

CIRENCESTER TOWN COUNCIL

NOTICE OF THE ANNUAL MEETING OF THE TOWN COUNCIL

NOTICE IS HEREBY GIVEN THAT: -

The Annual Meeting of the above named Town Council will be held at The Bingham Gallery and Conference Suite, Bingham House, No. 1 Dyer Street, Cirencester, on: -

TUESDAY, 12TH MAY 2009 AT 7.00 P.M.

The meeting will be open to the public unless the Council otherwise direct.

A G E N D A

1. a) **ELECTION OF MAYOR**
To hold office until the Annual Meeting 2010.
- b) **DECLARATION OF ACCEPTANCE OF OFFICE**
To receive the Mayor's declaration of acceptance of office.
2. **APOLOGIES**
To receive and accept the apologies presented.
3. **DECLARATIONS OF INTEREST**
Members are reminded to declare any personal or prejudicial interests on any item on this agenda in accordance with Cirencester Town Council's Code of Conduct.
4. **ELECTION OF DEPUTY MAYOR**
To hold office until the Annual Meeting 2010.
5. **TO APPOINT STANDING COMMITTEES AND GROUPS** (Information relating to expressions of interest to be tabled)
 - a) **Finance Committee**
To confirm that all Members of the Council be appointed to serve on the Finance Committee.
 - b) **Planning Committee**
To appoint 7 Members.
 - c) **Personnel Group**
To appoint 5 Members.
 - d) **Corporate Group**
To confirm that, in accordance with Standing Orders, the membership of the Group shall consist of the Mayor, Deputy Mayor, Chairman and Vice Chairman of the Finance Committee, Chairman of the Project Group and Chairman of the Personnel Group.
 - e) **Project Group**
To appoint 6 Members.
 - f) **Climate Change and Sustainability Group**
To appoint 5 Members.
 - g) **Internal Audit & Risk Management Group**
To consider the recommendation to appoint 5 Members to the Internal Audit and Risk Management Group (currently membership is 3 Members).
6. **TO APPOINT TASK AND FINISH GROUPS**
To consider if there are any 'Task and Finish' projects which need to be completed in 2009/10 and establish, if necessary, appropriate Task and Finish Groups.
7. **CHARTER MARKET MANAGEMENT COMMITTEE**
To appoint 5 Members.
8. **REPRESENTATIVES ON OTHER ORGANISATIONS**
To review and appoint representatives as necessary.

9. COUNCIL MINUTES

To receive and approve the Minutes of the Council Meeting held on Tuesday, 14th April 2009.

10. PUBLIC PARTICIPATION (Standing Order 68 refers)

If a member of the public wishes to speak at a meeting, or would like to submit correspondence they are asked to notify the Chief Executive Officer in advance of the meeting and no later than 5pm on the day before the meeting. For the purpose of public speaking, a member of the public is defined as someone who is included on the electoral register for the town of Cirencester and those who are excluded from the register by age and who reside in the town.

11. MEMBER PARTICIPATION (Standing Orders 27 to 30 refer)

A member may ask the Mayor/Presiding Chairman any question concerning the business of the Council.

12. PLANNING COMMITTEE

That the recently considered applications and decisions made at Planning Committee meetings held on the 16th April and 30th April 2009 be noted. (Details are available in the Council Office during the working week and at the Council meeting. The Minutes of the Planning Committee meetings are circulated to all Members.)

13. FINANCE COMMITTEE

To receive and note the Minutes of the Finance Committee meeting held on 14th April 2009.

14. CORPORATE GROUP

To receive and note the Notes of the Corporate Group meeting held on 15th April 2009 and to consider the recommendation to Council that in future the Minutes of Council should include a voting record i.e. the number of Councillors voting in favour, against or abstaining whenever a vote is required.

15. PROJECT GROUP

To receive a report from the Chairman of the Project Group arising from the meeting held on 20th April 2009.

16. SCHEDULE OF ACCOUNTS PAID 1ST TO 30TH APRIL 2009

To approve and authorise the schedule of payments made during the period 1st to 30th April 2009.

17. REVIEW OF STANDING ORDERS

To consider and approve the following amendments to Standing Orders:

- a) Standing Orders Page 15 refers - that the membership of the Internal Audit and Risk Management Group be increased from 3 to 5 members;
- b) Standing Orders Page 17 refers - that the first paragraph under Ward Groups be amended to read 'Ward Group's shall be convened as and when required by the respective Ward Members, for each of the 5 Wards within Cirencester, the remit being:'

18. PURPOSE STATEMENT

To consider and approve the revised Purpose Statement as recommended by the Corporate Group.

19. OUR FUTURE CIRENCESTER

To receive a report on the 'Our Future Cirencester' Community Plan.

20. RECORD OF ATTENDANCES 2008/9

To receive the record of attendances.

21. SCHEDULE OF MEETINGS 2009/10

To receive and confirm the Schedule of Meetings for the coming civic year.

22. REPRESENTATIVES ON OTHER BODIES

Each Member to refer to the meetings that they have attended (written reports, including those for seminars/conferences attended, are to be placed on the notice board prior to the meeting).

23. CORRESPONDENCE

- a) Council Information Sheet;
- b) Any other correspondence received in accordance with Standing Order 68g)
 - i) Letter received from 'Vitalise', dated 28th April 2009, relating to grant aid.
 - ii) Letter received from Geoffrey Clifton-Brown MP, dated 30th March 2009, relating to Signage.
 - iii) Copy letter received from the Environment Director, Gloucestershire County Council, dated 26th March 2009, relating to Signage.

24. MATTERS IDENTIFIED FOR FUTURE CONSIDERATION

DATED this 6th day of May 2009

Signed

CHIEF EXECUTIVE OFFICER