

CIRENCESTER TOWN COUNCIL

MINUTES of a Meeting of Council held in the Council Chamber, Bingham House, No. 1 Dyer Street, Cirencester, at 7.10 p.m. on Tuesday, 9th November 2004.

PRESENT: Councillor D J Nash – Mayor
Councillor G T Adams – Deputy Mayor

Councillors: Mrs S A Alexander
R Bourne
Mrs M T Eccles
B D Hudson
J B Leicester
Mrs R A Leicester
R G Lock
Mrs M S Rickman
D J M Sankey
N E Whereat

Andrew Rennie Crook – Town Clerk
Clive Sherwood – Deputy Town Clerk
Johan Newman – Personal Assistant

A Prayer was read by the Mayor.

138.05 APOLOGIES

Apologies were received from Councillors Dr P A Hedges and Mrs B A Potter.

139.05 DECLARATIONS OF INTEREST

Councillor Mrs S A Alexander declared an interest with regard to Minute No. 154.05 – Internal Auditor.

140.05 MINUTES

RESOLVED that the Minutes of the Council Meeting held on Tuesday, 12th October 2004 be approved as a correct record and signed by the Mayor subject to Minute Nos. C131.05 and C132.05 to be considered under confidential matters.

141.05 PLANNING COMMITTEE

That the availability of recently considered applications and decisions be noted. (These files are available for inspection both in the Council Office during the working week and at Council Meetings.)

142.05 POLICY COMMITTEE

RESOLVED that the Minutes of the Policy Committee Meeting held on Tuesday, 12th October 2004 be approved as a correct record and signed by the Chairman at the next meeting.

143.05 MAYOR'S ANNOUNCEMENTS

The Mayor drew the Members' attention to the Newsletter and particularly the reference to the Remembrance Day Service. He advised that Councillor Dr P A Hedges was usually the wreath bearer but he may not be able to attend. In the circumstances, Councillor R Bourne volunteered.

The Mayor also advised that a letter had been received from Mr B Cox with regard to the skateboarding facilities at Kingshill Lane Sports Development Site and that a meeting would be held in the near future.

144.05 QUESTION TIME FOR ELECTORS

No questions were received.

145.05 QUESTION TIME FOR MEMBERS

No questions were received.

146.05 RESOLUTIONS MOVED ON NOTICE – STANDING ORDER NO. 19

None were received.

147.05 GLOUCESTERSHIRE COUNTY COUNCIL

No questions were asked of this authority.

148.05 COTSWOLD DISTRICT COUNCIL

No questions were asked of this authority.

149.05 THE COUNCIL STRUCTURE

Members received a report from the Clerk on the current status achieved in respect of the working parties as identified with past actions (a copy of which is appended to the signed Minutes).

RESOLVED that Council: -

- a) **notes the report presented by the Clerk together with the attached appendices;**
- b) **pursue the current review, taking into account the re-structuring exercises that have already taken place.**

150.05 RURAL WHITE PAPER AND MARKET TOWNS HEALTHCHECK

As per a previous resolution to refer to the above on a regular basis, the Mayor reported that Evesham had completed its Healthcheck and had been awarded £500,000 to progress its plans. There was accordingly everything to play for.

151.05 REVIEW OF THE COUNCIL AND ITS STAFFING

a) Code of Conduct Working Group

Councillor B D Hudson referred to the draft Protocol for Member/Officer Relations that had been circulated at the meeting. The Clerk advised that as the same needed to be discussed with the Clerk and staff as it contained employment issues and also as it had been previously resolved that the Protocol should be considered by the Staffing Working Group, the issue should be held over to a future date.

Councillor Hudson advised that the Group had agreed two recommendations for Council. The same were accordingly resolved as follows: -

RESOLVED that:

- i) **when Chairmen and the Town Clerk formalise their agendas, they should seek to minimise the number of items to be taken in confidential session and that, where appropriate, items should be placed as two separate agenda items – open or confidential;**
- ii) **for every major project, the requirement for a Project Board that would include Member representation should be considered and then established where appropriate.**

Councillor Hudson also advised that a number of the Group were visiting Chippenham Town Council in the near future and that further information on their structure, frequency/timing/length of meetings, scale of delegation, amongst other issues, was hoped to be obtained. This would then assist the Group in their discussions in concerns about the length of time meetings were taking and finally asked whether the Group should be wound up.

b) Purpose Statement Working Group

Councillor Mrs S A Alexander advised that the Group had not met since the last Council Meeting but that she had only received three responses to her draft notes. She accordingly asked that Members present their comments so that they could be discussed at the next Policy Committee Meeting.

152.05 A MODEL CODE OF CONDUCT FOR LOCAL GOVERNMENT EMPLOYEES

Members received a report from the Clerk advising on the consultation paper received in respect of the above (a copy of which is appended to the signed Minutes).

RESOLVED that the Officers be given delegated authority to respond on behalf of the Council in respect of the consultation paper relating to "A Model Code of Conduct for Local Government Employees".

153.5 SEATING

Members received a report from the Deputy Clerk advising of the request for the locations of seats around the town (a copy of which is appended to the signed Minutes).

Members believed that the request required further investigation as the proposed location of the seats, identified below, were not on land owned by the Town Council.

- Junction of Quern's Hill and Quern's Lane (either on land owned by Hanover Housing or on land adjacent to the Quern's Business Park);
- Corner of Sheep Street/Tetbury Road (on the grass to the left of the no-entry sign to the bus station car park);
- West Way (a seat surrounding the tree);

RESOLVED that: -

- a) **authority be sought from Hanover Housing, Cotswold District Council and Gloucestershire County Council;**
- b) **Officers be given delegated authority to provide the seats on the identified locations, if authority is obtained;**
- c) **the budget be increased, as required.**

154.05 INTERNAL AUDITOR

Members received a report from the Clerk regarding the appointment of an Internal Auditor (a copy of which is appended to the signed Minutes). Councillor Mrs S A Alexander declared an interest and left the meeting.

RESOLVED that Council approve the appointment of Messrs Morris Owen as Internal Auditor until such time as such appointment is terminated by resolution of the Council.

155.5 INVU DATA RETRIEVAL SYSTEM

At the request of Councillor B D Hudson to provide an update on the installation of the INVU Data Retrieval System, the Clerk reported that there had been teething problems due to p.c./network compatibility but that the system was now being fully utilised. The Clerk further advised that the post was being scanned in each day and that existing filing had begun to be scanned in. Due to the target date of 2nd January 2005 for the filing to be on the new system, it had been necessary to close the office on a Tuesday and Thursday to implement the same by using a current member of staff.

Councillor B D Hudson requested that an update be provided in January 2005.

RESOLVED that: -

- a) **the Clerk's report be noted;**
- b) **an update on the INVU Data Retrieval System be provided in January 2005.**

156.05 REPRESENTATIVES ON OTHER BODIES

Councillor Mrs R A Leicester provided a written report on a meeting of the Corn Hall Joint Management Committee.

Councillor R Bourne advised that he had attended a meeting of the Cirencester Twinning Association and that the new Chairman was Mr Richard Kent. The Cirencester Twinning Association Committee hoped to produce a programme of events and visits during the course of the next 12 months.

157.05 MATTERS IDENTIFIED FOR CONSIDERATION AT FUTURE MEETINGS

Councillor B D Hudson requested that an item on all aspects of the Kingshill Lane Sports Development Site be placed on the next Council Agenda.

PART TWO
CONFIDENTIAL

C158.05 MINUTES

See Confidential Minute Book.

RESOLVED that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest, that the public and press be excluded and they were instructed to withdraw.

The meeting closed at 8.10 p.m.

Councillor D J Nash
Mayor