

CIRENCESTER TOWN COUNCIL

MINUTES of the Annual Meeting of Council held in the Bingham Gallery and Conference Suite, Bingham House, No. 1 Dyer Street, Cirencester, on Tuesday, 11th May 2010 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 Braidwood
A N Curry
H G C Gray
W Helm
R Hughes
Mrs S A le Noury
D J Nash
Mrs B A Potter
Mrs M S Rickman
G M Selwyn

Andrew Tubb – Chief Executive Officer
Johan Newman – Executive Officer

0 Members of the public were present.

1 Member of the Press was present.

2 representatives with regard to the Christmas Markets and festivals item were present (Minute Nos. 20.11-22.11 and C32.11 refer).

01.11 a) ELECTION OF MAYOR

RESOLVED that Councillor G T Adams hold office as Mayor until the Annual Meeting 2011.

(Proposed by: Councillor W Helm Seconded by: Councillor R Hughes)

Voting Record:	For - 14	Against - 0	Abstentions - 0
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B) DECLARATION OF ACCEPTANCE OF OFFICE

RESOLVED that the Mayor's Declaration of Acceptance of Office be received and accepted.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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02.11 APOLOGIES

Apologies were received and accepted from Councillor Mrs J Hincks (personal).

03.11 DECLARATIONS OF INTEREST

None were received.

04.11 ELECTION OF DEPUTY MAYOR

RESOLVED that Councillor A Lichnowski hold office as Deputy Mayor until the Annual Meeting 2011.

(Proposed by: Councillor W Helm Seconded by: Councillor R Hughes)

Voting Record:	For - 13	Against - 0	Abstentions - 1
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05.11 TO APPOINT STANDING COMMITTEES AND GROUPS

a) Finance Committee

RESOLVED that all 15 Members of the Council be appointed to serve on the Finance Committee for the forthcoming year.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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b) Planning Committee

RESOLVED that the following 7 Members be appointed to the Planning Committee to serve for the forthcoming year: -

Councillors: Mrs C Braidwood
H G C Gray
W Helm
Mrs J Hincks
R Hughes
A Lichnowski
Mrs B A Potter

Voting Record:	For - 14	Against - 0	Abstentions - 0
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c) Personnel Group

RESOLVED that the following 5 Members be appointed to the Personnel Group to serve for the forthcoming year: -

Councillors: Mrs S A Alexander
P Braidwood
W Helm
Mrs J Hincks
Mrs M S Rickman

Voting Record:	For - 14	Against - 0	Abstentions - 0
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d) Corporate Group

RESOLVED 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.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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e) Project Group

RESOLVED that the following 6 Members be appointed to the Project Group to serve for the forthcoming year: -

Councillors: G T Adams
Mrs S A Alexander
P Braidwood
R Hughes
A Lichnowski
D J Nash

Voting Record:	For - 14	Against - 0	Abstentions - 0
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f) Climate Change and Sustainability Group

RESOLVED that the following 5 Members be appointed to the Climate Change and Sustainability Group to serve for the forthcoming year: -

Councillors: A N Curry
Mrs J Hincks
Mrs S A le Noury
A Lichnowski
G M Selwyn

Voting Record:	For - 14	Against - 0	Abstentions - 0
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g) Internal Audit & Risk Management Group

RESOLVED that the following 5 Members be appointed to the Internal Audit & Risk Management Group to serve for the forthcoming year: -

Councillors: Mrs C Braidwood
P Braidwood
W Helm
A Lichnowski
Mrs M S Rickman

Voting Record:	For - 14	Against - 0	Abstentions - 0
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h) Twinning Group

RESOLVED that the following 3 Members (including the Mayor) be appointed to the Twinning Group to serve for the forthcoming year: -

Councillors: Mayor (Councillor G T Adams)
W Helm
R Hughes

Voting Record:	For - 14	Against - 0	Abstentions - 0
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06.11 TO APPOINT TASK AND FINISH GROUPS

It was noted that as there were no 'Task and Finish' projects, which need to be completed in 2010/11, there was accordingly no requirement to establish appropriate Task and Finish Groups. Members, however, did note that there was an opportunity for each of the committees and groups to appoint its own task and finish group if required.

07.11 CHARTER MARKET MANAGEMENT COMMITTEE

RESOLVED that the following 5 Members be appointed to the Charter Market Management Committee to serve for the forthcoming year: -

Councillors: Mrs S A Alexander
W Helm
Mrs J Hincks
R Hughes
A Lichnowski

Voting Record:	For - 14	Against - 0	Abstentions - 0
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08.11 REPRESENTATIVES ON OTHER ORGANISATIONS

RESOLVED that the following Members be appointed to serve the body identified for the forthcoming year (or as stated): -

ORGANISATION	REPRESENTATIVE (S) FOR 2010/11
Age UK	S A le Noury
Cheltenham, Cirencester & Tewkesbury Citizens Advice Bureau - Stakeholders Group	G Selwyn
Christopher & Sarah A Bowly's Almshouse Charity	Mrs S A Alexander, Mrs A M Calvert and N E Whereat (Appointed to November 2010) [It was noted that Councillor Mrs M S Rickman is interested in being a representative should any of the above representatives stand down]
Cirencester Open Air Swimming Pool Association	W Helm
Cirencester Neighbourhood Partnership	Mrs J Hincks, A Lichnowski and G Selwyn
Cirencester Temperance Trust	Mrs S A Alexander, Mrs A M Calvert and S Mort
Cotswold Council for Voluntary Service	D J Nash
Cotswold Road Safety Liaison Group	A N Curry
Disabled Information and Support in the Cotswolds	Mrs J Hincks
Friends of Cirencester Parish Church	Mayor
Gloucestershire Association of Parish & Town Councils	D J Nash and Chief Executive Officer
Gloucestershire Constabulary (Liaison Panel following the contribution for the enhancement of policing in Cirencester)	Chief Executive Officer and/or Deputy Chief Executive Officer, W Helm, R Hughes and D J Nash
Gloucestershire County Council - Parish Highways Representative	Mrs C Braidwood
Gloucestershire Market Towns Forum	Mrs J Hincks and A Lichnowski
Gloucestershire Wildlife Trust	Mrs J Hincks
Our Future Cirencester Steering Group	Chief Executive Officer (ex-officio membership with no voting rights) and A Lichnowski (ex-officio membership with voting rights)
Safer Cotswolds Partnership	P Braidwood, D J Nash and Chief Executive Officer
St. John's Hospital & Other Almshouse Charities	Mrs C Braidwood, Mrs J Hincks and Mrs M S Rickman
St. Lawrence's Hospital Charity	Mrs S A Alexander
Stratton Educational Foundation	Mrs B A Potter

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

It was noted that if there is an organisation that Members would like to be, or believe the Council should be, represented on, they are advised to contact the office so that they can be approached. It was also noted that Council representation tended to be identified in the organisation's constitution.

Members were advised by the Chief Executive Officer that in the event of at least two Ward Councillors serving or meeting as part of a Community Group which applies for a Ward Grant, a personal interest should be declared and the application duly determined by the Corporate Group.

RESOLVED that the Minutes of the Council Meeting held on Tuesday, 13th April 2010 be approved as a correct record and signed by the Mayor.

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

No notification of questions was received.

11.11 MEMBER PARTICIPATION (Standing Orders 27 to 30 refer)

No notification of questions was received.

12.11 PLANNING COMMITTEE

RESOLVED that the recently considered applications and decisions made under delegated authority to the Planning Committee, at meetings held on 15th and 29th April 2010, be noted.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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13.11 FINANCE COMMITTEE

RESOLVED that the Minutes of the Finance Committee Meeting held on 20th April 2010 be noted.

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

RESOLVED that the Notes of the Corporate Group Meeting held on 14th April 2010 be noted.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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15.11 PROJECT GROUP

Members received the Notes of the Project Group Meeting held on 19th April 2010.

RESOLVED that: -

- a) **the Notes of the Project Group Meeting held on 19th April 2010 be noted;**
- b) **a letter be issued to the owner of the catering facility in the Abbey Grounds advising of the Council's consent for him to act as a "Park Warden" in relation to the litter problem, subject to a respective CRB check being carried out;**
- c) **£2,000 be made available to Gloucestershire County Council as 50% contribution towards the resurfacing of the footpath/cycleway running from Gloucester Street to the Barton Mill bridge.**

Voting Record:	For - 14	Against - 0	Abstentions - 0
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16.11 SCHEDULE OF ACCOUNTS PAID 1ST TO 30TH APRIL 2010

Members received a copy of the schedule of payments made during the period 1st to 30th April 2010.

RESOLVED that the schedule of payments made during the period 1st to 30th April 2010 be approved and authorised.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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17.11

GRANT AID 2010/11

RESOLVED that the Grant Aid allocations for 2010/11, as recommended by the Finance Committee, be approved.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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18.11

INTERNAL AUDIT REPORT 2009/10

RESOLVED that the following recommendations from the Internal Audit and Risk Management Group, which forms part of the statement of systems of internal control audit, be approved: -

- a) **evidence of work done in any audit is kept on file so that the process is seen as a continuing process and would also avoid duplication of work;**
- b) **that account titles within the 'Nominal Ledger' are amended to be more explanatory, suggest that abbreviations are only used where space is unavailable and Bank Reconciliations should always be prepared within two weeks of the month end and hard copies kept on file;**
- c) **contracts of £1,000 or less which are delegated for Officers' decision be increased to £5,000 and that three quotations be obtained for contracts of £5,000 or more wherever possible. Where this is not possible or there has been a reason why this is not done, full notes explaining that should be on file. A list of preferred contractors should be developed based on those used by the Council in the past and whose work has been found to be very satisfactory. These contractors should be given preference particularly for work under £5,000 in value.**

Voting Record:	For - 14	Against - 0	Abstentions - 0
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19.11 COTSWOLD DISTRICT COUNCIL PARKING STRATEGY 2010 - 2015 CONSULTATION

A Panel, consisting of Councillors Geoffrey Adams, Howard Gray, Matt Helm, Andy Lichnowski and Gary Selwyn, considered the Cotswold District Council Parking Strategy 2010-2015, in consultation with the 'Our Future Cirencester' Community Plan Steering Group.

The Panel took into account wide-ranging views and issues appertaining to Cirencester, and the impact of the District's parking policy and strategy.

Members considered the draft response, which addressed the following key points: -

- The impact of Sunday and evening charging;
- Residents parking provision;
- A review of information boards, signage and street furniture;
- On-street parking review;
- Payment machines and alternative payment options;
- Enforcement;
- Tariff and Season Ticket charging to meet the needs of the town;
- Infrastructure and car park surface, design and layout improvements.

The Council welcomed the Cotswold District Council's recommendations and reiterated its willingness to work in partnership to achieve the best possible outcome for the town.

The following points were accordingly made by Members: -

Sunday and Evening Charging - 'a 7 day economy' was disputed and evidence data was sought. Sunday charging should be opposed as it would be detrimental to attracting visitors to the town.

Parking Charges - Charges should be equitable across the whole District and Cirencester should be compared with comparable towns such as Malmesbury and Witney. It was also noted that parking in Witney was completely free to park.

On Street TRO Review - Parking Machines/Meters were opposed in Cirencester.

Residents Parking - It was suggested that parking zones would be more effective in Cirencester, rather than being restricted to one street.

Recommendations - Parking Provision - Further evidence was requested on the statement 'An addition of 15% - 20% increased provision by 2026 is recommended to accommodate growth in car ownership and increased tourism', particularly as the Cotswold already had a higher than average car ownership due to the nature of its infrastructure.

Parking Enforcement at Park Lane, Silver Street and Black Jack Street - It was noted that an experimental Traffic Order is proposed for the area to see whether changes would work before Section 106 monies are spent on a permanent solution.

General errors in the document such as Black Jack Lane instead of Black Jack Street and missing words in the sentence "However, it would seem necessary to remove the left hand from Castle Street to Sheep Street ...", both on page 45.

RESOLVED that: -

- a) **approval be given to the draft response, subject to the above comments being taken into account;**
- b) **a covering letter be drafted in consultation with the Mayor and submitted to the Cotswold District Council, with the response to the parking strategy by 20th May 2010.**

20.11

CHRISTMAS MARKET AND FESTIVALS PROPOSAL

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

The Chief Executive Officer reported that he had discussed the proposals with a senior officer at Cotswold District Council, the Chamber of Commerce, 'Our Future Cirencester' Community Plan Business Working Group, the New Brewery Arts and the Fleece Hotel who had all offered their support. A local trust is also extremely supportive and will consider a capital sum to assist.

RESOLVED that Standing Orders be suspended at 8.07 p.m. to allow Stephanie Swann, Events Manager and colleague, Stuart Vause, to speak on the subject.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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They outlined how successful similar events had been in Winchester, with increasing profits year on year. She advised how she envisaged markets would be in Cirencester, i.e. that they would be quality events, with a high standard of traders and goods. She also advised that she had received expressions of

interest from 30+ traders who would be interested in attending a Christmas Market in Cirencester.

Members received references on Stephanie Swann, confidentially tabled at the meeting, which were duly noted.

RESOLVED that Standing Orders be resumed at 8.18 p.m.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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RESOLVED that the Council endorse the principle of establishing a Christmas Market, Food and Wine Festival and Arts and Crafts Festival in Cirencester, in partnership with an Events Manager.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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RESOLVED that the order of the agenda be varied, so that Item No. C30 - Christmas Market and Festivals - Financial and Contractual Implications, be taken as the next item.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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21.11 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.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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22.11 CHRISTMAS MARKET AND FESTIVALS - FINANCIAL AND CONTRACTUAL IMPLICATIONS

Item No. C30 - Christmas Market and Festivals - Financial and Contractual Implications (Minute No. 20.11 and C32.11 refers) was taken in confidential session due to it pertaining to contractual issues.

RESOLVED that: -

- a) **the Council approves, subject to the terms and conditions being agreed in consultation with the Corporate Group, entering into a partnership with an Event Manager to deliver a Christmas Market event in 2010 and then three market/festival events in 2011/12 and 2012/13; subject to confirming the number of traders who will attend;**
- b) **the Council approves capital investment to purchase 47 wooden chalets.**

Voting Record:	For - 14	Against - 0	Abstentions - 0
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RESOLVED that the Council move back into public session at 9.08 p.m.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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23.11

DRAFT EMERGENCY PLANNING AND FLOOD PLAN POLICY

Members received the draft Emergency Planning and Flood Plan policy, as recommended by the Corporate Group and considered the establishment of a Community Response Group.

It was noted that the Plan should include weather emergencies, such as extremes of hot and cold weather, as the elderly were particularly vulnerable in these circumstances.

The Chief Executive Officer referred to the Council's management of the sluices in the town which was another factor, but specifics needed to be identified at a local level and would be the role of the Community Response Group.

RESOLVED that: -

- a) **the Emergency Planning and Flood Plan Policy be approved and adopted;**
- b) **a Community Response Group of 5 Members (one from each Ward) be established consisting of the following Members: -**

**Councillors: A N Curry (Park Ward)
Mrs C Braidwood (Beeches Ward)
Mrs J Hincks (Watermoor Ward)
A Lichnowski (Stratton-Whiteway Ward)
D J Nash (Chesterton Ward)**

Voting Record:	For - 14	Against - 0	Abstentions - 0
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24.11

WARD GRANTS POLICY REVIEW

Members received the updated version of the Ward Grants Policy, as recommended by the Corporate Group.

The Chief Executive Officer advised that an extra guidance note had been added, namely, "In the event of at least two Ward Councillors serving or meeting as part of a Community Group which applies for a Ward Grant, a personal interest should be declared and the application duly determined by the Corporate Group."

RESOLVED that the updated version of the Ward Grants policy, with the addition of the above guidance note, be approved.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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25.11

HONORARY FREEMEN AND FREEWOMEN

Members received the policy and nomination form for the awarding of the titles Honorary Freeman and Freewomen.

Members noted the following amendments to the same: -

- Amend 3.2 to read '... and forwarding it, in an envelope marked Confidential,
- Amend 4.3 to read 4.2
- Amend 4.4 to read 4.3
- 8.1, last line insert 'on an annual basis' after 'and may not necessarily be awarded'
- 8.10, second line delete 'everyone', insert 'friends and family'
- 9 delete 'local' after full to read ' ... after the next full Town Council election has taken place.'

RESOLVED that the Honorary Freeman and Freewomen Policy and nomination form be approved, subject to the amendments as above being made.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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26.11 OUR FUTURE CIRENCESTER

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

Councillor A Lichnowski, Chairman of the Steering Group, reported that the Business Working Group had received £2,000 funding from Gloucestershire Market Towns Forum, which would be going towards a business database on the Council's website to promote local services and products. There would also be a summer campaign to support local businesses and attract more visitors. A tourism communication strategy was also being developed.

It was also reported that the Cirencester Town Guide was to be launched in July 2010, the Green Strategy Group had the Environment Stewardship scheme in hand and an Advent Festival Working Group meeting had recently been held.

Councillor Lichnowski's report was duly noted.

27.11 RECORD OF ATTENDANCES 2009/10

Members received the record of attendances in respect of 2009/10 (an amended version being tabled at the meeting).

It was noted that in future, reference should also be made of the number of apologies.

RESOLVED that the record of attendances for 2009/10 be noted.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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28.11 SCHEDULE OF MEETINGS 2010/11

Members received the Schedule of Meetings for the coming civic year.

Members considered the following amendments due to the Local Election taking place on Thursday, 5th May 2011: -

- The Finance Committee that was scheduled on 19th April to be cancelled and held at 7pm on the 12th April, immediately prior to the Meeting of Council.
- The Annual Meeting of the Council to be re-scheduled from May 10th to May 17th.
- The Annual Town Meeting to be re-scheduled from April 12th to Thursday 26th May.

Mayor and CEO pre-agenda briefings:

- 25th August to be re-scheduled to Monday 6th September at 10am
- 27th October to be re-scheduled to Wednesday 20th October at 10am
- 23rd February to be re-scheduled to Wednesday 16th February at 10am

RESOLVED that the Schedule of Meetings for 2010/11 be approved, subject to the above amendments being made.

Voting Record:	For - 14	Against - 0	Abstentions - 0
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29.11 ANNOUNCEMENTS

a) Mayor

The Mayor attended the following events: -

17th April - Organ Recital in the Parish Church to launch the newly refurbished Willis organ

22nd April - Business Lunch organised by Messrs Davey, Franklin and Jones

25th April - Annual Civic Service hosted by the Chairman of Cotswold District Council at Moreton-in-Marsh

26th April - Judged the entries for the Fairtrade Competition, the winners of which were announced at the Council's Annual Town Meeting on 29th April

6th May - Civic Reception at RAF Fairford, which included a report on the winding down of Fairford and a tour of the base

9th May - Churn Family Fun Day at St. Michael's Park. Thanks were extended to the Town Councillors who attended and manned the Council's stand

b) Chief Executive Officer/Town Clerk

22nd April - SLCC Larger Local Councils Conference at Nottingham at which he spoke on Community Engagement

28th April - SLCC National Executive Council at Taunton

9th May - Churn Family Fun Day

c) Town Councillors

Councillor A Lichnowski attended the Organ Recital on 17th April, a meeting of the Gloucestershire Market Towns Forum on 22nd April and the Churn Family Fun Day on

9th May.

Councillor A N Curry attended the Churn Family Fun Day on 9th May.

Councillor D J Nash attended a meeting of the Cotswold Council for Voluntary Service and a meeting of NALC.

Councillor G M Selwyn attended a meeting of the Watermoor Community Group and reported that a litter pick had been carried out around the old swan sanctuary area at Beeches Road and also attended the Churn Family Fun Day.

30.11 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.

31.11 MATTERS IDENTIFIED FOR FUTURE CONSIDERATION

None were identified.

The meeting closed at 9.30 p.m.
Adams

Councillor G T
Mayor