

MINUTES OF A MEETING OF WINCHCOMBE TOWN COUNCIL HELD AT ABBEY FIELDS COMMUNITY CENTRE, BACK LANE, WINCHCOMBE AT 7.30 PM ON WEDNESDAY 1 MAY 2024.

PRESENT: Mr J Mason (Chair)	Mrs G Madle	Ms S Sturgeon
Mr D Chandler	Mr O Madle	Mr R Wakeford
Mrs H Clarke	Mr S Maughan	The Clerk
Mr D Gray	Mr W Marlow	Deputy Clerk
Mrs V Dean	Mr R Parker	

TO RECEIVE NOMINATIONS AND APPOINT A NEW CHAIR OF FULL COUNCIL.

The Clerk invited nominations, one nomination received from Cllr R Parker for Cllr J Mason to be elected as Chair, seconded Cllr S Sturgeon, carried unanimously.

PUBLIC PARTICIPATION PRIOR TO MEETING COMMENCING. None.

1. TO RECEIVE NOMINATIONS AND APPOINT A NEW VICE CHAIR OF FULL COUNCIL.

The Chair invited nominations, one nomination received from Cllr R Parker for Cllr S Sturgeon to be elected as Vice Chair, seconded Cllr V Dean, carried unanimously.

2. TO NOTE APOLOGIES. Cllr M Lennard.

3. DECLARATIONS OF INTEREST. None.

4. TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS:

- a) PLANNING COMMITTEE MEETINGS HELD ON 3 AND 17 APRIL 2024.
Proposed Cllr R Wakeford, seconded Cllr S Sturgeon, carried unanimously.
- b) COUNCIL MEETING HELD ON 3 APRIL 2024.
Proposed Cllr S Sturgeon, seconded Cllr D Chandler, carried unanimously.

5. TO RECEIVE MATTERS ARISING FROM PREVIOUS MEETING.

Police Councillor Advocacy Scheme	Members have been sent a copy of the Police Councillor Advocacy Scheme Manual for Councils.
Abbey Terrace Bus Stop	The Clerk is awaiting quotations for the restoration works, with a view to applying for the REPF grant via TBC.

6. TO RECEIVE NOMINATIONS FOR COMMITTEES AND WORKING GROUPS.

Members agreed that the current list should be shared via email for consideration. Clerk to action.

7. TO RECEIVE NOMINATIONS FOR REPRESENTATION ON OUTSIDE ORGANISATIONS.

Members agreed that the current list should be shared via email for consideration. Clerk to action.

8. TO CONSIDER ACTING AS APPLICANT FOR A PATHWAY TO RESILIENCE FUNDING GRANT APPLICATION AND TO APPROVE DRAFT APPLICATION.

Members had received the draft application but only on the morning of this meeting, therefore inadequate time to consider. Chris Etchells suggested that the application be

submitted by the deadline of Monday 5 May (following revisions over the weekend with the support of Cllr R Wakeford) and that WTC would have the opportunity to withdraw from the project should there be any issues. Proposed Cllr R Wakeford, seconded Cllr R Parker, carried unanimously.

9. TO CONSIDER DEVELOPING A DONATIONS AND GRANT-MAKING POLICY FOR WINCHCOMBE TOWN COUNCIL THAT DEFINES SCOPE AND INCLUDES CLEAR AND TRANSPARENT PROCESSES FOR RECEIVING APPLICATIONS AND DECISION-MAKING.

Cllr G Madle suggested that adoption of a scheme would provide confidence, clarity and fairness in decision making, and offer councillors a greater degree of comfort when allocating funds. Members agreed that a Finance Committee should be arranged to discuss the details. Proposed Cllr G Madle, seconded Cllr R Parker, carried unanimously.

10. TO REDRAFT THE RESOLUTION TO SEEK APPROVAL FOR A PUBLIC WORKS LOAN BOARD APPLICATION IN ORDER TO MEET THE CRITERIA REQUIRED BY THE SECRETARY OF STATE FOR LEVELLING UP, HOUSING AND COMMUNITIES.

At the Winchcombe Town Council meeting of Wednesday 1 May 2024, it was resolved to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £250,000 over the borrowing term of ten years for a replacement carpet for Winchcombe Sports Hub. The annual loan repayments will come to around £33,000. It is not intended to increase the council tax for the purpose of the loan repayments.

11. CIRCULARS AND CORRESPONDENCE.

NALC	<ul style="list-style-type: none"> • 👤 CHIEF EXECUTIVE'S BULLETIN 28 March • 📄 NALC NEWSLETTER 3 April • 👤 CHIEF EXECUTIVE'S BULLETIN 4 April • 📄 NALC NEWSLETTER 10 April • 👤 CHIEF EXECUTIVE'S BULLETIN 11 April • 📄 NALC NEWSLETTER 17 April • 👤 CHIEF EXECUTIVE'S BULLETIN 18 April • 👤 CHIEF EXECUTIVE'S BULLETIN 25 April <p>Events</p> <ul style="list-style-type: none"> • Emerging trends in local government finance, 24 April, 12.00 – 13.15 • Unleashing the power of local councils to tackle the climate emergency, 26 June, 12.00 – 13.15 • Decoding the future of artificial intelligence in local governance, 24 July, 12.00 – 13.15 • The future of neighbourhood plans, 25 September, 12.00 – 13.15 • Mastering emergency planning, 23 October, 12.00 – 13.15 • The quest for devolution in local governance, 20 November, 12.00 – 13.15 • Empowering the young councillors of tomorrow, 13 December 2024, 12.00 – 13.15 • Navigating rural realities, 29 January, 12.00 – 13.15
Your Community Alerts	<ul style="list-style-type: none"> • April 2024 newsletter draft (ourwatch.org.uk) • Unknown offenders have removed a window including the frame to gain access to the property, they have then taken car keys and stolen a BMW X3 from the driveway. There was a wallet in the vehicle but the

	<p>cards have not been used. Langley Road, Winchcombe. Incident 067 of 07/04/2024.</p> <ul style="list-style-type: none"> • Neighbourhood Watch Insights Survey 2024 (surveymonkey.com) The Insights Survey will close on Friday 3rd May 2024. • New data reveals £6.7 million was lost to ticket fraud last year. https://www.actionfraud.police.uk/ticketfraud. Action Fraud, the national fraud and cybercrime reporting service, has launched a ticket fraud awareness campaign, warning people to be alert to fraudsters trying to catch out people planning for popular and sold-out events. • An elderly homeowner had a flyer put through their door from a roofing company. The owner of the company has then knocked on the door the following day and told the homeowner that they had a broken roof tile and given a quote of £160 to complete the repair. The company has ripped the flashing off one side of the pitched roof and told the homeowner that the roof was uneven and the battons were rotten, then charged the resident £12,426 for the work and refused to leave the premises until the money was in his account. There were 4 males doing the work and a separate male collecting the money. The males arrived in a Honda Accord. Incident 343 of 18th April 2024.
Gloucestershire Fire & Rescue Service	Gloucestershire Fire and Rescue Service Response Review Consultation - Have your say! (govdelivery.com) The consultation lasts for 12 weeks, ending on Sunday 9 June 2024.
Tewkesbury Borough Council	<ul style="list-style-type: none"> • Private hire licensing prosecution (mailchi.mp) • New online planning permission 'checking service' goes live (mailchi.mp) • Flooded communities to be visited by National Flood Forum and partner support teams (mailchi.mp) • The Tewkesbury Borough Council Community Orchard Grant scheme is now live. For all the information, including deadline dates, please see the information in the following link https://www.tewkesbury.gov.uk/services/community/coronation-community-orchard-grant-scheme/
Rural Services Network	<ul style="list-style-type: none"> • Read the latest roundup for the RSN Rural Market Town Group - March 2024 • The Rural Bulletin - 3 April 2024 • RSN Rural Funding Digest - April 2024 Edition • The Rural Bulletin - 9 April 2024 (mailchi.mp) • The Rural Bulletin - 16 April 2024 (mailchi.mp) • The Rural Bulletin - 23 April 2024 (mailchi.mp)
CPRE	<ul style="list-style-type: none"> • Campaigns Update April 2024 https://ca.engagingnetworks.app/page/email?mid=97c99c95a52f420bb7dd0634f6cc0811 • Our events for 2024 (mailchi.mp)
SLCC	<ul style="list-style-type: none"> • News Bulletin - 27 March 2024 • News Bulletin - 11 April 2024

Date	Cost Code	Supplier	Total
02/04/2024	Electricity & Gas	Scottish Power	-135.05
03/04/2024	Grave Digger Fees	R Hill Landscapes and Funeral Services	-700.00
03/04/2024	Grave Digger Fees	Ian Humphries	-25.00
03/04/2024	Greet Rd Cemetery Maintenance	Ian Humphries	-1,175.00
03/04/2024	St. Peter's Churchyard Maintenance	Ian Humphries	-208.33
03/04/2024	Safety Inspections	Ian Humphries	-60.00
03/04/2024	Litter Picking	Ian Humphries	-30.00
03/04/2024	Grass and Hedge Cutting	Ian Humphries	-208.33
03/04/2024	Grass and Hedge Cutting	Ian Humphries	-40.00
03/04/2024	Grass and Hedge Cutting	Ian Humphries	-80.00
03/04/2024	Grass and Hedge Cutting	Ian Humphries	-340.00
03/04/2024	Website	Peter Hampton	-60.00
08/04/2024	Grave Digger Fees	R Hill Landscapes and Funeral Services	-700.00
08/04/2024	IT Support and Software Licences	ReformIT	-147.72
08/04/2024	HMRC Income Tax and NI	HMRC - Tax and NI	-1,114.81
08/04/2024	Water Rates	Water Plus	-87.08
08/04/2024	Stationery and Postage	SLCC	-5.40
08/04/2024	Meeting Room Hire	AFCC - Abbey Fields Community Centre	-14.00
08/04/2024	Tourism Committee Reserves	GM Consulting Services Ltd	-1,350.00
08/04/2024	Tourism Committee Reserves	Parkrun Limited, 2 Sheen Road, Richmond TW9 1AE	-1,000.00
08/04/2024	Office Supplies	SLCC	-137.00
09/04/2024	CIL - Community Infrastructure Levy	TBC - Tewkesbury Borough Council	109,081.14
10/04/2024	Nest Pension Employees' Contribution	NEST Pension	-178.36
10/04/2024	Nest Pension WTC Contribution	NEST Pension	-133.77
10/04/2024	Street Lighting Reserves	WTC Winchcombe Town Council	-1,451.93
10/04/2024	Tourism Committee Reserves	WTC Winchcombe Town Council	-1,548.07
11/04/2024	Electricity & Gas	AFCC - Abbey Fields Community Centre	-478.64
11/04/2024	Winchcombe Park Maintenance	Fairways Contracting Ltd., (Winchcombe Park Development)	-1,079.10
11/04/2024	Payment to AFCC	AFCC - Abbey Fields Community Centre	-190.00
12/04/2024	Telephone and Internet	Talk Talk (Office 'Phone & Broadband)	-99.79
12/04/2024	Bank Service Charges	Lloyds Bank - Main Bus. Account - 02535901	-8.70
15/04/2024	Bank Service Charges	Lloyds Bank - Internet Bank Account - 33678060	-7.85
17/04/2024	Water Rates	Water Plus	-56.60
18/04/2024	Bank Interest	Lloyds Bank - Bus. Bank Instant - 07874178	431.15
18/04/2024	Safety Inspections	Playsafety Ltd.	-417.60
18/04/2024	Electricity & Gas	British Gas	-41.38
22/04/2024	General Maintenance (inc. De-Fib)	Gary Wills Gas Services	-146.58

24/04/2024	Exclusive Rites of Burial	Janice Cheal	125.00
24/04/2024	Interment	Janice Cheal	150.00
24/04/2024	Interment	Dignity Funerals	250.00
24/04/2024	Interment	Alexander Burn	750.00
24/04/2024	Memorials	Else Memorials	75.00
24/04/2024	Grass and Hedge Cutting	Glebe Contractors	-1,176.68
24/04/2024	Subscription Fees	GRCC	-25.00
24/04/2024	Water Rates	TBC - Tewkesbury Borough Council	-83.99
24/04/2024	Office Supplies	Leanne Clements	-22.99
26/04/2024	Precept	TBC - Tewkesbury Borough Council	129,115.00
26/04/2024	Memorials	Simply Stone	75.00
26/04/2024	Greet Rd Cemetery Maintenance	Ian Humphries	-1,200.00
26/04/2024	Greet Rd Cemetery Maintenance	Ian Humphries	-65.00
26/04/2024	Greet Rd Cemetery Maintenance	Ian Humphries	-40.00
26/04/2024	St. Peter's Churchyard Maintenance	Ian Humphries	-208.33
26/04/2024	Equipment Repairs and Maintenance	Ian Humphries	-208.33
26/04/2024	Safety Inspections	Ian Humphries	-60.00
26/04/2024	Grass and Hedge Cutting	Ian Humphries	-40.00
26/04/2024	Staff Salaries	Staff	-3,472.87
26/04/2024	A Star Cleaning (Toilets)	Donna Clarke - A Star Cleaning	-1,126.67
26/04/2024	Winchcombe Park Maintenance	Ian Humphries	-30.00
29/04/2024	Subscription Fees	GAPTC - Gloucestershire Association of Parish and Town Councils	-1,381.27
29/04/2024	Winchcombe Park Maintenance	Clearway Fire and Security Limited	-840.00
29/04/2024	Tourism Committee Reserves	N-LEC Electrical Installations Ltd	-4,314.00
30/04/2024	Photocopier Lease	Tower leasing Ltd	-174.00
30/04/2024	Communications and Publicity	Reach Publishing Services Limited	-339.26

It was proposed by Cllr D Gray and seconded by Cllr W Marlow that the accounts be settled, carried unanimously.

13. Separate Business.

The Chairman will move the adoption of the following resolution: Under Section 100(A)(4) Local Government Act 1972, the public be excluded for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 Schedule 12A of the Act.

14. To consider a proposal to enter into an agreement with Scribe for Cemetery Management Software and services.

Following review of an options proposal and quotations, members agreed to proceed with Scribe Cemetery Management system.

Proposed Cllr R Parker, seconded Cllr H Clarke, carried unanimously.

Meeting closed at 8:48pm.