

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, 8th January 2008.

PRESENT: Councillor Mrs S A Alexander – Mayor

Councillors: Mrs C Braidwood
P A Braidwood
A N Curry
H G C Gray
W Helm
R Hughes
Mrs J Hincks
A Lichnowski
Mrs S A le Noury
D J Nash
Mrs B A Potter
Mrs M S Rickman
Andrew Tubb - Town Clerk
Clive Sherwood – Deputy Town Clerk
Johan Newman – Personal Assistant

The Council's pledge was read by the Mayor.

141.8 APOLOGIES

Apologies were received and accepted from Councillors G T Adams (personal) and Ms K M Yarrow (personal).

142.8 DECLARATIONS OF INTEREST

Councillor D J Nash declared a prejudicial interest in relation to Minute No. C160.08b) – Working Group Updates – Personnel Working Group, as he is a member of Gloucestershire County Council's Pensions Investment Committee and left the meeting for the duration of this item.

143.08 MINUTES

RESOLVED that the Minutes of the Council Meeting held on Tuesday, 13th November 2007 be approved as a correct record and signed by the Mayor.

An update was provided by the Clerk in relation to Minute No. 120.08 – Planning Committee – when he confirmed that the District Council's Tree Officer had been invited to attend a future Planning Committee Meeting and a suitable date was to be confirmed.

144.08 MAYOR'S ANNOUNCEMENTS

The Mayor advised that she had attended the following: -
26th November – Advent Festival
5th December – Tour of National Star College, Cheltenham
12th December – Friends of the Parish Church Meeting
14th December – NALC Mayors'/Chairmen's Networking Event, Birmingham
Numerous Christmas lunches

145.8 QUESTION TIME FOR ELECTORS

None were received.

146.8 QUESTION TIME FOR MEMBERS

None were received.

147.8 GLOUCESTERSHIRE COUNTY COUNCIL

No questions were asked of this authority.

148.8 COTSWOLD DISTRICT COUNCIL

No questions were asked of this authority.

149.08 PLANNING COMMITTEE

RESOLVED that the recently considered applications and decisions, under delegated authority, of the Planning Committee be noted.

150.08 FINANCE COMMITTEE

Members received the Minutes of the Finance Committee Meeting held on Tuesday, 11th December 2007.

The Clerk drew Members' attention to Minute No. 139.08b) – Internal Audit Review and advised that the review of the systems of internal control/audit would need to be carried out in February 2008 and considered by Council in March 2008.

RESOLVED that: -

- a) the Minutes of the Finance Meeting held on Tuesday, 11th December 2007 be noted;
- b) the outstanding sum of £14,414 for the Abbey Grounds loan be settled from reserves;
- c) a precept of £591,385 be set for the year 2008/9;
- d) the charges for 2008/9 be set as follows:

St. Michael's Park		£	
Tennis	3.90	Per hour	
Tennis (Concessionary Rate)	2.50	Per hour	
Tennis Lights	3.90	Per hour	
Croquet	3.90	Per game	
Golf (Adults)	1.60	Per game	
Golf (Children & Concessionary)	.80	Per game	
Golf (Family Ticket – 2 Adults & 3 Children)	3.10	Per game	
Barbecue (inc. charcoal)	7.50		
Kingshill Lane Sports Development Site			
Football	50.00	Per match	
Allotments Rental			
City Bank & Chesterton Two Acres	15.00	Per annum	
Beeches	80.00	Per annum	

- e) the Risk Management Plan, once adopted by Council, be reviewed annually by the Corporate Group along with the internal audit programme;
- f) a Working Group be set up comprising Councillors A Lichnowski, R Hughes and D J Nash to carry out a review of the effectiveness of the systems of internal control/audit on an annual basis;
- g) Mr I Selkirk, the Council's current internal auditor, be appointed to carry out the internal audit for 2007/8;
- h) invitations to tender for this service be advertised in respect of the 2008/9 and 2009/10 financial years and that future appointments be made on a two year cyclical basis;
- i) the Council's banking and investment arrangements be considered by the Finance Committee on an annual basis with any comments and recommendations being considered by Council;
- j) once the 2008 guidance for local governance and accountability is published, its contents be considered and that a further report be

prepared at that time on the Council's internal audit, governance and accountability arrangements.

151.8 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 Friday, 9th November 2007 and subsequent information.

It was noted that in relation to the Kingshill Lane Sports Site, information was being gathered on the future development of the site, including sports data and that the Sports Director from Kingshill School is to attend a future Council Meeting.

It was also noted that consideration was being given to the Town Council's landholdings being identifiable electronically.

RESOLVED that the report be noted.

152.8 CORPORATE GROUP

Members received a report from the Clerk relating to a meeting of the Corporate Group held on Monday, 26th November 2007.

RESOLVED that: -

- a) **the revised Purpose Statement be approved and adopted;**
- b) **following a six-month probationary period, the appointment of Andrew Tubb as Town Clerk, be confirmed.**

Note: The Clerk, voluntarily, left the meeting for the duration of discussions relating to his probationary period.

153.08 NOTICE OF CONCLUSION OF AUDIT FOR THE YEAR ENDED 31ST MARCH 2007

Following the conclusion of audit for the year ended 31st March 2007 (Minute No. 138.08 refers) it was: -

RESOLVED that: -

- a) **the Audited Annual Return for the year ended 31st March 2007 be approved and accepted;**
- b) **the Fidelity Guarantee Insurance cover remain at £800,000.**

154.08 NORMAN ARCH UPDATE

The Clerk reminded members on the background of the lease negotiations with The Vivat Trust, together with the current position.

He advised that in August 2006, the Council resolved to enter into lease negotiations with The Vivat Trust for the Norman Arch Cottage to be managed as a holiday cottage.

A Working Group was subsequently established by Council in September 2006 to work with the Clerk in negotiating the lease and in November 2006 a timeline was produced by The Vivat Trust.

In February 2007, it was noted by Council that The Trust had secured some of the funding for an Option Appraisal (feasibility study) with the balance, hopefully, to be confirmed in March 2007. The Trust would then be able to identify the cost of the works required and to seek this funding. It was also noted that The Trust would not open negotiations for a long lease until the Option Appraisal had been considered.

The Working Group was not reconvened in May following the Annual Meeting of the Council and in June the matter was identified for future consideration.

Since that time, the Option Appraisal has been awaited from The Vivat Trust and an update on the timeline has been requested.

It was noted that a short term tenancy has been secured for another 12 months on the property and is due to end on 3rd December 2008.

It was also noted that a number of Members were concerned about the continuing delays and considered that it was imperative that The Vivat Trust provide an updated and guaranteed timeline, together with the Option Appraisal, in the very near future.

RESOLVED that the report be noted.

155.8 SCHEDULE OF ACCOUNTS PAID 1ST TO 30TH NOVEMBER 2007

Members received a copy of the Schedule of Accounts Paid for the period 1st to 30th November 2007.

RESOLVED that the payments for the period 1st to 30th November 2007 be approved and authorised.

156.08 SCHEDULE OF MEETINGS 2008/9

Members received the Schedule of Meetings for 2008/9, which included three meetings for "Member Support and Development" to assist Members in their role.

RESOLVED that the Schedule of Meetings for 2008/9 be approved.

157.08 REPRESENTATIVES ON OTHER BODIES

a) Reports From Members

Councillor A Lichnowski advised that he had attended the interviews for the post of "Community Agent", which took place on 10th December 2007. Dr Andrea Pellegram had accordingly been appointed. The appointment of Dr Pellegram will lead to a Community Plan being delivered by the summer/early autumn 2008 and that she will be addressing the Council on a future occasion.

Councillor Mrs B A Potter attended a meeting of the Stratton Educational Foundation.

It was noted that Councillor P Braidwood would represent the Town Council at the South Cotswold Police & Community Neighbourhood Area Meeting on 10th January 2008.

b) Appointment of Parish Highways Representative

The Clerk advised that the Town Council had been asked to consider by Gloucestershire County Council the appointment of a Parish Highways Representative. The representative will be the County Council's key point of contact for issues relating to the roads in Cirencester.

RESOLVED that Councillor Mrs C Braidwood be appointed as the "Parish Highways Representative".

158.08 MATTERS IDENTIFIED FOR CONSIDERATION AT FUTURE MEETINGS

The following issue was identified: -

Issues relating to the Pop-in Day Centre, Akeman Court, Cirencester.

159.8 EXEMPT INFORMATION – WORKING GROUP UPDATES (RECREATION AREAS WORKING GROUP AND PERSONNEL WORKING GROUP) AND KINGSHILL DEVELOPMENT

Public Bodies (Admission to Meetings) Act 1960 section 1 extended by the Local Government Act 1972 section 100.

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

C160.08 OPEN SESSION - WORKING GROUP UPDATES

- a) Recreation Areas Working Group (Councillors G T Adams, Mrs C Braidwood, Mrs J Hincks and D J Nash)

This item was taken in confidential session as it included contractors' details and costs.

The Clerk reported that following a competitive tendering process, a series of consultations via a press release, internet, local school and library were undertaken and members of the working group given the opportunity to look through the responses. A preferred scheme was accordingly proposed for the Abbey Grounds Play Area, which aligned with consultation responses and incorporated the new "ridge rider".

RESOLVED that the details of the scheme be finalised (with Contractor A as the preferred contractor and with the "ridge-rider" equipment, as outlined in Contractor B's proposal, being incorporated into the scheme) and that a report on project funding be brought back to Council for consideration.

- b) Personnel Working Group (Councillors Mrs S A Alexander, P Braidwood, Mrs J Hincks and D J Nash)

This item was taken in confidential session as it included personnel issues. The Clerk reported that a meeting of the Personnel Working Group was held prior to the Council Meeting on 8th January 2008.

Councillor D J Nash declared a prejudicial interest in relation to Minute No. C160.08b) – Working Group Updates – Personnel Working Group, as he is a member of Gloucestershire County Council's Pensions Investment Committee and left the meeting for the duration of this item.

RESOLVED that the Working Group update be noted and that the request for the release of a deferred pension be declined.

C161.08 OPEN SESSION – KINGSHILL SOUTH DEVELOPMENT – OPEN SPACE NEGOTIATIONS

Item a) was taken in confidential session as it included a sum of money for the transfer and future maintenance of open spaces and details of negotiations between the developer and Town Council.

RESOLVED that: -

- a) **the sum of money offered for the transfer and future maintenance from the Kingshill South developer relating to the designated informal parkland be accepted subject to viewing the Management Plan and agreeing the pre-transfer period of maintenance by the developer;**
- b) **a formal request be made for a review of the Cirencester parish boundary, in light of the Kingshill South proposals, on the understanding that the designated informal parkland remain within the parish of Preston;**

- c) **an informal approach be made to the Parishes of Siddington and Baunton where there are properties which are clearly identifiable with Cirencester but which currently fall outside its boundary, in order that these matters be considered within the aforementioned boundary review.**

The meeting closed at 8.05 p.m.

Councillor Mrs S A Alexander
Mayor