations**
None received.
- E&A 20/004 To approve the Minutes of the meeting held on 4th February 2020**
It was RESOLVED to approve the minutes.
Proposed by Cllr J Raywood, seconded by Cllr Davis.
- E&A 20/005 Matters arising from the minutes – for information only**
18/174 Tree Survey – completed – recommendations to be reviewed by committee.
19/015 Gander Lane Toilets – ongoing.
19/017 Replacement bench – ongoing.
19/036 Community right to bid – ongoing.
19/082 Drinking water refill point - ongoing.
19/082 Dog fouling sign – complete.
19/082 Street Cleansing – future agenda item
19/085 Earmarked & general reserves – circulated - complete
19/088 Bin outside one stop – approached for funding - ongoing
- E&A 20/006 To receive correspondence relating to the Environment and Amenities Committee**
Correspondence was received regarding the following:
- Hole in the fence at Derek Graham.
Action: Assistant Town Clerk to investigate.
 - Pathway improvements that may be required on Public Rights of Way.
Action: Please advise the office if you are aware of anywhere.
 - Verge not being mown at Ambrosia Walk – referred back to the house builders who have the responsibility to maintain.
- E&A 20/007 Public Participation**
There was no public participation.



TEWKESBURY TOWN COUNCIL

E&A 20/008 To review the work programme and agree further actions

The work programme was reviewed.

E&A 20/009 To receive updates on Play Areas and agree actions

Derek Graham Memorial Park

Secondary safety chains fitted on basket swing.
Cableway support post has been replaced.

Warwick Place Play Area

Play inspection issues under review.

Mitton Play Area

No current issues.

E&A 20/010 To retrospectively approve the repair of the cableway support at Derek Graham Play Area at a cost of £325.00

It was RESOLVED to retrospectively approve the repair of the cableway support at Derek Graham Play Area at a cost of £325.00.

Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.

E&A 20/011 To review the tree survey report and agree any actions

The report was reviewed and priority areas identified:

- Trees in Warwick Place – T349 & T351
- Tree on St Mary's Lane – T312
- Trees in garden on Saffron Road – T301, 302 & 303
- Whitebeam on Back of Avon
- Tree closest to zipwire at Derek Graham – T331

Ownership of trees along Derek Graham Play Area boundary to be investigated.

Action: Assistant Town Clerk to contact Cllr Smith.

Refer the action required regarding T312 on St Mary's Lane to Buildings & Moorings.

It was RESOLVED to approve up to £760 from current earmarked reserves to carry out the recommended tree work identified above. Proposed by Cllr J Raywood, seconded by Cllr Davis.

E&A 20/012 To review and agree the earmarked reserves for 2019/2020

Current earmarked reserve for Spring Garden Maintenance to be renamed Toilet Block Projects.

It was RESOLVED to earmark the following reserves for 2019/2020:
£2000 Spring Garden projects – to add to Toilet Block Projects



TEWKESBURY TOWN COUNCIL

£3000 CCTV - for a new camera at Gloucester Road
£1760 Tree maintenance - to continue the work suggested in the tree survey
£2400 Street Furniture - to carry out the refurbishments to the benches (the work has been approved but is yet to begin due to Covid 19) - starting on the High Street & Crescent, the new bin for outside the One Stop and the new bench opposite Morrisons
£1500 Noticeboards - to provide a new noticeboard
Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.

£1222 in current reserves under bus shelters to be released, as this work was carried out in 2019.

Cllrs requested a guide to reading the new account format.

Action: Assistant Town Clerk to provide at next meeting.

***E&A 20/013* To note that £492 is to be paid to Play Gloucestershire for the planned Easter session that could not be held due to Covid-19**

It was noted. A couple of Cllrs commented that they would have preferred this to be done by grant. The action had been agreed by Committee Chairs under the Covid-19 delegated authority.

***E&A 20/014* To note the inclusion of additional benches in the refurbishment work and the additional cost of £479.**

It was noted.

***E&A 20/015* To approve the payments list**

There was no payments list.

The meeting closed at 6.50pm

Signature of Chairman upon approval of the minutes 30th June 2020



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 5th February 2020

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

Also present: Two members of the public.

MINUTES

P.19.281 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.19.282 To receive apologies for absence

None

P.19.283 To receive declarations of interest

None

P.19.284 To receive and consider requests for dispensations

None

P.19.285 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 the issue of the GCC Parking Review and the involvement of the Tewkesbury Town Council. One member of the public raised several points for possible inclusion in the letter to the MP at Item 16 of this meeting.

P.19.286 To approve the minutes of the Planning Committee meeting held on 22nd January 2020

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



P.19.287 To receive updates on matters arising from the minutes – for information only

P.19.272 With regard to Gloucestershire County Council’s Car Parking Review, which is causing alarm amongst residents in the town it is regrettable that the County Council did not seem to see the necessity to keep the Town Council properly informed of its intentions. We can understand from this, that this committee needs to work to build a closer relationship with the County Planning Department, similar to that which we have achieved with the Borough Council. SR was able to visit the consultation event in the Elmbury Room and he and JR have prepared a report to Full Council, based on information gleaned from that visit and from detailed examination of the associated online documents. JR will also, along with SR and Cllrs Danter and Sztymiak, attend a meeting of the Oldbury Partnership tomorrow evening. Cllr Cromwell is writing a letter to the relevant GCC cabinet member relating to this parking review.

Post meeting note: JR received a copy of Cllr Cromwell’s letter, asking for changes to the proposed scheme, after the meeting had ended.

P.19.288 To note correspondence

Councillors may recall that, before Christmas, this committee responded to the consultation on the South Worcestershire Development Plan Review. As a result, we have been invited to attend a briefing in Worcester, at the Guildhall, on Tuesday 31st March. There is space for one representative to attend. I have asked Jen to book a place on the afternoon session from 3.15pm until 5.00pm. Whichever one of the committee goes can then report back.

P.19.289 Erection of a two storey side and single storey rear extension

Planning Application
3 York Road Tewkesbury Gloucestershire GL20 5HX
Ref. No: 19/01148/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q1MJZIQDH1Z0I	Tue 21 Jan 2020	Tue 11 Feb 2020
Observations: The Town Council has two concerns regarding this application. The first concern is that the design proposal leaves very little space for a vehicle to park on the premises without encroaching on the public highway. The second concern is that the design proposal may negatively impact the access to light of the house immediately to the north, since the rear single storey extension goes right to the boundary wall and extends further back than that of the adjoining property.		



P.19.290 Installation of 1no. illuminated fascia mounted sign, 1no. non- illuminated hanging sign and merchandising wall displays.

Planning Application
 10 High Street Tewkesbury Gloucestershire GL20 5AL
 Ref. No: 20/00079/ADV

Letter reference	Date requested	Expiry date
DC/E07000083/Q4V5DCQD0M602	Wed 29 Jan 2020	Wed 19 Feb 2020
Observations: No objection, subject to the opinion of the Conservation Officer.		

P.19.291 Installation of 1no. illuminated fascia mounted sign, 1no. non- illuminated hanging sign, merchandising wall displays and internal decorating.

Planning Application
 Superdrug Stores Plc 10 High Street Tewkesbury Gloucestershire GL20 5AL
 Ref. No: 20/00064/LBC

Planning reference	Date requested	Expiry date
DC/E07000083/Q4V57VQD0M600	Wed 29 Jan 2020	Wed 19 Feb 2020
Observations: No objection, subject to the opinion of the Conservation Officer.		

P.19.292 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

**P.19.293 Outline application with all matters reserved for a site for primary school phase classrooms [up to seven] and ancillary facilities to serve the local community - use class D1, Land East Of Bredon Road Off Tewkesbury Road Bredons Hardwick. Expiry date 6th February 2020
20/00008/OUT**

Objection.

Tewkesbury Town Council objects to this proposal, mainly due to its prematurity, because the context within which this school would sit is entirely lacking. Therefore, it cannot be shown how the school will be safely accessed by active travel and vehicular traffic from the local highway network, its impact on local traffic cannot be assessed with any certainty and consequently the Town Council cannot tell what the impact will be on highway safety, air quality and traffic congestion.



The Town Council is also concerned about the possible impact of the proposal on flooding downhill from the proposed development, especially considering that there appears to be no flood alleviation provision on the school site.

Local capacity to deal with sewerage is currently overstretched, so the addition of a school to the existing network is a concern.

These points echo the concerns that were raised by the Town Council regarding the wider development of the site, through the South Worcestershire Development Plan Review and the outline planning application for 500 dwellings on the site. The Town Council notes that the outline planning application for the wider site has not been determined and therefore at this point there is no established need for the additional educational provision that this school would provide.

P.19.294 To consider the proposed removal of the telephone box on Queen’s Road, Priors Park and to agree further actions.

The Committee considered that there was no reason to oppose the removal of the telephone from the telephone box, but that following initial discussions with local community groups there appears to be interest in the adoption of the telephone box. It was agreed that this would be referred to the Environment and Amenities Committee to progress. The Planning Committee supports the adoption of this telephone box for the community in principle.

P.19.295 To receive an update on APP/G1630/W/18/3210903 Land at Fiddington, Ashchurch, Nr Tewkesbury

Last summer, there was an appeal hearing “against the non-determination by Tewkesbury Borough Council of an application for planning permission for a residential development of up to 850 dwellings, a primary school, local centre, supporting infrastructure, utilities, ancillary facilities, open space, landscaping, play areas, recreational facilities (including changing facilities and parking), demolition of existing buildings, new access to the A46(T) and Fiddington Lane. Councillors may remember that the non-determination was due to delays requested by Highways England as a consequence of the perceived inability of existing road infrastructure to cope with the consequences of the development.”

“The Inspector recommended that the appeal be allowed and planning permission be granted.”

Currently, work is being carried out on the JCS and also the Garden Town Scheme. However, “given its relatively early stage of development, the Secretary of State concludes that the emerging Tewkesbury Local Plan attracts only limited weight at present, and the JCS review attracts no weight.”



The Secretary of State seems to consider that the road infrastructure problems which delayed determination are now resolved. The Planning Inspector also considers that there is a serious shortfall in the five-year housing land supply. The Planning Inspector also agreed that the appellant should only provide 35% affordable housing rather than the 40% required by TBC.

In summary, it would seem that Tewkesbury and the surrounding parishes are vulnerable to unplanned development until such time as the JCS and the Garden Town Scheme are complete, but this will take time and the success of both of these will depend heavily on the satisfactory resolution of the road infrastructure problem, which, as we learned at the Town Council's public meeting with TBC and GCC, is actually a long way off as yet.

P.19.296 To agree the content of a letter to the Member of Parliament regarding the Government's influence on planning issues in Tewkesbury.

The committee discussed the development of a letter to the Honourable Member for Tewkesbury, Mr Lawrence Robertson. The content of the letter was determined and agreed by this committee, for the Assistant Town Clerk to send to the MP. The letter requests a meeting between members of the Planning Committee, with other councillors who wish to attend, and the MP.

P.19.297 To note that Gloucestershire County Council's Local Transport Plan Review is currently available for consultation and to agree further actions.
GCCLTP

Noted. It was agreed that the committee would look into this further and prepare a report to take to the full council in March.

There being no further business, the meeting closed at 21:01.

Signature of Chairman

Date



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 19th February 2020

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

Also present: Two members of the public.

MINUTES

P.19.298 Welcome and introductions

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

P.19.299 To receive apologies for absence

None

P.19.300 To receive declarations of interest

Cllr. C. Danter – Personal interest in Item 12 (Family relationship to applicant) – Councillor will neither speak nor vote.

P.19.301 To receive and consider requests for dispensations

None

P.19.302 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)*

None

P.19.303 To approve the minutes of the Planning Committee meeting held on 5th February 2020

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



P.19.304 To receive updates on matters arising from the minutes – for information only

Following an urgent meeting between County Councillors and officers, followed by intervention on the part of our MP, the Gloucestershire County Council Parking Review has been suspended. JR has followed up on her own email to the Cabinet Member, Councillor Norman, asking for the name of an officer with whom this committee can communicate and build a positive relationship, in order to ensure that future strategies are developed appropriately and in a way that meets with public approval.

P.19.305 To note correspondence

The Honourable Member for Tewkesbury, Lawrence Robertson, has agreed to meet with members of this committee at 1.15pm on Friday 20th March, in the Mayor's Parlour.

P.19.306 Erection of a detached garden room.

Planning Application
1 Abbey Cottage Abbey Precinct Tewkesbury Gloucestershire GL20 5SR
Ref. No: 19/00646/LBC

Letter reference	Date requested	Expiry date
DC/E07000083/PU0TPAQD0IP00	Tue 02 Jul 2019	Tue 23 Jul 2019
Observations: No objection		

P.19.307 Erection of a detached garden room.

Planning Application
1 Abbey Cottage Abbey Precinct Tewkesbury Gloucestershire GL20 5SR
Ref. No: 19/00645/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/PU0T21QD0IP00	Tue 02 Jul 2019	Tue 23 Jul 2019
Observations: No objection		

P.19.308 Erection of a single storey front porch extension

Planning Application
29 Lincoln Green Lane Tewkesbury Gloucestershire GL20 5TU
Ref. No: 20/00090/FUL

Planning reference	Date requested	Expiry date
DC/E07000083/Q4RTT6QDHMI0K	Wed 29 Jan 2020	Wed 19 Feb 2020
Observations: No objection		



P.19.309 Erection of a first floor side extension above existing garage and single storey rear extension

Planning Application
 49 Digby Drive Mitton Tewkesbury Gloucestershire GL20 8AL
 Ref. No: 20/00103/FUL

Planning reference	Date requested	Expiry date
DC/E07000083/Q4Z5MYQDHO70D	Tue 04 Feb 2020	Tue 25 Feb 2020
Observations: No objection		

P.19.310 Change of use of existing offices into 8 apartments, including internal alterations, part demolition and proposed single storey extension.

Planning Application
 Thomson And Banks 27 Church Street Tewkesbury Gloucestershire
 Ref. No: 20/00011/LBC

Planning reference	Date requested	Expiry date
DC/E07000083/Q59YICQD0M603	Thu 06 Feb 2020	Thu 27 Feb 2020
Observations: No objection, subject to conservation officer's opinion.		

P.19.311 Change of use of existing offices into 8 apartments, including internal alterations, part demolition and proposed single storey extension.

Planning Application
 Thomson And Banks 27 Church Street Tewkesbury Gloucestershire
 Ref. No: 20/00010/FUL

Planning reference	Date requested	Expiry date
DC/E07000083/Q59XXBQD0M603	Thu 06 Feb 2020	Thu 27 Feb 2020
Observations: No objection subject to the conservation officer's opinion.		
The Town Council requests that consideration be given to ensuring continued access to bin and bicycle storage for all apartment occupants in the occasion of the properties being sold onwards.		



P.19.312 Installation of 1 No. illuminated fascia sign to front elevation and 1 No. non-illuminated totem sign.

Planning Application

Unit 5e Tewkesbury Industrial Estate Delta Drive Tewkesbury Gloucestershire GL20 8HB

Ref. No: 20/00111/ADV

Planning reference	Date requested	Expiry date
DC/E07000083/Q5HFO9QD0IP01	Mon 10 Feb 2020	Mon 02 Mar 2020
Observations: The Town Council has no objection to the illuminated fascia sign but would appreciate assurance from the highways authority with regard to visibility around the totem sign.		

P.19.313 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

P.19.314 To note the decisions made in January, in respect of planning applications to Tewkesbury Borough Council

Noted

**P.19.315 To agree the content of a report to Full Council regarding Gloucestershire County Council's Local Transport Plan Review.
GCCLTP**

The draft report was discussed, and it was agreed that additional page references could be added to facilitate consideration by full council. It was agreed that the report would be circulated amongst all council members in good time for them to make comments in advance of this committee's next meeting on 4th March 2020.

P.19.316 To note that new S106 expressions of interest are being called for in the Tewkesbury and Wheatpieces parishes to make provision for enhanced sports facilities, and to agree any further actions.

<https://www.tewkesbury.gov.uk/community-facilitates-expression-of-interest?rq=community%20facilities>

The committee noted there was a call for an expression of interest, relating to a financial contribution made as part of a planning obligation, made under the provisions of section 106 of the Town and Country Planning Act 1990. Following a discussion, it was agreed that the committee would seek the opinion of other councillors.

There being no further business, the meeting closed at 21:05.

Signature of chairman

Date



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 4th March 2020

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

Also present: One member of the public.

MINUTES

P.19.317 Welcome and introductions

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

P.19.318 To receive apologies for absence

H. Bowman (Personal)

P.19.319 To receive declarations of interest

None

P.19.320 To receive and consider requests for dispensations

None

P.19.321 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)*

None

P.19.322 To approve the minutes of the Planning Committee meeting held on 19th February 2020

Proposed by Cllr. C. Danter Seconded by Cllr. H. Davis

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

P.19.323 To receive updates on matters arising from the minutes – for information only

None

P.19.324 To note correspondence

None

P.19.325 Erection of single storey side and rear extension

Planning Application

9 Vine Way Tewkesbury Gloucestershire GL20 5FJ

Ref. No: 20/00126/FUL



Letter reference	Date requested	Expiry date
DC/E07000083/Q5HAEQQDHR10G	Thu 13 Feb 2020	Thu 05 Mar 2020
<p>Observations: The Town Council has no objection to this very well-presented proposal.</p> <p>However, the Town Council would appreciate the opinion of the tree officer with respect to the hedge on the boundary and Gloucestershire County Council Highways in relation to the adjacent highway.</p>		

- P.19.326** **Erection of a front porch.**
 Planning Application
 8 Well Alley Tewkesbury Gloucestershire GL20 5LG
 Ref. No: 20/00131/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q697RQQD0IP03	Tue 25 Feb 2020	Tue 17 Mar 2020
<p>Observations: No objection subject to the opinion of the Conservation Officer.</p>		

- P.19.327** **To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

FW: 19/01212/LBC and 19/01211/ADV - 1 High Street

The Town Council has no objection to the revised proposal.

- P.19.328** **To finalise the content of the Council's response regarding Gloucestershire County Council's Local Transport Plan Review.**

GCCLTP

The response was discussed and will be referred to the next full council meeting.

- P.19.329** **To review the budget report of the Planning Committee from 1st November to 31st January 2020 and to consider and agree any year end actions**

The budget report was reviewed and there was a short discussion on year end actions. It was resolved to earmark £2,500 for communication and display equipment and £342 outreach sessions.

Proposed by Cllr. C. Danter

Seconded by Cllr. H. Davis.

There being no further business the meeting was closed at 21:11.



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 22nd April 2020

Present: Councillors J Raywood, S Raywood, H Bowman, H Davis, K Brennan and P Aldridge & Town Clerk - Debbie Hill.

Also present: 1 member of the public

MINUTES

P.19.330 Welcome and an explanation of how the meeting will be conducted, in order to ensure clarity and fairness throughout the meeting, this being the first of its kind within the parish of Tewkesbury.

Following the resolution of some initial technical difficulties, the meeting commenced at 7.11 pm.

After it was established that everyone present could hear everyone else, the chairman welcomed everyone to the meeting and explained how it would be conducted, in order to ensure fairness and transparency. It was also explained that, in the event of a power outage or loss of internet connection, everyone should try to reconnect, using the same passwords, as soon as possible. If this could not be achieved within 10 minutes then the meeting would be deemed to have been adjourned and would be reconvened on another occasion.

It was also explained that, in the interests of conducting the meeting efficiently, there would be no attempt to enter responses directly into the Planning Portal during the meeting. Instead, the Council's responses would be agreed during the meeting and entered afterwards.

P.19.331 To receive apologies for absence

Cllr Danter – technical issues

P.19.332 To receive declarations of interest

Cllr J Raywood, in respect of items 12 and 13 - having been approached by neighbours of the property and having advised them to take their concerns to TBC, which may have precipitated the submission of the applications. Cllr J Raywood will leave the meeting for the duration of these items.



P.19.333 To receive and consider requests for dispensations

None

P.19.334 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 writing or by email please, by noon on 15th April 2020)

Email from Cllr Aldridge

20 Spa Gardens as I cannot see the plans the porch would not cause any issue. But the rear extension would be an over intensification of the site and is totally out of character with other building and would over power all other properties and intrude on their privacy as the properties surrounding the site are bungalows or chalet style houses.

Email from Cllr Danter

20 Spar Gardens

a very large proposal. My concern is that the two story one on the back is likely to overshadow the bungalow, No 18, for most of the morning although there was not an objection from them that I could see.

I wonder if they realised this would be the case when they sold the land?

8 Elmbury Drive

No objections

Berkeley Arms

If no objections from Conservation Officer the No objections from me on either application as it just seems to be an upgrade and should actually be more efficient and probably quieter. As the heater is removable then that should not be a problem.

P.19.335 To approve the minutes of the Planning Committee meeting held on 4th March 2020

Proposed by Cllr. H Bowman Seconded by Cllr. H Davis

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

P.19.336 To receive updates on matters arising from the minutes – for information only

None

P.19.337 To note correspondence

The meeting that had been scheduled to take place in the Mayor's Parlour on the 20th March, with the Honourable Member for Tewkesbury, Lawrence Robertson, was postponed due to the emerging coronavirus crisis. JR received an email from him, saying that he was sorry not to be able to meet us, but under the circumstances that was probably for the best. He invited JR to contact him by email with any concerns the Town Council has, as he regularly feeds thoughts on policy through to the relevant government ministers. This is something we can think about. Although the government may not focused on planning policy at the moment, members are aware that, the east of the M5, contractors are currently clearing vegetation from sites which, as yet, they have no permission to develop.



P.19.338 To ratify the Town Council's responses, collated from councillor emails on 18th March and 1st April, to the following applications:

Sections 73 and 19 application to vary Condition 2 of permission references 19/00482/FUL and 19/00483/LBC. Revised elevations and additional information relating to brick samples, window & door details; and sills & head details.

Planning Application

6 St Marys Lane Tewkesbury Gloucestershire GL20 5SL

Ref. No: 20/00117/FUL

Observations: No objection, subject to the Conservation Officer's approval of the black powdered aluminium window frames.

Removal of existing garden wall, erection of a fence and installation of a dropped kerb to create off road parking.

Planning Application

10 Jeynes Buildings Oldbury Road Tewkesbury Gloucestershire GL20 5NF

Ref. No: 20/00130/FUL

Observations: No objection

Installation of 1no. fascia sign

Planning Application

2 Church Street Tewkesbury Gloucestershire GL20 5PA

Ref. No: 20/00223/ADV

Observations: No objection. The Town Council considers that the proposal is an improvement on what exists already.

Erection of a single storey rear extension

Planning Application

92 Queens Road Tewkesbury Gloucestershire GL20 5EJ

Ref. No: 20/00228/FUL

Observations: While the Town Council considers that the proposed extension would enhance the property considerably we would ask the Planning Officer to assess the potential impact on the neighbouring property on its north side, in order to ensure that it does not suffer a significant loss of amenity due to the shadow cast by the new building.

Installation of hanging sign and painted frontage sign.

Planning Application

6 Church Street Tewkesbury Gloucestershire GL20 5PA

Ref. No: 20/00109/LBC

also Ref. No: 20/00224/ADV

Observations: No objection. The Town Council considers that the proposed sign and frontage will fit very well within the character of the town centre.



Erection of a two storey side extension and single storey rear extension

Planning Application

37 Knights Way Newtown Tewkesbury Gloucestershire GL20 8DY

Ref. No: 20/00246/FUL

Observations: No objection. The Town Council appreciates the efforts made by the applicant to reduce the visual impact of the proposed extension. However, its concerns with regard to the proximity of the proposed works to a PROW still stand, and the council would urge extreme care in ensuring the safety of users of the PROW during the period of construction.

Demolition of the existing timber store and erection of a single storey side extension

Planning Application

18 Arundel Road Mitton Tewkesbury Gloucestershire GL20 8AT

Ref. No: 20/00276/FUL

Observations: No objection

Retrospective application for alterations to existing outhouse and erection of a replacement lean to extension.

Planning Application

1 The Annexe Barton Road Tewkesbury Gloucestershire GL20 5QL

Ref. No: 20/00147/FUL

Observations: No objection, in principle. The Town Council has some reservations with regard to the loss of a pitched slate roof within a conservation area but will defer to the opinion of the Conservation Officer in this matter.

Change of use form financial premises (Use Class A2) to dental surgery (Use Class D1)

Planning Application

7 Barton Street Tewkesbury Gloucestershire GL20 5PP

Ref. No: 20/00037/FUL

Observations: No objection. The Town Council assumes that there will be a separate ADV application for the proposed hanging sign and hopes that the opinion of the Conservation Officer will be sought, with regard to a suitable choice of materials for this.

Removal of stud partition wall

Planning Application

7 Barton Street Tewkesbury Gloucestershire GL20 5PP

Ref. No: 20/00269/LBC

Observations: No objection

Proposed by Cllr. H Davis Seconded by Cllr. H Bowman
It was **resolved** to ratify the **above responses**.



P.19.339 Erection of a single storey front extension and two storey rear extension

Planning Application

The Orchard 20 Spa Gardens Tewkesbury Gloucestershire GL20 8DR

Ref. No: 20/00260/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q74E61QDI5F0I	Mon 30 Mar 2020	Mon 20 Apr 2020
Observations: Objection. This proposal will result in a substantial overdevelopment of the site, leading to overlooking and overshadowing of the chalet properties and bungalow to the north. The Town Council considers that it is likely to intrude upon neighbours and to have a negative impact on their privacy and quality of life.		

P.19.340 Erection of a single storey rear and side extension

Planning Application

8 Elmbury Drive Newtown Tewkesbury Gloucestershire GL20 8DQ

Ref. No: 20/00321/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q8GGP8QDIEE0O	Wed 08 Apr 2020	Wed 29 Apr 2020
Observations: No objection		

Councillor J Raywood left the meeting at this point.

P.19.341 Installation of replacement extraction unit and wall mounted external heater (part retrospective).

Planning Application

Berkeley Arms Church Street Tewkesbury Gloucestershire GL20 5PA

Ref. No: 20/00290/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q8TOZCQD0IP03	Wed 15 Apr 2020	Wed 13 May 2020
Observations: Objection		



P.19.342 Installation of replacement extraction unit and wall mounted external heater (part retrospective).

Planning Application

Berkeley Arms Church Street Tewkesbury Gloucestershire GL20 5PA

Ref. No: 20/00291/LBC

Letter reference	Date requested	Expiry date
DC/E07000083/Q8TOYQQD0IP00	Wed 15 Apr 2020	Wed 13 May 2020
Observations:		
Objection		

Councillor J Raywood returned to the meeting at this point.

P.19.343 To note the decisions made in February and March 2020, in respect of planning applications to Tewkesbury Borough Council

Noted

There being no further business, the meeting closed at 7.52 pm

Chairman's signature

Date



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 13th May 2020

Present: Councillors J Raywood, S Raywood, H Bowman, H Davis

Also present: D Hill, Town Clerk, one member of the public

MINUTES

The meeting commenced at 7.08pm

P. 20.001. Welcome and a reminder of how the meeting will be conducted.

After it was established that everyone present could hear everyone else, the chairman welcomed everyone to the meeting. It was explained that, in the event of a power outage or loss of internet connection, everyone should try to reconnect, using the same passwords, as soon as possible. If this could not be achieved within 10 minutes then the meeting would be deemed to have been adjourned and would be reconvened on another occasion.

It was also explained that, in the interests of conducting the meeting efficiently, there would be no attempt to enter responses directly into the Planning Portal during the meeting. Instead, the Council's responses would be agreed during the meeting and entered afterwards.

P. 20.002. To receive apologies for absence

None

P. 20.003. To receive declarations of interest

Cllr. H Bowman – items 11 and 12; applicant. Cllr. H Bowman will leave the meeting for the duration of these two items.

All other councillors – items 11 and 12; the applicant being known to them

P. 20.004. To receive and consider requests for dispensations

All councillors except HB – items 11 and 12



P. 20.005. 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)

None

P. 20.006. To approve the minutes of the Planning Committee meeting held on 22nd April 2020

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

P. 20.007. To receive updates on matters arising from the minutes – for information only

None

P. 20.008. To note correspondence

The Town Council has received an email from Nick Sallis at TBC, to ask how we are managing with the processing of planning applications and also to inform us that, in order to make things a little easier, the Borough has extended the response period from 21 days to 28. JR has replied to say that the committee is managing very well, as evidenced by our in tray which, at that time, was empty. JR also explained that the extension of time would be helpful, as it would enable us to meet at three-weekly intervals, rather than fortnightly, if the meeting schedule allows.

We have been asked by TBC for feedback on the Ashchurch Bridge project. All councillors have received the press release this afternoon. This can be considered during our next Planning Committee meeting.

P. 20.009. Erection of a single storey front extension, two storey side and single storey rear extensions and installation of pitched roof over existing single storey rear extension (Part retrospective).

Planning Application

27 Brookside Mitton Tewkesbury Gloucestershire GL20 8BE

Ref. No: 20/00378/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q9JWA9QDINC0J	Fri 01 May 2020	Fri 22 May 2020
Observations:		
No objection		



P. 20.010. Change of use from use class A1 to tattoo parlour (Sui Generis)

Planning Application

16 Barton Street Tewkesbury Gloucestershire GL20 5PP

Ref. No: 20/00293/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q9LSSRQD0M600	Thu 30 Apr 2020	Thu 28 May 2020
Observations:		
No objection		

P.20.011. Alterations and re-roofing of existing outbuilding

Planning Application

22 Barton Street Tewkesbury Gloucestershire GL20 5PR

Ref. No: 20/00157/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q9NBOBQD0M601	Fri 01 May 2020	Fri 29 May 2020
Observations:		
No objection		

P.20.012. Alterations and re-roofing of existing outbuilding

Planning Application

22 Barton Street Tewkesbury Gloucestershire GL20 5PR

Ref. No: 20/00158/LBC

Letter reference	Date requested	Expiry date
DC/E07000083/Q9NBR0QD0M600	Fri 01 May 2020	Fri 29 May 2020
Observations:		
No objection		

P.20.013. To note the decisions made in April 2020, in respect of planning applications to Tewkesbury Borough Council

Noted



P.20.014. To consider next steps, following the cancellation of a meeting with the Honourable Member for Tewkesbury, Lawrence Robertson.

There followed a discussion of the circumstances which led this committee to contact Mr Robertson in the first place. Recent communication with Borough officers confirms that work on the local plan and the Tewkesbury Garden Town scheme is still ongoing throughout the lockdown and it has been noted that large developers are still making applications, eg. at Bishops Cleeve.

It was agreed that JR would circulate amongst committee members the text of a potential email to Mr Robertson, so that they could suggest amendments and improvements. It was also suggested that the committee could invite Mr Robertson to meet with us on Zoom.

There being no further business, the meeting closed at 7.40pm

The next meeting of the Planning Committee will take place, by electronic conferencing, on 27th May 2020.

Signature of chairman

Date



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 27th May 2020

Present: Councillors J Raywood, S Raywood, H Bowman and P Aldridge

Also present: D Hill (Town Clerk) and one member of the public

MINUTES

The meeting commenced at 7.05pm

P.20.015 Welcome and a reminder of how the meeting will be conducted.

After it was established that everyone present could hear everyone else, the chairman welcomed everyone to the meeting. It was explained that, in the event of a power outage or loss of internet connection, everyone should try to reconnect, using the same passwords, as soon as possible. If this could not be achieved within 10 minutes then the meeting would be deemed to have been adjourned and would be reconvened on another occasion.

It was also explained that, In the interests of conducting the meeting efficiently, there would be no attempt to enter responses directly into the Planning Portal during the meeting. Instead, the Council's responses would be agreed during the meeting and entered afterwards.

P.20.016 To receive apologies for absence

None.

P.20.017 To receive declarations of interest

Cllr J Raywood, in respect of item 9 - having been approached by neighbours of the property and advised them to take their concerns to TBC, which may have precipitated the submission of the applications. Cllr J Raywood will depart from the meeting for the duration of this item.

P.20.018 To receive and consider requests for dispensations

None



P.20.019 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)*

Re. item 15 – the member of the public drew upon his experience to say he did not believe the proposed bridge would generate a volume of traffic such that it need concern this parish. However, the ground conditions should be of great concern. The fields in that locality are very wet and liable to flood, with water courses running through. The ground consists of layers of sand and gravel and require deep piling. The member of the public has raised his concerns in writing to GCC.

P.20.020 To approve the minutes of the Planning Committee meeting held on 13th May 2020

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

P.20.021 To receive updates on matters arising from the minutes – for information only

Re. P.20.014 - The text of a potential email to MP Lawrence Robertson has been circulated amongst committee members and, following some minor changes, will be circulated again before being sent to him.

P.20.022 To note correspondence

The Civic Society has contacted the Town Council to ask why we have not commented on revisions to the application for 69-70 High St - 19/00686?FUL & 10/00687/LBC, that we examined in November. The answer is that it had not reappeared in the Council's in-tray. JR has contacted the relevant Planning Officer and asked for him to wait for our further comments, but has not had a reply. Unless there is confirmation that TBC can wait a whole fortnight for our feedback, JR will distribute details to councillors and request a majority opinion by email, which will then have to be ratified later.

Councillors have been asked to comment on a proposal from GCC, for social distancing strategies on the High Street and also to offer ideas for green (active) travel throughout the wider parish. JR noted that some councillors had already replied and encouraged all to engage with this, in order to encourage dialogue with the County Council, and thus increase our influence on future transport strategies.



P.20.023 Retention of wall mounted external heater.

Planning Application
 Berkeley Arms Church Street Tewkesbury Gloucestershire GL20 5PA
 Ref. No: 20/00291/LBC

Alternative reference	Date requested	Expiry date
PP-08560761 20/00290/FUL	N/A	N/A
Observations: Objection. The presence of the heater will tempt smokers into this space, causing a potential noise and smell nuisance to neighbours and a possible fire hazard.		

P.20.024 Change of use from D2 to residential and subdivision of existing unit to create two separate cottages

Planning Application
 67 - 68 Church Street Tewkesbury Gloucestershire GL20 5RX
 Ref. No: 20/00392/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q9TB33QDIP91D	Thu 14 May 2020	Thu 04 Jun 2020
Observations: Objection. This application requires further thought. The Town Council is concerned that such a proposal, that would inevitably necessitate the insertion of a considerable amount of extraction ducting and plumbing etc. within a listed building, is full of contradictions with regard to the general arrangement of rooms within the front part of the property. In addition, the proposal seems to give no indication with regard to the storage of bicycles and bins, for the front property in particular.		

P.20.025 Erection of a two storey side extension and single storey rear extension

Planning Application
 13 York Road Tewkesbury Gloucestershire GL20 5HX
 Ref. No: 20/00400/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/QA00RTQDIQPOK	Mon 18 May 2020	Mon 08 Jun 2020
Observations: No objection, subject to the Planning Officer's assessment of whether or not the loss of light to the conservatory of the neighbouring property to the north is tolerable.		



P.20.026 Installation of 1no. hanging sign and 2no. window signs

Planning Application
7 Barton Street Tewkesbury Gloucestershire GL20 5PP
Ref. No: 20/00038/ADV

Letter reference	Date requested	Expiry date
DC/E07000083/QA9UHYQD0M601	Wed 13 May 2020	Wed 10 Jun 2020
Observations: No objection		

P.20.027 Outline application for 1 dwelling including access and associated works (layout, scale, appearance and landscaping to be reserved for future consideration)

Planning Application
52 Churchill Grove Newtown Tewkesbury Gloucestershire GL20 8EL
Ref. No: 20/00377/OUT

Letter reference	Date requested	Expiry date
DC/E07000083/QAB8WPQD0IL00	Thu 14 May 2020	Thu 11 Jun 2020
Observations: Objection. The proposal is for an overdevelopment of the site, at the expense of the last vestige of the old Walton House orchard. The Town Council also considers that access to the property is too tight and would restrict access to neighbouring properties.		

P.20.028 Change of use from D2 to residential and subdivision of existing unit to create two separate cottages

Planning Application
67 - 68 Church Street Tewkesbury Gloucestershire GL20 5RX
Ref. No: 20/00393/LBC

Letter reference	Date requested	Expiry date
DC/E07000083/QABBVUQD0M600	Thu 14 May 2020	Thu 11 Jun 2020
Observations: Objection. This application requires further thought. The Town Council is concerned that such a proposal, that would inevitably necessitate the insertion of a considerable amount of extraction ducting and plumbing etc. within a listed building, is full of contradictions with regard to the general arrangement of rooms within the front part of the property. In addition, the proposal seems to give no indication with regard to the storage of bicycles and bins, for the front property in particular.		



P.20.029 To discuss initial reactions in response to proposals for the [Ashchurch Bridge Project](#) and agree further actions.

The proposed bridge project was discussed with particular reference to the following:

- Currently, there are no proposals for access to it and it is not clear what development would be served
- Ground conditions (see item P.20.019 above)
- The considerable height requirement, to allow for electrification of the line
- The pressure that such a bridge, were it connected to the road network, would place on local junctions which are already near, at or over capacity
- The proposal does not allow for a possible increase in the number of tracks here, as proposed by Network Rail, five years ago

The content of the discussion will be used as the basis of a corporate response that will be presented to the next Full Council Meeting.

There being no further business, the meeting closed at 8.05pm (PA left the meeting at 8.00pm)

Signature of Chairman

Date



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Severn Ham Committee meeting held on 5th March 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 J Lucas, Ms Swanson & Mr Perry

In attendance: J King (Assistant Town Clerk)

SH 19/089 To receive apologies for absence
Apologies were received from Mr Purkiss, Mr Cluley, Mr McKenna & Mr Smart.

SH 19/090 To record declarations of interest
None received.

SH 19/091 To consider requests for dispensations
None received.

SH 19/092 To approve the Minutes of the meeting held on 16th January 2020
It was RESOLVED to approve the minutes of the meeting held on 16th January 2020.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

SH 19/093 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 – issue remains – complete.
SH19/051 Additional Trough – ST investigating – ongoing.
SH19/056 Land ownership issue – Solicitor being appointed – ongoing.
SH19/065 Waste Exemptions – not currently required – complete.
SH19/067 Owl boxes – on agenda – complete.
SH19/081 Curlew Project – Mike Smart presenting at Annual Assembly on 6th April.
SH19/082 Environmental Watching Brief – with Severn Trent – ongoing.
SH19/084 HLS Rollover – JK getting permissions to RPA website – ongoing.
SH19/084 Boost for Diversity funding – ongoing.

SH 19/094 Public Participation
There was no public participation.



TEWKESBURY TOWN COUNCIL

SH 19/095

To receive a presentation from the Floodplains Meadow Partnership

Emma Rothero provided a presentation on behalf of the Floodplains Meadow Partnership. Species rich floodplains meadows are rare in the UK, having suffered a 97% loss since 1945, which are similar to the losses seen across the whole of Northern Europe. Many floodplain meadows are now SSSI.

Species rich floodplain meadows require agricultural management, involving a hay cut and then being grazed. The most species diverse meadows have been managed the same way for hundreds of years. If consistently managed there can be up to 40 species per m². They are naturally fertile systems due to the silt deposited through flooding and this was historically exploited. Species diversity is dependent on the hay cut to balance the nutrient input – ideally this would be done in mid-June and again in mid-September. Historically the management of the Severn Ham has been very similar to other floodplain meadows throughout the country.

The benefits of floodplain meadows are:

- Food for livestock
- Pollination and pest control
- Carbon storage in soils
- Water supply and filtration
- Cultural / tourism/ education/ recreation
- Health – physical and mental and wellbeing

Undisturbed soils have more vegetation cover and store more carbon. Grassland soil is also able to store more carbon than for arable and horticultural land, as well as providing a rich biodiversity in terms of insects and birds as well as botanical species. For further information visit www.floodplainmeadows.org.uk

SH 19/096

To receive an update regarding the Severn Trent Pipeline work

Since the last meeting ST haven't been able to carry out any significant leak detection or repairs on the site due to the conditions.

ST have issued a request for an additional 12 months assent to access the site to carry out Asset Surveys and Leak Detection across the Ham from Natural England. This will hopefully run concurrently with the assent already in place.

The Capital Delivery team are still focusing on detailed design and meeting the tight timescales – obviously this is becoming weather dependant.

SH 19/097

To receive an update from the Chair

- Tree work required on the bund - vehicular access issues.
- Water continues to delay the installation of the new bins and the new memorial bench plinth.



TEWKESBURY TOWN COUNCIL

SH 19/098

To receive an update from Caroline Corsie, Environmental Advisor

- Natural England is confident that the Higher-Level Stewardship for the Severn Ham will be extended and that it would advise staying within the HLS. In the meantime, a mid-tier application pack will be obtained.
- Need to look at how to deliver ELMS when it comes online in 2024. The Basic Payment Scheme will also be phased out by 2030. ELMS will consider the six key public goods:
 - Clean air
 - Clean and plentiful water
 - Thriving plants and wildlife
 - Reduction in and protection from environmental hazards
 - Adaption to and mitigation of climate change
 - Beauty, heritage and engagement with the environment

Cllr Cody left the meeting at 10.10am.

- Gloucestershire Wildlife Trust and Worcestershire Wildlife Trust are each involved in 20 ELMS pilot schemes. It may be possible to be involved with one of these pilots as a large floodplain meadow site or if not, put a plan together using the knowledge gained from these pilot schemes.
- Ms Swanson advised that Severn Trent had spoken with Natural England regarding the potential appointment of a consultant to oversee not just the restoration project after the pipeline replacement, but the wider vision for the future of the Severn Ham. The Committee agreed that this would be beneficial and asked Ms Swanson to advise that in principal the Committee were supportive of this approach and would welcome the opportunity to work with the appointed consultant and Severn Trent. Discussions were had regarding future partnership working and the format that this may take, especially regarding future proofing and the next 10-30 years of protecting the Ham.
- Mr Cluley is going to work out the area that will be damaged by the pipeline replacement. The HLS claim will need to deduct this area.

SH 19/099

To receive the current finance reports and to agree any earmarked reserves for 2020-21

The finance report as at 25th February 2020 was received.

The Hay sowing project is to be renamed to Hay Projects.

Proposed earmarked reserves are:

£5000 Hay projects – for clearing hay if no buyer can be found

£2050 Carver Knowles – for additional costs re: land registry



TEWKESBURY TOWN COUNCIL

SH 19/100 To discuss and agree any actions regarding bird boxes

Discussions were had about what type of birds do you want to attract to the Ham? Bird boxes are best suited to areas where they struggle to find nests – so not really needed in the Severn Ham, it was felt that any bird boxes should be in Tewkesbury Town itself, to provide a link between the Ham and the Nature Reserve.

A volunteer has approached the committee regarding doing a project about the Severn Ham. The individual holds a Masters degree, specialising in wading birds and it was suggested that collating an up to date species list, as well as including harvest mice, would help make decisions going forward.

SH 19/101 To approve the payments list

No payments list.

SH 19/102 Correspondence

No correspondence has been received.

The meeting closed at 10.55am.

Signature of Chairman upon approval of the minutes30th April 2020

TEWKESBURY TOWN COUNCIL

MINUTES

of the

Severn Ham Committee meeting
Remotely via Zoom on 30th April 2020

Present: Cllrs P Aldridge (Chair), J Raywood, C Cody, S Raywood, K Brennan, Ms C Corsie, Mr J Lucas, Mr A Purkiss, Mr M Cluley, Mr M McKenna

In attendance: J King (Assistant Town Clerk), D Hill (Town Clerk), 1 member of the public

SH 19/103 To receive apologies for absence

Apologies were received from Mr Perry & Cllr Smith

The Chair advised that item 7 (report from Severn Trent) would move up the agenda as Mr McKenna had another meeting to attend at 9.30am.

SH 19/104 To record declarations of interest

None received.

SH 19/105 To consider requests for dispensations

None received.

SH 19/106 To approve the Minutes of the meeting held on 5th March 2020

It was RESOLVED to approve the minutes of the meeting held on 5th March 2020. Proposed by Cllr J Raywood, seconded by Mr Purkiss.

SH 19/107 To receive an update and agree any actions regarding the Severn Trent Pipeline work

Mr McKenna provided an update. There was a pipeline burst in December 2019 and since then Severn Trent have been carrying out a programme of checks.

Severn Trent have been onsite for the last two weeks testing and carrying out further investigative work. Where leaks are found they will be repaired on a proactive basis. All necessary assents are obtained from Natural England each time work is required, and if protected species are seen in the area, they withdraw and try to mitigate the circumstances.

Cllr Cody joined the meeting at 9.10am due to technical difficulties.

The only constraint in carrying out repair work is the assent from Natural England, in that it could take up to 28 days for permission to be granted.

Mr McKenna was asked if there was a guide to what activities may happen between now and May 15th, as this may impact on the HLS form submission. Mr McKenna advised that he would keep the Town Council informed as it would depend on the investigate work currently taking place.

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Mr McKenna was asked about the 'lake' that has formed on the Ham and if this was caused by a leak. Mr McKenna advised that they have tested the water and there is no chlorine present, which together with an internal survey on the pipe would indicate no leaks. Severn Trent are monitoring the size of the 'lake' and it does seem to be receding. It will continue to be actively monitored.

Mr Cluley joined the call at 9.15am.

Mr McKenna left the call at 9.20am

SH 19/108 Matters arising from the minutes – for information only

SH19/009 HLS options – HLS Extension applied for – ongoing.

SH19/011 Flock Health Plan – No flock on Ham since November – complete.

SH19/027 Remarking of plots – Not considered advisable – complete.

SH19/051 Additional Trough – ST investigating – ongoing.

SH19/056 Land ownership issue – Solicitor appointed – ongoing.

SH19/081 Curlew Project – Mike Smart was due presenting at Annual Assembly on 6th April - postponed

SH19/082 Environmental Watching Brief – with Severn Trent – ongoing.

SH19/084 HLS Rollover – JK getting permissions to RPA website – complete

SH19/084 Boost for Diversity funding – ongoing.

SH 19/109 Public Participation

There was no public participation.

SH 19/110 To receive an update from the Chair

The issue regarding hay cutting was discussed. Until Severn Trent confirms when the pipeline replacement work will start, it is not possible to ascertain which plots may be affected for the hay cutting this year or where the birds may be nesting and therefore which plots should be cut earlier / later. A pragmatic approach will need to be taken when this information becomes available.

Currently there are two pairs of curlew in the southern half of the Ham and another pair who look like they may nest in the northern half, close to the proposed pipeline route. Severn Trent are walking the northern part of the pathway in order to try to dissuade the birds from nesting. Dog walkers have been seen with dogs not on leads.

Action: Assistant Town Clerk to post to Tewkesbury Noticeboard to remind people to keep the dogs on leads.

SH 19/111 To receive an update from Caroline Corsie, Environmental Advisor

Ms Corsie will liaise with Natural England regarding the hay cutting pattern and where the curlew are nesting.

HLS form will be held to submit until closer to the deadline so we know what is happening.

The hay from Marshlands continues to be held, ready for the hay sowing project.

Due to the flooding issues on the Ham last year it was not possible to carry the work

TEWKESBURY TOWN COUNCIL

out. Kym Jackson has kindly advised that he will pass the current hay on and provide the Town Council with fresh hay in the Autumn. The planned visit to Marshlands will take place when the Covid 19 restrictions have been sufficiently lifted.

Ms Corsie will attend a webinar next week with Gloucestershire Floodplains Meadow Group being led by Emma Rothero. Agenda items include an update on the Severn Ham pipeline and related survey by Steve Pullen, as well as discussions on future projects including Severn Ham pipeline rewilding.

Wildlife is flourishing on the Ham at present, there are 24 swans on the 'lake' and skylark and corn bunting have also been spotted.

Marine Plan Consultation – Ms Corsie replied on behalf of the Town Council. One issue is that a lot of the data is quite old. Cllr J Raywood extended her thanks to Ms Corsie for condensing hundreds of pages into a response that we were all able to understand.

The Committee discussed potential projects for the Severn Ham volunteer.

Trough has a tiny leak at the back of it and will need a clean out before livestock come in, in the autumn. **Action:** Assistant Town Clerk to arrange.

Ms Corsie to invite Brian Smith from the Environment Agency to a future meeting to discuss drainage on the Severn Ham and techniques that have been used on sites not dissimilar to the Ham – for example, rotary ditches on Coombe Nature Reserve. With a view to enhancing the opportunities for birds in the future. Ms Corsie also to ask Mr Smith about the removal of the EA erected fence on the Ham.

SH 19/112

To receive an update from Mike Cluley, Carver Knowles

The hay auction will take place by informal tender this year rather than a public auction.

The Committee discussed the registration of the Severn Ham and the information requested by the solicitors. **Action:** Cllrs J Raywood, S Raywood and Brennan to investigate the registration regarding the river bed and any documents stored in the mezzanine.

SH 19/113

To approve the payments list

It was RESOLVED to approve the payments list totalling £4750.42
Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

SH 19/114

Correspondence

Cllr Cody advised that she has a large number of oak saplings available, should anyone know of a suitable location that might like them.

The meeting closed at 10.05 am.

Signature of Chairman upon approval of the minutes25th June 2020

MINUTES
of the
Finance Committee meeting held on 5th March 2020
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

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

In attendance: J King (Assistant Town Clerk)

F.19.149 To receive apologies

Apologies received from Cllr Walker (health) & Cllr Bowman (personal)

F.19.150 To receive declarations of interest

Cllr Danter regarding the Grant Application from Tewkesbury Big Weekend.

F.19.151 To receive dispensations

Cllr Danter regarding the Grant Application from Tewkesbury Big Weekend.

F.19.152 To approve the Minutes of the Finance Committee meeting held on 30th January 2020

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 30th January 2020. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

F.19.153 Matters arising from the Minutes – for information only in relation to matters not on the agenda

F.19.108 – Antivirus software has been installed on the planning laptop – complete

F.19.154 To receive correspondence relating to the Finance Committee

None received.

F.19.155 Public Participation

None received.

F.19.156 To review the bank reconciliations for January 2020

The bank reconciliations were reviewed.

F.19.157 To review finance reports

The finance reports were reviewed.

Cllrs requested details of the full costs of the Watson Hall, including the non-attributed costs of the Event Officer and Caretaking. **Action:** Refer to Town Clerk.

F.19.158 To consider and agree grant applications from outside bodies

Question raised regarding one grant application. **Action:** Assistant Town Clerk to refer to Democratic Services.

It was RESOLVED to award £400 to Tewkesbury Big Weekend.
Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

F.19.159 To agree the payments list

It was RESOLVED to approve the payments list totalling £17,658.67 in Period 11 & £595.63 in Period 12. Proposed by Cllr Aldridge, seconded by Cllr Danter.

F.19.160 To receive feedback on the Internal Audit held on 3rd & 4th February 2020

Cllrs felt it was an excellent report and a vast improvement on the position three years ago. The minor items raised regarding standing orders and financial regulations are already part of the ongoing review. Ideal position would be for both documents, together with the asset register to be reviewed on an annual basis.

Action: Cllrs wish to add considering a pre-paid charge card to the agenda for next meeting.

F.19.161 To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admission to Meetings Act) 1960 s.1 sub section 2.

It was RESOLVED that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admission to Meetings Act) 1960 s.1 sub section 2. Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

F.19.162 To agree the response to a Freedom of Information request

The response to the Freedom of Information request for copies of confidential minutes was agreed.

Proposed by Cllr Brennan, seconded by Cllr S Raywood.

There being no further business the meeting closed at 7.10pm

Signature of Chairman upon approval of the minutes 7th May 2020

MINUTES
of the
Remote Finance Committee meeting held on 7th May 2020 via Zoom

Present: Cllrs K Brennan (Chair), P Aldridge, H Bowman, C Danter, J Raywood, S Raywood

In attendance: D Hill (Town Clerk)

- F.19.149 To receive apologies**
Apologies received and accepted from Cllr Walker (health). Proposed by Cllr Aldridge, seconded by Cllr Bowman.
- F.19.150 To receive declarations of interest**
None.
- F.19.151 To receive dispensations**
None.
- F.19.152 To approve the Minutes of the Finance Committee meeting held on 5th March 2020**
It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 5th March 2020. Proposed by Cllr Danter, seconded by Cllr J Raywood.
- F.19.153 Matters arising from the Minutes – for information only in relation to matters not on the agenda**
F.19.157 – Watson Hall non-attributed costs to be added to the next agenda.
F.19.158 – Outstanding query regarding a grant application. Town Clerk to confirm at the next meeting.
- F.19.154 To receive correspondence relating to the Finance Committee**
None received.
- F.19.155 Public Participation**
None received.
- F.19.156 To review earmarked reserves available in 2019/20 and to agree use, retention or release of these reserves**
It was RESOLVED to transfer £5,910 from Legal Earmarked Reserves into Legal Fees and for the balance of £929 to be released. Proposed by Cllr S Raywood, seconded by Cllr J Raywood.
- F.19.157 To agree amounts to be earmarked from 2019/20**
It was RESOLVED to earmark £302 for Tourism & Marketing and £1,000 for Elections. Proposed by Cllr S Raywood, seconded by Cllr J Raywood. Cllr Aldridge was against earmarking £1,000 to Elections.
- F.19.158 To receive an update from the Town Clerk on the Finance work programme**
The Town Clerk reported that preparation work for end of year closedown on 14th May was complete. In preparing year end accounts and completing the March bank reconciliation an issue had been identified with capturing online card payments. The

problem identified related to around £1,000 worth of card payments. However, on identification of the problem work had been undertaken to recover amounts owed and as at the date of the meeting £650 had been recovered. **Action:** An update will be provided at the next Finance Committee meeting.

F.19.159 To consider the use of a pre-paid charge card

It was noted that a charge card should be considered due to the increasing requirement for goods to be paid for at time of purchase rather than on receipt of an invoice. **Action:** Town Clerk to investigate the card options with Lloyds Bank.

F.19.160 To agree the payments list

None. The Town Clerk advised that payments for April would be authorised after year end closedown.

There being no further business the meeting closed at 2.550pm

Signature of Chairman upon approval of the minutes 28th May 2020

MINUTES

of the

Remote Finance Committee meeting held on 28th May 2020 via Zoom

Present: Cllrs K Brennan (Chair), P Aldridge, H Bowman, J Raywood, S Raywood

In attendance: D Hill (Town Clerk)

F.20.013 To receive apologies

Apologies received from Cllr Danter (health).

F.20.014 To receive declarations of interest

Cllr Bowman in relation to agenda item 13 – Friends of the Earth grant application.

F.20.015 To receive dispensations

None.

F.20.016 To approve the Minutes of the Finance Committee meeting held on 7th May 2020

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 7th May 2020. Proposed by Cllr J Raywood, seconded by Cllr Aldridge.

F.20.017 Matters arising from the Minutes – for information only in relation to matters not on the agenda

F.19.158 – It was noted that Friends of the Earth was not a political organisation and therefore would be eligible to apply for grant funding going forwards.

F.20.018 To receive correspondence relating to the Finance Committee

A remittance advice has been received from Tewkesbury Borough Council for the payment of the first half of the precept.

F.20.019 Public Participation

None received.

F.20.020 To review the bank reconciliations for February and March 2020

The bank reconciliations for February and March 2020 were reviewed.

F.20.021 To review finance reports

The budget reports for March and April 2020 and the sales ledger outstanding balances report were reviewed.

F.20.022 To review the end of year accounts for 2019/20

The end of year accounts for 2019/20 were reviewed.

F.20.023 To review non-attributed costs for the Watson Hall

Deferred to the next meeting due to some information needing to be confirmed with a member of staff currently furloughed.

- F.20.024 To receive an update from the Town Clerk regarding the online card payment process**
The Town Clerk reported that the cause of the problem was believed to be the e-commerce software. This problem will not re-occur due to staff now being aware of the process that needs to be followed. Due to the current pandemic there are very few ticket sales, but alternative or upgraded software may need to be considered going forwards.
- F.20.025 To consider and agree grant applications from outside bodies**
A grant application was considered from Friends of Victoria Gardens. It was RESOLVED to award Friends of Victoria Gardens the requested grant. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- F.20.026 To agree the payments list**
It was RESOLVED to approve payments totalling £5,473.43. Proposed by Cllr J Raywood, seconded by Cllr Bowman.
- F.20.027 To agree to transfer £38,869 from the business account to the 32-day notice account**
It was RESOLVED to transfer £38,869 from the business account to the 32-day notice account. Proposed by Cllr S Raywood, seconded by Cllr Aldridge.
- F.20.028 To discuss the card options for the business account and to agree the preferred option**
The Town Clerk advised that four options were available to the Town Council; a credit card, charge card, debit card or cashpoint card. **Action:** Town Clerk to find out more about the charge card option.
- F.20.029 To approve expenditure on legal services in respect of the license/lease relating to the garden at the rear of the Watson Hall**
It was RESOLVED to spend up to £420 on legal advice concerning the license/lease to the garden at the rear of the Watson Hall. Proposed by Cllr J Raywood, seconded by Cllr Bowman.
- F.20.030 To discuss and agree the next steps in reviewing Financial Regulations**
It was agreed that the Financial Regulations will be added to the agenda for the next Full Council meeting. These will be circulated to all members ahead of the meeting together with explanatory notes.

There being no further business the meeting closed at 7.21pm

Signature of Chairman upon approval of the minutes

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 11TH MAY 2020 VIA ZOOM AT 4.00 PM

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

- 1) To elect a Temporary Chair of the Staffing Committee**
Due to Cllr Brennan covering the line management of the Town Clerk it was necessary to appoint a Temporary Chair. It was RESOLVED to appoint Cllr Raywood as Temporary Chair. Proposed by Cllr Davis, seconded by Cllr Brennan.
- 2) To receive apologies**
Cllr Aldridge (health), Cllr Powell was absent.
- 3) To receive declarations of interests**
None received.
- 4) To receive dispensations**
None.
- 5) To approve the minutes of the Staffing Committee meeting held on 29th January 2020**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 29th January 2020. Proposed by Cllr Davis, seconded by Cllr Brennan.
- 6) To discuss matters rising from the last meeting – for information only**
None
- 7) Correspondence**
None.
- 8) 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.)*
None.
- 9) 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 section 2**
Proposed by Cllr Brennan, seconded by Cllr Davis.
- 10) Update from the Town Clerk on existing Staffing Matters**
The Town Clerk advised that the redundancy process was complete for the Public Conveniences Coin Collector and the Public Conveniences Cleaner.

11) Staffing Matters

1. **Staffing & FM Contractor matters:** It was noted that four members of staff were working from home and one member of staff was working in the office. GAB Services were working on smartening up the buildings, Moorings, Back of Avon and alleys. It was RESOLVED to ratify the decision made on 6th May 2020 to furlough the Events Officer and the Finance Assistant until 30th June 2020. The salaries of both members of staff are to be topped up by 20% to ensure no reduction in pay and the situation will be reviewed at a Staffing Committee meeting to be held on Wednesday 2th May at 4.00pm. Proposed by Cllr Brennan, seconded by Cllr Davis.
2. **Salary Increases:** It was noted that the Assistant Town Clerk had received a contractual one-point incremental pay rise from 1st April 2020. It was noted that there had been a revised NJC pay offer for 2020/21.
3. **Employee Handbook & Master Contract of Employment:** It was RESOLVED to approve the amended Employee Handbook and Master Contract of Employment. Proposed by Cllr Davis, seconded by Cllr Brennan.
4. **Staff Appraisals:** It was noted that appraisals are due for the Assistant Town Clerk and the Events Officer. Assistant Town Clerk appraisal to be carried out in June and the Events Officer to be carried out on return from furlough.
5. **Mobile Telephones:** It was noted that both the Town Clerk and the Events Officer should have a dedicated work mobile telephone. **Action:** Town Clerk to investigate the options. It was noted that this may be easier once restrictions have been lifted.
6. **Complaint:** A complaint concerning the Town Clerk was discussed. It was noted that to prevent such an event occurring in the future, a dedicated work mobile telephone is required for both the Town Clerk and the Events Officer. It was also noted that the Social Media Policy should be reviewed. **Action:** Cllr Raywood to reply to the complainant and to review the Social Media Policy.

There being no further business the meeting closed at 5.00 pm.

Signature of Chairman upon approval of Minutes 27th May 2020

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 27TH MAY 2020 VIA ZOOM AT 4.00 PM

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

- 1) **To elect a Temporary Chair of the Staffing Committee**
It was RESOLVED to appoint Cllr Raywood as Temporary Chair. Proposed by Cllr Davis, seconded by Cllr Brennan.
- 2) **To receive apologies**
None. Cllr Powell was absent.
- 3) **To receive declarations of interests**
None received.
- 4) **To receive dispensations**
None.
- 5) **To approve the minutes of the Staffing Committee meeting held on 11th May 2020**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 11th May 2020. Proposed by Cllr Brennan, seconded by Cllr Davis.
- 6) **To discuss matters rising from the last meeting – for information only**
None
- 7) **Correspondence**
None.
- 8) **To note decreases to employer contribution rates to the Local Government Pension Scheme**
The decreases from the 2019/20 rate of 24.8% were noted as being 23.6% in 2020/21, 22.4% in 2021/22 and 21.1% in 2022/23.
- 9) **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.)*
None.
- 10) **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 section 2**
Proposed by Cllr Brennan, seconded by Cllr Davis.

Cllr J Raywood left the meeting at this juncture.

11) Staffing Matters

1. **Furloughed members of staff:** Staffing levels were reviewed in relation to office workloads. It was RESOLVED that the Events Officer will be taken off furlough and return to work on her normal terms and conditions from Monday 1st June 2020. Proposed by Cllr Brennan, seconded by Cllr Davis. The Finance Assistant will remain furloughed and this will be reviewed at the next Staffing Committee meeting on Monday 15th June at 2pm.
2. **Staying COVID-19 Secure in 2020:** The Town Clerk advised that a risk assessment for the office staff is being prepared in line with government guidelines. It will be based on no more than three members of staff to be working in the office. The assessment will be distributed to the committee for information and will be shared with all staff.
3. **Annual leave:** In accordance with the Employee Handbook, the Town Clerk requested a period of annual leave in June 2021 for up to 15 days due to a cancelled holiday in August 2020 that had included a bank holiday. It was noted that this would be outside of school holidays and therefore cover would not be an issue. It was RESOLVED to approve the annual leave request from the Town Clerk. Proposed by Cllr Brennan, seconded by Cllr Davis.

There being no further business the meeting closed at 4.35 pm.

Signature of Chairman upon approval of Minutes 15th June 2020

MINUTES

of the

Remote Buildings & Moorings Committee meeting held on 12th May 2020 via Zoom

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

In attendance: Cllr J Raywood, D Hill (Town Clerk)

The meeting commenced at 6.32pm.

To receive apologies

Apologies were received from Cllr Powell

B&M.20.001 To receive declarations of interest

None received.

B&M.20.002 To receive dispensations

None received.

B&M.20.003 To approve the minutes of the Building & Moorings Committee meeting held on 29th January 2020

It was RESOLVED to approve the minutes of the Building & Moorings Committee meeting held on 29th January 2020. Proposed by Cllr Brennan, seconded by Cllr Raywood.

B&M.20.004 Matters arising from the minutes

B&M.19.094 – Grounds maintenance: Complete, grass at St. Mary's Lane moorings being cut by GAB Services.

B&M.19.131 – Correspondence: Email received to be added to the next agenda

B&M.19.135 – Work programme: Fire Warden training for Neil Davis to be followed up and Croft Construction to be contacted to obtain a date for work to commence on the Museum window.

B&M.19.140 – Leases: Town Clerk to chase Solicitor for a response.

B&M.20.005 To receive correspondence relating to the Buildings & Moorings Committee

None received.

B&M.20.006 Public Participation

None

B&M.20.007 To review existing earmarked reserves and agree any new earmarked reserves from 2019/20

It was RESOLVED that the existing earmarked reserves relating to this committee remain and new earmarked reserves as follows:

- £686 Town Museum maintenance
- £4,263 Moorings projects
- £20,000 George Watson Hall Memorial Trust projects

Proposed by Cllr Brennan, seconded by Cllr Carter.

B&M.20.008 To approve the electrical installation testing in the Tudor Room and Bar at a cost of £400

It was RESOLVED to approve the electrical installation testing in the Tudor Room and Bar at a cost of £400. Proposed by Cllr Danter, seconded by Cllr Raywood.

B&M.20.009 To consider and approve the installation of replacement heaters and ventilation / heat recovery system in the Tudor Room

The proposals were discussed. **Action:** Town Clerk to clarify benefit of payback/efficiency in respect of the ventilation / heat recovery system, whether the system can be used standalone in the summer months and the availability of the equipment given there is a desire for the new system to be installed whilst the building is closed to the public.

B&M.20.010 Discuss budgeted income from venues in 2020/21 in light of COVID-19 restrictions and agree any revisions

The Town Clerk advised that she had recently completed a NALC survey on loss of income in the sector and that this had been estimated to be in the region of £32,000, representing a loss income in Q1 and Q2. It was noted that the actual position may in fact also be a loss of income across the whole of 2020/21 as events arranged by the Town Council may negate any profit.

B&M.20.011 Discuss and agree a process for reviewing guidelines to enable the re-opening of the Town Hall and the Watson Hall

It was noted that the re-opening of the buildings would have to be guided by Government guidelines and health & safety matters primarily. It was agreed to investigate purchasing four hand sanitiser dispensers (there is already one at the front entrance to the Town Hall).

B&M.20.012 Discuss the status of the new lease for Tewkesbury Museum

It was noted that the matters of the break clause and the proposed extension were agreed at the Buildings & Moorings Committee meeting held on 9th November 2016. The Town Clerk pointed out that legal advice strongly recommended the inclusion of a suitably worded break in any Town Council lease. The Town Clerk also raised concerns with the proposed extension and the impact of this on existing fire exit routes at the Watson Hall. **Action:** Town Clerk to obtain suitable wording for a break clause and to add these issues to be discussed at the next meeting.

B&M.20.013 To approve payments

None.

There being no further business, the meeting closed at 9.02pm

Signature of Chairman upon approval of the minutes 20th May 2020

Summary Income & Expenditure by Budget Heading 01/05/2020

Month No: 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Finance							
120 Finance	Income	157,050	157,050	314,337	157,288		
	Expenditure	3,543	3,543	74,410	70,867		70,867
	Net Income over Expenditure	<u>153,507</u>	<u>153,507</u>	<u>239,927</u>	<u>86,420</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>153,507</u>	<u>153,507</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
	Finance Income	157,050	157,050	314,337	157,288		
	Expenditure	3,543	3,543	74,410	70,867	0	70,867
	Net Income over Expenditure	<u>153,507</u>	<u>153,507</u>				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>153,507</u>	<u>153,507</u>				
Building & Moorings							
200 Moorings	Income	184	184	5,500	5,316		
	Expenditure	3,216	3,216	10,600	7,384	650	6,734
	Movement to/(from) Gen Reserve	<u>(3,031)</u>	<u>(3,031)</u>				
210 Museum	Expenditure	0	0	15,000	15,000	12,849	2,152
220 Town Hall	Income	0	0	18,100	18,100		
	Expenditure	781	781	38,100	37,319	3,950	33,369
	Movement to/(from) Gen Reserve	<u>(781)</u>	<u>(781)</u>				
230 War Memorial	Income	0	0	300	300		
	Expenditure	0	0	1,000	1,000		1,000
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
	Building & Moorings Income	184	184	23,900	23,716		
	Expenditure	3,997	3,997	64,700	60,703	17,449	43,255
	Net Income over Expenditure	<u>(3,812)</u>	<u>(3,812)</u>				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(3,812)</u>	<u>(3,812)</u>				
Environment & Amenities							
300 Play Parks	Income	500	500	0	(500)		
	Expenditure	1,500	1,500	16,000	14,500		14,500
	Net Income over Expenditure	<u>(1,000)</u>	<u>(1,000)</u>	<u>(16,000)</u>	<u>(15,000)</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>(1,000)</u>				

Summary Income & Expenditure by Budget Heading 01/05/2020

Month No: 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
310 Spring Gardens	Expenditure	505	505	10,650	10,145		10,145
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(505)</u>	<u>(505)</u>				
320 Gloucester Road	Expenditure	389	389	5,000	4,611		4,611
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(389)</u>	<u>(389)</u>				
330 Cleaning & Consumables	Expenditure	92	92	5,200	5,108		5,108
340 Outside Spaces	Expenditure	494	494	32,095	31,601	1,176	30,425
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(494)</u>	<u>(494)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
Environment & Amenities Income		500	500	0	(500)		
	Expenditure	2,980	2,980	68,945	65,965	1,176	64,789
	Net Income over Expenditure	<u>(2,480)</u>	<u>(2,480)</u>				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(2,480)</u>	<u>(2,480)</u>				

Planning

400 Planning	Expenditure	0	0	2,500	2,500		2,500
	Planning Income	0	0	0	0		
	Expenditure	0	0	2,500	2,500	0	2,500
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				

Severn Ham

500 Severn Ham	Income	0	0	37,328	37,328		
	Expenditure	1,461	1,461	31,869	30,408		30,408
	Movement to/(from) Gen Reserve	<u>(1,461)</u>	<u>(1,461)</u>				
	Severn Ham Income	0	0	37,328	37,328		
	Expenditure	1,461	1,461	31,869	30,408	0	30,408
	Movement to/(from) Gen Reserve	<u>(1,461)</u>	<u>(1,461)</u>				

Watson Hall

Summary Income & Expenditure by Budget Heading 01/05/2020

Month No: 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
600 Watson Hall	Income	1,100	1,100	72,135	71,035		
	Expenditure	2,859	2,859	61,700	58,841	2,069	56,772
	Movement to/(from) Gen Reserve	<u>(1,758)</u>	<u>(1,758)</u>				
	Watson Hall Income	<u>1,100</u>	<u>1,100</u>	<u>72,135</u>	<u>71,035</u>		
	Expenditure	<u>2,859</u>	<u>2,859</u>	<u>61,700</u>	<u>58,841</u>	<u>2,069</u>	<u>56,772</u>
	Movement to/(from) Gen Reserve	<u>(1,758)</u>	<u>(1,758)</u>				

Staffing

110 Staffing	Expenditure	21,183	21,183	188,576	167,393		167,393
	Staffing Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
	Expenditure	<u>21,183</u>	<u>21,183</u>	<u>188,576</u>	<u>167,393</u>	<u>0</u>	<u>167,393</u>
	Movement to/(from) Gen Reserve	<u>(21,183)</u>	<u>(21,183)</u>				

	Grand Totals:- Income	<u>158,834</u>	<u>158,834</u>	<u>447,700</u>	<u>288,866</u>		
	Expenditure	<u>36,022</u>	<u>36,022</u>	<u>492,700</u>	<u>456,678</u>	<u>20,694</u>	<u>435,985</u>
	Net Income over Expenditure	<u>122,813</u>	<u>122,813</u>	<u>(45,000)</u>	<u>(167,813)</u>		
	plus Transfer from EMR	<u>0</u>	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>122,813</u>	<u>122,813</u>				



TEWKESBURY TOWN COUNCIL

STANDING ORDERS

ADOPTED AT THE FULL COUNCIL MEETING ON

DRAFT

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INTRODUCTION

These standing orders are based on the National Association of Local Council (NALC) model standing orders published in 2018.

In accordance with the Local Government Act 1972 s.245 Tewkesbury Town Council uses the style of Mayor for the Chairman of the Council and Deputy Mayor for the Vice Chairman.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 12 minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i **A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.**
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. The Council requests that a copy of any recording taken is provided to them within 48 hours and it will be held in accordance with the Council’s retention policy.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

- **rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting
- shall be adjourned to another meeting.

x A meeting in person shall not exceed a period of two hours.

y A remote meeting shall not exceed a period of one and a half hours

z Protocol for remote meetings – where possible, all attendees should enable their video in order to reflect the normal attendance at a Council meeting. Where video is not possible, attendees will be requested to identify themselves verbally.

4. COMMITTEES AND SUB-COMMITTEES

a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

d All Councillors shall be a member of at least one committee.

e The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its

- own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**

- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;

- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within five days of having been requested to do so by three members of the committee or **ad-hoc members; who must be Councillors**, any three members or ad-hoc members; who must be Councillors, of the committee may convene an extraordinary meeting of the committee

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at **least 45% of councillors** to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. **Clear days do not include the day of the notice, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data)**

which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee for which the dispensation is required if the Proper Officer is not available and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required or at the beginning of the meeting of the Council, or committee for which the dispensation is required should the Proper Officer not be available.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and

destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in **a book for such purpose the appropriate minutes**;
- xv. refer a planning application received by the Council to the Planning Committee
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and

expenditure) for the year to date;

- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee with delegated responsibility.
- e. Neither the Council, nor a committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a**

supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Council or the Staffing Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Staffing Committee absence occasioned by illness or other reason
- c The chairman of the Staffing Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Proper Officer / Responsible Financial Officer The reviews and appraisal shall be reported in writing to the Staffing Committee at least annually. Reviews and appraisal of other staff members will be reported to the Staffing Committee by the Proper Officer at least annually.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any member of staff relates to the chairman or vice-chairman of the Staffing Committee this shall be communicated to another member of the Staffing Committee which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

- b **[Subject to standing order 23(a), the Council’s common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council’s standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least **45%** councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council’s standing orders to a councillor as soon as possible **after he has delivered his acceptance of office form.**
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Notes to accompany Draft Standing Orders – July 2020

Standing orders make reference to 'he / him / his' throughout the document. Would Councillors prefer this to read 'they / them / their' instead? NALC has said that this is up to individual Councils. Likewise, should Chairman be replaced with Chairperson?

The NALC model standing orders have been adhered to as closely as possible. Standing orders in bold are a legal requirement and we are not able to change the wording. Where changes have been made they are highlighted in yellow and the following are some notes to accompany them:

Part 3(i) - It is no longer required to stand whilst speaking.

Part 3 (x-z) Updated to reflect remote meetings via Zoom

Part 4(d) Motion passed in Full Council in 2019

Part 6(d) - Allows for three members or ad-hoc members who are Councillors (such as on the Planning Committee) to call an extraordinary meeting. This was considered an issue with only three current members on the Planning Committee.

Part 7(a) & Part 26 - 45% of Councillors- was previously seven Councillors. 45% allows for a minority to raise an issue even if the Council does not have its full complement of Councillors.

Part 9 (b) Clarification added on the definition of clear days

Part 12(f) This is the removal of the standing order that states all draft minutes are destroyed once a final version is approved.

Part 13 (e & g) Allows for a Committee to grant a dispensation if the Proper Officer is not available.

Part 15 The change is that it stated that the planning minutes would be recorded in the planning book. This is changed to read 'in the appropriate minutes'.

Part 26 - 45% of Councillors - was previously seven Councillors. 45% allows for a minority to raise an issue even if the Council does not have its full complement of Councillors.

TEWKESBURY TOWN COUNCIL

DRAFT FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- ~~writing off bad debts;~~
- declaring eligibility for the General Power of Competence, ~~and~~
- ~~addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.~~

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant **in excess of £1,000** or a single commitment in excess of **£25,000**; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon

as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the **Finance Committee** not later than the end of ~~November~~ **October** each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than **the end of November**, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the **Finance Committee** and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over **£25,000**;
- a duly delegated committee of the council for items over **£1,000**;
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for items below **£1,000**;
- **the Clerk, for any items in relation to the day-to-day running of the Council, Council's buildings and public facilities, up to £1,000; or**
- **the Clerk, for any items in relation to stocking the bar, up to £2,500 and for events up to £5,000.**

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for

public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

~~4.4. The salary budgets are to be reviewed at least annually in *[October]September for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.~~

4.4. In cases of extreme risk to the delivery of council services and for matters of health and safety, the Clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the relevant committee chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. ~~For this purpose "material" shall be in excess of [£*£100] or [15%] of the budget.~~

4.9. Changes in earmarked reserves shall be approved by the relevant committee ~~council~~ as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Finance Committee ~~council~~. ~~banking arrangements may not be delegated to a committee.~~ They shall be regularly reviewed for safety and efficiency. ~~The council shall seek credit references in respect of members or employees who act as signatories.~~

5.2. The RFO shall prepare a schedule of payments requiring authorisation, ~~forming part of the Agenda for the Meeting and,~~ together with the relevant invoices ~~and,~~ present the schedule to ~~council or committee~~ ~~council~~ ~~*[or finance appropriate committee]~~. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council ~~[or *finance committee]~~. The approved schedule shall be ~~ruled off and~~ initialled by the Chairman of the Meeting. ~~The total value of A detailed list of~~ all payments shall be disclosed within ~~or as an attachment to~~ the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or committee meeting.

5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or ~~finance~~ committee;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee; or

c) fund transfers within the council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

[d\) salaries, PAYE and pension payments](#)

[e\) payments which fall within budgetary control and authority to spend, but which have to be paid in advance](#)

~~5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].~~

~~5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised—thus controlling the risk of duplicated payments being authorised and/or made.~~

~~5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £15,000 shall before payment, be subject to ratification by resolution of the council.~~

5.6. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.7. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

~~5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by *at two Members.~~

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk/RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by ~~{one}~~ two member{s} of council **and counter-signed by the Clerk** in accordance with a resolution instructing that payment. A member who is a

bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council ~~for Finance Committee~~ at the next convenient meeting.

6.7. ~~Certain payments~~ if thought appropriate by the council, ~~payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates~~ may be made by ~~variable~~ direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a ~~variable~~ direct debit shall be renewed by resolution of the council at least every ~~two~~ years.

6.8. If thought appropriate by the council, payment for certain items ~~(principally salaries)~~ may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members ~~are retained~~ and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every ~~two~~ years.

~~6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.~~

6.9. If thought appropriate by the council payment for ~~certain~~ items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be ~~filed handed to and in a secure location in the office~~. The access code for the secure location shall be retained by the Town Mayor in a sealed envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members

immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

~~retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and /or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.~~

6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised ~~in writing~~ by the council or a duly delegated committee.

6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.14. Where internet banking arrangements are made with any bank, the Clerk / RFO shall be appointed as the Service Administrator. ~~The Service Administrator will ensure that the appropriate authorisation has been obtained before payments are made bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.~~

6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and ~~agreed by the Clerk / RFO supported by hard copy authority for change signed by [two of] the Clerk / [the RFO and] [at two members]. A programme of regular checks of standing data with suppliers will be followed.~~

6.17. Any Debit Card issued for use will be specifically restricted to the Clerk / RFO and will also be restricted to a single transaction maximum value of **£250** unless authorised by council or finance committee in writing before any order is placed.

6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the **Finance Committee**. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee.

6.19. Any ~~corporate credit card or~~ trade card account opened by the council will be specifically restricted to use as directed by the Clerk / RFO ~~and shall be subject to automatic payment in full, at each month end. Personal credit or debit cards of members or staff shall not be used under any circumstances.~~

6.20. ~~The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.~~

OR

~~[6.22.]~~ The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Finance Officer ~~RFO with a claim~~ for reimbursement.

a) The RFO shall maintain a petty cash float of **no more than £150** only for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be made by cheque and transferred from the main account cashbook to the petty cash cashbook, shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Staffing Committee or council.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that a summary of each payments is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the ~~*Staffing[council] [relevant C]committee~~.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions ~~are considered confidential and as such these records shall be recorded in a separate confidential record (confidential cash book). This confidential record are~~ is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for ~~all the~~ senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. The Town Clerk has delegated powers to deal with interim staffing cover in periods of staff absence and for day to day staffing matters in conjunction with the Mayor or Deputy Mayor.

~~7.8. Before employing interim staff, the council must consider a full business case.~~

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the ~~Chairman of the council at the same time as one is issued to the Clerk /or RFO.~~

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

~~9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.~~

9.2. The relevant committee or council will review all fees and charges at least annually, following a report of the Clerk.

9.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance Committee council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be ~~recorded separately and in accordance paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also with -Regulation 16 below).~~

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

~~10.2. Order books shall be controlled by the RFO.~~

10.2. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. ~~An individual~~-member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, ~~and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.~~

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk / RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d, ³~~[insert reference of the council's relevant standing order]~~ and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk / RFO shall obtain 3 quotations (priced descriptions of the proposed supply). Where the value is below £3,000 and above £250 the Clerk / RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

³ Based on NALC's Model Standing Order 18d © NALC 2018

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed **£250**.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of [the Clerk / RFO or appropriate committee](#). ~~the full council. In each case a report in writing shall be provided to council with a full business case.~~

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the Clerk / RFO shall effect all insurances and negotiate all claims on the council's insurers.

15.2. The Clerk / RFO shall give prompt notification to the Finance Committee of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The Clerk / RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The Clerk / RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to **appropriate committee** at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined **annually by the internal auditor**.

16. Charities

16.1. Where the council is sole managing trustee of a charitable body the Clerk / RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk / RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk / RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk / RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the **Finance Committee**.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and

shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution ~~of the council duly notified prior to the relevant meeting of council~~, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of [the relevant committee or council](#).

~~The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication. Date of next review July 2021~~

DRAFT

Notes to accompany Draft Financial Regulations

The financial regulations have been drafted using the NALC guidelines and as few changes as possible have been made. Changes that have been made are to reflect what actually happens and suggested appropriate limits for a Council of our size.

Any minor changes such as where the guidelines state 'Clerk or RFO' and for Tewkesbury Town council it should read 'Clerk / RFO' or a change to numbering have been adopted into the document without highlighting. To be able to see all changes, please check that on your review tab you have selected the option 'All Markup'.

Part 1 – General

1.13 Currently the Finance Committee reviews bad debts and initially looks at recommendations from the auditors before referring it back to Full Council. These items have been removed from the list as it states that they should only be addressed by Full Council and this is not our process.

1.14 Full Council only approves grants over £1000 and the wording has been adjusted to reflect this. It also states that any single commitment over £25,000 should be referred to Full Council. Costs between £1,000 and £25,000 are approved by Committee. Although this sounds like a large amount, moorings reinstatement costs are likely to be around £20,000, electrical inspection work at Town Hall around £4,000 and recent work on the Town Hall façade was approved up to £7,000. In order for the Committee Structure of the Town Council to work efficiently, these parameters feel appropriate.

Part 2 – Accounting & Audit & Part 3 – Annual estimates and forward planning

2.3 Bank reconciliations are noted by Full Council, not the Finance Committee as in the model regulations.

3.1 & 3.2 Updated to reflect Finance Committee reviews the budgets and the dates by which they require them

Part 4 – Budgetary Control & Authority to Spend

4.1

All spending over £25,000 is referred to Full Council

A Committee can authorise spend between £1,000 & £25,000. As at is the current case, all spending must be authorised by a majority vote at Committee level and is set out as a detailed resolution on the agenda. Agendas are circulated to all Councillors, and any Councillor may attend any Committee meeting that they wish to, so the process remains clear and transparent.

The Clerk with the Chairman of Council or Chair of Committee can authorise up to £1,000.

The Clerk, for any items relating to the day to day running of the Council, its building and public facilities up to £1,000 (for example recent vandalism to taps at Spring Gardens cost £470 which needed urgent repairs in order to reopen)

The Clerk for any items in relation to the day to day running of the bar up to £2,500 and for events up to £5,000. This allows for the bar to be restocked between large events and for acts to be booked and deposits paid. Often events have to be confirmed at short notice in order to secure

dates and an ability to secure 'big names' for the Watson Hall is essential in building the reputation of the Watson Hall as a great venue. For example – Martin Kemp in December.

4.4 Removed as this is dealt with by the Staffing Committee

4.9 Earmarked reserves are approved by each committee – either in terms of items they wish to earmark at the end of the Financial Year or when to draw them down to spend on the projects they have been allocated to. Approval for this is not required by Full Council as may be the case at a smaller Parish Council.

Part 5 – Banking Arrangements & Authorisation of Payments

These have been updated to reflect the process we follow

5.1 Banking arrangements and mandates are approved by Finance Committee.

5.2 Payments lists do not form part of agendas as by the time they get to the Committee they can be a week out of date. A Council the size of Tewkesbury needs to be able to be more dynamic due to the volume of payments and the payments list is therefore presented at the meeting in paper copy and read out by the Clerk of the meeting, prior to approval.

5.6 / 5.7 / 5.8 Removed as relevant to smaller councils. Payments lists go before Committees on a regular basis and 5.5 sets out the conditions where the Clerk may make a payment without prior Committee approval. Additions to this list are contractual requirements – such as 5.5(d) salary, pension & PAYE and 5.5(e) payments which fall within budgetary control and authority to spend, but which have to be paid in advance (these are the retrospective payments that then appear on the payments list – for example booking an act for the Watson Hall where the deposit is due immediately)

Part 6 – Instructions for the making of payments

Changes are minor and self-explanatory to reflect how payments are currently made and approved, including online banking.

Part 7 – Payment of Salaries

Minor changes set out that Staffing matters are overseen by the staffing committee.

7.8 This was updated to reflect the decision made in the Staffing Committee on 30th August 2018. 'It was agreed to delegate powers to the Town Clerk to deal with interim staffing cover in periods of staff absence and for day to day staffing matters in conjunction with the Mayor or Deputy Mayor.'

Part 8 Loans & Investments

8.3 The bank statement is received monthly and reviewed by the Finance Committee – there is therefore no need to send one to the Chairman of the Council directly (this may be deemed appropriate for smaller Councils)

Part 9 Income

9.2 Removed as appropriate for smaller Councils. 9.3 states that charges will be reviewed by the relevant committee or Council at least annually.

9.10 The Watson Hall does not have a separate bank account, but has a separate cost code within the accounts. Adjusted to reflect what actually takes place. Councillors are aware of the ongoing

situation regarding the Watson Hall, but Financial Regulations should reflect what is happening now and be updated should the situation change; based on appropriate legal advice.

Part 10 Orders for work, goods and services

10.5 The RFO has General Power of Competence, so the statutory authority does not need to be recorded in the minutes.

Part 11 Contracts

11(h) Council will strive to get three quotes for work between £250 and £3000. Updated to reflect current position.

Parts 12-17

Minor changes to reflect referring to appropriate Committee rather than Full Council – due to the size of the Council.

Part 18 Suspension & revision of Financial Regulations

18.2 Updated to allow relevant Committee or Full Council to suspend Financial Regulations provided that the reason for suspension is recorded and that an assessment of the risks arising has been drawn up and presented in advance to the relevant Committee or Council.

This allows for changes to be made in a 'worse case scenario' situation – for example, if the Clerk left, there would be a temporary period where you do not have a Clerk / RFO, during which you may need to pay bills and make decisions. Some Financial Regulations may need to be suspended during this period.

General Form of Judgment or Order

In the County Court at
Gloucester And Cheltenham

Claim Number F48YJ028

Date 28 March 2020



MR GARRY PAYNE	1st Claimant Ref DF/KZ/P10692.0001
TEWKESBURY TOWN COUNCIL	1st Defendant Ref PNJ/TEW40-66

Before District Judge W Brown sitting at the County Court at Gloucester And Cheltenham, Kimbrose Way, Gloucester, GL1 2DE.

BY CONSENT

IT IS ORDERED THAT

1 The Claimant's claim is dismissed

2 There is no order as to costs

Dated 17 March 2020

The court office at the County Court at Gloucester And Cheltenham, Kimbrose Way, Gloucester, GL1 2DE. When corresponding with the court, please address forms or letters to the Court Manager and quote the claim number. Tel: 01452 834900 Fax: 0870 3240114. Check if you can issue your claim online. It will save you time and money. Go to www.moneyclaim.gov.uk to find out more.

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