

MINUTES
of a meeting of the Full Council
held at the Tewkesbury Town Hall on 13th May 2024 at 6.00pm

Present: Cllrs P Jones (Chair), J Baddams, H Bowman, P Brookes, C Danter, M Dimond-Brown, A Hayes, K Moran, J Raywood, S Raywood, M Sztymiak.

In attendance: D Hill (Town Clerk), J King (Deputy Town Clerk) and two members of the public.

24/25 - 1 Election of the Town Mayor

It was RESOLVED that Cllr Jones be Town Mayor for the year 2024/25.
Proposed by Cllr J Raywood, seconded by Cllr S Raywood.

The new Mayor thanked Cllr Danter for her service over the last year.

24/25 - 2 Election of the Deputy Town Mayor

It was RESOLVED that Cllr Hayes be Deputy Town Mayor for the year 2024/25.
Proposed by Cllr Dimond Brown, seconded by Cllr Brookes.

24/25 - 3 To receive apologies for absence

Apologies received from Cllr Smith (work), Cllr Ash (health), Cllr Cody (work), Cllr Robertson (work), Cllr Langdon (work).

24/25 - 4 To receive declarations of interest

Cllrs Bowman, Dimond-Brown & Sztymiak – Tewkesbury Borough Councillors
Cllr Jones – Mayor’s stipend
Cllr Danter – Big Weekend grant application

24/25 - 5 To consider requests for dispensation

None received.

24/25 - 6 To receive written questions from members of the public

There were no written questions.

24/25 - 7 Public Participation

There was no public participation.

24/25 - 8 To note the Mayor’s Announcements

Mayor Making will take place on Monday 20th May at 6pm in the Watson Hall. All councillors are requested to attend and arrive by 5.30pm.

The Town Council has been awarded the ‘Quality Award’ by LCAS following the submission earlier in the year.

24/25 - 9 To approve the minutes of the meetings held on 11th March 2024

It was RESOLVED to approve the minutes of the meeting held on 11th March 2024.
Proposed by Cllr J Raywood, seconded by Cllr Brookes.

24/25 - 10 To note the following Committee Minutes – Buildings & Moorings – 5th March 2024, Planning – 7th & 28th February, 13th & 27th March 2024, Finance - 26th

February 2024, Environment & Amenities – 26th March 2024, Severn Ham – 13th March 2024.

The above minutes were noted and a duplicate entry was noted in the draft Buildings & Moorings minutes dated 5th March.

- 24/25 - 11 Matters arising from the minutes**
21/22-147 Cycle storage - locations are under consideration at present
23/24-66 Civic Pride / Our Town working group – terms of reference to return to Full Council – ongoing.
23/24-95 TBC archaeological collection. **Action:** Town Clerk to share the calculation with Councillors of the costs of storage for Tewkesbury Borough Council items whilst the museum contents have been in storage. The Town Clerk is not in a position to provide details on the ongoing storage costs for the museum.
23/24-117 Civility & Respect Training – Cllr Robertson & Town Clerk are trialling the online training. Login details have now been provided by GAPTC.
- 24/25 - 12 To receive the finance reports for February & March 2024 and earmarked reserves report**
The finance reports were run during the year end process and therefore do not accurately reflect the final position. These will go to the Finance Committee once finalised and then return to Full Council in June.

The identified issue with the High Street Heritage Action Zone grant income has been resolved, but will require a restatement to the 2022/23 figures.
- 24/25 - 13 To receive the payments report for February & March 2024**
The reports were received.
A question was asked regarding the TV licence for the Watson Hall. The Town Clerk replied that live events are sometimes now shown using the new projector.
- 24/25 - 14 To consider the writing off of bad debts at year end 2023/24**
Two items are for the same bad debt. Hall bookings were made in two names. This was a regular booking who had been up to date but fell behind in November / December. Councillors had concerns about writing off this level of debt and asked about previous precedents. It was felt that an example should be set.
Action: Town Clerk to bring back an action plan to Full Council.
- 24/25 - 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. The payment will be made to the Town Crier on a pro-rata basis, as a new appointment is expected this year.
Proposed by Cllr Danter, seconded by Cllr Brookes.
- 24/25 - 16 To note the conclusion of the External Audit for 2022/23**
The External Audit has been completed and the certificate is on the website under the financial pages. Full details are available in the last Finance Committee minutes.
- 24/25 - 17 To agree the committee membership and terms of reference for 2024/25**
It was RESOLVED that the Planning Committee will continue to meet on a fortnightly basis and be supported by office staff once a month.
Proposed by Cllr Haines, seconded by Cllr J Raywood.

It was RESOLVED to split the Buildings & Moorings Committee into two separate committees.

Proposed by Cllr Dimond-Brown, seconded by Cllr Bowman.

The Buildings Committee will meet as per the current schedule. The new Moorings Committee will meet during the day, dates and times to be agreed.

It was RESOLVED that the committee membership for 2024/ 2025 will be 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

Cllrs **C Danter**, P Jones, S Raywood, R Langdon, C Robertson, K Moran

Moorings

Cllrs **C Danter**, H Bowman, S Raywood, M Dimond-Brown

Severn Ham

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

Staffing

Cllrs **A Hayes**, J Raywood, C Robertson, M Sztymiak

Finance

Cllrs **P Jones**, C Danter, S Raywood, M Sztymiak, P Brookes, K Moran, J Raywood, A Hayes

Proposed by Cllr Sztymiak, seconded by Cllr Hayes.

The Town Council would like to express their condolences to the family of Malachy Cornwell-Kelly, former Clerk to the Commoners, who served on the Severn Ham Committee, who recently died.

It was RESOLVED to approve the changes to the terms of reference for the committees, as set out in the agenda pack subject to the change that the Planning Committee will bring the proposed spending of CIL income to Full Council rather than to the Finance Committee.

Proposed Cllr Bowman, seconded by Cllr Baddams.

24/25 - 18

To agree the internal control checkers for 2024/25

It was RESOLVED that the internal control checkers for 2024/25 will be Cllrs Brookes, Sztymiak & Moran.

Proposed by Cllr S Raywood, seconded by Cllr Danter.

24/25 - 19 To consider and agree grant applications from outside bodies
The budget for 24/25 is £8000. £450 has been allocated and there is £600 in EMR due to a grant having been returned.

Cllr Danter left the meeting.

It was RESOLVED to award £800 to Tewkesbury Big Weekend
Proposed by Cllr Sztymiak, seconded by Cllr Dimond-Brown.

Cllr Danter returned to the meeting.

It was RESOLVED to award £3000 to Tewkesbury Medieval Festival.
Proposed by Cllr Sztymiak, seconded by Cllr Moran.

It was RESOLVED to extend the meeting by 30 minutes.
Proposed by Cllr S Raywood, seconded by Cllr Brookes.

Cllr Moran left the meeting.

24/25 - 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)
None undertaken by Tewkesbury Town Council.

24/25 - 21 Review of representation on or work with external bodies and arrangements for reporting back
The list was updated.

24/25 - 22 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.

24/25 - 23 Confirmation of arrangements for insurance cover in respect of all insured risks (policy in force with three year rate agreement)
The Town Clerk confirmed that the policy is in place for all insured risks and the renewal will go to the Finance Committee for approval.

24/25 - 24 Review of the Council's and / or staff subscriptions to other bodies
The details were reviewed.

24/25 - 25 Review of the Council's complaints procedure
No changes recommended.

24/25 - 26 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
No changes recommended.

24/25 - 27 Review of the Council's policy for dealing with the press / media
No changes recommended.

24/25 - 28 Review of the Council's employment policies and procedures
Overseen by the Staffing Committee.

24/25 - 29

To approve the payments list

It was RESOLVED to approve the payments list totalling £44,933.81.
Proposed by Cllr J Raywood, seconded by Cllr Bowman.

A Councillor asked if there was a sustainability procurement policy. The Town Clerk responded that there is no policy, but the Council does consider sustainability issues when purchasing. **Action:** Sustainability procurement policy to be considered.

24/25 - 30

Correspondence

There was no correspondence.

24/25 - 31

To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1.ss2

It was RESOLVED that the public and press be excluded.
Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

24/25 - 32

To consider any nominations that the Town Council may wish to make for nationwide awards

The Council approved their first nomination and will submit the details.

There being no further business, the meeting closed at 8.30pm.

Signature of Chairman upon approval of the minutes 10th June 2024