

# Minutes of Brockworth Parish Council Meeting

held in Brockworth Community Centre, on **Wednesday 8<sup>TH</sup> January 2020 at 19:00**

1.	<b>Attendance recorded</b> as Councillors' D Harwood (Chair), L Gerrard, , C Evans, R Hatton, J Mills, G Evans, S McNeil, C Carter W Stevens C Parry, P Kotwica, T Poulton and 2 members of the public
2.	<b>APOLOGIES</b> received from Councillors N John, S Stevens, Summer Stevens and absence of Cllr A Georgiou, were recorded and authorised where appropriate
3.	<b>DECLARATIONS OF INTEREST</b> were invited for matters on the agenda
4.	<b>Council approved applications for dispensation for allotment matters from Councillor Poulton and Councillor McNeil</b>
5.	<b>Public session</b> at the discretion of the Chair of the meeting – Chairman of residents Association of Cotswold Chase
6.	<b>Borough Councillors reports</b> were presented to the Council (on matters relating to the Parish) CIL 15% of £104 per house where more than one house has been given planning permission since 2019.
7.	<b>Draft Minutes</b> of the meeting held on 4 <sup>th</sup> December 2019 were approved and signed
8.	<b>Matters brought forward</b> from previous meeting <ul style="list-style-type: none"> <li>• Remuneration Panel update- Councillor Harwood and Councillor Gerrard- cfwd</li> <li>• Council considered ethos for café and lobby area- agreed shabby chic as interim measure, same style chairs and tablecloths and flowers</li> </ul>
9.	<b>Draft minutes from Committees</b> were noted and received verbal report from Chairs of Committees <ul style="list-style-type: none"> <li>• Community Committee</li> <li>• Planning, Highways and Environment – Council noted that PHE Committee have delegated to Cllr C Evans the liaison role with GCC regarding the proposed new Special Needs School Clerks noted Neighbourhood planning meeting to be arranged</li> <li>• Buildings and Grounds</li> </ul>
10.	<b>Financial reports</b> were agreed – see supporting papers <ul style="list-style-type: none"> <li>• Bank Reconciliation as at 30<sup>th</sup> November 2019- Future Finance committee agenda</li> <li>• Payments made since last meeting</li> <li>• Trial balance as at 18<sup>th</sup> December 2019</li> <li>• Report of Reserves as at 18<sup>th</sup> December 2019 cfwd to next meeting</li> <li>• Cost Centre budget against actual as at 18<sup>th</sup> December 2019 cfwd to next meeting</li> <li>• Payments approved</li> </ul>
11.	<b>Action plan update noted– Targets 2019/20</b> <ul style="list-style-type: none"> <li>• <b>Buildings and Grounds Committee-</b> Café improvements- pending Council decision on ethos. Downstairs Office move- in progress- Councillors Resources Room , freezer move into Councillors Resources room Agree s106 potential projects – leisure /sport</li> <li>• <b>Planning, Highways and Environment Committee</b> Agree policy on “green agenda” – agreed policy statements on new roads Agree policy on “garden grabbing” - completed</li> <li>• <b>HR Committee-</b> Staff restructuring in progress</li> <li>• <b>Finance Committee-</b> Review of Contracts in progress Additional internal audit completed- report on agenda</li> <li>• <b>Community Committee</b></li> </ul>

	<p>Community Events- programme of 4 events has been started with a Working Party led by Councillor Gerrard</p> <p>Newsletter relaunch – issue 1 has been completed</p> <p>31<sup>st</sup> Jan deadline for next issue</p>
12.	<p><b>Action plan targets 2020/21 as agreed by Committees- update noted</b></p> <ul style="list-style-type: none"> <li>• <b>Buildings and Grounds Committee</b> Security of public open spaces Burial ground improvements (s106)</li> <li>• <b>Planning, Highways and Environment Committee</b> Neighbourhood Plan – preliminary work in progress- Working Party to be formed led by Councillor C Evans Speeding restrictions project- budget provision included – Working party to be formed led by Councillor Carter</li> <li>• <b>Community Committee</b> Scarecrow event – preliminary work in progress – Working Party led by Councillor Gerrard</li> <li>• <b>HR Committee</b> – to complete staff restructuring</li> <li>• <b>Finance Committee</b> – to continue to improve Value for Money review/policy agreed to look at policies etc under “Governance”</li> </ul>
13.	Council <b>decision data base</b> schedule to 20/12/19 -cfwd to next meeting
14.	Council considered <b>Interim Internal Audit</b> report for the year 2019/20 carried out 23 <sup>rd</sup> to 27 <sup>th</sup> September 2019 and agreed to action points raised and delegated to Cllr Gerrard and Cllr Mills and Clerks to review and to bring actions to February meeting.
15.	Council agreed the process for <b>replacement youth provision</b> for the Youth Centre and considered the documents to invite youth provision tenders for the period April 2020 to March 2021 and agreed to create a working party to shortlist and interview the prospective candidates with a view to recommend to Full Council for approval at 4 <sup>th</sup> March – Working Party -Cllr G Evans, Cllr Sara Stevens, Cllr P Kotwica, Cllr C Carter, Cllr Poulton.
16.	<p>Council considered report on <b>website options</b> plus other software as requested at previous meeting and a proposal to proceed with Avalon at costs of £1045 yr 1 and £570 yr 2 - seconded was discussed but did not achieve a majority in support so motion fell.</p> <p>a) App /website – App-Office and website £475 and £967 – proposed and seconded and agreed. Delegated to business Clerk.</p> <p>b) booking software – to be discussed in the future</p> <p>c) integrated Accounting, Cemetery, Asset management software- to be discussed in the future</p>
17.	Council agreed it wishes to <b> earmark</b> £57 “Save a life-donations”
18.	Council agreed it wishes to <b> earmark</b> £11.90 “Vicarage Flats fire monies
19.	Council considered it wishes to nominate Cllr C Parry to GAPTC to attend <b>Buckingham Palace Garden Party</b>
20.	Council agreed it wishes to attend a <b>Service Village Forum Meeting (GRCC)</b>
21.	Council noted report on November <b>Gloucestershire Airport Consultative Committee</b> meeting – Councillor McNeill
22.	Chair advised that due to confidential and sensitive information, the exclusion of press and public understanding order 10A was necessary for the Council to discuss and noted <b>draft minutes from HR Committee</b> and other <b>staffing matters</b> update. Council confirmed that the Chair of Committee was authorised to offer the role of Community Administrator based on the recommendations of the interview panel.
23.	Any other business for future agenda items. Council to approve transfer from youth reserve the sum necessary for youth tender process to be completed
24.	<p>Date of next meeting – February 5th 2020 at 7pm</p> <p>Meeting closed at 20.41pm</p>