

## **CIRENCESTER TOWN COUNCIL**

**MINUTES** of a Meeting of Council held in the Bingham Gallery, 1 Dyer Street, Cirencester, at 7.20 p.m. on Tuesday, 11<sup>th</sup> September 2007.

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

**Councillors:** Mrs C Braidwood  
P A Braidwood  
H G C Gray  
Mrs J Hincks  
R Hughes  
A Lichnowski  
Mrs S A le Noury  
D J Nash  
Mrs B A Potter  
Mrs M S Rickman  
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.

### **62.08 APOLOGIES**

Apologies were received and accepted from Councillors A N Curry and W Helm (personal).

### **63.08 DECLARATIONS OF INTEREST**

None were received.

### **64.08 MINUTES**

**RESOLVED** that the Minutes of the Council Meeting held on Tuesday, 24<sup>th</sup> July 2007 be approved as a correct record and signed by the Mayor subject to Minute Nos. C60.08 and C61.08 being considered under confidential matters.

### **65.08 MAYOR'S ANNOUNCEMENTS**

The Mayor advised that she had attended the Emergency Services Show on 9<sup>th</sup> September 2007 and drew attention to forthcoming events as follows: -

12<sup>th</sup> September 2007 – Cirencester Twinning Association Meeting and launch of the Christmas Lights/Advent Market fundraising campaign.

4<sup>th</sup> October 2007 – Representatives from the Town Council will be travelling to Itzehoe for the 25<sup>th</sup> Anniversary Celebrations and returning on 8<sup>th</sup> October 2007. The Mayor also advised that the gift of the replica hare mosaic had been completed and was available for viewing.

### **66.08 QUESTION TIME FOR ELECTORS**

None were received.

### **67.08 QUESTION TIME FOR MEMBERS**

None were received.

### **68.08 GLOUCESTERSHIRE COUNTY COUNCIL**

No questions were asked of this authority.

**69.08 COTSWOLD DISTRICT COUNCIL**

No questions were asked of this authority.

**70.08 STREET LIGHTING**

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

The Clerk advised that he had met with Mr Barry Greenaway, Gloucestershire Highways Street Lighting Manager, on 6<sup>th</sup> September and that Mr Greenaway was to provide a plan of the street lights in Cirencester from which a scheme can be drawn up.

**RESOLVED that a scheme be drawn up by the Project Board within the remit of the Notes and Criteria outlined by Gloucestershire County Council to be considered by Council at a future meeting.**

**71.08 PLANNING COMMITTEE**

Members noted the recently considered applications and decisions of the Planning Committee.

**72.08 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 20<sup>th</sup> August 2007 and other issues.

a) Christmas Lighting

Attention was drawn to the new Christmas lighting scheme being proposed as part of the partnership with the Chamber of Commerce and the need to re-consider the budget.

**RESOLVED that the Council support the Chamber of Commerce by allocating £10,000 towards the Christmas lighting scheme in addition to electricity charges in the region of £1,500 for the next three years.**

b) Chesterton Project

**RESOLVED that the Council and St Lawrence Church jointly fund the hire of the church hall for the Chesterton Project meetings for the remainder of the financial year.**

c) Market and Coastal Towns Initiative

**RESOLVED that the Town Clerk be included in the Market and Coastal Towns Initiative Steering Group as an ex-officio member without voting rights and Councillor A Lichnowski be appointed by the Council as an ex-officio member with voting rights.**

d) Open Air Swimming Pool

**RESOLVED that the Clerk enter into negotiations with the Open Air Swimming Pool Association, in consultation with the Mayor/Deputy Mayor, regarding the lease of the pool to the Association and report back to Council.**

e) Scout Hut

**RESOLVED that the Clerk enter into negotiations with the Scout Group, in consultation with the Mayor, regarding the lease to the Group of the Scout Hut in Cotswold Avenue and report back to Council.**

**RESOLVED** that the report be noted.

### **73.8 CORPORATE GROUP**

Members received a report from the Clerk relating to a meeting of the Corporate Group held on 31<sup>st</sup> July 2007.

**RESOLVED** that: -

- a) **the report be noted;**
- b) **there be a new Standing Order relating to delegation of urgent and routine matters as follows: -**
  - i) **The Town Clerk has delegated authority to act in respect of any function of the Council on a matter which requires urgent attention and for whatever reason needs to be determined on behalf of the Council prior to the next available meeting. This authority is only to be exercised in consultation with the Mayor and/or Deputy Mayor and one other member of the Corporate Group.**
  - ii) **The Town Clerk has delegated authority to act in respect of any function of a Committee or Sub-Committee on a matter which requires urgent attention and for whatever reason needs to be determined on behalf of the Council prior to the next available meeting. This authority is only to be exercised in consultation with the Mayor and/or Deputy Mayor and the Chairman and/or Vice-Chairman of the respective Committee or Sub-Committee.**
  - iii) **Each matter dealt with under this delegated authority is to be reported for information to the next available meeting of Council, the Committee or Sub-Committee.**
  - iv) **The delegated authority within this Standing Order is subject to the following exceptions: -**
    - Nothing contrary to agreed Council policy**
    - Issuing a precept**
    - Determining borrowing limits**
    - Approving a lottery scheme**
    - Considering an Auditor's report**

### **74.8 WORKING GROUP UPDATES**

- a) Recreation Areas Working Group (Councillors G T Adams, Mrs C Braidwood, Mrs J Hincks and D J Nash)  
Councillor G T Adams, Chairman of the Working Group, drew attention to his report and outlined the same. He stated that the Working Group had had three meetings in August and that it had been decided that the preferred schemes for the Abbey Grounds Play Area should be made available for public consultation. The schemes would accordingly be displayed in Bingham Library for the week commencing 15<sup>th</sup> October 2007. (A copy of the full report was available to Members).
- b) Personnel Working Group (Councillors Mrs S A Alexander, P Braidwood, Mrs J Hincks and D J Nash)  
Councillor Mrs J Hincks, Chairman of the Group, reported that that the first meeting of the Group had taken place on 10<sup>th</sup> September 2007 and that a progress report would be presented to Council at its next meeting in October.

### **75.8 SCHEDULE OF ACCOUNTS PAID 1<sup>ST</sup> JULY TO 31<sup>ST</sup> AUGUST 2007**

Members received a copy of the Schedule of Accounts Paid for the period 1<sup>st</sup> July to 31<sup>st</sup> August 2007 (a copy of which is appended to the signed Minutes).

**RESOLVED** that the payments for the period 1<sup>st</sup> July to 31<sup>st</sup> August 2007 be approved.

### **76.8 ACCOUNTS – INTERNAL AUDIT**

The Responsible Finance Officer, Mr C Sherwood, drew Members' attention to the Internal Audit for 2006/7.

Mr Sherwood outlined the documentation and sought approval of the same.

A Member drew attention to the Schedule and Questionnaire, which identified the comment to the question "From what level are quotes required?" as "Everything". Mr Sherwood advised that this was incorrect as it was set at the level identified in Standing Orders. This would accordingly be rectified.

**RESOLVED that the Internal Audit for the year ended 31<sup>st</sup> March 2007 be approved and accepted subject to the amendment to the Questionnaire identified in the preceding paragraph.**

#### **77.8 TOWN COUNCIL OFFICES LEASE**

Members received a letter from Messrs Lane Fox, on behalf of the Bingham Library Trust, dated 15<sup>th</sup> August 2007, notifying the Town Council of the new rents applicable from 29<sup>th</sup> September 2006.

The Deputy Clerk advised that the Town Council currently had a 15 year lease from the Bingham Library Trust for ground floor and first floor offices, 4 parking spaces and cellar storage.

**RESOLVED that the rent be accepted and approved as follows: -**

<b>Ground Floor Offices -</b>	<b>£7,815</b>
<b>First Floor Offices -</b>	<b>£7,380</b>
<b>4 Parking Spaces at £250 -</b>	<b>£1,000</b>
<b>Cellar Storage -</b>	<b>£ 780</b>

**TOTAL RENT AT 29.09.06 =£16,975 per annum**

#### **78.8 CHESTERTON WARD – PLAY EQUIPMENT**

The Deputy Town Clerk, Mr C Sherwood, sought approval for the provision of a teen shelter and 2 multi-play goals for the Chesterton ward, as part of the Big Lottery bid. Mr Sherwood advised that £5,000 was to be funded by Cotswold District Council and the remainder of the cost, of approximately £8,000, could be funded from reserves.

Members noted that play equipment was lacking in Chesterton ward and it was important that careful consideration be given to the siting of the equipment.

**RESOLVED that up to £8,000 be made available from reserves for the provision of a teen shelter and 2 multi-play goals in the Chesterton ward.**

#### **79.8 REPRESENTATIVES ON OTHER BODIES**

Councillor A Lichnowski advised that he had attended the "Developing a Local Framework for Health and Wellbeing" workshop organised by Gloucestershire Primary Care Trust on 11<sup>th</sup> September.

Councillor Mrs S A le Noury advised that she had attended the Cheltenham, Cirencester and Tewkesbury Citizens Advice Bureau Stakeholder Group Meeting.

Councillor R Hughes advised that the Chesterton Project was seeking volunteers for a community clean to be held on Saturday, 6<sup>th</sup> October.

Councillor G T Adams reported that he had attended a meeting of the Open Air Swimming Pool Association on 23<sup>rd</sup> August. He advised that there had been problems with the filtration system and funding was required for up-dated equipment.

**80.8 NOTICE OF MOTION**

Notice in accordance with Standing Order No. 19 was received from Councillor D J Nash on 2<sup>nd</sup> September 2007. The notice moved the following resolution: -

“That representatives of the Environment Agency, Thames Water, Gloucestershire County Council and Cotswold District Council be invited by this Council to a public meeting to discuss local flooding issues following recent events.”

**RESOLVED that the above notice be deferred for the Clerk to contact the above organisations to see if they would be prepared to participate in a public meeting.**

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

None were identified.

**PART TWO**  
**CONFIDENTIAL**

**C82.08 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 8.40 p.m.

Councillor Mrs S A Alexander  
Mayor