

## MINUTES

### *of the*

### **Full Council meeting held remotely via Zoom on 15<sup>th</sup> 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 9<sup>th</sup> & 12<sup>th</sup> March 2020**

It was RESOLVED to approve the minutes of the meeting held on 9<sup>th</sup> & 12<sup>th</sup> 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 5<sup>th</sup> March 2020**

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

- To update the financial regulations and standing orders, this work is 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 31<sup>st</sup> 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 13<sup>th</sup> 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 ..... 13<sup>th</sup> July 2020