

CIRENCESTER TOWN COUNCIL

MINUTES of a Meeting of Council held in the Bingham Gallery, 1 Dyer Street, Cirencester, at 7.00 p.m. on Tuesday, 24th July 2007.

PRESENT: Councillor Mrs S A Alexander – Mayor
Councillor G T Adams – Deputy Mayor

Councillors: Mrs C Braidwood
P A Braidwood
A N Curry
H G C Gray
W Helm
Mrs J Hincks
R Hughes
A Lichnowski
Mrs S A le Noury
D J Nash
Mrs B A Potter
Mrs K M Yarrow

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

The Council's pledge was read by the Mayor.

37.08 APOLOGIES

Apologies were received from Councillor Mrs M S Rickman (personal).

38.08 DECLARATIONS OF INTEREST

None were received.

39.08 MINUTES

RESOLVED that the Minutes of the Special Council and the Council Meeting held on Tuesday, 12th June 2007 be approved as correct records and signed by the Mayor subject to Minute Nos. C21.08 and C22.08 being considered under confidential matters.

40.08 MAYOR'S ANNOUNCEMENTS (INCLUDING TWINNING VISITS UPDATE)

The Mayor, Councillor Mrs S A Alexander, advised that she had attended the following events: -

- "Towards a Vision" painting and ideas competition for children on 13th June
- 29th Regiment reception on 19th June
- Opening of the Inn at Fossebridge on 29th June
- Mayor of Tetbury's Reception in Tetbury on 29th June
- Cirencester Twinning Association's Annual General Meeting on 2nd July
- Scope's Annual General Meeting at South Cerney on 10th July
- Chamber of Commerce's Annual General Meeting on 11th July
- Gala Dinner and International Air Show at RAF Fairford on 13th/15th July
- Change of Command Reception at Fairford on 24th July (The new commander is Colonel Joseph C. Dill)

The Mayor also advised that the arrangements for the representatives from Cirencester Twinning Association, Cirencester Town Council and others wishing to join in the celebrations of the 25th anniversary of the signing of the charter in Itzehoe in October 2007 was well under way. The representatives travelling from Cirencester will be hosted in family homes in Itzehoe.

It was noted that the proposed gift to take to Itzehoe would be a hare mosaic replica. A three quarters contribution towards the cost was sought by the Cirencester Twinning Association, the total cost being approximately £1,100. Formalisation of the Clerk attending the celebrations in Itzehoe in October was also sought.

RESOLVED that: -

- a) **the attendance of the Clerk on the Twinning visit to Itzehoe be confirmed;**
- b) **the Town Council contribute three quarters of the total cost of the hare mosaic replica gift.**

It was suggested that due to the recent flood devastation in Gloucestershire, letters of concern should be forwarded to those local councils affected, the emergency services and Cotswold Council for Voluntary Service, who had been working 24 hours a day transporting patients to other hospitals.

RESOLVED that the Mayor write to those identified above.

41.08 QUESTION TIME FOR ELECTORS

None were received.

42.08 QUESTION TIME FOR MEMBERS

None were received.

43.08 RESOLUTIONS MOVED ON NOTICE – STANDING ORDER NO. 19

None were received.

44.08 GLOUCESTERSHIRE COUNTY COUNCIL

No questions were asked of this authority.

45.08 COTSWOLD DISTRICT COUNCIL

- a) No questions were asked of this authority.
- b) Question received from Councillor Mrs S A le Noury as follows: -
“Is there any possibility, in this new Civic Year, that our District Councillors could, in Council Meetings, bring to our attention decisions that impact on this town and therefore on our role as Town Councillors?” (Minute No. 28.08 refers).

In response, Members received a report from the Clerk.

The Clerk stated that he believed it was his role to keep Members fully informed and to continue the good working relationship the Town Council had with Cotswold District Council and the County Council.

Members noted that the Area Liaison Panel was a valuable forum for information sharing and that the Clerk would contact the Chief Executive of Cotswold District Council to establish future meeting dates.

RESOLVED that the Clerk’s report be noted.

46.08 PLANNING COMMITTEE MEMBERSHIP

Members considered a report from the Clerk on the appointment of further Members to the Planning Committee.

RESOLVED that the following Members be appointed to the Planning Committee: -

**Councillors: W Helm
Mrs J Hincks
A Lichnowski**

[Note: The full membership of the Planning Committee is now as follows with 2 vacancies: - Mrs S A Alexander, Mrs C Braidwood, H G C Gray, W Helm, Mrs J Hincks, Mrs B A Potter and A Lichnowski]

47.08 PROJECT BOARD

Members received a report from Councillor D J Nash, Chairman of the Project Board, relating to a meeting of the Project Board held on 18th June 2007 and other issues.

The Deputy Clerk drew attention to the new Christmas lighting scheme being proposed by the Chamber of Commerce and the need to re-consider the budget. Councillor Nash advised that costings were not yet available but the same would be presented at the Council Meeting on 11th September 2007.

RESOLVED that: -

- a) the report be noted;**
- b) the confidential issues relating to Roseway and the Bandstand be considered under Part 2 – Confidential Business.**

48.08 CLERK'S REPORT

The Clerk provided Members with an update on the administrative and management functions of the Council.

Key areas for the year ahead were identified, including the introduction of a welcome leaflet for all public meetings (a draft of which was circulated at the meeting), the launch of a quarterly newsletter and working towards Quality Status.

RESOLVED that: -

- a) the year ahead, as outlined in the Clerk's report, be endorsed and approved;**
- b) the Clerk's membership of the Society of Local Council Clerks be approved.**

49.8 QUALITY STATUS

Members received a report from the Clerk about working towards Quality Status and the criteria required.

It was noted that whilst it was the Council's aim to achieve Quality Status, some Members were sceptical about receiving extra funding from Government when the power of well being is extended to town and parish councils.

The Clerk stated that the achievement of Quality Status would send out a clear message that the Council undertook to play a significant role in the community it served.

**50.8 RESOLVED that the report be noted.
TOWARDS A VISION**

Members received a report from the Clerk relating to the Council's representation on the Project Board of the 'Towards a Vision' initiative.

RESOLVED that Councillor Mrs S A Alexander and the Clerk represent Cirencester Town Council on the Project Board of 'Towards a Vision'.

51.8 CORPORATE GROUP

Members received a report from the Clerk relating to the establishment of a Corporate Group.

RESOLVED that: -

- a) a Corporate Group be established for the lifetime of this Council;
- b) the membership of the Group be the Mayor, Deputy Mayor, Chair of Finance, Vice Chair of Finance, Chair of the Project Board and the Clerk attending in an advisory capacity.

52.8 WORKING GROUPS

Members received a report from the Clerk relating to the establishment of a Personnel Working Group and Recreation Areas Working Group.

RESOLVED that: -

- a) a Personnel Working Group be established to undertake an evaluation of the part-time office and Groundstaff posts;
- b) the membership of the Personnel Working Group be Councillors Mrs S A Alexander, P Braidwood, Mrs J Hincks and D J Nash;
- c) a Recreation Areas Working Group be established to consider matters including the plans and costings relating to proposals for the Abbey Grounds Play Area;
- d) the membership of the Recreation Areas Working Group be Councillors G T Adams, Mrs C Braidwood, Mrs J Hincks and D J Nash.

53.8 DRAFT ACCOUNTS 2006/7

The Responsible Finance Officer, Mr C Sherwood, drew Members' attention to the Annual Return and Statement of Accounts for the year ended 31st March 2007 (copies of which are appended to the signed Minutes).

Mr Sherwood outlined the documentation and highlighted the requirement for the Council to approve a separate item for "Earmarked Reserves", which was identified on page 14 of the Accounts.

RESOLVED that: -

- a) the Annual Return for the year ended 31st March 2007 be approved and accepted;
- b) the Statement of Accounts for the year ended 31st March 2007 be approved and accepted;
- c) the Earmarked Reserves identified in the Statement of Accounts for the year ended 31st March 2007 at page no. 14, totalling £161,900, be approved and accepted.

54.8 **SCHEDULE OF ACCOUNTS PAID 1ST JUNE TO 30TH JUNE 2007**

Members received a copy of the Schedule of Accounts Paid for the period 1st June to 30th June 2007 (a copy of which is appended to the signed Minutes).

RESOLVED that the payments for the period 1st June to 30th June 2007 be approved.

55.8 **GLOUCESTERSHIRE ASSOCIATION OF PARISH AND TOWN COUNCILS**

- a) Members considered a nomination for election to the County Committee of the Gloucestershire Association of Parish and Town Councils.

RESOLVED that Councillor D J Nash be nominated for election to the County Committee.

- b) Members considered a resolution for debate at the Annual General Meeting on 13th October 2007.

RESOLVED that a resolution for debate be composed by the Clerk, the Mayor and Councillor D J Nash on the issue of extra funding for Quality Status councils and submitted to Gloucestershire Association for Parish and Town Councils for debate at their Annual General Meeting on 13th October 2007.

56.8 **NATIONAL ASSOCIATION OF LOCAL COUNCILS**

Members considered a nomination for election to the Larger Local Councils Committee in 2008.

RESOLVED that Councillor D J Nash be nominated for election to the Larger Local Councils Committee.

57.8 **STREET LIGHTING**

Members received a report from the Clerk relating to reducing the operating hours of street lights, as proposed by Gloucestershire County Council.

It was suggested that the Clerk liaise with Cam Parish Council, as they were piloting such a scheme. This information could then be considered at the next Council Meeting in September.

RESOLVED that: -

- a) **the Clerk contact Cam Parish Council to gain their perspective on the street lighting pilot scheme;**
b) **the issue of reducing the operating hours of street lights be considered at the Council Meeting on 11th September 2007.**

58.8 **REPRESENTATIVES ON OTHER BODIES**

- a) Members' Reports

Councillor Mrs S A le Noury reported that she had attended a Cirencester Twinning Association meeting. Councillor Mrs le Noury also attended a Fair Trade meeting (a copy of the notes of the meeting was displayed on the notice board at the meeting) and advised that a small grant might be requested to promote Fair Trade at a later date.

- b) Appointment to Other Bodies
 - i) Cotswold Road Safety Liaison Group
RESOLVED that Councillor A N Curry represent Cirencester Town Council at future meetings of the Cotswold Road Safety Liaison Group.
 - ii) Cheltenham, Cirencester and Tewkesbury Citizens Advice Bureau – Stakeholders Group
RESOLVED that Councillor Mrs S A le Noury represent Cirencester Town Council at future meetings of the Citizens Advice Bureau Stakeholders Group.
 - iii) Gloucestershire Wildlife Trust
RESOLVED that Councillor Mrs J Hincks represent Cirencester Town Council at future meetings of the Gloucestershire Wildlife Trust.

59.8 MATTERS IDENTIFIED FOR CONSIDERATION AT FUTURE MEETINGS

- a) Fair Trade
- b) Christmas Lighting
- c) Street Lighting

PART TWO
CONFIDENTIAL

C60.08 PROJECT BOARD
C61.08 COUNCIL 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 8.45 p.m.
Alexander

Councillor Mrs S A

Mayor