

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, 13th October 2009 at 7.00 p.m.

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

Councillors: Mrs S A Alexander
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

115.10 APOLOGIES

None were received.

116.10 DECLARATIONS OF INTEREST

None were received.

117.10 MINUTES

RESOLVED that the Minutes of the Meeting held on Tuesday, 8th September 2009 be approved as a correct record and signed by the Mayor.

Voting Record:	For - 14	Against - 0	Abstentions - 1
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118.10 PUBLIC PARTICIPATION (Standing Order 68 refers)

No notification of questions was received.

119.10 MEMBER PARTICIPATION (Standing Orders 27 to 30 refer)

No notification of questions was received.

120.10 PLANNING COMMITTEE

RESOLVED that the recently considered applications and decisions made under delegated authority to the Planning Committee, at meetings held on the 17th September and 1st October 2009, be noted.

Voting Record:	For - 15	Against - 0	Abstentions - 0
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121.10 CORPORATE GROUP

Members received the Notes of the Corporate Group Meeting held on 9th September 2009, which included a recommendation to endorse the current policy relating to the reimbursement of members travel expenses.

It was noted that the Corporate Group had felt that it was not appropriate to introduce a basic allowance for members during the present economic climate. It was also noted that existing legislation prevents town and parish councils from paying an allowance to non-elected members, i.e. co-opted.

RESOLVED that: -

- a) **the Notes of the Corporate Group Meeting held on 9th September 2009 be noted;**
- b) **the Members Expenses Policy be approved, i.e. mileage rates to be in line with the HM Revenue and Customs approved mileage rates, include the reimbursement of car parking charges for attending meetings of the Council, its committees/groups and mileage be payable for official Town Council business outside of Cirencester, including training/ conferences/meetings.**

Voting Record:	For - 15	Against - 0	Abstentions - 0
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122.10 PROJECT GROUP

Members received the Notes of the Project Group Meeting held on 14th September 2009, which included information relating to the proposed Abbey Grounds concert, the winter maintenance programme of works and a recommendation relating to the disposal of a small area of amenity land at Crabtree Lane.

Concern was raised that the land should be retained as garden land and that the same be of a permeable surface, so that it does not adversely affect neighbouring properties.

RESOLVED that: -

- a) **the report be noted;**
- b) **the request to dispose of a small area of amenity land at Crabtree Lane be approved, subject to a covenant on the use of land and the terms and conditions being agreed under delegated authority to the Chief Executive Officer in consultation with the Chairman of the Project Group and Finance Committee.**

Voting Record:	For - 15	Against - 0	Abstentions - 0
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123.10 POLICE LIAISON PANEL

Members received the Notes of the Meeting of the Police Liaison Panel held on Tuesday, 22nd September 2009, which included an update from the Police on the 2009/10 funding and an update on CCTV Coverage/Monitoring.

It was noted that two Town Councillors had attended a Police Authority Meeting on 12th October to consider priorities for next year's local policing plan and that it was very poorly attended by members of the public.

RESOLVED that the report be noted.

Voting Record:	For - 15	Against - 0	Abstentions - 0
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124.10 PERSONNEL GROUP

Members received the Notes of the Meeting of the Personnel Group held on Monday, 28th September 2009, which included recommendations relating to the Equality and Diversity, Recruitment and Selection, Lone Working and Flexible Working Policies and are identified at Minute Nos. 128.10-131.10.

RESOLVED that the Notes of the Meeting held on 28th September 2009 be approved.

Voting Record:	For - 15	Against - 0	Abstentions - 0
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125.10 CLIMATE CHANGE AND SUSTAINABILITY GROUP

Members received the Notes of the Meeting of the Climate Change and Sustainability Group held on Monday, 5th October 2009.

It was noted that the Town Council had come third in the Energy Neighbourhood competition and that the group had made an energy saving of 15%.

RESOLVED that the Notes of the Meeting held on Monday, 5th October 2009 be approved.

Voting Record:	For - 15	Against - 0	Abstentions - 0
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126.10 SCHEDULE OF ACCOUNTS PAID 1ST TO 30TH SEPTEMBER 2009

Members received a copy of the schedule of payments made for the period 1st to 30th September 2009.

RESOLVED that the payments for the period 1st to 30th September 2009 be approved and authorised.

Voting Record:	For - 15	Against - 0	Abstentions - 0
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127.10 SCHEDULE OF FEES FOR THE PROVISION OF DOCUMENTS AND INFORMATION 2010/11

RESOLVED that the Schedule of Fees for the Provision of Documents and Information 2010/11, as recommended by the Corporate Group, be approved and that the fees take immediate effect.

Voting Record:	For - 15	Against - 0	Abstentions - 0
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128.10 EQUALITY AND DIVERSITY POLICY

Members considered the Equality and Diversity Policy, as recommended by the Personnel Group.

RESOLVED that the Equality and Diversity Policy be approved.

Voting Record:	For - 15	Against - 0	Abstentions - 0
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129.10 RECRUITMENT AND SELECTION POLICY

Members considered the Recruitment and Selection Policy, as recommended by the Personnel Group.

RESOLVED that the Recruitment and Selection Policy be approved.

Voting Record:	For - 15	Against - 0	Abstentions - 0
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130.10 LONE WORKING POLICY

Members considered the Lone Working Policy, as recommended by the Personnel Group.

RESOLVED that the Lone Working Policy be approved.

Voting Record:	For - 15	Against - 0	Abstentions - 0
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131.10 FLEXIBLE WORKING POLICY

Members considered the Flexible Working Policy, as recommended by the Personnel Group, for a pilot period of one year.

RESOLVED that the Flexible Working Policy be approved for a pilot period of one year to commence at the Chief Executive Officer's discretion, together with a 6 month review and a further review prior to the cessation of the pilot period so that consideration can be given as to whether flexible working be continued.

Voting Record:	For - 15	Against - 0	Abstentions - 0
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132.10 NALC LARGER COUNCILS COMMITTEE

Members considered the nomination of Councillor D J Nash to serve on the National Association of Local Councils, Larger Councils Committee and, subject to budget, approve attendance at the NALC, one day, Larger Councils Conference in December 2009.

Councillor Nash advised that due to mixed reviews from attendees and in an effort to save money, the NALC Annual Conference in 2010 had been cancelled.

RESOLVED that Councillor D J Nash be nominated to serve on the National Association of Local Councils, Larger Councils Committee, and subject to budget, approve the attendance at the NALC Larger Councils Conference in December 2009.

Voting Record:	For - 15	Against - 0	Abstentions - 0
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133.10 OUR FUTURE CIRENCESTER

Members received a report on 'Our Future Cirencester' Community Plan, which included updates on the 'Cirencester Local' website, Cirencester Business and the project development and delivery.

Councillor A Lichnowski, Chairman of the OFC Steering Group, stated that the incorporation of Cirencester Local into the Town Council's website is fully endorsed by the Group and it would act as a focal point.

It was noted that a Green Space Working Group had been established, which would encompass the open spaces of the town and carry out preparatory work preparing a 'Green Strategy', enabling the Council to apply for Heritage Lottery 'Parks for People' funding.

It was also noted that the Living History Group were currently collating information on the history of the town.

RESOLVED that: -

- a) the report be noted;**
- b) the development of a joint Town Council/Community website be endorsed;**
- c) a short-listing panel consisting of the Chief Executive Officer, OFC Project Manager, Chamber of Commerce representative and Chairman of the OFC Steering Group (representing the Town Council's Corporate Group) be established and further to the selection process, that the Panel make a recommendation to Council in November on the appointment to undertake this work.**

Voting Record:	For - 15	Against - 0	Abstentions - 0
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134.10 PASSPORT INITIATIVE

Members received a verbal update relating to the passport initiative, as previously endorsed by Council, and to approve its incorporation into a Town Guide for Cirencester in 2010.

The Chief Executive Officer reported that Mr David Fowles of Cotswold Media had been trying to get advertising for the 'Passport Initiative' but that potential advertisers would rather commit to a town guide. Mr Fowles proposed that the 'Passport', which was a discount scheme for tourists, be incorporated within a town guide. The guide would be of no cost to the Council and the Council would have the same terms, such as the amount of text and incorporation of logos.

It was noted that the advertisements should be limited to those obtained from businesses within the town boundary.

RESOLVED that approval be given for the incorporation of the passport with a new town guide for Cirencester in 2010 subject to the same terms being applied, i.e. the Council's text and logos and advertisements being obtained from town businesses only.

135.10 ANNOUNCEMENTS

a) Mayor

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

9th September - Launch of the Heritage Open Days over the coming weekend at the Niccol Theatre, New Brewery Arts

12th September - Helped distribute leaflets for the Heritage Open Days and toured the Farmers' Market (10th Anniversary) and the Corn Hall

13th September - Centenary Launch of the Gloucestershire East Division of the Girl Guides

15th September - Meeting of the Cirencester Chamber of Commerce

29th September - The licensing of the Reverend Howard Gilbert as Associate Priest at Watermoor Church

30th September - The Annual General Meeting of the Chesterton Community Project

10th October - Royal Agricultural College Convocation

The Mayor also unofficially visited Cirencester Hospital's newly refurbished restaurant.

c) Chief Executive Officer/Town Clerk

The Chief Executive Officer outlined events that he had attended as follows: -

15th September - Meeting of the GAPTC Management Committee

24th September - GMTF AGM at Wotton-under-Edge

26th September - Interviewed by BBC Radio Gloucestershire and welcomed Rotarians to their Rotary District 1240 Conference

7th October - Presentation on the work of the Town Council to the Cirencester Macular Support Group

9th October - Meeting of the Gloucestershire Branch of the SLCC

d) Town Councillors

Councillors outlined events that they had attended as follows: -

Councillor G Selwyn attended a meeting of the Police Authority held on 12th October, a meeting of the Watermoor Community Group and was given a tour of City Bank and was advised on the different ownerships. Councillor Selwyn also attended a "Being a Good Councillor" seminar.

Councillor P Braidwood attended a meeting of the Safer Communities Group on 15th September.

Councillor Mrs B Potter advised that it was the 10th anniversary of the town's friendship link with Saint Genis Laval and would be welcoming a resident of the town in November. Local schools were also organising exchanges in recognition of the anniversary.

Councillor Mrs S A Alexander attended Royal International Air Tattoo Gala Dinner on 17th July in the Mayor's stead.

Councillor A N Curry attended the Police Neighbourhood Meeting on 24th September. He also attended a Road Safety Meeting on 25th September where a new management structure was identified. Concern was raised that Preston Toll Bar had not been included in improvement plans and he confirmed that he would be working hard for its inclusion.

Councillor D J Nash attended a meeting of the NALC Larger Local Councils Committee and advised on the three day Leadership Academy and hoped that the Council would consider representation on this extremely successful event.

Councillor Nash also advised that he would be attending the GAPTC Annual General Meeting on 15th September and outlined the propositions.
Councillor Mrs J Hincks attended a meeting of the Gloucestershire Market Towns Forum and the Watermoor Community Group.

Councillor R Hughes attended the Annual General Meeting of the Chesterton Community Project.

Councillor A Lichnowski attended the Police Neighbourhood Meeting on 24th September, the inactivation of the 420th Air Base Group and the realignment of the 420th Air Base Squadron at RAF Fairford on 6th October and a GRCC event.

136.10 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)
None were received.

The meeting closed at 8.12 p.m.
Adams

Councillor G T

Mayor