

**MINUTES**  
**of a meeting of the Full Council**  
**held at Tewkesbury Town Hall on 16<sup>th</sup> June 2025 at 6.00pm**

**Present:** Cllrs A Hayes (Chair), E Ash, R Bartlett, H Bowman, P Brookes, C Danter, J Jones, K Moran, J Raywood, S Raywood, C Robertson, V Smith.

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

**25/26 - 33 To receive apologies for absence**  
Apologies were received from Cllr Cody (personal), Cllr Sztymiak (work), Cllr P Jones (personal) & Cllr Gurney (health).

**25/26 - 34 To receive declarations of interest**  
Cllr Bowman – Tewkesbury Borough Councillor  
Cllr Smith – Gloucestershire County Councillor

**25/26 - 35 To consider requests for dispensation**  
None received.

**25/26 - 36 To receive written questions from members of the public**  
There were no written questions.

**25/26 - 37 Public Participation**  
A member of the public raised questions about the new VAS signs for Tewkesbury, particularly regarding installation delays, VAS sign on Lincoln Green Lane, the location and adjustability of VAS signs and the funding, maintenance and repair of VAS signs. **Action:** Cllr Smith will raise with GCC.

The second question was what are swap boxes and where are they and why are they not yet in Stonehills as minuted. The Stonehills swap box is being constructed, but Cllr Cody is agreeing final location. They are used to recycle small objects no longer wanted and are currently in Prior's Park, Mitton and at the Town Hall. The next one will be going in in Newtown.

**25/26 - 38 To note the Mayor's Announcements**  
River blessing is taking place on Sunday 22<sup>nd</sup> June, all Cllrs are welcome to attend. Advanced warning of the Mayor's Charity event on 18<sup>th</sup> October at the Watson Hall. Tewkesbury Live (25<sup>th</sup> – 27<sup>th</sup> July) and the Medieval Festival (12<sup>th</sup> & 13<sup>th</sup> July) would welcome volunteers. Please contact the office for more details if interested. The Mayor's blog is on the Town Council website and Facebook page.

**25/26 - 39 To approve the minutes of the meetings held on 12<sup>th</sup> May 2025**  
It was RESOLVED to approve the minutes of the meeting held on 12<sup>th</sup> May 2025. Proposed by Cllr Brookes, seconded by Cllr J Raywood.

**25/26 - 40 To note the following Committee Minutes – Planning – 2<sup>nd</sup>, 16<sup>th</sup> & 30<sup>th</sup> April 2025, Finance – 28<sup>th</sup> April 2025, Buildings – 22<sup>nd</sup> April 2025**  
The above minutes were noted.

- 25/26 - 41      Matters arising from the minutes**  
**21/22-147 Cycle storage** – installed - complete  
**24/25-81 Payments reports** – Smart meter installation is currently not possible at the Town Hall – complete.  
**24/25-106 School Contact** - Principal at Tewkesbury School is keen to get involved with the Town Council. Now with members of staff who run the Pupil Parliament. Ongoing.  
**24/25-126 Devolution** – Town Clerk attended the meeting of larger Town Councils in May. It became clear that around the County each principal authority is approaching this differently, and as a larger council's group there is a desire for a more uniformed approach. Concerns are being raised about GAPTC being the representative for all Parish & Town Councils and their ability to represent the larger parishes in these discussions. Next meeting is being held this week. Some larger Councils are forming Advisory Groups (made up of Councillors), and the Town Clerk feels this would be a good way forward – proposed terms of reference to follow.
- 25/26-16 Terms of Reference**  
 There is a typographical error on Moorings committee – complete.  
 To consider moving Staffing committee time - ongoing.  
 Future Full Council agenda item – to consider the day to day running of the Riverside Walk and which committee should look after this – ongoing.  
 Moorings committee to draft improved terms of reference and return this to Full Council for approval - ongoing.  
 Planning committee to draft improved terms of reference, particularly regarding big planning applications where it is not possible to refer them to Full Council for opinions, due to the timings of meetings. Draft to return to Full Council for approval - ongoing.  
 CIL spending proposals – ongoing.
- 25/26 - 42      To receive the summary finance report to 30<sup>th</sup> April 2025 and earmarked reserves**  
 The finance reports were received. This is the month one report. Income is off to a good start and the first half precept has been received.
- 25/26 - 43      To receive the payments reports for April 2025**  
 The reports were received.
- 25/26 - 44      To receive the financial reports and bank reconciliations of the Town Council for the year ending 31<sup>st</sup> March 2025**  
 The reports were received. General reserves are up by approximately £11,000. Earmarked reserves show net movements but could include several transactions. Earmarked reserves are down by £20,000 compared to 31<sup>st</sup> March 2024, but in practice are up as a large proportion of earmarked reserves at 31<sup>st</sup> March 2024 related to 64 Barton Street. Mayor's Charity Account has been closed and the balance is now held within main account under separate cost code.
- 25/26 - 45      To approve the Balance Sheet and receive the Income & Expenditure Account for the year ending 31<sup>st</sup> March 2025**  
 It was RESOLVED to approve the balance sheet for the year ending 31<sup>st</sup> March 2025. Proposed by Cllr Danter, seconded by Cllr J Raywood.

**25/26 - 46**

**To consider and approve the Annual Governance Statement 2024-25**

Recommendations for assertions from the RFO for each section of AGAR 2024-25.

1. Yes
2. Yes
3. Yes – the Council has General Power of Competence
4. Yes
5. Yes
6. Yes
7. Yes – the Mayor's Charity account now closed
8. Yes
9. No – there is an ongoing issue with the Watson Hall and RFO will give an update to external auditor

It was RESOLVED to approve the Annual Governance Statement 2024-25.

Proposed by Cllr Bowman, seconded by Cllr Robertson.

**25/26 - 47**

**To consider and approve the Accounting Statements 2024-25**

The issue continues with part of the Watson Hall being in trust. Therefore, the answer to 11b will be No.

It was RESOLVED to approve the Accounting Statements 2024-25.

Proposed by Cllr J Raywood, seconded by Cllr Bartlett.

**25/26 - 48**

**To review and agree the retained contractors list**

Only changes are the removal of GK Engineering Ltd & Security One from the retained contractors list.

It was RESOLVED to approve the updated retained contractors list.

Proposed by Cllr Brookes, seconded by Cllr Moran.

**25/26 - 49**

**To consider a motion from Cllr Sztymiak that Tewkesbury Town Council supports Tewkesbury Civic Society's petition to Tewkesbury Borough Council regarding bin blight**

It was RESOLVED to support Tewkesbury Civic Society's petition to Tewkesbury Borough Council regarding bin blight.

Proposed by Cllr Ash, seconded by Cllr Smith.

**Action:** Letter to be sent to Tewkesbury Borough Council stating the Council's support for the petition and requesting that action is taken on the points raised. Letter to also be copied to Gloucestershire County Council. Concern is that this issue will get lost in the reorganisation to Unitary Authority.

Cllr Bowman abstained regarding this item.

**25/26 - 50**

**To consider and agree to support the 20's plenty campaign**

Cllrs discussed the data, the issue with only one year of data being available and the ONS recommendation that trends should only be taken over three years of data.

Concerns also raised regarding areas in Wales where the speed limit is now being returned to 30mph, incurring costs of £15,000 each time for a new TRO.

It was acknowledged that 20mph is better for cyclists, but in areas where it has been introduced, road rage incidents increase. Needs to be combined with speed calming measures, signs on their own are insufficient.

It was RESOLVED to invite 20s plenty group to meet with Cllr Smith and Highways department to discuss further. **Action:** Cllr Smith to facilitate.

Proposed by Cllr Smith, seconded by Cllr Danter.

**25/26 - 51**

**To consider and agree grant applications from outside bodies**

Budget for 25/26 is £9000, to date £4630 has been allocated (including to Tewkesbury Big Weekend and Medieval Festival). £4670 remaining for this year. Tewkesbury in Bloom requested £2,500. Accounts imply that the grant money given last year was not spent, however it may be that due to the committee change, spending did not happen as usual. The council requested more clarity regarding the financial position, however they also noted that there was a time pressure as the next Full Council meeting is in September.

It was RESOLVED to immediately award £500 to Tewkesbury in Bloom, with a view to providing the additional £2000 once additional financial information is provided. Authority is delegated to the Finance Committee to approve up to this amount. Proposed by Cllr S Raywood, seconded by Cllr Brookes.

**25/26 - 52**

**To note the reports from Tewkesbury Borough Council and Gloucestershire County Council**

The reports were noted.

Cllr Smith left the meeting.

The Tewkesbury Borough Council report covered the questions asked by Cllr Sztymiak regarding Healings Mill at the TBC meeting in March. Concerns are that the Mill has now been closed for 20 years and there is little progress. Cllr J Raywood and Tewkesbury Civic Society met with TBC officers and the architects last week, report is available in the Planning Committee minutes of 11<sup>th</sup> June 2025. The Planning Committee has introduced a standing item regarding Healings Mill and the TBC officers have agreed to provide these regular updates.

Cllrs discussed the Planning Committee meeting at TBC on 17<sup>th</sup> June regarding the windows at the Maltings. The TBC portal was not working when the Town Council objected, so it was not logged correctly on their system. Officers have been advised, and Cllr J Raywood has also written to every member of the committee to advise them of the Town Council's objection.

**25/26 - 53**

**Correspondence**

There was no correspondence.

There being no further business, the meeting closed at 7.21pm.

Signature of Chairman upon approval of the minutes ..... 8<sup>th</sup> September 2025