

**MINUTES**  
**of a meeting of the Full Council**  
**held at the Tewkesbury Town Hall on 15<sup>th</sup> May 2023 at 6.00pm**

**Present:** Cllrs S Raywood (Chair), J Baddams, H Bowman, P Brookes, C Cody, C Danter, M Dimond-Brown, P Jones, R Langdon, K Moran, J Raywood, C Robertson, M Sztymiak, V Smith.

**In attendance:** D Hill (Town Clerk), J King (Assistant Town Clerk) and 5 members of the public.

**23/24 - 1 Election of the Town Mayor**

It was RESOLVED that Cllr Danter be Town Mayor for the year 2023/24.  
Proposed by Cllr J Raywood, seconded by Cllr S Raywood.

**23/24 - 2 Election of the Deputy Town Mayor**

It was RESOLVED that Cllr Jones be Deputy Town Mayor for the year 2023/24.  
Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

**23/24 - 3 To receive apologies for absence**

Apologies received from Cllr Hayes (personal)

Cllr Langdon left the meeting.

**23/24 - 4 To receive declarations of interest**

Cllrs Sztymiak & Cody – Tewkesbury Borough Councillors  
Cllrs Cody & Smith – Gloucestershire County Councillors

**23/24 - 5 To consider requests for dispensation**

None required.

**23/24 - 6 To consider the application for co-option to Tewkesbury Town Council and to receive a short presentation from the applicant**

Emma Ash was co-opted to Tewkesbury Town Council.

**23/24 - 7 To receive written questions from members of the public**

There were no written questions.

**23/24 - 8 Public Participation**

A member of the public asked about neighbourhood development plans and the fact that Tewkesbury had not gone beyond making a registration. They stated that it gives better control of any Community Infrastructure Levy. They believe that there is no other priority planning substitute for a neighbourhood plan. They wished to receive confirmation as to whether the Tewkesbury Town Regeneration Partnership is no longer in existence. They feel that the new council could do with some ambition setting formalised into a neighbourhood plan or something very like it and asked, will they do so?

A Councillor responded that yes the parish had registered as a neighbourhood planning area in 2014. Some work was done, but a decision was made to prioritise the Strategic Development Plan over a neighbourhood plan. It has to be special

planning policies. The CIL amount for the Town has been £0. So even if you received 10% more, it would still be £0. In addition, the Levelling Up and Regeneration Bill which is currently in the Lords for consideration, will abolish CIL. The Council's strategic plan does need updating, but the historic environment is already protected under other bills.

Another Councillor responded that we do need to have accountable priorities. Targets need to be set and this needs to be communicated to the people of Tewkesbury. The actions that we are able to take will come down to cost and some won't be affordable. An Neighbourhood Development Plan is a way of engaging with the community, it requires a referendum to adopt and is a way of improving local democracy. However, it takes time, the current NDP the councillor is involved with has taken four years.

The Town Clerk advised that she is attending strategic review training and will then bring the strategic plan back to the council for review and to shape the strategic vision for the next four years.

Another member of the public spoke. They advised that they had seen in the minutes that there was a response to their previous questions raised but didn't think it had been answered properly. They asked if Councillors were aware that the payments to GK Engineering totalled £23,000 in January and March and were they aware of the potential conflict of interest and did they believe it was being properly managed? They also stated that GK Engineering was not on the retained contractors list. The individual said that they believed that officer declarations should be made to all councillors rather than on a selected basis. On a separate matter they said that payments lists were often not provided to members of the public in meetings, and it would be good if they could have a copy.

**23/24 - 9 To note the Mayor's Announcements**

The Mayor thanked Cllr S Raywood for his service as Mayor over the past year.

Mayor Making will take place on Monday 22nd May at 6pm in the Watson Hall. For All councillors are requested to attend and arrive by 5.30pm.

As all councillors are ex-officio trustees of the Severn Ham Commoners, they are invited to attend the Commons Trustees Annual Meeting on 25th May 2023 at 7.30pm in the back room at the Berkeley Arms.

**23/24 - 10 To approve the minutes of the meetings held on 13<sup>th</sup> March 2023**

It was RESOLVED to approve the minutes of the meeting held on 13<sup>th</sup> March 2023. Proposed by Cllr J Raywood, seconded by Cllr Cody.

**23/24 - 11 To note the following Committee Minutes – Buildings & Moorings – 7<sup>th</sup> February & 28<sup>th</sup> March 2023, Planning – 8<sup>th</sup> & 22<sup>nd</sup> February, 8<sup>th</sup> & 22<sup>nd</sup> March 2023, Finance – 2<sup>nd</sup> February & 2<sup>nd</sup> March 2023, Environment & Amenities – 21<sup>st</sup> March 2023, Severn Ham – 16<sup>th</sup> March 2023.**

The above minutes were noted.

**23/24 - 12**

**Matters arising from the minutes**

21/22-147 **Cycle storage and Riverside Walk signs** – ongoing as part of the High Street Action Zone work.

22/23-95 **Accessibility of Town Hall**. Investigating streaming options – ongoing.

22/23-177 **Written questions** – Town Clerk to respond to question re: policies for officer conduct - complete

22/23-183 **Budget figures** – anomaly on the Severn Ham income over expenditure.

This was a Rialtas anomaly which we have been unable to replicate again – complete

22/23-183 **Payments list queries** - Countrywide figure – was this a duplicate

payment? No, one invoice was for December and the other for January – complete.

Payments state ‘Purchase ledger DDR payment’ – why does it say this? The payment is made to Waterplus and is for a Direct Debit payment. The description will be updated in future to read ‘ Water Direct Debit’ – complete.

**23/24 - 13**

**To receive the finance reports for February & March 2023 and earmarked reserves report**

The reports were received.

The Town Clerk gave an update, the March report is the end of the financial year.

Things that look a bit different as anything in committed expenditure was accrued at the end of the financial year.

High Street Heritage Action Zone work for the Back of Avon Wall, Town Hall façade and railings on St Mary’s Lane and Prior’s Court were all accounted for in the 2022/23 financial year. £50,000 was paid out by the Town Council to cover some of this work, but the grants will be received in the 2023/24 financial year (some of which has already been received). This makes a difference to how the reserves appear at year end. The Town Clerk will provide a report to the next finance committee and Full Council on the impact of this on the end of year accounts.

A new cost centre has been set up for Tewkesbury Live (140) to ensure that all income and expenditure is clearly visible.

The earmarked reserve report shows the position at year end, please note that it is a net position, but all of the earmarked reserves identified at year end in committees have been actioned.

£85,000 has been transferred from the general account to the 32 day notice account to take advantage of the preferential interest rate.

**23/24 - 14**

**To receive the payments report for February & March 2023**

The reports were received.

A Councillor asked about GK Engineering and whether anyone has an interest in the company. The Mayor responded that there is only one member of staff that has an interest and that they do not deal with them directly. Any moorings work goes through the chair of Buildings & Moorings and the ballast bin went through Environment & Amenities.

**23/24 - 15**

**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 of £1000 and the Mayor’s allowance of £1500.

Proposed by Cllr Sztymiak, seconded by Cllr S Raywood.

**23/24 - 16 To note the meeting schedule to 2023/24**

The meeting schedule was noted.

A question was raised regarding sufficient time between the Finance Committee meeting and Full Council meeting in January regarding details for setting the precept.

[Post meeting note: Finance Committee meetings have been moved to Mondays to ensure sufficient time to circulate documents before Full Council meetings.](#)

**23/24 - 17 To agree the committee membership and terms of reference for 2023/24**

It was RESOLVED to agree the committee membership as follows (Committee Chair is shown in bold):

Environment & Amenities

Cllrs **S Raywood**, J Raywood, M Sztymiak, J Baddams & C Danter.

Planning

Cllrs **J Raywood**, P Jones, A Hayes, M Dimond-Brown, S Raywood  
Mr R Maggs & Mr R Carey

Buildings & Moorings

Cllrs **C Danter**, H Bowman, S Raywood, R Langdon, C Robertson, K Moran

Severn Ham

Cllrs **P Brookes**, C Danter, C Cody, J Raywood, J Baddams, E Ash  
Mr Cornwell-Kelly, Ms K Andrew & Mr T Perry

Staffing

Cllrs **P Jones**, J Raywood, H Bowman, C Robertson, M Sztymiak

Finance

Cllrs **C Danter**, S Raywood, M Sztymiak, H Bowman, P Brookes, K Moran, J Raywood,  
P Jones

Proposed by Cllr S Raywood, seconded by Cllr Bowman.

Cllr Smith left the meeting.

There were no changes to the terms of reference for 2023/24 subject to item 26.  
Proposed by Cllr Cody, seconded by Cllr J Raywood.

**23/24 - 18 To agree the signatories for the Town Council's bank account and the Mayor's Charity Account**

It was RESOLVED that the signatories for the bank accounts would be as follows:

Main bank account and 32 day notice account – Cllrs Danter, S Raywood, Smith,  
Sztymiak, Bowman, Brookes & Ash

Mayor's Charity Account – Cllrs Bowman, Jones & Danter

Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

- 23/24 - 19**      **Tewkesbury Town Council resolves that from 15th May 2023 until the next relevant Annual meeting of the Council, that having met the conditions of eligibility (at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification) as defined under the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed Conditions) Order 2012, to adopt the General Power of Competence**  
It was RESOLVED to adopt the General Power of Competence.  
Proposed by Cllr S Raywood, seconded by Cllr Cody.
- Action:** Clarification requested on how often the GPC has to be renewed and whether this was done last year.
- 23/24 - 20**      **To agree the internal control checkers for 2023/24**  
It was RESOLVED that the internal control checkers for 2023/24 will be Cllrs Brookes & Cllr Sztymiak.  
Proposed by Cllr Cody, seconded by Cllr Bowman.
- 23/24 - 21**      **To approve the community speed watch camera operating policy.**  
Cllr Cody declared an interest as she is the County Councillor sponsoring this scheme.
- There will be one camera and two Vehicle Activation Signs (VAS). There are six locations for the VAS and they will rotate between them. The locations are approved by Gloucestershire Highways.
- If VAS / cameras are required in Newtown, they will have to be sponsored by Cllr Smith and the same process undertaken in terms of the speed watch data.
- The Town Clerk will add the VAS and camera to the insurance and to the asset register, as they belong to the Town Council.
- It was RESOLVED to approve the community speed watch camera operating policy.  
Proposed by Cllr Brookes, seconded by Cllr Robertson.
- 23/24 - 22**      **To review and agree a new copier contract**  
Cllrs reviewed the three copier quotations and the Town Clerk recommended Panacea.
- It was RESOLVED to award the contract to Panacea for five years.  
Proposed by Cllr Brookes, seconded by Cllr J Raywood.
- 23/24 - 23**      **To consider and agree grant applications from outside bodies**  
Deferred to the next meeting.
- 23/24 - 24**      **To approve the payments list**  
There was no payments list.
- 23/24 - 25**      **Correspondence**  
Letter of thanks from Tewkesbury Museum for the donation the Mayor's Charity Fund have made to them.
- 23/24 - 26**      **Review of standing orders (no change recommended) and financial regulations to amend financial regulation 4 Budgetary control and authority to spend, 4.1 to read 'the council for all items over £5,000 not budgeted for'**

Deferred to a future meeting.

Cllr Sztymiak left the meeting.

- 23/24 - 27**      **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)**  
None undertaken by Tewkesbury Town Council.
- 23/24 - 28**      **Review of representation on or work with external bodies and arrangements for reporting back**  
Deferred to a future meeting.
- 23/24 - 29**      **Review of inventory of land and assets including buildings and office equipment**  
(online system adopted, now covered in automated year end process)  
The inventory is checked by the internal control checkers.  
Delegated to internal control checkers and finance committee.
- 23/24 - 30**      **Confirmation of arrangements for insurance cover in respect of all insured risks (policy in force with three year rate agreement, due for renewal in July 2023)**  
The Town Clerk confirmed that the policy is in place for all insured risks and is due for renewal in July 2023. Currently insured with Hiscox. Renewal will go the finance committee for review.
- 23/24 - 31**      **Review of the Council's and / or staff subscriptions to other bodies**  
Deferred to a future meeting.
- 23/24 - 32**      **Review of the Council's complaints procedure**  
Deferred to a future meeting.
- 23/24 - 33**      **Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**  
Deferred to a future meeting.
- 23/24 - 34**      **Review of the Council's policy for dealing with the press / media**  
Deferred to a future meeting.
- 23/24 - 35**      **Review of the Council's employment policies and procedures**  
Overseen by the Staffing Committee.

There being no further business, the meeting closed at 7.45pm

Signature of Chairman upon approval of the minutes ..... 12<sup>th</sup> June 2023.