

CIRENCESTER TOWN COUNCIL

MINUTES of a Meeting of Council held in the Bingham Gallery and Conference Suite, Bingham House,
No. 1 Dyer Street, Cirencester, on Tuesday, 8th September 2009 at 7.00 p.m.

PRESENT: Councillor G T Adams - Mayor
Councillor A Lichnowski - Deputy Mayor

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

Andrew Tubb - Chief Executive Officer
Clive Sherwood - Deputy Chief Executive Officer
Johan Newman - Executive Officer

92.10 APOLOGIES

Apologies were received and accepted from Councillor Mrs S A Alexander (personal).

93.10 DECLARATIONS OF INTEREST

None were received.

94.10 MINUTES

RESOLVED that the Minutes of the Meeting held on Tuesday, 14th July 2009 be approved as a correct record and signed by the Mayor.

Voting Record:	For - 13	Against - 0	Abstentions - 1
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95.10 PUBLIC PARTICIPATION (Standing Order 68 refers)

No notification of questions was received.

96.10 MEMBER PARTICIPATION (Standing Orders 27 to 30 refer)

No notification of questions was received.

97.10 NOTICE OF MOTION

Notice in accordance with Standing Order No. 20 was received from Councillor D J Nash on 31st August 2009. The notice moved the following resolution: -

“This Council welcomes the new contract for monitoring CCTV in Cirencester recently concluded by Cotswold District Council. Council has supported the CCTV scheme since its conception in 1995 and reaffirms its intention to

continue financial support at an appropriate level subject to funds being available.”

On invitation from Councillor Nash, through the Chair, the Chief Executive Officer provided an update relating to CCTV provision and the future meeting of the Police Liaison Panel on 22nd September 2009.

The above resolution was withdrawn by Councillor D J Nash and Standing Orders were suspended at 7.12 p.m. to consider the following resolution: -

1. Council notes that the new contract for live monitoring of CCTV in Cirencester but regrets that it was concluded without any consultation. Nevertheless, Council wishes to continue its support of the scheme and investigate the feasibility of being able to directly manage CCTV monitoring within the town.
2. Council notes that the majority of incidents leading to arrest were initiated by monitoring staff and condemns the 50% reduction in hours monitored compared with the original agreement.
3. Council **RESOLVES** to instruct the CEO to write to the Chief Executive at Cotswold District Council: -
 - a) expressing our concern at the lack of consultation on this matter;
 - b) condemning the 50% reduction in live monitoring;
 - c) advising that, with immediate effect, this Council will only pay 50% (£5,000) of the amount of annual grant payable to CDC for this purpose, unless the contract is renegotiated and hours of proactive monitoring increased.
2. Council further agrees with the principle of complementary monitoring by a cadre of volunteers and instructs the CEO to investigate the practicalities of such a scheme with comparable councils that have the appropriate knowledge and experience.

Further to debate, the above resolution was PROPOSED and SECONDED and upon being put to the vote duly CARRIED.

Voting Record:	For - 12	Against - 1	Abstentions - 1
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Standing Orders were resumed at 7.28 p.m.

98.10 PLANNING COMMITTEE

RESOLVED that the recently considered applications and decisions made under delegated authority to the Planning Committee, at meetings held on the 23rd July, 6th and 20th August and 3rd September 2009, be noted.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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99.10 CORPORATE GROUP

Members received the Notes of the Corporate Group Meeting held on 15th July 2009, which included a recommendation relating to Fairtrade status and identified that there are financial implications relating to the gateway signs being amended, the Fairtrade award hampers and the updating of the website, which will need to be taken into consideration in respect of future budget planning.

RESOLVED that: -

- a) **the Notes of the Corporate Group Meeting held on 15th July 2009 be noted;**
- b) **with regard to Fairtrade status: -**
 - i) **the gateway welcome signs be amended in 2011/12;**
 - ii) **annual awards be established as part of the Annual Town Meeting recognizing contributions made to Fairtrade under**

- three categories by a school, business or individual/community group - each winning category receiving a Fairtrade hamper;
- iii) Fairtrade through the Charter Market, Town Council offices, website and newsletter be promoted.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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100.10

PROJECT GROUP

Members received a report from the Chairman of the Project Group following a meeting held on 24th August 2009, which included a recommendation relating to the Chesterton Community Project, Spitalgate, Advent Festival and Christmas Lights, Kingshill Sports and Community Development and Amenity Land policy.

It was noted that the funding for the Kingshill Sports and Community Development relied upon external funding.

RESOLVED that: -

- a) the report be noted;

Voting Record:	For - 14	Against - 0	Abstentions - 0
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- b) agreement be given in principle for a community garden and casual seating to be established within the Chesterton Ward and that the Project Group work with the Chesterton Community Project in identifying the most appropriate location;

Voting Record:	For - 14	Against - 0	Abstentions - 0
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- c) subject to budget availability, the wall at Spitalgate be repaired as a matter of urgency and that a condition survey be carried out in 2010/11, prior to further consideration being given to whether or not the Town Council registers the wall within its ownership and undertakes future responsibility for maintenance;

Voting Record:	For - 14	Against - 0	Abstentions - 0
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- d) the Town Council budgets for a 'without prejudice' condition survey to be carried out in 2010/11 on the trees situated on amenity space within the Dugdale Road, Hakeburn Road, Escote Road and Blake Road area, to ascertain the extent and cost of any works;

Voting Record:	For - 14	Against - 0	Abstentions - 0
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- e) the Town Council continues to work with the Chamber of Commerce in providing the Christmas Lights for Cirencester and subject to budget availability and business sponsorship, purchase and enhance the scheme with additional low energy displays;

Voting Record:	For - 14	Against - 0	Abstentions - 0
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- f) subject to both internal and external funding and planning permission being obtained, a phased approach be adopted in developing the sports and community facility at Kingshill:

Phase 1 - to deliver a trim trail, bmx facility, skate plaza and three junior/mini grassed pitches with work commencing Summer 2010;

Phase 2 - on a date to be confirmed, to deliver an extension to the existing pavilion, a new build community facility, play areas for children and a floodlit all weather pitch;

Voting Record:	For - 14	Against - 0	Abstentions - 0
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g) subject to budget and with delegated authority to the Chief Executive Officer to agree terms, that the contract with Sports Solutions GB be extended in order to prepare and submit a planning application on behalf of the Town Council.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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h) the existing Policy to not dispose of any amenity land be amended to read:

'Cirencester Town Council will only dispose of amenity land in exceptional circumstances where there is no detrimental impact or significant loss of open space in any given area.'

Voting Record:	For - 14	Against - 0	Abstentions - 0
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101.10 POLICE LIAISON PANEL

Members received the Notes of the Special Meeting of the Police Liaison Panel held on Tuesday, 21st July 2009, which provided an update from the Police on the 2009/10 funding and an update on CCTV Coverage/Monitoring.

RESOLVED that the report be noted.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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102.10 INTERNAL AUDIT AND RISK MANAGEMENT GROUP

Members received the Notes of the Meeting of the Internal Audit and Risk Management Group held on 16th July 2009, which included recommendations relating to the Risk Management Plan and accounting software.

RESOLVED that: -

- a) the Notes of the Meeting held on 16th July 2009 be approved;**
- b) the updated version of the Risk Management Plan (as attached) be approved and the actions arising be undertaken within the 2009/10 municipal year, subject to the word 'Acceptable' being added to the conclusion column of no. 13 Floral Tubs and Baskets;**
- c) consideration be given to purchasing a new financial software package for installation and usage in 2010/11.**

103.10 YEAR END INTERNAL AUDIT REPORT 2008/9

Members considered the recommendations of the Internal Audit and Risk Management Group in respect of the year end Internal Audit Report for 2008/9 made at the meeting held on 16th July 2009.

RESOLVED that the Action Plan and Response identified as follows be approved.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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Rec. No.	Recommendation	Response
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Review of Accounting Records & Bank Reconciliations

R1	Hard copy printouts of the financial transactions though each bank account should be taken at regular intervals during the year, at least quarterly, although we would suggest that this should be done monthly on the two main cheque accounts, detail being retained for audit examination.	Copy of financial transactions to be made available and retained in paper format.
R2	The month-end Trial Balance should be printed off and be retained to provide a hard copy record of the actual month-end ledger balance on each nominal bank control account (this should be taken at the same time as the bank reconciliation is performed and printed to avoid timing differences).	Information contained in bank reconciliation history will be made available and retained in paper format.
R3	A formal record of each month-end bank reconciliation, ideally in the format suggested and with relevant supporting documentation, should be produced and be retained on file for audit review and verification. Any anomalous entries and imbalances should be identified and appropriate corrective action be taken to bring the accounting system into line with the bank account detail.	Already in place.
R4	Cheque number 6310 has remained as an un-presented item for more than a year and should be written back to clear whilst it is decided whether to issue a replacement or not.	Follow up action in progress.

Review of Corporate Governance

R4	Members should consider, or be made aware of, the powers relied on for approval of grant and donation payments as and when they are formally approved, minutes identifying those powers in each case. Section 137 powers should only be applied where no other specific power exists.	Already in place for grant schedule. The respective power(s) will be minuted against the respective resolution.
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Review of Payments

R5	Consideration should be given to the introduction of either a revised form of official order where one part may be matched and filed with the invoice once processed for payment, or for implementation of an effective system of cross-referencing on invoices to official orders.	An appropriate system of cross-referencing will be introduced.
R6	When processing invoices for payment, the nominal expense code(s) should be identified clearly on the payment documentation in order to provide a clear audit trail through to the financial ledger.	In place, with immediate effect.
R7	In order to assist our review, we would ask that the invoices that we could not trace during the course of our visit be identified and flagged for our future examination: also, that the nominal expense code(s) be recorded on our test schedule, a copy of which has been provided to the RFO.	Information will be provided for future examination.

Assessment and Management of Risk

R8	The Council should consider whether or not the existing level of Public Liability cover is adequate	Consideration to be given to increasing cover within the 2010/11
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	given the current litigious nature of UK society.	budget.
R9	Members should consider the acquisition of appropriate "Business Interruption" cover to include the potential costs of staff salaries whilst a venue is closed, the possible cost of restoration / regeneration of records and also any "loss of revenue" that may ensue from a venue's forced closure.	Business interruption cover is provided via the Trust. However, the extent of this cover in respect of the Town Council and the Trust's other tenants will be reviewed.
R10	Consideration should be given to the acquisition of the LCRS software to further enhance the existing financial risk assessment documentation in place.	Agree; to be included within budget to purchase in 2010/11.

Budgetary Control

R11	We consider that the level of General Fund is insufficient to meet the needs of a Council of Cirencester's size and suggest that members, in conjunction with the Clerk and his RFO, re-consider the Earmarked items to ensure that they are still relevant and take appropriate steps to improve the General Fund in the future.	This matter will be considered as part of the 2010/11 budget deliberations by the Finance Committee, with a recommendation to Council in November 2009.
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Review of Income

R12	Consideration should be given to the use of controlled stationery, with separate colour coded tickets for golf / tennis and the various concessionary fees that are levied (they would not need to be priced, thereby avoiding the need for a reprint every year, although an explanatory notice showing the colour coding should be displayed on site, also advising hirers to ensure that they are issued with a valid ticket covering their hire fees).	Consideration will be given to the introduction of a controlled method of issuing tickets in respect of hire fees at St Michael's Park.
R13	Care should be taken by the Park Keeper to ensure that full detail of all tennis court hires are recorded on the daily bookings schedule, including those paid for at the Council offices.	Noted.
R14	The circumstances surrounding the occasional payment of fees at the concessionary rate by the one hirer identified should be established and validated.	Noted and validated.
R15	The financial ledger should be adjusted to reflect the reduced fee charged to Beeches AFC on invoice number 111.	Actioned, as per recommendation.
R16	The RFO should enquire of HMRC regarding the vatable status of block bookings and their invoicing, where a block of more than 10 bookings are invoiced. The invoices raised should also identify the VAT charge included in the total invoice.	Block bookings are charged VAT and this is clearly stated on the respective invoices.

Asset Registers

R17	We consider that a further detailed asset register / inventory should be developed with values assigned that are more consistent with the insurance policy as a closer approximation to their current replacement values; suggesting also that an appropriate de minimus level be set (£1,000 would be considered acceptable) below which specific items will not be separately recorded.	Agreed with action being taken within the 2009/10 municipal year.
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104.10 SCHEDULE OF ACCOUNTS PAID 1ST JULY TO 31ST AUGUST 2009

Members received a copy of the schedule of payments made for the period 1st July to 31st August 2009.

RESOLVED that the payments for the period 1st July to 31st August 2009 be approved and authorised.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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105.10

CHILDREN AND YOUNG PEOPLE'S POLICY

Members considered the approval of the updated version of the Children and Young People's Policy, as recommended by the Corporate Group.

RESOLVED that the updated version of the Children and Young People's Policy be approved.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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106.10

OUR FUTURE CIRENCESTER

Members received an update from the Chief Executive Officer relating to the 'Our Future Cirencester' Community Plan. He advised that the Council's Project Group and the Community Plan Steering Group were working with Tigz Productions on the concerns raised by the Council on the proposals for a concert to be held in the Abbey Grounds in 2010.

Meetings are continuing with the officer who has been seconded from Fosseyway Housing, to lead on the Youth Town Council initiative and the establishment of a 'chill-out zone' at the New Brewery Arts, which will include a café bar and lounge area, with a menu of activities for the young people to access. A meeting has also been held with a representative of Gloucestershire County Council's Youth Service to work more closely in delivering services to young people.

Councillor A Lichnowski, Chairman of the Steering Group, reported that the Advent Festival preparations are well advanced and was taking place on Sunday, 29th November. This follows the handover from the Chamber of Commerce to a more community focused event. The Heritage Open Day was also taking place and a number of properties were open to the public.

The Cirencester Local Business Project Group had agreed a communication strategy and was seeking sources of funding. The student intern had been appointed in August and was working with the Chamber of Commerce and 'Our Future Cirencester' on business/economic focused projects.

It was noted that a pre-application for Heritage Lottery 'Parks for People' funding to develop areas such as the Abbey Grounds, City Bank and the Amphitheatre had been submitted. As part of the application process, the Town Council will need to prepare and adopt a 'Green Strategy' covering all of its open spaces.

RESOLVED that the report be noted;

Voting Record:	For - 14	Against - 0	Abstentions - 0
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107.10

GLOUCESTERSHIRE MARKET TOWNS FORUM - NOMINATIONS FOR BOARD DIRECTORS

RESOLVED that Councillors Mrs J Hincks and A Lichnowski be nominated for the Gloucestershire Market Towns Forum Board of Directors to be considered at the Forum's Annual General Meeting on 24th September 2009.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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108.10

CHRISTMAS/NEW YEAR CLOSING 2009/10

RESOLVED that the following closing dates for Council personnel for Christmas/New Year 2009/10 be approved and that the Chief Executive Officer arranges cover for St. Michael's Park, the Abbey Grounds and litter collection.

Thursday, 24th December 2009 - Closed 12 Noon
Friday, 25th December 2009 - Closed - Christmas Day
Saturday, 26th December 2009 - Closed - Boxing Day
Sunday, 27th December 2009 - Closed
Monday, 28th December 2008 - Closed
Tuesday, 29th December 2008 - Closed
Wednesday, 30th December 2008 - Closed
Thursday, 31st December 2008 - Closed
Friday, 1st January 2010 - Closed - New Year's Day
Saturday, 2nd January 2010 - Closed
Sunday, 3rd January 2010 - Closed

109.10

ANNOUNCEMENTS

a) Mayor

The Mayor outlined events that he had attended as follows: -

22nd July - As the representative of the town and Cirencester Town Council, attended the funeral of Tim Jennings.

24th July - A 100th birthday party at Watermoor House. Mrs Hilda Bunker, who was presented with a bouquet of flowers from the Council.

29th July - Corporate Group Media training session.

31st July - The opening of a new wine shop OENO in the Corn Hall arcade.

4th August - A Parking Strategy consultation for the Cotswolds meeting, conducted by John Day of RTA Associates, with other Members.

5th August - A Cirencester Community Safety Initiative meeting, when Superintendent Derek Jones gave feedback from the recent Police Operation. The Portfolio Holder and Chairman of the Licensing Committee and two officers from Cotswold District Council were in attendance along with two representatives of the Licensed Victuallers Association. As reported in the Press, Cirencester was promised a continuing Police presence in the town, especially at the weekends, during the summer and into the autumn.

6th August - A meeting with Father Leonard, the Vicar of Cirencester, at which the Mayor assured him that the Council would do everything it could to contribute to any initiatives that might help to make the town a safer place.

10th August - Attended as a Park Ward representative, a Licensing Sub-Committee Meeting at Cotswold District Council when a night club in Castle Street sought an hour's extension to their licence, which was refused.

11th August - Attended a meeting to finalise plans for the Heritage Open Days in September.

12th August - Conducted the Chief Executive Officer's appraisal with Councillors Mrs M Rickman and P Braidwood.

16th August - Received the happy news of the birth of his sixth grandchild - Daisy.

19th August - Watched young Tiger Brewer enter the Guinness Book of Records with a wing walk at Rendcomb Airfield at the tender age of eight and was delighted to present him with framed certificate after the event.

27th August - A tour of the CCTV facility in Cirencester Police Station and was much impressed by its versatility and the contribution that it so obviously makes to the safety of the community.

2nd September - Joined the members of Churches Together in Cirencester for a pasta lunch and a presentation by the Reverend Paul Rush, who co-ordinates the Street Pastors in Swindon. Leaflets about this initiative are available.

3rd September - A demonstration to witness the abilities of our Canine Partners that took place in Cirencester Park. These dogs are trained to perform everyday but simple tasks for people with disabilities, which can enable them to regain their independence and enjoy an enhanced quality of life.

4th/5th September - Together with Councillor D J Nash, attended the NALC Annual Conference in London on 4th and 5th of September, which as a first time delegate found very interesting.

b) Deputy Mayor

The Deputy Mayor attended the following events: -

18th July - Fairford International Air Tattoo

22nd July - Funeral of Tim Jennings

23rd August - Energy Neighbourhoods event, along with Councillor R Hughes, at which Cirencester Town Council's team came third in reducing the amount of energy produced in the home. The Wotton-under-Edge Town Council team was the winner.

c) Chief Executive Officer/Town Clerk

The Chief Executive Officer attended the following event: -

'Give us Back our Game' event on three occasions and advised that it was a fantastic and worthwhile initiative. He hoped that the Council's support of this event would continue.

d) Town Councillors

Councillor P Braidwood joined the Police in 'Operation Broomy' (which supported 'Operation Leahmore' and Cirencester StreetSafe Van) on 24th July 2009.

Councillor A N Curry attended the Police Liaison Panel Meeting on 21st July 2009 and also joined the Police and colleagues on 24th July 2009.

Councillor W Helm also joined the Police on 24th July 2009, along with Councillors Mrs

C and P Braidwood and A Curry. The group witnessed the use of the new Drugs Trace Machine, which was used on customers of the Rock Café as a condition of entry. 76 people were tested, of which no one provided a positive high reading for any types of drugs. The group also patrolled the town centre and Abbey Grounds with Officers.

Councillor Mrs J Hincks attended a meeting of the Gloucestershire Market Towns Forum Board of Directors and a meeting of the Watermoor Community Group in early September.

Councillor D J Nash attended the NALC Annual Conference with the Mayor on 4th and 5th September 2009 in London. He was disappointed with the conference

reduction from three to two days and believed the feedback that they will have received should make NALC aware of this. The report on the Conference would be available on NALC's website in the near future.

Councillor D J Nash would be attending the GAPTC Annual General Meeting on 15th October 2009, at which a resolution regarding highway signage submitted by the Council will be debated. The meeting would also be preceded by a meeting of the Chartered Parishes.

Councillor D J Nash also advised that he was seeking re-nomination on the National Larger Local Councils Committee in October 2009.

110.10 CORRESPONDENCE

a) Council Information Sheet;

Members noted the Council Information Sheet, which was circulated at the meeting.

b) Any other correspondence received in accordance with Standing Order 68g)

i) Letter received from Cotswold District Council relating to the Gambling Act 2005 -

Review of the Statement of Principles;

ii) Letter received from The Living Memory Historical Association relating to grant aid;

iii) Letter received from the Beeches Association Football Club relating to an event held at the Kingshill Lane Sports Development site, which were all duly noted.

111.10 MATTERS IDENTIFIED FOR FUTURE CONSIDERATION

None were identified.

112.10 EXEMPT INFORMATION

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.

113.10 OPEN SESSION - LAND TRANSFER

Agenda Item C21 was taken and noted in confidential session due to it pertaining to legal/contractual issues.

Members considered a proposal for the transfer of land to the Council.

RESOLVED that as the land meets the delivery aspects of the Community Plan, for example, a wildlife area and educational facility, the Council would accept the transfer at a price of £1, subject to a report identifying the current condition of the land.

The meeting closed at 8.15 p.m.
Adams

Councillor G T

Mayor