

**MINUTES**  
**of the Full Council meeting held remotely via Zoom**  
**on 19<sup>TH</sup> April 2021 at 6pm**

**Present:** Cllrs P Aldridge (Chair), H Bowman, K Brennan, A Carter, C Cody, C Danter, H Davis, P Devine, R Gurney, K Powell, J Raywood, S Raywood & M Sztymiak.

**In attendance:** D Hill (Town Clerk), J King (Assistant Town Clerk), three members of the public.

**20/21 - 207 To formally appoint the Town Mayor for 2021/2022**

It was RESOLVED to formally appoint Cllr J Raywood as the Town Mayor for 2021/22 Proposed by Cllr Aldridge, seconded by Cllr Brennan.

Cllr J Raywood read and signed the declaration of acceptance of office.

**20/21 - 208 To formally appoint the Deputy Town Mayor for 2021/2022**

It was RESOLVED to formally appoint Cllr S Raywood as the Deputy Town Mayor for 2021/22. Proposed by Cllr Bowman, seconded by Cllr Davis.

Cllr S Raywood read and signed the declaration of acceptance of office.

**20/21 - 209 To receive apologies for absence**

Apologies were received from Cllr Fowler (work) and Cllr Smith (personal)

**20/21 - 210 To receive declarations of interest**

Cllrs S Raywood & J Raywood declared an interest in formally appointing the Town Mayor / Deputy Mayor and the approval of the Mayor's allowance.

Cllrs Cody & Sztymiak declared that they were Tewkesbury Borough Councillors in relation to item 20/21-223.

**20/21 - 211 To consider requests for dispensation**

None requested.

**20/21 - 212 To receive written questions from member of the public**

None received.

**20/21 - 213 Public participation**

A member of the public asked if there was an update on the current repairs being carried out at the Museum and a date for completion. Is there an update on volunteers being able to enter the museum? Can we have a progress report on the Orchard contract re: fundraising.

The Town Clerk advised that she had spoken to the Architect on Friday and was waiting for an update on progress. It is likely that the completion date will move back as other issues have been identified. The insurers are adamant that there should be no access to the building whilst the works are taking place, the Town Clerk has enquired as to whether access at the weekend would be possible.

The Orchard contract has been signed but there is no further update.

- 20/21 - 214 To note the Mayor's announcements**
- The Government consultation regarding the holding of remote meetings is now open. The document will be circulated to all Councillors by email and responses collated and approved by Finance Committee on 6th May.
  - It is hoped that we will be able to hold a ceremonial 'Mayor Making' event outside at the Town Hall at 6pm on Monday 17th May; subject to the next relaxation in Covid rules to be confirmed on 10th May. All Councillors are invited to attend.
  - The Annual Town Meeting will be held remotely via Zoom on Tuesday 27th April at 6pm. This is not a Council meeting, although the Council will report on their activities over the last year, but all Councillors are welcome to attend.
  - There will be no Town Council meetings from 7<sup>th</sup> May until 21<sup>st</sup> June, due to changes in legislation governing remote meetings, much of the agenda is making preparations for this.
- 20/21 - 215 To approve the Minutes of the meetings held on 8<sup>th</sup> March 2021**  
It was RESOLVED to approve the minutes of the meeting held on 8<sup>th</sup> March 2021  
Proposed by Cllr Aldridge, seconded by Cllr Powell.
- 20/21 - 216 To note the following Committee Minutes:**  
**Planning – 3<sup>rd</sup> & 17<sup>th</sup> February 2021**  
**Finance – 1<sup>st</sup> February 2021**  
**Staffing – 26<sup>th</sup> February 2021**  
**Severn Ham – 4<sup>th</sup> February 2021**
- The above minutes were noted.  
Cllr Sztymiak enquired about Severn Ham minutes regarding soil samples. Cllr Aldridge advised that the cost could be reclaimed from Severn Trent.
- 20/21 - 217 Matters arising from the Minutes – for information only**  
20/21- 176 – Ex-officio roles – on the agenda  
20/21-195 – Town Clerk to circulate redundancy information - complete
- 20/21 - 218 To receive written Councillor reports for Tewkesbury Borough Council from Cllr Cody and Gloucestershire County Council from Cllr Cromwell**
- Cllr Cody provided a written report from Tewkesbury Borough Council.
- Capital grants scheme for building improvement work or community sports facilities launched.
  - Leisure Centre and Tourist Information Centre have reopened.
- Cllr Cromwell provided a written report from GCC:
- Covid-19 response update and new money for Gloucestershire's care homes
  - Call for economy boosting ideas [www.gloucestershire.gov.uk/business-property-and-economy/uk-community-renewal-fund/](http://www.gloucestershire.gov.uk/business-property-and-economy/uk-community-renewal-fund/)
  - Approval of new mental wellbeing grants
- 20/21 - 219 To receive the finance reports for February 2021**  
The finance reports to the end of February 2021 were received.  
**Action:** Earmarked reserves to be regularly included.

- 20/21 - 220 To agree an update to Standing Orders section 18, subsections (f) & (g) as approved by the Finance Committee**  
It was RESOLVED to agree the update to Standing Order section 18, subsections (f) & (g). Proposed by Cllr S Raywood, seconded by Cllr Aldridge.
- 20/21 - 221 To approve the scheme of delegation from 7<sup>th</sup> May – 20<sup>th</sup> June**  
It was noted that the scheme of delegation notes that these requirements may extend if the Government changes the relaxation dates.
- Scheme of delegation to be updated to state that Staffing Committee members will be consulted about staffing matters and the decision would be subsequently ratified. Committee chairs would not be consulted.
- It was RESOLVED to approve the scheme of delegation subject to the above change. Proposed by Cllr Aldridge, seconded by Cllr Brennan.
- 20/21 - 222 To agree the proposed meeting dates for 2021/22**  
It was RESOLVED to agree the proposed meeting dates for 2021/22, subject to the removal of dates prior to 21<sup>st</sup> June and Full Council in June moving from 14<sup>th</sup> June to 21<sup>st</sup> June.  
Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- 20/21 - 223 To agree a response to the South Worcestershire Development Plan Regulation 18(III) Sustainability Appraisal**  
It was RESOLVED to agree the response proposed by the Planning Committee to the South Worcestershire Development Plan Regulation 18(III) Sustainability Appraisal. Proposed by Cllr Szymiak, seconded by Cllr Brennan.
- 20/21 - 224 To resolve to petition Tewkesbury Borough Council for the release of ‘Welcome Back’ funds to the Town Council as directed by NALC and to report to the County Association if not forthcoming, as directed by Robert Jerrick MP**  
£84,000 of funding has been given to Tewkesbury Borough Council (TBC), primarily to cover the three town centres – Winchcombe, Bishops Cleeve and Tewkesbury. Advice on how to distribute it was received by TBC on Friday. A Cllr noted that this could be used on the empty shop window project, saving £3000 from the precept. Cllrs to ask for a timeframe regarding the receipt of funds at TTRP on 22<sup>nd</sup> April.
- It was RESOLVED that Tewkesbury Town Council will petition Tewkesbury Borough Council for the release of ‘Welcome Back’ funds to the Town Council as directed by NALC and to report to the County Association if not forthcoming, as directed by Robert Jerrick MP.  
Proposed by Cllr Aldridge, seconded by Cllr Brennan.
- Action:** Town Clerk to ask for a breakdown of what the original funding was spent on and if all this money has been spent.  
**Action:** Details from NALC to be circulated to all Councillors.

- 20/21 - 225 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 stipend to the Town Crier and the Mayor's allowance  
Proposed by Cllr Sztymiak, seconded by Cllr Brennan.
- 20/21 - 226 To review and agree membership of each Committee**  
The Committee membership was agreed.  
**Actions:** Buildings & Moorings to consider splitting and plan to be brought to Full Council in July.  
Cllr Smith to be asked as to whether he wishes to continue on Severn Ham Committee. Cllr Gurney is interested in joining. **Action:** Agenda item for June.  
Decision on voting rights for ex officio. Agenda item for June.
- 20/21 - 227 To review the Committee terms for reference for 2021/22**  
Deferred to the next meeting.
- 20/21 - 228 Review of arrangements, including any charters and agency agreements, with other local authorities and a review of contributions made to expenditure incurred by other local authorities**  
The Town Clerk advised that there were none.  
A Cllr asked if the insurance for the Arrivall fell under this.  
**Action:** Town Clerk to investigate.
- 20/21 - 229 Review of representation on or work with external bodies and arrangements for reporting back**  
Representation on external bodies was agreed.  
**Action:** Information regarding GMTF and GPFA to be circulated in case any Cllrs are interested in joining.
- 20/21 - 230 To resolve to refer the review of inventory of land and assets to the Finance Committee**  
It was RESOLVED to refer the review of inventory of land and assets to the Finance Committee. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- 20/21 - 231 Confirmation of arrangements for insurance cover in respect of all insured risks**  
The arrangements were noted. Town Clerk confirmed the Town Council is insured and has additional cover for the contract works on the museum roof.
- 20/21 - 232 Review of the Council's and or staff subscriptions to other bodies**  
Deferred to June meeting.
- 20/21 - 233 Review of the Council's complaints procedure**  
Deferred to June meeting
- 20/21 - 234 Review of the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation**  
Deferred to June meeting

- 20/21 - 235      Review of the Council's policy for dealing with the press / media**  
Deferred to June meeting
  
- 20/21 - 236      Review of the Council's employment policies and procedures**  
Deferred to June meeting
  
- 20/21 - 237      Review of the Council's expenditure incurred under the general power of competence**  
The Town Clerk is not aware of any expenditure in the last year under the general power of competence.  
  
It was RESOLVED to extend the meeting by a maximum of thirty minutes.  
Proposed by S Raywood, seconded P Aldridge.

Cllr Cody left the meeting.

- 20/21 - 238      To note that the GAPTC AGM will take place on 24<sup>th</sup> July 2021 and to agree any resolutions that the Town Council wishes to put forward for debate**  
The deadline for submission of resolutions is 7<sup>th</sup> May.  
**Action:** Timetable to go out to Cllrs. Suggestions will be circulated and retrospectively approved.

- 20/21 - 239      To receive reports from members representing the Town Council on outside bodies**  
Cllr J Raywood provided a written report on Tewkesbury Hospital League of Friends and a TTRP on 22<sup>nd</sup> April 2021.  
  
Cllr S Raywood advised that there is progress regarding the removal of business rates from public toilets. The third reading takes place in the Lord on 20<sup>th</sup> April.

- 20/21 - 240      To receive the internal control check report for Q3**  
The internal control check was received. Cllrs Brennan & Bowman will be carrying out the Q4 check. Proposed date is Thursday 29<sup>th</sup> April.

- 20/21 - 241      Correspondence**  
None received.

There being no further business, the meeting closed at 19.40.

Signature of Chairman upon approval of the minutes ..... 21<sup>st</sup> June 2021