

# **CIRENCESTER TOWN COUNCIL**

**MINUTES** of a Meeting of Council held in the Council Chamber, Bingham House, No. 1 Dyer Street, Cirencester, at 7.00 p.m. on Tuesday, 8<sup>th</sup> March 2005.

**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 B A Potter  
Mrs M S Rickman  
N E Whereat

Andrew Rennie Crook - Town Clerk  
Johan Newman – Personal Assistant

A Prayer was read by the Mayor.

## **229.05 APOLOGIES**

Apologies were received from Councillor D J M Sankey and Clive Sherwood, Deputy Town Clerk.

## **230.05 DECLARATIONS OF INTEREST**

None were received.

## **231.05 MINUTES**

**RESOLVED that the Minutes of the Council Meeting held on Tuesday, 8<sup>th</sup> February 2005 be approved as a correct record and signed by the Mayor subject to Minute Nos. C227.05 and C228.05 to be considered under confidential matters.**

The Clerk provided the following updates: -

**a) Minute No. 222.05 – Footpath/Cycle Link Between Beeches Road and Victoria Road**

The Clerk advised that he had written to the Cotswold District Council advising of the Town Council's contribution of £1,000 towards the Feasibility Study and that an acknowledgement had been received.

**b) Minute No. 224.05 – Request for Support for Festival for People with Disabilities**

The Clerk advised that he had received further information from Mr A Reid, the Leisure Marketing Manager at Cotswold District Council, i.e. cost of instructors and hire of hall. A recorded vote was taken for awarding the figure of £462 for the full costs as follows: -

FOR	AGAINST
Mrs S A Alexander	G T Adams
Mrs M T Eccles	R Bourne
R G Lock	B D Hudson
Mrs B A Potter	J B Leicester
Mrs M S Rickman	Mrs R A Leicester
	D J Nash
	N E Whereat

The vote was accordingly lost.

**RESOLVED that a contribution of £192 be given towards the hire of the hall for the event and the Clerk was instructed to make a request that this financial support be acknowledged in publicity material.**

**232.05 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.)

**233.05 POLICY COMMITTEE**

**RESOLVED that the Minutes of the Policy Committee Meeting held on Tuesday, 8<sup>th</sup> February 2005 be approved (a copy of which is appended to the signed Minutes).**

**234.05 MAYOR'S ANNOUNCEMENTS**

The Mayor drew the Members' attention to the Newsletter and referred to details of the freedom to the 29 Regiment RLC event on 10<sup>th</sup> March 2005, which he was looking forward to.

The Mayor also advised that an election was to take place on 7<sup>th</sup> April 2005 for the vacancy at Chesterton Ward and advised that there were two candidates.

**235.05 QUESTION TIME FOR ELECTORS**

No questions were received.

**236.05 QUESTION TIME FOR MEMBERS**

No questions were received.

**237.05 RESOLUTIONS MOVED ON NOTICE – STANDING ORDER NO. 19**

None were received.

**238.05 GLOUCESTERSHIRE COUNTY COUNCIL**

No questions were asked of this authority.

**239.05 COTSWOLD DISTRICT COUNCIL**

No questions were asked of this authority.

**240.05 RURAL WHITE PAPER AND MARKET TOWNS HEALTHCHECK**

As per a previous resolution to refer to the above on a regular basis, the Clerk referred to the Market Towns Healthcheck and reminded Members that a grant had been received from the Gloucestershire Market Towns Forum. There would be available additional funding of £1,000 from the Cotswold District Council. As the Town Council was not currently actively involved, a request had been received for the release of a proportion of the £3,000 – this release would be on the basis of a clearly audited process.

Members noted the Clerk's report.

## 241.5 ACCOUNTS 2003/4

Members received the Accounts and Audit Report for 2003/4 (a copy of which is appended to the signed Minutes).

The Clerk advised that Members should disregard page no. 24, as this was a duplication of page no. 25.

The Clerk referred to "Appendix 1 – Issues Arising from the Audit" of the Audit Report regarding fixed assets. The recommendation by the Audit Commission being that "Fixed assets should be valued periodically by a qualified valuer and impairment should be assessed annually". The Clerk advised that there is a school of thought that insurance valuations should be adequate. The concern for the Town Council was that regular valuations would be costly. The Clerk accordingly asked that guidance be sought from the new auditors in the coming year.

**RESOLVED that guidance on fixed asset valuations be sought from Messrs Moore Stephens in the coming year.**

It was noted by Members that the contributions to reserves should be specifically approved and that this was being brought before the Finance Committee at its meeting in April 2005.

With regard to the disclosure of related party transactions, Members **RESOLVED that further investigation be given to an issue in the accounts and that full details be presented at a future meeting.**

Clarification was sought with regard to the difference in figures for the Net Contribution to/(from) Reserves identified on page 17 as £51,077 and the (Surplus) for Year at page 21 as £55,566.

**RESOLVED that the Accounts and Audit Report for 2003/4 be noted and approved.**

## 242.5 REVISION OF CHARGES 2005/6

Members considered the charges for St. Michael's Park, the allotments and football pitches at Kingshill Lane Sports Development Site.

**RESOLVED that the charges be approved for 2005/6 as follows: -**

### **ST. MICHAEL'S PARK**

	£
Tennis	3.60 per hour
Tennis (Concessionary Rate)	2.25 per hour
Lights	3.60 per hour
Croquet	3.60 per game
Golf (Adults)	1.35 per game
Golf (Children & Concessionary)	.70 per game
Golf (Family Ticket - 2 Adults & 3 Children)	2.70 per game
Barbecue (inc. Charcoal)	7.00

### **ALLOTMENTS**

Rental (City Bank & Chesterton Two Acres)	6.00 per annum
Rental (Beeches)	60.00 per annum

### **FOOTBALL**

Per Match	40.00
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**a) Chairmen's Working Group**

The Mayor advised that the Group had met and considered the Committees' Terms of Reference and had refined the same. The Group are to consider any further amendments to the Standing Orders, which would be brought to Council in April for consideration.

The Clerk asked Members to advise the office of any amendments as soon as possible. The Clerk also advised that 21 days' notice was required to change Standing Orders and that accordingly a Special Meeting would be held on 17<sup>th</sup> May to approve the amendments made in April. The amended Standing Orders would accordingly be in force for the new civic year.

**b) Staffing Working Group**

Members received a report of the Staffing Working Group Meeting held on 4<sup>th</sup> March 2005 (a copy of which is appended to the signed Minutes).

It was accordingly **RESOLVED that: -**

- i) the report be noted;**
- ii) thanks be given to the Clerk and his wife who have generously agreed to cancel their planned holiday arrangements at the end of March for the Clerk to concentrate on the Kingshill Lane Sports Development Site issue;**
- iii) authority be given to the Clerk to extend his holiday entitlement into the next civic year.**

**c) Kingshill Working Group**

Members received a report of the Kingshill Working Group (a copy of which is appended to the signed Minutes).

The Clerk advised that with regard to the proposed litigation, specialists would be approached to appraise the situation and identify the appropriate course of action to take and the best way to address it.

**RESOLVED that: -**

- i) a Kingshill Project Board be set up in May 2005;**
- ii) the Project Board consist of four Councillors, the Clerk and possibly, at a later date, an independent person;**
- iii) the Terms of Reference for the Project Board be brought to Council in April 2005;**
- iv) the Project Board oversee all aspects of the Kingshill Lane Sports Development Site and report back to Council on a regular basis;**
- v) the Working Group continue to meet until the Board is set up.**

**d) Environmental Working Group**

Members received a report of the Environmental Issues Working Group (a copy of which is appended to the signed Minutes).

The following issues were identified: -

1. Appointment of a full-time Warden

**RESOLVED that this item be investigated further as a salary would need to be identified for budget considerations for next year and the Council may have to consider the employment of two wardens due to health and safety**

**requirements. Financial support from outside organisations should also be investigated.**

2. Provision of Dog Waste Bins

**RESOLVED that further consideration is required on the siting of the bins (with input from the Ward Audit process), the cost and support from the Cotswold District Council with regard to the bins was also required.**

3. Land Inspection

**RESOLVED that Members, as part of their Ward Audits, inspect parcels of Council land in their wards and/or where they reside and report on their condition.**

4. Spring Clean Campaign

Members noted that anyone could join in with the Cotswold District Council's Spring Clean Campaign (details of which have been circulated).

5. Chewing Gum Removal from Pavements

The Clerk advised Members that a machine to remove chewing gum from pavements costs under £10,000 and this very issue was being considered by the Gloucestershire Market Towns Forum. The removal would also be necessary on a regular basis and could be a joint venture with other towns.

6. Improvements to Riverside Walk/Access to Bingham Library

Members noted that improvements were to be carried out to the pathway at Riverside Walk by Gloucestershire County Council and that the Open Air Swimming Pool improvements were to be re-visited in September.

Members also noted that improvements to the access to Bingham Library through the alleyway from the Market Place were difficult to address as it is in private ownership. This issue would continue to be monitored.

Specific suggestions for improvements to the town were requested.

#### **e) Ward Audits Working Group**

Members received a report from the Group (a copy of which is appended to the signed Minutes).

Members were circulated with a ring binder file, together with maps, coloured labels, a report of the whole of Cirencester, a print out of the last ward audit and a list of useful contacts.

Members were asked to provide an update of their wards by identifying bus stops, dog bins, litter bins, etc.

**RESOLVED that the ward audits continue after May and become the province of the Environmental, Planning and Amenities Committee.**

#### **244.05**

#### **BINGHAM HOUSE COUNCIL CHAMBER**

Members received a report from the Clerk (a copy of which is appended to the signed Minutes) regarding the proposed Heads of Terms presented by Messrs Lane Fox, agents for the Bingham Library Trust.

The Heads of Terms were presented following negotiations held with Messrs Lane Fox pursuant to the acceptance of the request from the Bingham Library Trust to surrender part of the demised premises contained within the lease made between the Trust and the Council insofar as relates to the Chamber (Bingham House).

Members were circulated at the meeting with an outline of cost implications (a copy of which is appended to the signed Minutes).

**RESOLVED that the Heads of Terms be accepted.**

**245.05 REPRESENTATIVES ON OTHER BODIES**

No written reports were received.

**246.05 MATTERS IDENTIFIED FOR CONSIDERATION AT FUTURE MEETINGS**

No matters were identified.

**PART TWO**  
**CONFIDENTIAL**

**C247.05 STANDARDS PANEL**  
**C248.05 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 9.30 p.m.

Councillor D J Nash  
Mayor