

MINUTES
of a meeting of the Full Council
held at the Tewkesbury Town Hall on 26th September 2022 at 6.00pm

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

In attendance: D Hill (Town Clerk), J King (Assistant Town Clerk), Rev D Coulton & 2 members of the public.

22/23 - 75 To receive apologies for absence
Apologies received from Cllr Gurney (personal).

22/23 - 76 To receive declarations of interest
Cllr Brennan – Grant applications for Tewkesbury Christmas Lights & Tewkesbury in Bloom
Cllr Aldridge – Grant application for Tewkesbury in Bloom
Cllrs Cody & Smith – Tewkesbury Borough & Gloucestershire County Council Councillors
Cllr Sztymiak – Tewkesbury Borough Councillor

22/23 - 77 To consider requests for dispensation
None required.

22/23 - 78 To consider the applications for co-option to Tewkesbury Town Council and to receive a short presentation from the applicants

It was RESOLVED to co-opt Rachel Langdon to Tewkesbury Town Council.

It was RESOLVED to co-opt Catherine Robertson to Tewkesbury Town Council.

Proposed by Cllr Brennan, seconded Cllr Cody.

22/23 - 79 To receive written questions from members of the public
None received.

22/23 - 80 Public Participation
There was no public participation.

22/23 - 81 To note the Mayor's Announcements

- Thanks to everyone for attending the proclamation of the new King. The Mayor thanked the office for the work that they did in preparation.
- Assistant Town Clerk, Jen King has passed her CiLCA qualification.
- Legal documents regarding the Mythe Nature Reserve transfer were not available from Gloucestershire Wildlife Trust in time for this agenda.
- Cllr Devine has resigned but was thanked for all of her hard work as part of the council, particularly with regard to Tewkesbury Live.
- Tewkesbury in Bloom have been awarded gold in category plus an environmental award for Tewkesbury Nature Reserve and Severn Ham.

- Remembrance Parade - Sunday 13th November. Assembly at Town Hall for 9.10am.
- Mop Fair opening – 4pm on 7th October
- Town Council Carol Service with Town Band - Wednesday 14th December at 6.30pm at the Methodist Church

22/23 - 82 To approve the minutes of the meeting held on 11th July 2022

It was RESOLVED to approve the minutes of the meeting held on 11th July 2022. Proposed by Cllr Danter, seconded by Cllr J Raywood.

22/23 - 83 Matters arising from the minutes – for information only

21/22-147 **Cycle storage and Riverside Walk signs** – Action: Cllr Cody following up.

22/23-70 **s.106 feedback if planning permission approved** – complete.

22/23-74 **Welcome Back Fund** – no feedback received – complete.

Shared Prosperity Fund- Town Clerk is in touch with Tewkesbury Borough Council. Cllrs advised that Gloucestershire County Council has also been awarded money through the Shared Prosperity Fund. **Action:** Town Clerk to contact GCC.

22/23 - 84 To note the following Committee Minutes: Buildings & Moorings – 21st June & 28th July 2022, Planning – 15th & 26th June, 13th & 27th July 2022, Finance – 30th June 2022, Environment & Amenities – 5th July 2022, Severn Ham – 21st July 2022

The above minutes were noted.

22/23 - 85 To receive the finance reports for June & July 2022 and earmarked reserves report

The reports were received.

Town Clerk raised two issues. Insurance has increased dramatically from £6,500 to £15,000. This will need to be factored into to the budgeting process.

There is concern about rising utility bills and costs, next finance meeting will look at what energy usage and what needs to be factored in for next year.

The following earmarked reserves have been released:

EMR 323 Moorings Maintenance - £335

EMR 352 Insurance - £1556

EMR 353 Shop Windows Project - £3290 - released to general reserves as no longer required

EMR 362 Tewkesbury Live - £9892.50

EMR 363 Watson Hall Doors & Floors Project - £3402

EMR 364 64 Barton Street Fundraising Project - £6780

22/23 - 86 To receive the payments reports for June & July 2022

The reports were received.

Query was raised about the gas costs for the summer. **Action:** Town Clerk to check.

22/23 - 87 To receive the Q1 bank reconciliations

The bank reconciliations were received.

Action: To bring Mayor's Charity reconciliation if there is one from Q1.

- 22/23 - 88 To receive an aged debtors report**
The report was received. The Town Clerk has no concerns relating to these balances.
- 22/23 - 89 To note that Tewkesbury Town Council continues to use the code of conduct provided by Tewkesbury Borough Council; dated July 2012, and there have been no changes.**
This was noted. **Action:** Front sheet to change to note the adoption date by Tewkesbury Town Council.
- 22/23 - 90 To consider and agree a request from Councillor Jones to join the Planning, Environment & Amenities and Buildings and Moorings Committees.**
It was RESOLVED that Councillor Jones join the above committees.
Proposed by Cllr Bowman, seconded by Cllr Brennan.
- 22/23 - 91 To approve the minor change regarding the use of debit cards under financial regulation 6.17**
It was RESOLVED to approve the minor change regarding the use of debit cards so that it now reads: 'Any debit card issued for use will be specifically restricted to the Clerk / RFO or in their absence; the Assistant town Clerk and will be restricted to a single transaction maximum value of £250 or £500 if agreed in advance with the chair of the finance committee and another member of the finance committee'
Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.
- 22/23 - 92 To consider and agree the Grants Policy**
This item was moved up the agenda to take place before any grants were awarded.

It was RESOLVED to agree the Grants Policy
Proposed by Cllr J Raywood, seconded by Cllr Brennan.

Action: A Cllr requested that a check be made regarding whether the Local Government Act restricts grants being awarded to religious organisations.
- 22/23 - 93 To consider and agree grant applications from outside bodies**
It was resolved to award £1000 to Tewkesbury Christmas Lights.
Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.

It was resolved to award £2000 to Tewkesbury in Bloom.
This grant is conditional on the signage continuing on six displays.
Proposed by Cllr Sztymiak, seconded by Cllr Smith.

Pride Gloucestershire requested a grant for £400.
This was proposed by Cllr Cody & seconded by Cllr J Raywood. This was not passed.

Cllr Sztymaik proposed £200 be awarded and this was seconded by Cllr Aldridge.
This was not passed.

It was RESOLVED to award £300 to Pride in Gloucestershire.
Proposed by Cllr Danter, seconded by Cllr Brennan.

A grant request for £300 for four years was made by Guideposts.

Cllrs requested more information about the organisation.

Action: Guideposts to be invited to next Full Council meeting.

22/23 - 94

To consider a motion from Cllr Smith, seconded by Cllr Cody that Tewkesbury Town Council will actively support the organisation of Tewkesbury Live 2023 in terms of financial support if required, petitioning for car parking support from Tewkesbury Borough Council and potentially closure of the High Street for part or all of the festival

Cllr Smith thanked the staff, publicans, councillors and all the volunteers for taking part in Tewkesbury Live. Cllr Cody gave special mention to Becky Blockley, Event Organiser for all of her hard work in getting the first Tewkesbury Live up and running. The funding for the first Tewkesbury Live came from the GCC Build Back Better Fund. Councillors wish to make sure that it can happen again in 2023.

Cllrs discussed obtaining free car parking, promoting walking or cycling to the event or additional buses from local areas. With regard to a potential closure of the High Street, the Town Council are working with licensing, highways and health and safety.

It was RESOLVED to suspend the Standing Orders for fifteen minutes in order to complete items 22/23-94 & 95. Proposed by Cllr J Raywood, seconded by Cllr Brennan.

It was RESOLVED to that Tewkesbury Town Council will actively support the organisation of Tewkesbury Live 2023 in terms of financial support if required, petitioning for car parking support from Tewkesbury Borough Council and potentially closure of the High Street for part or all of the festival.

Proposed by Cllr Smith, seconded by Cllr Cody.

22/23 - 95

Further to the January resolution that meetings should be held in the Watson Hall and reviewed once the council chamber was safe to use and the screen had been installed in the court room, the council will consider and agree the location for future meetings

Cllrs discussed the issues with being in the Town Hall (steps to the Council chamber and the downstairs of the building also not being fully accessible), as well as the issues with the Watson Hall (acoustics are difficult, heating costs are more in the winter, and it is difficult for the Chair to see everyone).

Action: Town Clerk to investigate options for recording and live streaming and the associated costs. Consider the issue of how people are then able to participate in the meeting.

Cllr Cody stated that she did not agree that meetings should be back at the Town Hall as it is not accessible.

It was RESOLVED that meetings will be held in the Council Chamber at the Town Hall until a solution can be found to the accessibility issues.

Proposed by Cllr Brennan, seconded by Cllr Aldridge.

22/23 - 96

To consider and agree the Community Engagement Policy

Deferred to the next meeting.

22/23 - 97 To approve the payments list

There is no payments list

22/23 - 98 Correspondence

There was no correspondence.

There being no further business, the meeting closed at 8.13pm.

Signature of Chairman upon approval of the minutes 14th November 2022