

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, 11TH MAY 2010 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. ELECTION OF MAYOR AND DECLARATION OF ACCEPTANCE OF OFFICE**
To hold office until the Annual Meeting 2011.
- 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. APPOINTMENT OF DEPUTY MAYOR**
To hold office until the Annual Meeting 2011.
- 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 appoint 5 Members.
 - h) Twinning Group**
To appoint 3 Members (including the Mayor).

- 6. TO APPOINT TASK AND FINISH GROUPS**
To consider if there are any 'Task and Finish' projects which need to be completed in 2010/11 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, 13th April 2010.
- 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 15th and 29th April 2010 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 20th April 2010.
- 14. CORPORATE GROUP**
To receive and note the Notes of the Corporate Group Meeting held on 14th April 2010.
- 15. PROJECT GROUP**
To receive the Notes of the Project Group Meeting held on 19th April 2010 and to consider the recommendations therein.
- 16. SCHEDULE OF ACCOUNTS PAID TO THE 30TH APRIL 2010**
To approve and authorise the schedule of payments made during the period 1st to 30th April 2010.
- 17. GRANT AID 2010/11**
To consider and approve the Grant Aid allocations for 2010/11, as recommended by the Finance Committee.
- 18. INTERNAL AUDIT REPORT 2009/10**
To receive and consider recommendations from the Internal Audit and Risk Management Group, which forms part of the statement of systems of internal control audit, as outlined within the Minutes of the Finance Committee meeting held on 20th April 2010 (Agenda Item 13. refers).
- 19. COTSWOLD DISTRICT COUNCIL PARKING STRATEGY 2010 - 2015 CONSULTATION**
To receive, consider and approve the Town Council's draft response to Cotswold District Council's consultation on its Parking Strategy 2010- 2015.
- 20. CHRISTMAS MARKET AND FESTIVALS PROPOSAL**

To receive a report relating to establishing a Christmas Market and several annual festivals in Cirencester, such as 'Food & Wine' and 'Arts & Crafts'.

21. DRAFT EMERGENCY PLANNING AND FLOOD PLAN POLICY

To receive, consider and approve the draft Emergency Planning and Flood Plan policy, as recommended by the Corporate Group and if so agreed to establish a Community Response Group and appoint 5 Members (one from each Ward) to serve on the Group.

22. WARD GRANTS POLICY REVIEW

To receive, consider and approve the updated version of the Ward Grants policy, as recommended by the Corporate Group.

23. HONORARY FREEMEN AND FREEWOMEN

To receive, consider and approve the policy and nomination form for the awarding of the titles Honorary Freemen and Freewomen.

24. OUR FUTURE CIRENCESTER

To receive a verbal update relating to progress on the delivery of the 'Our Future Cirencester' Community Plan.

25. RECORD OF ATTENDANCES 2009/10

To receive the record of attendances in respect of 2009/10.

26. SCHEDULE OF MEETINGS 2010/11

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

27. ANNOUNCEMENTS

- a) Mayor
- b) Chief Executive Officer/Town Clerk
- c) Town Councillors - an opportunity to refer to any meetings/civic engagements attended in the capacity as a local Councillor/on behalf of the Town Council (written reports, including those for seminars/conferences attended, are to be placed on the notice board prior to the meeting).

28. CORRESPONDENCE

- a) Council Information Sheet;
- b) Any other correspondence received in accordance with Standing Order 68g)

29. MATTERS IDENTIFIED FOR FUTURE CONSIDERATION

PART TWO
CONFIDENTIAL

Confidential items in respect of which a resolution may be passed in accordance with the Public Bodies (Admission to Meetings) Act 1960, excluding the press and public.

C30. CHRISTMAS MARKET AND FESTIVALS - FINANCIAL AND CONTRACTUAL IMPLICATIONS

DATED this 6th day of May 2010

Signed

CHIEF EXECUTIVE OFFICER