

# **CIRENCESTER TOWN COUNCIL**

**MINUTES** of a Meeting of Council held in the Bingham Gallery and Conference Suite, Bingham House, 1 Dyer Street, Cirencester, at 7.10 p.m. on Tuesday, 8<sup>th</sup> April 2008.

**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  
Mrs S A le Noury  
A Lichnowski  
D J Nash  
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.

## **223.08 APOLOGIES**

Apologies were received and accepted from Councillors Mrs B A Potter (personal) and Ms K M Yarrow (business).

## **224.08 DECLARATIONS OF INTEREST**

None were received.

## **225.08 MINUTES**

**RESOLVED that the Minutes of the Council Meeting held on Tuesday, 11<sup>th</sup> March 2008 be approved as a correct record and signed by the Mayor.**

The Clerk drew attention to Minute No. 209.08 - Options for Strengthening Bus Passenger Representation. He advised that an acknowledgement of the Council's response to the consultation had been received from The Department for Transport, on 8<sup>th</sup> April, which stated that "The Government has announced today that the remit of Passenger Focus will be extended to include the representation of bus passengers. Government is committed to improving public transport and giving people a real alternative to the car. As part of this we are determined to improve the experience of public transport users. This new body will play an important part in that."

## **226.08 MAYOR'S ANNOUNCEMENTS**

The Mayor drew attention to/attended the following: -

26<sup>th</sup> March – Community Lunch to promote cultural activity in the town.

2<sup>nd</sup> to 6<sup>th</sup> April – Twinning Visit, which was very successful and had received many compliments both from the visitors and host families. The visitors from Itzehoe also presented the town with a circular bench, which has been placed around the tree in West Way, which had been planted in commemoration of the 10<sup>th</sup> anniversary of the signing of the twinning charter. A full report will be presented to Council on 10<sup>th</sup> June.

Members also noted that a local scout groups was working on the old railway cutting between Queen Elizabeth Road and Kingshill School to enhance the environment for people and wildlife.

Councillor G T Adams, as Deputy Mayor, attended the Royal Wessex Yeomanry Live Firing Challenger II Day at Lulworth and provided a written report for Members.

Councillor Mrs J Hincks, on behalf of the Members, thanked the Mayor, the Town Clerk and the Cirencester Twinning Association for all their hard work in making the twinning visit such a success.

**227.08 QUESTION TIME FOR ELECTORS**

None were received.

**228.08 QUESTION TIME FOR MEMBERS**

None were received.

**229.08 GLOUCESTERSHIRE COUNTY COUNCIL**

No questions were asked of this authority.

**230.08 COTSWOLD DISTRICT COUNCIL**

No questions were asked of this authority.

**231.08 PLANNING COMMITTEE**

**RESOLVED that the recently considered applications and decisions, under delegated authority, of the Planning Committee, made at meetings held on 13<sup>th</sup> and 27<sup>th</sup> March 2008, be noted.**

**232.08 FINANCE COMMITTEE (GRANT AID 2008/9)**

**RESOLVED that the recommendations made by the Finance Committee for the allocation of grants for the year 2008/9 be approved as per the attached schedule.**

**233.08 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 17<sup>th</sup> March 2008.

**RESOLVED that the report be noted.**

**234.08 CORPORATE GROUP (SEVERN WYE ENERGY NEIGHBOURHOOD PROJECT)**

Members received the notes of the meeting of the Corporate Group held on 31<sup>st</sup> March 2008 and considered the recommendation of the Group that the Council signs up to the Energy Neighbourhoods initiative, which will provide a resource to inspire and encourage the whole of Cirencester to achieve energy savings through taking specific action to reduce energy consumption.

**RESOLVED that: -**

- a) the report be noted;**
- b) Council signs up to the Severn Wye Energy Neighbourhood Project at a maximum cost of £3,500; the funding of which can**

be paid in instalments with the balance required by April 2010, being considered at a future date.

**235.08 ABBEY GROUNDS PLAY AREA**

Members considered funding an additional £10,000, from General Reserves, towards the Abbey Grounds Play Area project (Minute 205.08a) refers).

**RESOLVED that the additional £10,000 required for the Abbey Grounds Play Area project be funded from General Reserves.**

**236.08 STAFF APPRAISAL SCHEME**

Members considered the Staff Appraisal Scheme as recommended by the Personnel Working Group.

**RESOLVED that the Staff Appraisal Scheme be approved and adopted.**

**237.08 STAFF TRAINING AND DEVELOPMENT POLICY**

Members considered the Staff Training and Development Policy as recommended by the Personnel Working Group.

**RESOLVED that the Staff Training and Development Policy be approved and adopted.**

**238.08 MEMBER TRAINING AND SUPPORT POLICY**

Members considered the Member Training and Support Policy as recommended by the Personnel Working Group.

**RESOLVED that the Member Training and Support Policy be approved and adopted.**

**239.08 HEALTH AND WELL BEING POLICY**

Members considered the Health and Well Being Policy as recommended by the Personnel Working Group.

**RESOLVED that the Health and Well Being Policy be approved and adopted.**

**240.08 FIRST AID PAYMENTS**

Members considered the recommendation of the Personnel Working Group to introduce a First Aid Payment of £156.00 per annum, payable to Town Council staff who are trained and responsible for First Aid.

**RESOLVED that a First Aid Payment of £156.00 per annum, payable to Town Council staff who are trained and responsible for First Aid, be approved.**

**241.8 OPERATIONAL STAFF STRUCTURE**

Members considered the recommendation of the Personnel Working Group to establish a Senior Management Team consisting of the Town Clerk, Deputy Town Clerk and Personal Assistant and that a new Operational Staff Structure be introduced as the starting point in an evolving structure, which meets the needs of the Town Council in positioning itself as the lead authority for Cirencester, in working towards Quality Status, developing a Community Plan and, significantly, that which is beyond.

**RESOLVED that: -**

- a) **a Senior Management Team consisting of the Town Clerk, Deputy Town Clerk and Personal Assistant to Town Clerk and Mayor be established;**
- b) **the Senior Management Team's titles as identified at a) remain for civic purposes but that the following titles be identified for the new operational Staff Structure: -  
Chief Executive Officer  
Deputy Chief Executive Officer  
Executive Officer**

**242.08 CONSERVATION AREA APPRAISALS CONSULTATION**

Members considered the draft response to Cotswold District Council's Conservation Area Appraisals consultation.

**RESOLVED that the response as outlined be approved subject to the issue of "A" boards blocking pavements being emphasised.**

**243.08 OUR FUTURE CIRENCESTER - MARKET AND COASTAL TOWNS INITIATIVE**

Councillor A Lichnowski reported that Dr Andrea Pellegram had been working extremely hard in producing the Community Plan following meetings of the Theme groups entitled: -

- A sustainable market town
- A good place to grow up
- An attractive place to visit and explore
- A better place to do business

Articles had been published in the Wilts and Glos Standard and the first draft of the "Our Future Cirencester" Community Plan would soon be issued to Town Councillors for feedback, comment and support. The Plan would then be considered by the Steering Group on 21<sup>st</sup> April and released for the public consultation phase. The Plan would be available at the Churn Family Fun Day on 11<sup>th</sup> May and there will be a Partner Building meeting on 20<sup>th</sup> May in the Bingham Gallery and Conference Suite.

A formal launch was planned in September.

**RESOLVED that the report be noted.**

**244.08 GLOUCESTERSHIRE ASSOCIATION OF PARISH AND TOWN COUNCILS - COUNTY COMMITTEE**

Nominations were sought for a Clerk to be elected to the County Committee of the Gloucestershire Association of Parish and Town Councils. Consideration was given as to whether it is appropriate for this Council's Clerk to be nominated, in addition to Councillor D J Nash currently serving as a member representative.

It was noted that the Clerk would be an asset to the Association and that his nomination would raise the town's profile.

**RESOLVED that the Clerk be nominated to the County Committee of the Gloucestershire Association of Parish and Town Councils.**

## **245.08 REVIEW OF THE SUMMER 2007 FLOODS IN COTSWOLD DISTRICT**

Members received the "Review of the Summer 2007 Floods in Cotswold District" 1<sup>st</sup> Phase draft report.

It was noted that the Cotswold District Council had allocated £200,000 towards grants for Town and Parish Council to improve local resilience, £10,000 of which had been allocated per town or parish at the Council's discretion.

It was also noted that the Clerk had recommended that the Council develop a Memorandum of Understanding for the operation of all sluice gates within Cirencester.

Members welcomed the above and it was suggested that the Emergency Planning Officer from Gloucestershire County Council be invited to assist with the Council's plans for improving local resilience.

### **RESOLVED that: -**

- a) the report be noted;**
- b) the Clerk be given authority to consider and if appropriate apply for a "Town and Parish Resilience Grant";**
- c) the Clerk contact the Emergency Planning Officer from Gloucestershire County Council to assist with plans for the town.**

## **246.08 SCHEDULE OF ACCOUNTS PAID 1<sup>ST</sup> TO 31<sup>ST</sup> MARCH 2008**

Members received a copy of the Schedule of Accounts Paid for the period 1<sup>st</sup> to 31<sup>st</sup> March 2008.

**RESOLVED that the payments for the period 1<sup>st</sup> to 31<sup>st</sup> March 2008 be approved and authorised.**

## **247.08 REPRESENTATIVES ON OTHER BODIES**

Reports from Members:

Councillor Mrs S A Alexander attended a meeting of the St. Lawrence's Hospital Charity, a written report of the same is available to Members. Councillor Mrs Alexander also attended a meeting of the Road Safety Liaison Committee where it had been agreed that the mobile speed restriction sign would be made available to the town for two to three weeks. Members were asked to suggest suitable locations.

Councillor P Braidwood attended a meeting of the South Cotswold Police and Community Neighbourhood Area Meeting in Ampney Crucis.

Councillor Mrs J Hincks attended a Meeting of the Gloucestershire Constabulary relating to Project ARGUS - Protecting Against Terrorist Attack, at which it was noted that we all had a role to play in protecting our community.

Councillor D J Nash attended a meeting of the Gloucestershire Association of Parish and Town Councils County Committee, Cotswold Council for Voluntary Service and Gloucestershire County Council's Annual Seminar. He drew

particular attention to the DISC service, which had regrettably ceased in the town due to lack of funds.

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

None were identified.

**249.08 EXEMPT INFORMATION - PERSONNEL - JOB EVALUATIONS**

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.**

**250.8 OPEN SESSION - PERSONNEL - JOB EVALUATIONS**

Item No. 26 was taken in confidential session as it related to salary issues following job evaluations, Quality Status allowance and a percentage based allowance in respect of the Bingham Library Trust.

**RESOLVED that all items be approved as recommended by the Personnel Working Group.**

The meeting closed at 8.10 p.m.  
Alexander

Councillor Mrs S A

Mayor