

19<sup>th</sup> May 2020

## DURSLEY TOWN COUNCIL

MINUTES of the PROCEEDINGS at the 'virtual' MEETING of the COUNCIL held online via the 'Zoom' platform at 7pm on Tuesday 19<sup>th</sup> May 2020.

### Action Summary:

- |         |   |         |  |
|---------|---|---------|--|
| 10389.2 | The Town Clerk to submit the Annual Return to the External Auditor  | 10392.2 | To award The Door Youth Project £4,500 |
| 10397.2 | To appoint Wotton Tree Consultancy to carry out visual tree survey. |         |  |

### PRESENT

Cllr N Grecian (Mayor)

Councillors: M Woodward (Deputy Mayor), P Hayes, A Stennett, M Stennett, A Sheffield, S Ackroyd, J. Ball, J Smee, J Rubin, L Patrick, W Thomas, S Creswick and J Burdge.

Also present: John Kay, Town Clerk and Leah Wellings, Deputy Town Clerk.

### TO RECEIVE APOLOGIES FOR ABSENCE 10384

Apologies for absence were received at the end of the meeting from Councillor A Whitwell (personal).

### MEMBERS' DECLARATIONS OF INTEREST 10385

There were no interests declared.

### RECENT RESIGNATIONS 10386

The recent resignations of Cllrs D Thirlwell and K Reynolds were noted, both had decided not to stand at the May elections which were subsequently postponed until 2021.

### REPRESENTATIONS FROM THE PUBLIC 10387

There were no representations from the public.

### MINUTES 10388

The Minutes of the Meeting of the Council held on 3<sup>rd</sup> March 2020 were signed by the Mayor.

### BUSINESS RELATING TO COUNCIL FINANCE 10389

10389.1 Council's accounts for the year ending 31<sup>st</sup> March 2020:

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- (i) **IT WAS RESOLVED** that the schedule of payments made to 31<sup>st</sup> March 2020 be authorised and signed by the Mayor.
- (ii) **IT WAS RESOLVED** that the bank reconciliation at 31<sup>st</sup> March 2020 be authorised and signed by the Mayor.

It was noted that petty cash had not been itemised separately on the reconciliation, the issues around this and recording on the Scribe system for reporting had been discussed at the Policy and Finance Committee and was being looked at. The Town Clerk had provided a petty cash reconciliation Feb to April 2020 under minute item 10389.3.

- (iii) The income received until 31<sup>st</sup> March 2020 since the last Council meeting was noted.
- (iv) The management/budget report at 31<sup>st</sup> March 2020 was noted.
- v) The Earmarked Reserves at 31<sup>st</sup> March 2020 were noted.
- vi) The Asset Register at 31<sup>st</sup> March 2020 was noted.

10389.2 Annual Return 2019 / 2020:

- (i) The Income and Expenditure account for 2019/20 was noted.

The Chair of the Policy and Finance Committee thanked the Town Clerk for the work undertaken on Scribe to produce a full pack of financial reports, meeting the Council obligations; Council were informed that the Internal Audit Report had been received and was positive, it would be discussed at the next Policy and Finance Committee.

- (ii) **IT WAS RESOLVED** for the Mayor and Town Clerk to complete and sign Section 1 of the Annual Return - Annual Governance Statement.
- (iii) **IT WAS RESOLVED** to approve the figures in Section 2 and for the Mayor to sign Section 2 of the Annual Return – Accounting Statement.
- (iv) It was noted that the Public Inspection Period for the accounts would run from Monday 15<sup>th</sup> June to Friday 24<sup>th</sup> July 2020.

10389.3 Council Accounts for the year ending 31<sup>st</sup> March 2021

- (i) **IT WAS RESOLVED** that the schedule of payments made since 1<sup>st</sup> April 2020 be authorised and signed by the Mayor.
- (ii) **IT WAS RESOLVED** that the Bank Reconciliation at 7<sup>th</sup> May 2020 be authorised and signed by the Mayor.

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- (iii) The Income received since the last Council meeting was noted. It was anticipated that income from the hire of the War Memorial Recreation Ground would be adversely impacted by Covid 19. It was noted that Stroud District Council had paid £10,000 to the Council in error.
- (iv) The Management/Budget Report and Petty Cash Reconciliation was noted. The Clerk reported that the Lloyds Bank branch had been closed to banking for several weeks at the start of the Covid 19 pandemic.

TOWN IMPROVEMENTS AND AMENITIES 10390

10390.1 Report of the Chair of the Town Improvements and Amenities Committee

The Chair had nothing to report.

PLANNING 10391

10391.1 To receive the Minutes of the Emergency Planning Panel Meeting held on the 17<sup>th</sup> March 2020 and the Planning Committee Meeting held on the 21<sup>st</sup> April 2020.

**IT WAS RESOLVED** to adopt the Minutes of both meetings.

10391.2 Report of the Chair of the Planning Committee

The Chair had nothing to report.

POLICY AND FINANCE 10392

10392.1 Report of the Chair of the Policy and Finance Committee

On behalf of Council, the Chair thanked the Town Clerk for all the hard work that was undertaken to complete and produce the financial information for the End of Year and Annual Return.

10392.2 To consider the funding request from The Door Youth Project

In considering the request for funding, it was noted that youth sessions at Vibe had stopped due to the Covid 19 pandemic; the current contract with The Door to provide youth sessions at Vibe did not include payment for sessions not delivered; during the pandemic the Door had furloughed some staff but were continuing to work closely with Rednock and the PCSO's to provide support to young people in Dursley via a youth worker; The Door was facing significant difficulties in extraordinary circumstances.

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Councillor Patrick proposed that the Council pay the full amount for the quarter that would have been payable to the Door should youth sessions had continued (approx. £9,000). An amendment to this proposal was made by Councillor Stennett, that the Council pay half of this amount (approx. £4,500) to the Door with the option of approaching the Council in the future to discuss funding needs should difficulties continue. Councillor Patrick accepted the amendment to the original proposal.

**IT WAS RESOLVED** to pay The Door half of the full amount for the quarter that would have been payable should youth sessions had continued (approx. £4,500) with the option of approaching the Council in the future to discuss funding needs should difficulties continue.

10392.3 To note that the Council's Insurance Contract had been extended by one year with Zurich Municipal

It was noted that the Council's current insurance contract with Zurich Municipal had been extended by one year.

The Town Clerk reported that Council had reached the end of a 3 year agreement with Zurich and had been in the process of reviewing this and seeking quotations for a new agreement when the Covid 19 pandemic struck; due to the difficulties proceeding with the work it was agreed, in consultation with the Mayor, Deputy Mayor and Chair of Policy and Finance Committee, to extend the existing contract and complete the procurement exercise in 2021.

10392.4 To note that the Council's energy contracts had been extended for a period of 36 months

It was noted that the Council's energy contracts for Jacob's house, Cemetery toilet and Pavilion had been extended for a period of 36 months on the recommendation of the Council's energy broker.

The Town Clerk reported that, similarly with the insurance contract (minute item 10392.3), it had been difficult to proceed with review work during Covid 19 so it was agreed, in consultation with the Mayor, Deputy Mayor and Chair of Policy and Finance Committee, to extend the contract on the advice of the Council's energy broker.

10392.5 To receive an update on the hiring of The Vibe Youth Centre and to consider hires from September 2020 onwards.

The Town Clerk gave an update on the hiring of the Vibe Youth Centre, which was currently closed due to the Covid 19 pandemic.

It was reported that CMAS had been using the centre Monday to Friday, during the day, to school and support children with challenging behaviour. There had been ongoing issues relating to the hire e.g. damage and incidents related to behaviour and although resolutions were sought, problems with the hire

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continued to escalate and to adversely impact other facility users and youth sessions. The Trustees of the youth centre had reached the difficult decision not to renew the CMAS hire should it be sought for the new academic year.

**IT WAS RESOLVED** to support the Trustees with their decision regarding the CMAS hire and not to renew the hire agreement for the new academic year.

BUSINESS RELATING TO STAFF

10393

Report by the Chair of the Staff Committee

The Chair had nothing to report but handed over to the Town Clerk to give an update on staff working arrangements.

The Clerk reported that the Council office had been open throughout the Covid 19 pandemic assisting GL11 volunteers with the community response; the office continues to be a volunteer collection point and staff had overseen the collection of postcards and ID badges, a new postcard would be issued from Thursday; staff were social distancing in the office and working from home on a rota based system; Zoom was being used for team meetings and Council work was continuing; 1 member of staff was working from home full time and another was shielding for 12 weeks on advice until mid-June.

CLERK'S REPORT

10394

There was no Clerk's report.

INSPECTIONS

10395

It was noted that all inspections had been suspended due to the Covid 19 pandemic.

GREEN SPACES

10396

Report of the Chair of the Green Spaces Committee

The Chair reported that playgrounds are under restrictions due to Covid 19; the Tennis Courts had been reopened following the latest Government advice and its use was continuing to be monitored as it is not being locked up; the BMX track is currently shut but there had been reports of people using it, it would continue to be closed but the Green Spaces Committee would discuss the issue at its meeting on 26<sup>th</sup> May 2020.

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BUSINESS DEALT WITH IN COMMITTEE

10397

10397.1 To resolve to exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business

**IT WAS RESOLVED** to exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business.

10397.2 To consider the quotations for tree works.

Members considered a report and four quotations for the Council's Visual Tree Survey work.

**IT WAS RESOLVED** to accept the quotation from Wotton Tree Consultancy (WTC) at a cost of £1,050.

The meeting closed at 7:55pm.

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Town Mayor

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Date