

MINUTES
of a meeting of the Full Council
held at Tewkesbury Town Hall on 8th September 2025 at 6.00pm

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

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

25/26 - 54 To receive apologies for absence

Apologies were received from Cllr Cody (personal), Cllr J Jones (health), Cllr Robertson (health) & Cllr Gurney (health).

25/26 - 55 To receive declarations of interest

Cllrs Bowman & Sztymiak – Tewkesbury Borough Councillors
Cllr Smith – Gloucestershire County Councillor
Discussions re: Junction 9a – Cllr S Raywood
Coddington portrait signage - Cllr Ash

25/26 - 56 To consider requests for dispensation

None received.

25/26 - 57 To receive written questions from members of the public

A member of the public raised concerns about the Vehicle Activated Signs not yet being connected to the electricity supply. Referred to GCC again for update. Cllr Smith continues to chase, an issue with the electrical contractor has been mentioned as the reason for the delay.

25/26 - 58 Public Participation

A member of the public raised two queries. The first asked about why the internal audit made no mention of Windows 10 obsolescence and whether it is thorough enough. The second question referenced the VAS installation not being completed and encouraged the public to attend GCC meetings to question why expensive projects were not being completed.

25/26 - 59 To note the Mayor's Announcements

Monday 15th September is the 85th anniversary of the Battle of Britain. Service at the Methodist Church, Cllrs will depart at 10.30am from the Town Hall.
18th October – Mayor's Charity Concert at the Watson Hall.
Museum of the Moon at the Abbey – 16th October to 4th November.

25/26 - 60 To approve the minutes of the meetings held on 16th June 2025.

It was RESOLVED to approve the minutes of the meeting held on 16th June 2025.
Proposed by Cllr P Jones, seconded by Cllr Danter.

25/26 - 61 To note the following Committee Minutes – Planning – 14th & 28th May, 11th & 25th June, 9th & 23rd July 2025, Severn Ham – 21st May 2025, Buildings – 27th May & 15th July 2025, Finance – 9th June & 26th June 2025, Staffing – 18th June 2025, Moorings – 24th June 2025, Environment & Amenities – 22nd July 2025

The above minutes were noted.

- 25/26 - 62** **Matters arising from the minutes**
24/25-106 School Contact – Waiting for further contact from Tewkesbury School. Ongoing.
24/25-126 Devolution – Meeting for Councillors being held at Tewkesbury Borough Council on 17th September 2025 - ongoing.
25/26-16 Terms of Reference
 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. The Town Council currently maintains the public realm, street furniture and the wall. Possible extended responsibility to be considered as part of local government reorganisation as appropriate – complete.
 Planning committee to draft improved terms of reference - draft to return to Full Council for approval - ongoing.
25/26-37 VAS - A member of the public raised questions about the new VAS signs for Tewkesbury, particularly regarding installation delays. Cllr Smith has raised with GCC – no update.
25/26-49 That Tewkesbury Town Council supports Tewkesbury Civic Society's petition to Tewkesbury Borough Council regarding bin blight
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 – complete.
25/26-50 To consider and agree to support the 20's plenty campaign
 On agenda to consider Community 20 nominations – new initiative from GCC.
- 25/26 - 63** **To note the proposed merger of the Grove Almshouse and the Tewkesbury Almshouse Trust**
 A Cllr asked about the criteria for eligibility. Being local, age and income are the criteria and it is hoped by merging the trusts and putting the assets together, that it will be possible to widen the beneficiaries of the charities.
 Mayor is currently ex-officio of the Grove Almshouse Trust. Proposal is that this position would continue within Tewkesbury Almshouse Trust and the position could be delegated to another Councillor if the Mayor was unable to sit in the position. This would enable a Councillor to be involved for more than one year and build a stronger relationship with the Trust.
 Trustees for both trusts have done their due diligence and are happy to proceed.
- 25/26 - 64** **To receive the summary finance report to 30th July 2025 and earmarked reserves**
 The finance reports were received.
 The Town Clerk advised that the second part of the precept is expected later this month and that the monthly interest payments have increased following the transfer of more money to the notice account.
- 25/26 - 65** **To receive the payments reports for May, June & July 2025**
 The reports were received. Page 4 of the report, payment to GES for £6088 is for multiple invoices for works at the Watson Hall.
 Query: Christmas lights power stated at £1115.69, but finance reports showed £947. Town Clerk stated that this is likely to VAT on payments then being reclaimed.
Action: Town Clerk to check.

- 25/26 - 66 To note the Q1 bank reconciliations 2025/26**
The reports were noted. All have been approved at Finance Committee meeting.
- 25/26 - 67 To receive an update on bad debtors**
One item of bad debt, relating to bookings for the Corn Exchange. A payment plan had been put in place but has been paid off as a lump sum of £1,244.40.
- 25/26 - 68 To note the findings on the internal audit report**
The findings were noted. There were three items raised.
1. Recommendation that footers be added to all policies – will add as and when policies are reviewed.
 2. Review of code of conduct – reviewed in May 2025
 3. Risk management policy – reviewed at Finance Committee meeting on 1st September and uploaded to the website.
- 25/26 - 69 To agree the signage to accompany the Coddington portrait in the Council Chamber**
Cllr Ash left the meeting.
- Cllr Sztymiak thanked Cllr Ash for the work that she has done on this, it is evidence not endorsement and it is important to acknowledge it.
- It was RESOLVED to agree the signage.
Proposed by Cllr Moran, seconded by Cllr Smith.
- Cllr Ash rejoined the meeting.
- Ongoing work is taking place to look at all of the other paintings within the Council chamber. A Councillor asked if a modern slavery policy was required.
Action: Refer to staffing committee.
- 25/26 - 70 To review Standing Orders**
There were no changes to the Standing Orders.
- 25/26 - 71 To review and agree the updated Grant Policy**
It was RESOLVED to agree the updated Grant Policy.
Proposed by Cllr P Jones, seconded by Cllr Bartlett.
- 25/26 - 72 To review and agree the updated Complaints Policy**
To add in the process for dealing with vexatious complaints.
It was RESOLVED to agree the updated Complaints Policy.
Proposed by Cllr Bartlett, seconded by Cllr J Raywood.
- 25/26 - 73 To consider and agree the process for the spending of CIL funding as proposed by the Planning Committee**
It was RESOLVED to agree the process.
Proposed by Cllr Bowman, seconded by Cllr P Jones.
- 25/26 - 74 To review and agree the updated Moorings terms of reference**
It was RESOLVED to agree the terms of reference.
Proposed by Cllr Danter, seconded by Cllr Bowman.

- 25/26 - 75** **To agree the 20s plenty priority areas in Tewkesbury Town for recommendation to GCC**
Cllrs proposed an amendment based on the updated information received from Gloucestershire County Council.
It was RESOLVED that Tewkesbury Town Council wishes to be included in the Communities 20 on some roads and to advise that there are other higher speed roads that would benefit from a reduction.
Proposed by Cllr Brookes, seconded by Cllr Smith.
- 25/26 - 76** **To agree a letter of support for Junction 9a to be sent to Cameron Thomas MP**
Councillors discussed the various options and drawbacks around an improved Junction 9 – in whatever format that may take, primarily more house building on flood plains. Councillors agreed that the letter required amendments to fully reflect the views of the whole council.
Action: Cllr Ash, together with Councillors Smith, J Raywood and Sztymiak agreed to pull together all the views in an amended letter which will be circulated to all Councillors for feedback and then formally go to Full Council for approval in November. The letter needs to be submitted by the year end.
It was noted that Councillors could meet before a planning meeting if required on either 24th September or 15th October.
- 25/26 - 77** **To agree a motion from Cllr Smith that ‘Tewkesbury Town Council writes to both Tewkesbury Borough Council and Gloucestershire County Council to ask that they work together to initiate a rolling programme of grass cutting and weed control, until the formation of the Unitary Authority to keep the Town looking its best’**
Cllr Smith thanked Cllr Sztymiak for helping to resolve the issue for this year at Tewkesbury Borough Council. The Borough Council has started to cut the grass again for the remainder of this year. However, there still needs to be a plan through to unitary authorities coming into play and it was felt that a letter should still be sent.
It was RESOLVED to send the letter as proposed above.
Proposed by Cllr Smith, seconded by Cllr Brookes.
- 25/26 - 78** **To agree that Tewkesbury Town Council is open to adopting amenities and activities (for example grass cutting, managing car parks and running Tourist Information) from Tewkesbury Borough Council as part of the Unitary reorganisation, where it is financially viable, or in the interests of the town, for them to do so. The Town Council are open to discussions with both GCC and TBC about what this looks like and would welcome a channel through which to gather the detailed financial information that will be required to make an informed decision. The Town Council would also welcome detailed discussions with GCC about their vision for Tewkesbury and the services and amenities that they believe would be better located with the Town Council as part of the Unitary reorganisation.**
It was RESOLVED to adopt the above as a statement of the Town Council’s intentions.
Proposed by Cllr Danter, seconded by Cllr Smith.
- A working group / advisory group for Councillors will be set up once there is more information available on which to base decisions.
- 25/26 - 79** **To consider and agree grant applications from outside bodies**
Current budget remaining £1,120 remaining for this financial year.

It was RESOLVED to award SARA a grant of £720.50.
Proposed by Cllr J Raywood, seconded by Cllr Sztymiak.

It was requested that we invite them to present at the next parish meeting and enable them to educate the public more about their work.

25/26 - 80 To note the reports from Tewkesbury Borough Council and Gloucestershire County Council

The report from TBC was noted. GCC report to be circulated after the meeting.

25/26 - 81 Correspondence

There was no correspondence.

There being no further business, the meeting closed at 7.50pm.

Signature of Chairman upon approval of the minutes 10th November 2025

DRAFT