

MINUTES
of a meeting of the Full Council
held at the George Watson Memorial Hall on 16th May 2022 at 6.00pm

Present: Cllrs S Raywood (Chair), P Aldridge, K Brennan, H Bowman, P Brookes, C Danter, P Devine, K Powell, J Raywood, V Smith, M Sztymiak.

In attendance: D Hill (Town Clerk) & J King (Assistant Town Clerk)

22/23 - 5 To receive apologies for absence

Apologies received from Cllr Cody (personal), Cllr Gurney (work).

22/23 - 6 To receive declarations of interest

Cllr S Raywood – re: Mayor’s allowance

Cllr J Raywood – re: Mayor’s allowance

22/23 - 7 To consider requests for dispensation

None required.

22/23 - 8 To receive written questions from members of the public

None received.

22/23 - 9 Public Participation

There was no public participation.

22/23 - 10 To note the Mayor’s Announcements

- Thank you all those who attended Mayor Making
- There are three vacancies on the Town Council that can be filled by co-option
- Mayor has attended the following: Borough Mayor Making and Tewkesbury School leavers concert for Year 13 and on Saturday attended the Family Fun Day at Queen Margaret’s School.

22/23 - 11 To approve the minutes of the meeting held on 14th March 2022

It was RESOLVED to approve the minutes of the meeting held on 14th March 2022. Proposed by Cllr J Raywood, seconded by Cllr Bowman.

22/23 - 12 To note the following Committee Minutes: Buildings & Moorings – 8th February 2022, Planning – 9th & 23rd February 2022, 9th & 23rd March 2022, Finance – 3rd February & 3rd March 2022, Environment & Amenities – 1st March 2022, Severn Ham – 24th February 2022.

The above minutes were noted.

A Cllr asked questions about Buildings & Moorings from 8th Feb 2022 – item 079. Was this information fed back to the individual who raised them. The Town Clerk advised that the individual was present at the meeting and all items were covered on the agenda.

22/23 - 13 Matters arising from the minutes – for information only

21/22-120 – Feedback from the bar working group – ongoing

An independent bar auditor has been appointed and the first report was received for the end of April. This stock figure will be used in the end of year accounts. Recommendation is going to Finance Committee that quarterly bar audits are undertaken. **Action:** Town Clerk to arrange for bar working group to meet independent bar auditor.

21/22-147 – Cllr Cody to follow up on the progress on the cycle storage and Riverside Walk signs – ongoing

22/23 - 14 To receive the payment reports for February & March 2022 and earmarked reserves report

The reports were received.

Financial year end was completed on 13th May so June Full Council meeting will include the final end of year position.

Query was raised about the net income over expenditure figure for Severn Ham.

Action: Town Clerk to investigate.

A Cllr asked why recycling bins had been installed following the recommendation of the Climate Change Working Group without referring it to another committee.

22/23 - 15 To receive the payments report for February & March 2022

The reports were received.

The Town Clerk advised that a refund was due from YouEnergy.

A Cllr advised that the bus shelters were not clean.

Action: Assistant Town Clerk to advise when next clean is complete and Cllrs will check the ones closest to them.

A Cllr asked why expensive crisps had been purchased for the bar. A Cllr replied that there would be an appropriate mark up on them.

22/23 - 16 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 of £1000 to the Town Crier.

Proposed by Cllr Danter, seconded by Cllr Brennan.

It was RESOLVED to approve the payment of the Mayor's allowance of £1500.

Proposed by Cllr Danter, seconded by Cllr Brennan.

22/23 - 17 To consider a recommendation from Severn Ham Committee that the Town Council repurchases Mythe Nature Reserve from Gloucestershire Wildlife Trust at a cost of £1

Cllrs discussed the issues of the risks of owning the site vs the benefits for doing so. There will be additional work associated with owning the site; as set out in the briefing document, some Cllrs were concerned about these costs spiralling. Cllrs were particularly concerned about the tree overhanging the shed and the handrail on the steps. Another Cllr felt that volunteer hours should not be included in the calculations. The Assistant Town Clerk advised that Gloucestershire Wildlife Trust (GWT) had brought to the attention of the Town Council the tree overhanging the

shed and had provided the expected costs of overall works for the forthcoming years.

£5000 has been earmarked to cover the costs predicted by GWT for the first year to eighteen months. The Mythe Nature Reserve would have a separate cost centre so that expenses could be monitored but it would be managed by the Severn Ham, as there are similarities across the two sites.

A Cllr asked why the Town Council would want to own the Mythe Nature Reserve, another Cllr suggested that a better model would be a not for profit community grant that a grant could then be provided to. A Cllr advised that in the 18 months that the site had been up for sale, GWT had received no interest from other groups. If the Town Council does not purchase the site, it may fall into private ownership and there would no longer be access to the site for the general public. The council were also advised that the Tewkesbury Borough Planning policy has removed protection from this site in terms of the local planning policy.

Questions were asked regarding whether the current insurance would cover the site.

It was RESOLVED in principle to purchase the Mythe Nature Reserve, subject to the following conditions:

- Site visit for Cllrs to the Mythe with GWT to understand the liabilities
- That the legal document / deed of transfer be reviewed by Full Council
- Checks that the Mythe Nature Reserve could be added to the Town Council insurance schedule

Proposed by Cllr Aldridge, seconded by Cllr Danter.

Motion carried: six in favour, one against, four abstentions.

22/23 - 18 To review the current committee structure and to agree the structure and terms of reference for 2022/23

There were no changes to the constitution of committees.

Cllrs were reminded that there were now no maximum numbers for the number of Cllrs on committees, with the exception of the Staffing Committee.

Agreed changes to Committee Membership:

Cllr Sztymiak – Chair of Staffing (as Deputy Mayor)

Cllr S Raywood – Chair of Finance (as Mayor)

Cllr J Raywood – joined Staffing Committee

22/23 - 19 Review of standing orders and financial regulations

New model standing orders are expected from NALC later in the year, no change to be made until these are released.

No changes to financial regulations.

22/23 - 20 Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities

None undertaken by Tewkesbury Town Council.

- 22/23 - 21 Review of representation on or work with external bodies and arrangements for reporting back**
Councillors agreed the representation on external bodies.
- 22/23 - 22 Review of inventory of land and assets including buildings and office equipment**
An online system has been adopted and this is covered in the automated year end process.
- 22/23 - 23 Confirmation of arrangements for insurance cover in respect of all insured risks**
The Town Clerk confirmed that the policy is in place for all insured risks and is due for renewal in July 2022.
- 22/23 - 24 Review of the Council's and / or staff subscriptions to other bodies**
No changes from September 2021.
Cllrs asked if they could have the password to the NALC website.
Action: Town Clerk to check, as the password provided is via GAPTC.
- 22/23 - 25 Review of the Council's complaints procedure**
No changes recommended.
- 22/23 - 26 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**
The policies, procedures and practices were noted. No changes recommended.
- 22/23 - 27 Review of the Council's policy for dealing with the press / media**
New policy is required. Draft policy to be written and brought to Full Council.
Action: Agenda item for June 2022.
- 22/23 - 28 Review of the Council's employment policies and procedures**
It was noted that these are reviewed and updated as directed by the independent HR consultant employed by the Council. Overseen by the Staffing Committee.
- 22/23 - 29 To consider and agree grant applications from outside bodies**
Earmarked grant figure from the end of 2021/22 financial year was approx. £2000.

It was RESOLVED to award a grant of £1000 to Manor Players.
Proposed by Cllr Brennan, seconded by Cllr Danter.

It was RESOLVED to award a grant of £2000 to Medieval Festival.
Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.
- 22/23 - 30 To approve the payments list**
There was no payments list.
- 22/23 - 31 Correspondence**
Note of thanks received from Helen Carver for her Civic Award.

There being no further business, the meeting closed 7.47pm.

Signature of Chairman upon approval of the minutes 13th June 2022