

CIRENCESTER TOWN COUNCIL



**ANNUAL REPORT
2008/9**

CONTENTS

Council Members	Page 3
Office & Grounds Staff	Page 4
Purpose Statement	Page 5
Mayor's Annual Report	Page 6/7
Finance Committee Report	Page 8
Summary of Accounts	Page 9/10
Planning Committee Report	Page 11
Corporate Group Report	Page 12
Personnel Group Report	Page 13
Project Group Report	Page 14
Our Future Cirencester – Community Plan Report	Page 15

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: 07849 805142/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
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 a 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 and Website</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 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 an exciting year for the Town, with the granting of Quality Council Status and the launch of the Community Plan 'Our Future Cirencester'.

In September we hosted the Annual General Meeting of the Gloucestershire Market Towns Forum and used the occasion to launch the Community Plan. The four themes and 16 projects have been progressed through the winter months with groups of volunteers working with the Steering Group to prioritise the projects and to plan a way forward. The green spaces in the town, which are very important to people, is one aspect being progressed.

We have provided recreation equipment and a youth shelter in Chesterton, refurbished the Abbey Grounds play area after consulting with children and young people about their requirements and continue to promote St Michaels Park as a venue for picnics, barbecues, games and fitness. I would like to take this opportunity to thank the ground staff for all their hard work in keeping the parks and grounds, including other green open spaces within the town, in good order.

I have continued to visit local schools, along with the CEO/Town Clerk and members of the Corporate Group in order to engage in two way communication with the children and young people of the town. We have held a "youth day" with students from the college and young people from both the senior schools attending to help us understand their needs and requirements. We also held a "youth" lunch with professionals in the field attending and, as part of the Community Plan have, with assistance from the District Council's Youth Participation Officer, established Cirencester Youth Town Council.

Communication with the wider community is equally as important and to this end we continue to publish the well received quarterly Newsletter and seek to regularly update and improve our web site.

The economic situation has touched many people within the town and Cirencester has experienced shop closures as national retailers go into liquidation. To mitigate this situation we have, with the Bingham Library Trust, sought to promote tourism, within the town and

the local area by holding a "tourism lunch" and inviting people involved in the business to get together and talk about a way to promote the town. When people can not afford air travel they holiday at home, the Cotswold is a prestigious destination and after all we are "The Capital". We have also held an "Arts" lunch to promote art and culture within the town, which also helps to make Cirencester a visitor and tourist destination.

As part of the promotion of the town we have attended various conferences and seminars and were invited to speak at a national conference in London on the Energy Neighbourhood initiative, where we are seeking to tackle climate change at a local level.

On the town's behalf I have attended a number of social occasions with my husband, including the Mayor of Gloucester's charity dinner, the Scope Ball and, with my son as consort, the Cirencester Soroptimist Diamond Jubilee lunch. I have judged competitions, opened the Churn Fun Day and attended the induction of the new vicar Father Leonard; I have welcomed new businesses to the town, including the Body Shop and Crown Catering and represented the town at Gloucester Cathedral and at Dean Close School for the County's Guides and Brownies presentation of "Showtime". The Newsletter and web site continue to provide on-going communication with the people of the town and both have been well received.

The Town Council leases its offices and meeting rooms from the Bingham Library Trust and is proud to be associated with the name and legacy of Daniel Bingham which continues its prominence in the town with the opening of the Daniel Bingham Studio at New Brewery Arts, the celebration of the Centenary of the Bingham Hall and the opening of the newly refurbished Cirencester Bingham Library.

As mentioned, Cirencester Town Council has been awarded Quality Council Status, we were the first town in the county, and one of the first in the south west, to be awarded such status under the new revised scheme, we are justifiably proud of this achievement which affirms our commitment to community engagement and a high standard of management and administration. I would like to take this opportunity to thank our Chief Executive Officer and all staff for the part they have played in achieving this award.

We look forward, in 2009/10 to building on this achievement, for and on behalf of the local community.

Councillor Mrs S A Alexander
Mayor of Cirencester

FINANCE COMMITTEE REPORT



All members of the Council are members of the Finance Committee and there have been three meetings during the year.

A high standard of service has been maintained throughout the year, which has cost a Band 'D' Council Tax payer £1.65 per week.

The many services provided include:

- Contributions to the CCTV System
- Flower displays
- Contribution to the Christmas lights
- Contributions to fund additional local Police services
- Grant Aid to the Citizens' Advice Bureau, Cotswold Counselling and other organisations which benefit residents of the town
- The Abbey Grounds and St. Michael's Park
- Sports and Recreation Areas at Kingshill Lane, Chesterton and Baunton Lane.
- A new play area has been provided in the Abbey Grounds and a Teen Shelter and Multi Goals at Chesterton
- Specialist reports have been commissioned for the further development of the Kingshill Lane Sports Field
- Substantial financial support and Officer time to the Community Plan, Our Future Cirencester

These services, and others, are successful because we are fortunate to have a team of loyal and dedicated staff working in the office and the parks department.

I would also like to thank the many volunteers who have contributed to the ongoing Community Plan. This would not be so successful without their valuable contribution.

Significantly, the Council has made a future commitment of up to £150,000 towards the much needed Market Place improvements, which we look forward to.

We believe this all represents good value for money and look forward to an equally good year in 2009/10, with minimal increase in cost to the Taxpayer.

Councillor Mrs M S Rickman
Chairman

Cirencester Town Council

Summary of Income and Expenditure 2008/09

Income & Expenditure 2007/08		Income & Expenditure 2008/09
£	Income	£
552,920	Precept	591,385
36,717	Agency Services	32,298
54,344	Interest on Investments	31,994
2,093	Administration	1,318
359	Allotments	392
	Christmas Lighting	10,500
143	Civic	241
	Environment	1,230
2,878	Mop Fair	3,000
10,333	Norman Arch Cottage	1,545
9,627	Parks & Playing Fields	11,981
118	Rents & Wayleaves	84
15,350	Skatepark	
48,402	Street Market	50,111
4,353	Kingshill Lane Sports Development	5,658
13,309	OFC	13,285
750,946		755,022
	Expenditure	
292,071	Administration	314,838
750	S.137 Payments	430
28,477	Capital	157,711
7,500	CCTV	7,500
15,914	Christmas Lighting	19,790
781	Church Floodlighting	279
5,056	Civic Purposes	7,344
9,865	Environment	13,292
8,530	OFC	48,290
31,158	Grants	31,764
801	Loan Repayments – Principal	801
853	Loan Repayments – Interest	611
1,990	Mop Fair	1,990
485	Norman Arch Cottage	777
250,297	Parks & Playing Fields	280,966
3,065	Publicity (inc Newsletter)	5,020
30,689	Street Market	30,894
688,282		922,297
	Funds	
783,660	Balance at 31.3.2008	846,324
750,946	Add Total Income	755,022
688,282	Less Total Expenditure	922,297
846,324	Balance at 31.3.2009	679,049

Balance Sheet as at 31st March 2009

31/03/2008		31/03/2009
	CURRENT ASSETS	
0	Long Term Debtors	10,113
12,158	Debtors	14,715
903,169	Cash in Hand	670,372
	Payment in Advance	
915,327	TOTAL ASSETS	695,200
	CURRENT LIABILITIES	
69,003	Creditors and Accruals	16,151
846,324	TOTAL ASSETS LESS CURRENT LIABILITIES	679,049
846,324	NET ASSETS	
	Represented by:-	
432,654	CAPITAL FUND (See Note)	433,810
202,829	EARMARKED FUND (See Note)	116,946
210,841	GENERAL FUND	128,293
846,324		679,049

PLANNING COMMITTEE REPORT



The Planning Committee of the Town Council has met every fortnight to discuss submitted planning applications. During that time, members have been very grateful to Sally Mason who has looked after the technical hardware to ensure we can view clearly the now digitalised applications.

Different ward members comprise the Committee so they are able to bring relevant and knowledgeable information about local situations and issues. This helps the Committee to make, what we hope are, practical and well-considered recommendations to the Cotswold District Council.

The regular attendance of Committee Members has been much appreciated.

Councillor H G C Gray
Chairman

CORPORATE GROUP MEETING



The Corporate Group consists of the Mayor, Deputy Mayor, Chairman and Vice Chairman of Finance, Chairman of the Project Group and Chairman of the Personnel Group.

It has looked in depth at the many issues covered by the Town Council over the past 12 months and receives regular reports from the Senior Management Team.

The work programme for 2008/09 included overseeing the drive towards Quality Council Status, development of the Newsletter and Ward Grant guidance. It has also considered a draft Complaints Procedure, Children and Young People's Policy and reviewed the Council's Purpose Statement and Standing Orders. In addition, the Group is responsible for advising the Council on administrative, strategic and policy matters and undertakes the Chief Executive Officer/Town Clerk's annual and six monthly appraisal, as well as leading on member support and training.

A number of national legislative and policy briefings have been considered and, where appropriate, responses have been provided as part of the consultation with the town and parish sector. It was also a privilege to host a visit from the Larger Councils' Development Officer of NALC (National Association of Local Councils) and the GMTF (Gloucestershire Market Towns Forum) Annual General Meeting.

Councillor Mrs S Alexander
Chairman

PERSONNEL GROUP REPORT



This year has been one of primarily over viewing and approving the setting up and implementation of various policies: -

Staff Appraisals/Training

These have been implemented across all areas of the Council, with both annual and six monthly appraisals being carried out. The Chief Executive Officer, with the aid of the senior staff, has identified and put into place appropriate staff training including his own.

Member Training

All members have undergone training including some media training and these have been well received by all Council Members.

Health and Wellbeing

This policy has been introduced as the Town Council recognises its importance as a responsible employer.

First Aid Payment

It was agreed that all first aiders should be given payment for these responsibilities.

It is felt by the Personnel Group that although this year has been busy implementing policies and getting them established, the proceeding years will be easier and more efficient.

Councillor Mrs J Hincks
Chairman

PROJECT GROUP REPORT



The Council's Project Group has met regularly throughout the last municipal year to consider matters within its Terms of Reference. Much of this work is routine but the following are worthy of note.

Abbey Grounds - The project to modernise and improve the play facilities in the Abbey Grounds has been completed. There are one or two snagging issues to be resolved but it is anticipated that these will be settled very shortly. There have been ongoing problems with the drainage for the toilets in the Abbey Grounds. These are to be repaired so that the facilities can re-open before the summer. However, the Project Group believes that eventually new facilities will have to be provided, possibly adjacent to the yard where they will be more accessible to the play area. There could be archaeological problems in this area but we are seeking professional advice before progressing any further.

St Michael's Park - The flood lights for the tennis courts are in need of repair, but a decision on this has been deferred until the autumn when the Project Group will consider costs and the available budget before making a recommendation to Council.

Kingshill - The Project Group have given a lot of consideration to further developments at the Kingshill sport and recreational area. Progress on a possible all-weather pitch is being made but it is still some way from realisation. The problems with the wind-powered lighting have proved to be insolvable and the Group is seeking further information and costs with a view to connection to the electricity supply.

Chesterton - Two multi goals and a teen shelter have been erected at Two Acres with the help of part funding from the Big Lottery Fund. These are proving very popular with local young people who, to a large extent, are 'policing' the area themselves. The Chesterton Project Group has continued to be active and, with the support of the Town Council and others, has led a number of worthwhile initiatives. The new Chairman, Damian Lyons, met with the Project Group in February and discussed several plans for the future.

Recreational Area Sub-Group - Earlier this year, the Group formed a sub-group with the specific task of reviewing all the open space recreational areas under the Council's control. The sub-group has made a number of recommendations for consideration during the next twelve months.

Councillor D J Nash
Chairman

OUR FUTURE CIRENCESTER – COMMUNITY PLAN REPORT



The “Our Future Cirencester” project has been guided by a Steering Group representing a mix of local people, organisations, businesses and local government service providers and an appointed Project Manager. It is based on information gathered together through various consultation exercises and initiatives to understand our community aspirations.

In September 2008, Cirencester Town Council adopted “Our Future Cirencester” as its Community Plan. The Plan was broken down into four themes: A sustainable market town, A good place to grow up in, An attractive town to live in, visit & where we can enjoy vibrant culture and A better place to do business. These themes contained 16 potential community projects relating to economic development, heritage and culture, young people and sustainability. From September 2008 to March 2009, the Steering Group set up four working groups to consider how to take the Community Plan forward in detail and to make recommendations to the Steering Group on how the project should proceed in 2009-2010.

The four working groups were Heritage, Business, Infrastructure, and Children & Young People. Over 50 volunteers enthusiastically contributed their time and energy to develop the ideas. Two ‘Planning for Real’ exercises were conducted, eliciting comments from over 250 local residents. Funding from Rural Renaissance also enabled the commissioning of a ‘Cirencester Local’ report by Hyder Consulting, which undertook a study of local businesses to see how they could co-operate together and improve competition against other urban areas, changes in retail & shopping patterns and internet shopping. The Steering Group is now considering the prioritisation and delivery of ‘Our Future Cirencester’. A request has also been made for Volunteers to progress the next phase. All the information on the OFC Project is available on the Town Council’s Web Site and comments on the OFC proposals are very welcome.

Councillor A Lichnowski
Chairman of the Steering Group