

CIRENCESTER TOWN COUNCIL



**ANNUAL
REPORT**

2007/8

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COUNCIL MEMBERS

MAYOR: Councillor Mrs S A Alexander

DEPUTY MAYOR: Councillor G T Adams

BEECHES WARD

Mrs S A Alexander (Tel: 01285 657779/Email: shirley.alexander@yahoo.co.uk/salexanderuk@yahoo.co.uk)
18 Pheasant Way, Cirencester, GL7 1BL.

Mrs C Braidwood (Tel: 01285 659478/Fax: 01285 659217/Email: Caroline@braidwood.co.uk)
77 Pheasant Way, Cirencester, GL7 1BJ

P A Braidwood (Tel: 01285 659478/Fax: 01285 659217/Email: Peter@braidwood.co.uk)
77 Pheasant Way, Cirencester, GL7 1BJ

CHESTERTON WARD

R Hughes (Tel: 01285 651274/Email: administrator@cirencester.gov.uk)
29 Parkland Square, Cirencester, GL7 1SL

D J Nash, DMS MIM (Tel: 01285 885373/Fax: 01285 659576/Email: deryck.nash@gloucestershire.gov.uk)
84 Alexander Drive, Cirencester, GL7 1UJ

Mrs M S Rickman (Tel: 01285 640412/Email: Margaret.Rickman@cotswold.gov.uk)
1 Rendcomb Drive, Cirencester, GL7 1YN

PARK WARD

G T Adams (Tel: 01285 651729/Email: adams@cecilyhill.fsnet.co.uk)
15 Cecily Hill, Cirencester, GL7 2EF

A N Curry (Tel 01285 650852/Email: tony@aajservices.co.uk)
14 Drift Close, Cirencester, GL7 2EF

H G C Gray (Tel: 01285 654546/Email: pocsc@tiscali.co.uk)
55 Chesterton Park, Cirencester, GL7 1XS

STRATTON-WHITEWAY WARD

W Helm (Tel: 01285 657823/Email: matt-helm@tiscali.co.uk)
21 Cambray Court, Cirencester, GL7 1HQ

A Lichnowski (Tel: 01285 651381/Email: andy.lichnowski@btinternet.com)
82 Gloucester Road, Stratton, Cirencester, GL7 2LJ

Mrs B A Potter (Tel: 01285 651830/Email: administrator@cirencester.gov.uk)
4 School Hill, Stratton, Cirencester, GL7 2LS

WATERMOOR WARD

Mrs J Hincks Dip RSA (Tel: 01285 654984/Email: administrator@cirencester.gov.uk)
43 Burge Court, Cirencester, GL7 1JY

Mrs S A le Noury (Tel: 01285 644594/Email: administrator@cirencester.gov.uk)
Flat 1, 95 Victoria Road, Cirencester, GL7 1ES

Ms K M Yarrow B.Sc., M.Sc (Eng.), PGCE (FAHE) (Tel: 01285 640785/Email: k.yarrow@btinternet.com)
95 Cricklade Street, Cirencester, GL7 1JF

OFFICE STAFF

Chief Executive Officer:	Andrew Tubb
Deputy Chief Executive Officer:	Clive Sherwood
Executive Officer:	Johan Newman
Customer Information & Administrative Officers:	Libby Hughes Sally Mason
Tasks Officer:	Nick Brook

GROUNDS STAFF

Grounds Foreman:	Andy Bennett
Grounds Staff:	Rob Brock Shane Carpenter Ben Clarke Gary Cox Roger King Simon Ponting Nigel Reynolds Roy Reed Robert Walker Ed Walters

Cirencester Town Council
(Freepost RRLX-UZGX-HYEB)
Dyer House, 3 Dyer Street, Cirencester, Glos., GL7 2PP
Telephone: 01285 655646 / Facsimile: 01285 643843
Email: administrator@cirencester.gov.uk / Website: www.cirencester.gov.uk

Customer Information Point Opening Times
9.00 a.m. to 3.00 p.m. Monday to Friday

PURPOSE STATEMENT

“Cirencester Town Council is a council dedicated to working towards meeting the needs and aspirations of all its citizens, by: -

- Providing cost-effective services
- Promoting a clean, safe and low-crime environment
- Supporting activities and facilities for all ages and abilities
- Encouraging good citizenship and pride in our town
- Supporting a vibrant economy
- Encouraging appropriate developments that can meet the needs of all”

Services which we already provide and maintain	Partners with whom the Town Council works and other activities in which we are involved.	Areas that we are committed to promote and improve over the next 3 to 5 years.
<p>A Community newsletter</p> <p>Allotments and floral tubs & baskets</p> <p>An important role in licensing and mandatory consultee for the planning process</p> <p>An Information Point</p> <p>Civic functions for all sections of society</p> <p>Facilities for The Mop Fair</p> <p>Financial support of the town's CCTV system</p> <p>Grant aiding local organisations</p> <p>Grass cutting public spaces</p> <p>Guide books and maps of Cirencester</p> <p>Kingshill Lane Sports Development and skateboard facilities</p> <p>Lavatories in the Abbey Grounds and at St. Michael's Park</p> <p>Parks, recreation grounds and play areas</p> <p>Seating and Notice Boards in the town</p> <p>Support of the Advent Market and Christmas Lights</p> <p>The twice weekly Charter Market</p> <p>The Town Council Website</p> <p>The walls around the parks & churchyard and areas within the closed courtyards of the Parish Church</p>	<p>As freeholders and leasing of The Open Air Swimming Pool and Scout Hut</p> <p>Cirencester Chamber of Commerce</p> <p>Cotswold District Council</p> <p>CPRE</p> <p>Gloucestershire Association of Parish and Town Councils</p> <p>Gloucestershire County Council</p> <p>Gloucestershire Market Towns Forum and signatory to the Joint Charter</p> <p>Gloucestershire Rural Community Council</p> <p>Many varied organisations in the voluntary sector</p> <p>National Association of Local Councils</p> <p>Police</p> <p>Society of Local Council Clerks</p> <p>The Chesterton Project</p> <p>The Churn Project</p> <p>The Corn Hall – To work in partnership to ensure that it continues as a community facility</p> <p>The Environment Agency</p> <p>The Market and Coastal Towns Association and Initiative</p> <p>The Safer Cotswolds Partnership</p>	<p>Development of the quarterly community newsletter</p> <p>Environmental enhancements</p> <p>Grant aid commitments</p> <p>Increased active participation from the local community</p> <p>Links with the town's schools and colleges and developing a youth policy</p> <p>Production of guide books and maps to promote the town</p> <p>Public art in the town</p> <p>The Charter Market</p> <p>Clean up Cirencester campaigns</p> <p>The Town Council Web site</p> <p>The Town Wards and ward facilities</p> <p>The town's parks, recreation grounds, play areas and sports facilities</p> <p>The use of the Bandstand</p> <p>To review the provision of lavatories at the Abbey Grounds</p> <p>Towards a Vision/Action Cirencester</p> <p>Town Council's Information Point</p> <p>Working towards Quality Council Status</p>

MAYOR'S ANNUAL REPORT



This has been a year of change, a new council, with many new members, was elected in May and three other members were co-opted in June; also in June our Clerk retired and a new Clerk joined us opening up possibilities for Cirencester to move forward to Quality Council Status.

We began this process with the launch of a quarterly Newsletter delivered to every home in the town. The newsletter informs household about the work of the Town Council and includes information about the Bingham Library Trust, the Charter Market and events in the town.

We have begun a programme of Community lunches, the first, to launch the newsletter and promote the Twinning event, brought many people together whose paths would not cross in the normal course of events and enabled people to "network" and the town will continue to benefit from the relationships forged. The second lunch focused on the Arts and the cultural life of the town, many ideas came to the fore and we await the outcomes. In the future, we plan to have a "Sports" lunch to consolidate the consultation process for the future development the Town Council's Sports facility at Kingshill Lane.

We are in the process of raising the profile of Cirencester at a national level with the National Association of Local Councils (NALC). Councillor Nash has gained a place on a national committee, I have attended one of their Mayors and Chairs lunches, a seminar in London and we plan to go to the National Conference in May.

I have undertaken a number of Official duties and I have represented the town at functions outside of the town.

The Clerk and I have visited all but one of the schools in the town as part of our engagement with young people. We visited school councils and will continue to develop relationships with ongoing communications.

As well as change, we have also had continuity with our visit to Itzehoe in October 2007 to celebrate the 25th anniversary of the signing of the Twinning Charter. The Clerk and I travelled to Itzehoe with a party of people from Cirencester and a large group from Itzehoe came to Cirencester earlier this month to sign "statements of intent" to mark the anniversary of the signing of the Twinning Charter and to signal our intention to continue twinning into the future.

I would like to take this opportunity to thank all the office staff and the ground staff for all they do throughout the year but particularly for all the extra work undertaken for the twinning visit."

**Councillor Mrs S A Alexander
Mayor of Cirencester**

FINANCE REPORT

The membership of the Committee for the year comprised all members of the Town Council and there have been three meetings.

We have maintained a high standard of service to the taxpayer with the precept for the year costing a Band D Council Taxpayer £1.55 per week.

Many of the services provided are not statutory obligations and these include financial support for the CCTV system and the Christmas lights, floral displays around the town and grants to local organisations.

The budget also includes a sum of £22,500 for the Policing Support Scheme that finances an increased Police presence in the Town. We are hopeful this will prove both successful and cost effective.

The Abbey Grounds and St Michael's Park have been maintained to the usual very high standard by Council staff.

Unfortunately our budget has been affected adversely by:

- Vandalism at Kingshill Lane Sports Development. This resulted in Stage Coach ending their contract with us for vehicle storage; a monetary loss in excess of £8,000 per annum.
- The Four Acres Pavilion was destroyed.
- Charter Market income has fallen by around £9,000. This was due to the very poor summer weather and despite the good management and loyalty we enjoy from the Market Manager and traders.

These problems have been financially managed, because we have built up a reasonable level of unallocated reserves.

Prudent investment has increased the Capital Reserve Fund allocated to the Kingshill Lane Sports Development and work on the next phase will hopefully begin in the near future.

Funds to re-develop the Abbey Play Area have been raised over a three-year period to ease the burden on the Council taxpayer. This project should be in place during the summer.

In summary, we consider the Council to be in a healthy financial state with reserves at an acceptable level. The precept set for the forthcoming year is costing a Band D taxpayer £1.65 per week. We trust the people of the Town consider this a fair cost for the many benefits provided.

I would like to record my thanks for support from Vice Chairman Councillor Howard Gray, the Responsible Finance Officer Clive Sherwood, all members of staff and the Committee.

**Councillor Mrs M S Rickman
Chairman of the Finance Committee**

Cirencester Town Council

Summary of Income and Expenditure 2007/08

Income & Expenditure 2006/07		
£	Income	£
528,400	Precept	552,920
31,648	Agency Services	36,717
31,063	Interest on Investments	54,344
1,003	Administration	2,093
265	Allotments	359
50	Civic	143
2,767	Mop Fair	2,878
4,773	Norman Arch Cottage	10,333
18,309	Parks & Playing Fields	9,627
132	Rents & Wayleaves	118
	Skatepark	15,350
57,462	Street Market	48,402
268,772	Kingshill Lane Sports Development	4,353
	MCTI	13,309
944,644		750,946
	Expenditure	
220,623	Administration	294,517
509	Agency Services	
350	S.137 Payments	750
18,273	Capital	28,477
10,000	CCTV	7,500
10,413	Christmas Lighting	15,914
911	Church Floodlighting	781
3,311	Civic Purposes	5,056
0	Corn Hall	
10,610	Environment	9,865
0	MCTI	8,530
9,295	Grants	31,158
801	Loan Repayments – Principal	801
760	Loan Repayments – Interest	853
1,990	Mop Fair	1,990
2,232	Norman Arch Cottage	485
260,150	Parks & Playing Fields	250,297
1,167	Publicity	619
36,488	Street Market	30,689
587,883		694,123
	Funds	
426,899	Balance at 31.3.2007	783,660
944,644	Add Total Income	750,946
587,883	Less Total Expenditure	694,123
783,660	Balance at 31.3.2008	846,324

Balance Sheet as at 31st March 2008

31/03/2007

31/03/2008

CURRENT ASSETS		
1,170	Long Term Debtors	0
2,232	Debtors	12,158
788,434	Cash in Hand	903,169
-2,123	Payment in Advance	
789,713	TOTAL ASSETS	915,327
CURRENT LIABILITIES		
6,053	Creditors and Accruals	69,003
783,660	TOTAL ASSETS LESS CURRENT LIABILITIES	846,324
783,660	NET ASSETS	

Represented by:-

412,314	CAPITAL FUND (See Note)	432,654
161,900	EARMARKED FUND (See Note)	202,829
209,446	GENERAL FUND	210,841
783,660		846,324

PLANNING COMMITTEE

The Planning Committee of the Town Council has met every fortnight to discuss submitted planning applications. Since the end of March 2007, the Committee has discussed 315 applications. During that time, members have received helpful guidance from the Town Clerk, which has enabled careful consideration to be given to each and every application.

In recent weeks, the Committee has been able to consider on-line applications thanks to the use of a laptop and digital projector. This, as it becomes the norm, will reduce dramatically the amount of paper that is prepared for the planning meetings.

Apart from the planning applications, the Committee has also discussed the Cirencester Town Centre Supplementary Planning Document, the proposed housing development at the Kingshill North site, Cirencester Conservation Area Appraisals and Management plans, the Minerals and Waste Core Strategies and received a presentation from Mrs Sophia Price, Heritage and Design Manager (CDC) on Tree Preservation Order Legislation.

The regular attendance of Committee members has been much appreciated.

Councillor H G C Gray
Chairman of the Planning Committee

CORPORATE GROUP

The Corporate Group was established at a meeting of Council in July 2007 for the lifetime of the Council.

The Group consists of the Mayor, the Deputy Mayor, the Chair of Finance, the Vice Chair of Finance and the Chair of the Project Board.

The Group has worked on issues relating to Quality Council Status, the newsletter, internal auditing, the Council's Purpose Statement and Standing Orders.

The Group reports back to Council and makes recommendations for consideration. The Group receives information on matters of interest to the Council including the Market and Coastal Towns Initiative and the Vision for Cirencester Project Board update and has responded on behalf of the Council on the Licensing Act, the Road Safety Review, Post Office closures and bus passenger representation. The Group is currently working with Severn Wye Neighbourhood Project with a view to addressing climate change with a project at local level.

Councillor Mrs S A Alexander
Chairman of the Corporate Group

PROJECT GROUP

The Project Board is a Working Group of Members with two functions; firstly to consider ideas for projects and schemes and to discuss the way forward and secondly to consider details of those projects being put forward and recommend the thoughts and ideas to Council. When an idea is agreed, the Project Board supervises the progress and ensures it continues to completion. For example, the new signs at the entrances to the town, progressing the detail about the continued development regarding play areas, cycle ways (which involved discussion with Sustrans and the County Council) and the Christmas lights (in liaison with the Chamber of Commerce).

Councillor D J Nash
Chairman of the Project Group

RECREATION AREAS WORKING GROUP

The new play equipment for the Abbey Grounds has been chosen and the Scheduled Monument application has been sent in. It is hoped that work to dismantle the old and install the new equipment can commence in the summer, when approval from English Heritage and the Department of Culture, Media and Sport has been received.

The total cost for this will be £85,000, which has been set aside in three tranches of £25,000 over the last three years with an additional £10,000 voted by Council on 8th April.

We were also successful in our Lottery bid for £5,000 to which was added a further £7,000 from earmarked reserves. This £12,000 will pay for a youth shelter and multi-goal equipment in Chesterton, which should be ready for installation in June.

Councillor G T Adams
Chairman of the Recreation Areas Working Group

PERSONNEL WORKING GROUP

The Group was created primarily to overview and approve the founding of the following policies: -

Staff Appraisal Policy

To encourage communication between colleagues, to achieve a clear understanding of what is required of the individual and to identify training needs.

Staff Training

Training is important to ensure the Town Council's Purpose Statement is delivered.

Member Training

Training is important to support members in fulfilling their role with the Town Council structure.

Health and Wellbeing

To ensure the health and wellbeing of all its employees, a practical way to ensure the needs and safety of all its employees.

First Aid Payments

To recommend a payment to those who are trained and responsible for first aid within the work place.

Job Evaluation

Taking on board the recommendations of South West Provincial Employers in respect of the office and ground staff posts.

The Working Party also put forward to full Council a recommendation to establish a Senior Management Structure to consist of the Town Clerk, Deputy Town Clerk and Personal Assistant to use the working titles of Chief Executive Officer, Deputy Chief Executive Officer and Executive Officer respectively, retaining the names of Town Clerk, Deputy Town Clerk and Personal Assistant for civic duties.

These recommendations were put to the full Council in April and approved.

Councillor Mrs J Hincks
Chairman of the Personnel Working Group