

CIRENCESTER TOWN COUNCIL

MINUTES of a Special Meeting of Council held in the Council Chamber, Bingham House, No. 1 Dyer Street, Cirencester, at 6.00 p.m. on Tuesday, 17th May 2005.

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

Councillors: Mrs S A Alexander
R Bourne
Mrs M T Eccles
Dr P A Hedges
B D Hudson
J D Leigh
R G Lock
Mrs M S Rickman
N E Whereat

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

280.05 APOLOGIES

Apologies were received from Councillors J B Leicester, Mrs R A Leicester and Mrs B A Potter.

281.05 DECLARATIONS OF INTEREST

None were received.

282.05 STANDING ORDERS

RESOLVED that the following amendments be made to the Standing Orders:

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- A. The word "previous" to be deleted from Standing Order No. 3: -
- "3. The schedule of meetings to be held throughout each year will be decided at the Annual Meeting and may be varied subsequently by ~~previous~~ resolution of the Council."
- B. Standing Order No. 15d) to be deleted as the Council has no powers: -
- ~~"15d) To appoint School Governors."~~
- C. The wording "At full Council Meetings" to be added to Standing Order No. 32: -
- "32. At full Council Meetings a member shall stand when speaking unless permitted by the Chairman to sit on account of infirmity."
- D. The "Committees Terms of Reference" be replaced with the following (Nos. 78 to 100): -

"POLICY COMMITTEE (9 Members)

78. To work with individuals and organisations within the parish to identify the needs and demands of the community; to prepare and maintain a 5-year

Community Strategy and to recommend to Council on the policies arising there from.

79. To guide the Council in the formulation of its general strategy and put forward programmes to achieve the Council's agreed Purpose Statement.
80. To consider and advise the Council and its Committees upon all matters relating to the economic development, tourism and general welfare of the town.
81. To operate the following delegated functions: -
 - a) All matters relating to staff employment and conditions of service with the exception of: -
 - Dismissals after final warning
 - Regradings
 - Variations in the establishment
82. To form such Working Groups as may be necessary to support the role of the Committee in its responsibilities.

FINANCE COMMITTEE (9 Members)

83. To advise the council generally as to its financial policies.
84. To prepare and update a 5-year Medium term Financial Plan.
85. To prepare an annual capital and revenue budget and recommend it to Council with the precept to be levied.
86. To keep under review the effectiveness of all the Council's financial and budgetary controls
87. To consider all requests for investigation into matters regarding the performance of any financial activity of the Council.
88. To operate the following delegated functions: -
 - a) Approve emergency expenditure on items included in the annual budget up to £10,000.
 - b) Approve emergency expenditure on items NOT included in the annual budget up to £2,000.
 - c) Agree routine consents for activities taking place on Council property and, where appropriate, to fix a fee.
89. To form such Working Groups as may be necessary to support the role of the Committee in its responsibilities.

ENVIRONMENT COMMITTEE (15 Members)

90. To consider and advise the Council upon all matters related to Town and Country Planning including conservation of buildings and their environment.
91. To advise and recommend, where applicable, on all matters of conservation within the town.
92. To advise and recommend, where applicable, on all matters relating to the built and natural environment of the town.
93. To elect a Sub-Committee (9 Members) to be responsible for comment to the District Council on quasi-judicial matters relating to planning and licensing

- applications and on street names, trading consents and matters of a similar nature.
94. To approve expenditure not exceeding £500 on any single project to the benefit of the environment of the town save that the total sum expended in any one year shall not exceed the budget agreed by Council for that purpose.
95. To form such Working Groups as may be necessary to support the role of the Committee in its responsibilities.

STANDARDS PANEL

96. The Standards Panel shall consist of the Mayor, Deputy Mayor and the three Chairmen of the Committees and shall: -
- a) determine on issues relating to the reputation of the Council, its members and its officers/employees.
 - b) consider matters of concern regarding a member, officer or employee submitted to the Panel for consideration at the request of a member or officer/employee of the Council. Provided always that any member, officer or employee about whom a referral has been made shall be given an opportunity to attend before the Panel to speak on or to submit a report in writing in respect of the issue referred to the Panel.
 - c) present a written report on all matters considered to Council with recommendations.

PROJECT BOARD (6 Members)

97. The Project Board shall comprise 6 Members sitting together with the Town Clerk and/or Deputy Town Clerk and such experts as may be appointed (with the approval of Council) from time to time.
98. The Project Board will have responsibility for overseeing all projects being pursued by the Town Council and will meet at least once a month at a time and day fixed for each month, unless otherwise agreed by Council.
99. The role of the Project Board is to oversee all activity in relation to the Town Council's projects, to ensure timely, cost-effective delivery and report back to Council.
100. To facilitate the most effective operation of the Project Board, the Clerk will circulate agendas prior to each meeting, circulate notes of each meeting thereof and will present a report on each of the projects in hand at the commencement of each meeting."

The meeting closed at 6.35 p.m.

Councillor D J Nash
Mayor