

CIRENCESTER TOWN COUNCIL



**ANNUAL REPORT
2009/10**

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COUNCIL MEMBERS

MAYOR: Councillor G T Adams
DEPUTY MAYOR: Councillor A Lichnowski

BEECHES WARD

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29 Parkland Square, Cirencester, GL7 1SL

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PARK WARD

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26 Lewis Lane, Cirencester, GL7 1EA

OFFICE STAFF

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

GROUNDS STAFF

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

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Dyer House, 3 Dyer Street, Cirencester, Glos., GL7 2PP
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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

Cirencester Town Council - Purpose Statement

"Cirencester Town Council is a council dedicated to working towards meeting the needs and aspirations of the community 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 that the Town Council provides, maintains or supports

(*directly provided by us)

Advent Festival and Christmas Lights

Allotments *

CCTV

Charter Market *

Civic Functions *

Closed Church Yard *

Customer Information Point *

Cycle Racks

Grant Aid *

Grass cutting *

Guide book & maps of Cirencester *

Hanging baskets and floral tubs *

Kingshill Lane Sports Development *

Public Conveniences (Abbey Grounds and St Michaels Park) *

Licensing consultation

Market Place Improvement

Mop Fair *

Newsletter *

Parks, recreation & play areas *

Planning consultation

Seating and Notice Boards *

Website *

Youth Town Council

Partners with whom the Town Council works and other activities in which we are involved

Action for Market Towns

Campaign to Protect Rural England

Chamber of Commerce

Chesterton Community Project

Chesterton Scout Group

Churn Project

Corn Hall

Cotswold District Council

English Heritage

Environment Agency

Farmers Market

Gloucestershire Association of Parish and Town Councils

Gloucestershire County Council

Gloucestershire Market Towns Forum

Gloucestershire Rural Community Council

National Association of British Market Authorities

National Association of Local Councils

Open Air Pool Trust

Police

Safer Cotswolds Partnership

Society of Local Council Clerks

Voluntary sector organisations

Areas that we are committed to through 'Our Future Cirencester'

Amphitheatre

Cirencester Local

City Bank and other green spaces

Festivals

Fun Places

Heritage

Open Air Swimming Pool

Safe Routes to School

Safer Community

Schools at the heart of the Community

Sport and Physical Activity

Sustainable Cirencester

Sustainable Transport

Town Centre Management

MAYOR'S ANNUAL REPORT



Each year, every Mayor, starts by saying how the year has seemed to them - 'one of change' or 'exciting' are the words used by my predecessor, Shirley Alexander, in 2008 and 2009 and now, searching for a single word to describe the past year, I would choose 'fruitful' or 'rewarding'. Things are starting to happen.

There are several items on the Our Future Cirencester agenda that are now moving into their delivery phase but I will leave Andy Lichnowski, Deputy Mayor and Chairman of the OFC Steering Committee, to tell you about those. However, although it comes within their programme, I *will* mention the Market Place.

The Town Council has been nominated to be the lead authority for this initiative. Together with the £150,000 the Town Council has reserved for this, CDC has made a commitment to contribute £100,000 and a Charitable Trust has given £60,000. We have lobbied County Council/Highways fiercely to have this Initiative included in the Local Transport Plan 3 and during the coming months we expect to be able to start the process of drawing up alternative plans for possible changes to the layout and costing them, having hopefully priced the £60,000 that is needed for this exercise from Shire Hall. There would then be extensive consultation, with local people and organisations. Only after that shall we then begin the financially painful quest for the extra money needed to complete the work. But don't despair!

I would like to emphasise that it is not the intention to pedestrianise the whole Market Place but just to arrange the limited space around the Church to better advantage, which will provide a new open public space. Surely no one would wish to have buses continuing to puff diesel fumes into the Church entrance if an alternative can be found.

I stated in my first Newsletter that this project was dear to my heart and I shall continue to do everything I can to bring it to fruition.

Moving on, and still hoping to avoid treading on the toes of those who will follow me, I would highlight the Spitalgate Wall repairs, carried out by our own skilled staff and funded in partnership with Gloucestershire County Council. Further maintenance along that stretch of wall will be subject to a condition survey that is being undertaken by the Town Council.

Cirencester was awarded Fairtrade status.

Working in partnership with CDC, who replaced the four trees in Catalpa Square, we have agreed to take on the responsibility of caring for them during the early stages of their growth.

In July the Town Council approved the appointment of a student intern. Funded in partnership with the Chamber of Commerce and a grant from the Royal Agricultural College, she provided support for the local shopping initiative 'I Love Cirencester' and commenced work on developing a database of local shops and businesses.

After an election in Watermoor, we were able to welcome Councillor Gary Selwyn to The Council.

Through the Gloucestershire Association of Parish and Town Councils, we have liaised with appropriate Town and Parish Councils prior to taking decisions on the installation/replacement of road and tourist signs, in an effort to reduce the overall number of signs within the county and to remove all superfluous signs and redundant posts.

In September, subject to both internal and external funding and planning permission being obtained, the Town Council agreed to a phased approach being adopted to develop the 32 acre sports and community facility at Kingshill.

- Phase 1 will deliver a trim trail, bmx facility, skate plaza and three junior/mini grassed pitches. Work on these should commence during the Summer of this year.
- Phase 2 will deliver an extension to the existing pavilion, a new-build community facility, play areas for children and a floodlit all weather pitch.

A planning application is currently being prepared with the view to this work commencing on site in 2010/11.

A Communication and Website Design contract was given to a local business – Foundation – to develop

- a new brand and logo
- a new website
- a new format for stationery and the Newsletters and to provide
- a PR service for 12 months
- marketing advice, training and support for staff during the project and
- training for the use of the Website's Content Management System

We have endorsed the publication of a new Town Guide, that will both provide information and boost tourism and the local economy.

Following the discontinuation of the Twinning Association we were delighted to announce that the Town Council will continue to support the town's twinning and friendship links with Itzehoe in Germany and St Genis Laval in France by establishing a Twinning Group and Friends of Twinning.

In April we endorsed the forming of the Cirencester Neighbourhood Partnership, supporting local community groups in tackling issues at a grass roots level.

In July the Town Council launched its Community Engagement Policy which builds positively and practically on the Town Council's view that *anyone who lives, works, goes to school or college in Cirencester is valued and that we recognise the significant contribution that is made by the community*.

And just recently a new initiative is evolving, which thanks to a successful partnership with the Bromford Group (Fosseway Living) will, hopefully, establish a chill-out area for teenagers, called the Ozone, located at the Niccol Theatre, New Brewery Arts.

Our CEO and the Town Council highly value the many opportunities to work in partnership with others. So much more can be achieved by combining the resources available, sharing information, effectively assessing needs and shaping services at a local level.

As MAYOR, and on many occasions accompanied by The Mayoress, I have attended a variety of functions and occasions. These are a selection:

- The Soroptimist's Annual Lunch
- Choral Evensong & Reception for the Friends of Cirencester Parish Church
- A Help for Heroes Dinner
- Two 100th birthday parties at Watermoor House
- The Cotswold Show
- The Funeral of Tim Jennings
- Opening of several new shops and business premises in the town
- Presenting an award to Tiger Brewer, as the youngest Wing Walker, at Rendcomb airfield.
- Meetings of Churches Together in Cirencester
- A Canine Partners demonstration
- The NALC annual conference in London
- The Heritage Open Day weekend
- The centenary launch for Gloucestershire East Division of the Girl Guides
- The new restaurant at Cirencester Hospital
- The Licensing of The Revd. Howard Gilbert at Watermoor Church
- The Royal Agricultural College Annual Convocation
- A band concert at the Bingham Hall
- A reception to learn more about the Parish Church renovation.
- A Reception and Concert at 29th Regiment Officers' Mess
- The Service of Remembrance and wreath laying ceremony
- We hosted a small reception at Ingleside House
- A Cantores concert in the Parish Church
- The Memorial Concert for Tim Jennings
- The Corinium Players Guitar Ensemble concert
- The Christmas lunch at Watermoor Church
- A Reception to celebrate the 60th Anniversary of Cirencester Housing Society
- A Gloucestershire Farm Shops evening at the Agricultural College
- The 70th anniversary dinner of Phoenix Company who produce the annual pantomime
- The Cotswold Counselling AGM
- Joined Andrew for an hour on Corinium Radio
- The Advent Festival and Lights' switch on
- The Mother Goose pantomime
- A Christian Unity service at the Baptist Church to hear about Street Pastors
- A Service in the Parish Church to observe Holocaust Memorial Day
- The Royal Wessex Yeomanry Officers' Dinner at Bovington
- Done tree planting and attended Cotswold Tree warden Group prize-giving
- The Mock Trials event for school children
- A Smallpeice Trust engineering weekend at the RAC and a dinner afterwards with the youngsters
- And just last Sunday, attended the Annual Civic Service at St. David's Church, Moreton-in-Marsh

It has been a very good and most enjoyable year.

Councillor G T Adams
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 and this has cost a Band D Council Tax payer £1.79 per week.

The many services provided during the year included:

- Continuing financial contribution to the CCTV system .This contribution has been reduced in accordance with changes to the service.
- Contributions to Christmas lighting in the town.
- £20,000 contribution to fund additional local Police service.
- Grant Aid to the Citizens' Advice Bureau, Cotswold Counselling and other worthwhile organisations which benefit residents of the town.
- The Abbey Grounds and St Michaels Park.
- Sports and Recreation Areas at Kingshill Lane, at Chesterton and Baunton Lane.
- Floral displays in the Town.
- The Spitalgate Wall has been repaired with Cirencester Town Council taking the lead in this matter and a 50% contribution to the financial cost from Gloucestershire County Council.
- The new Youth Services were introduced and this was partly enabled by Staff efficiency savings.
- New lighting has been installed on the pathway between North Home Road and Kingshill School. Contributions towards this project were received from Gloucestershire County Council and Cotswold District Council.

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

We believe the services represent good value for money and look forward to an equally good year, 2009/2010, with minimal increase in cost to the Taxpayer.

Councillor Mrs M S Rickman
Chairman

SUMMARY OF INCOME & EXPENDITURE 2009/10

Income & Expenditure 2008/09	INCOME	Income & Expenditure 2009/10
£		£
591385	Precept	643505
32298	Agency Services	34061
31994	Interest on Investments	35120
1318	Administration	5765
392	Allotments	590
10500	Christmas Lighting	8363
241	Civic	
1230	Environment	1528
3000	Mop Fair	3000
1545	Norman Arch Cottage	7000
17723	Parks & Playing Fields	19206
0	Sale of Land	35195
50111	Street Market	43161
13285	OFC	18069
755022		854563
	EXPENDITURE	
314838	Administration	308278
430	S.137 Payments	334
157711	Capital	48561
7500	CCTV	7500
19790	Christmas Lighting	11238
279	Church Floodlighting	184
7344	Civic Purposes	8271
13292	Environment	9547
31764	Grants	15965
801	Loan Repayments - Principal	12816
611	Loan Repayments - Interest	643
48290	MCTI	23829
1990	Mop Fair	2445
777	Norman Arch Cottage	1254
280966	Parks & Playing Fields	266750
4870	Publicity	555
31044	Street Market	23252
0	Youth Services	2980
922297		744402

PLANNING COMMITTEE REPORT



The Planning Committee comprised the following members: -

Councillors: H Gray (Chairman)
Mrs J Hincks (Vice Chairman)
Mrs B Potter
Mrs C Braidwood
A Lichnowski
W Helm
R Hughes

The Planning Committee has met regularly throughout the year on alternate Thursday afternoons to consider the many and varied planning applications. The advice, comments and local knowledge of committee members has been invaluable. We have been very grateful to Libby Hughes for always having the technical equipment ready for each meeting so that we can view the applications on line. Although there have been few contentious issues, the committee has discussed carefully applications by some businesses to stay open until the early hours of the morning and what impact these may have on the town.

The commitment and regular attendance of members has been much appreciated.

Councillor H G C Gray
Chairman

CHARTER MARKET MANAGEMENT COMMITTEE REPORT



During 2009/10, the Group has been active in trying to involve traders, as stakeholders, in finding ways to improve the market. We have held two 'drop-in' sessions with the traders, and have taken on board their concerns and listened to their suggestions on how we can make improvements in the market experience. The Group has had a **Charter Market** 'health check' carried out by **NABMA**, with the recommendations being considered for implementation.

We have also been actively involved in putting together a business plan and marketing strategy, to assist in examining how we as a council see the **Charter Market** evolution over the next few years. Along with this has been the need to consider the **European Services Directive**, its application and its impact on how the market is run.

In April 2010 we held our first 'Market Promotion' event, with the chef Geoff Tookey giving a cookery demonstration using **locally sourced produce**. The event was well received by both the stall holders and public, and it is hoped that events such as these will become regular fixtures in the Market calendar as part of the effort to revitalise the Market and bring more traders and customers into the Market Place.

Councillor Mrs J Hincks
Chairman

CORPORATE GROUP REPORT



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 officers of the Town Council.

The work programme for 2009/10 included overseeing the drive towards being able to use the 'Power of Well-Being' which extends powers to the Town and Parish sector in respect of social, economic and environmental well-being. Approving the publication of a Community Engagement policy, developing a policy for business continuity and risk management plans, which included the drafting of an Emergency Planning & Flood Plan policy.

In addition, the Group is responsible for advising the Council on administrative, strategic and policy matters and undertakes the Chief Executive Officer's annual and six monthly appraisal. It also leads on member support and training. A number of national legislative and policy briefings have been considered during the year and, where appropriate, responses have been provided as part of the consultation with the town and parish sector.

Councillor G T Adams
Chairman

PERSONNEL GROUP REPORT



I would firstly like to thank all the Councillors on the Personnel Group for the support, help, hard work and commitment that they have given over the last year. Without their assistance the Group would not have been able to present to Council anything like the number of new and revised policies as we have.

Some of these policies were:-

- Equality & Diversity Policy
- Recruitment & Selection Policy and updating the application form.
- Lone Working Policy
- Car Leasing Policy
- Leave and Sickness Absence Policy
- Flexible Working Policy Pilot Scheme
- Long Service Awards Policy

The Group also investigated and recommended taking on expert health and safety advice and a specialised HR service. These policies and recommendations were confirmed by Council and are now in place within the organisation. We also discussed the new employee starter pack and what information and documents should be included in it.

The Group also looked at various external documents for example the Gloucestershire Pension Fund annual report and we also examined and discussed confidential staff issues.

Councillor P Braidwood
Chairman

PROJECT GROUP REPORT



The Project Group has continued to meet regularly throughout the last municipal year to discuss the various projects and initiatives that the Council is involved with. Various works in the Abbey Grounds and St Michael's Park have been completed and currently outline proposals are under consideration for a possible renovation of the tennis courts in 2011/12.

Planning continues for the further developments at Kingshill and it is hoped that the problems with the lighting have now been resolved with the mains lighting to some of the columns.

Discussions have continued with the Chesterton Community Group and it is expected that the seating will be installed and the garden area at the Thistle Park will be completed in the next few weeks.

The Project Group is also the delegated channel for the Council's major initiative "Our Future Cirencester". This is the subject of a separate report.

In conclusion, I would like to thank my colleagues on the Project Group for their continuing support and especially the officers and ground staff. Without their hard work and diligence these developing benefits for the people of Cirencester would not happen.

Councillor D J Nash
Chairman

CLIMATE CHANGE AND SUSTAINABILITY GROUP REPORT



The Climate Change and Sustainability Group has looked at several issues over the last year including Severn Wye Energy Initiative, Transition Towns and the Sustainable Communities Act.

Severn Wye Energy Initiative

It should be noted that Cirencester Town Council Energy Neighbourhood team came third out of fourteen teams in Gloucestershire by reducing their overall household energy consumption by **15.59%**. A part of this was a local Climate Change debate (see **Sustainable Cirencester**), held at a local organic farm; it was well attended with over 40 people supporting local sustainability initiatives.

Transition Towns

It was observed that the 'Transition' movement was very much a community-led initiative, and while it is recommended that an umbrella steering group be established, these groups often evolve from common themed objectives such as 'allotment holders'.

Sustainable Cirencester

After the successful event at the local organic farm, a follow up meeting was held. The event provided an opportunity to share ideas which could be developed under the community plan part of '**Our Future Cirencester**'

Sustainable Community Act

The significance of this Act had 100 local authorities submitting a total of 300 proposals for Government action, to promote and protect local sustainability. Although parish and town councils are not part of the process, we, as a council, are working to ensure these councils are included in the process.

Councillor Mrs J Hincks
Chairman

OUR FUTURE CIRENCESTER – COMMUNITY PLAN REPORT



“Our Future Cirencester” is a Community Plan which is based on information gathered together through various consultation exercises and initiatives to understand our community aspirations. OFC is sponsored by CTC and driven by a Steering Group comprising a mixture of local people, organisations and service providers. The Plan is 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
- A better place to do business

To address these themes a number of projects have been identified for future development:

- Cirencester Local Partnership
- Cirencester Local Information
- Cirencester Local Business
- Sustainable Transport Plan
- Young Persons Officer
- Fun Places
- Youth Town Council
- Open Air Swimming Pool
- Living History
- Green Strategy
- Townscape Strategy
- Amphitheatre
- Festivals & Events
- Market Place

During the course of the year excellent progress has been made on most of the projects with the following highlights:

A **Business Working Group** is seeking to co-ordinate and encourage the business climate within the town, in particular to promote the purchase of **local goods and services**. A joint project between the Royal Agricultural College, the Chamber of Commerce and OFC employed a graduate intern to work proactively with the local businesses community to promote and develop business opportunities, including such initiatives as ‘I Love Cirencester’ and the preparation of a Cirencester business database.

Addressing the **Sustainability of Cirencester**, a seminar was held in November at the Organic Farm Shop, Abbey Farm to consider our response to **Climate Change** and the potential options and actions for making Cirencester more sustainable, particularly in Energy, Transport and Food. Presentations were given by representatives from OFC, Severn Wye Energy Agency and Transition Stroud. From that initial meeting of around 50 people a core of around 30 has emerged as the **OFC ‘Sustainable Cirencester’ Group** and the second meeting was subsequently held in March at the Bingham Gallery.

A **Sustainable Transport Sub Group** is being formed to focus on pedestrian, cycling, parking and public transport links.

A group from Cirencester came third in the **Energy Neighbourhoods** competition organised by SWEA aimed at reducing energy consumption within the home through changes in behaviour.

To encourage youth participation in local government, a **Youth Town Council** has been established. The Town Council has seconded and employed an experienced part time **Young's Persons Officer** from Fosseway Housing Association to assist in developing the youth initiatives. Projects in the advanced stages of development include the establishment of 'Ozone' a chill out zone at New Brewery Arts.

The **Open Air Swimming Pool** (owned by the Town Council and run by a group of volunteers) obtained strong support during the various consultations. The Town Council provided support through (1) granting a long term lease to enable greater opportunities to secure external grant aid (2) providing insurance Cover (3) and the provision of a £5k grant.

To promote the **Living History** of Cirencester, the Civic Society is preparing and offering new guided walks around the town. The heritage interpretation is being updated for inclusion in a new **Town Guide**.

A **Green Strategy Working Group** has been established to consider the key open spaces within the Town, notably City Bank, the Amphitheatre, Abbey Grounds and the Churn. The group comprises volunteers with a broad range of professional experience to deliver a Green Spaces Strategy that would support applications for external financial support. Indeed, one EU stream of funding has already been identified through the Environmental Stewardship Scheme which promotes good management of land to improve the quality of the environment.

There is a desire to improve the access to and the interpretation of the **Amphitheatre** (1) during Heritage Day, English Heritage sponsored some musical events within the amphitheatre which were well attended. This provided valuable feedback on the use of the site for future events (2) a 'Wayteller' mobile phone communication device is due to be trialled to enable visitors to download via Bluetooth an audible guide of the site.

OFC seeks to encourage **Festival and Events** within the Town. Both the Heritage Open Day and Advent Festival proved a great success. A summer event in Abbey Grounds proposed by TIGZ was unfortunately cancelled due to time constraints however, it is hoped that it might be run in 2011. An **OFC Culture Group** is being established to co-ordinate and promote events throughout the year.

The **Market Place** re-structuring project has the backing of the Town Council, Cotswold District Council, a private sponsor and many other organisations and has been submitted by Gloucester County Council for consideration in the Local Transport Plan (LTP3).

Work has commenced on developing a **New Town Council Website**, incorporating elements from the Community Plan which link to providing access to **Local Information** across a wide-range of subject areas including tourism, local activities and services.

Looking at the funding options available, it has become apparent that certain streams are not accessible to a statutory authority such as the Town Council. It may be beneficial to transform OFC into a constituted stand-alone body in the form of a **Local Partnership** such as a Development Trust. Further work is required to understand and formalise the aims and objectives of this potential partnership.

The strength of OFC rests with a committed and dedicated group of volunteers who have moved this work forward. One of the recurring comments is the reinvigorated energy created by people and organisations talking and co-operating together. Thank you to all participants, we welcome more people from the community to get involved, please join us. Comments on the OFC proposals are very welcome.

For further information: <http://www.cirencester.gov.uk/ofc.php>

Councillor A Lichnowski
Chairman of the Steering Group

COMMUNITY ENGAGEMENT REPORT



1. Introduction

1.1 Cirencester Town Council's Policy on Community Engagement sets out our approach to engaging with the community.

1.2 Anyone who lives, works, goes to school or college in Cirencester is valued and we recognize the significant contribution that is made by the community for the benefit of the town.

1.3 The Town Council is committed to providing the community with opportunities to become involved with all that the Council does.

2. Community Engagement with the Town Council

2.1 Ways in which people from within the community are able to engage directly with the Town Council include:

- Public Participation at Council meetings;
- Volunteering through the 'Our Future Cirencester' Community Plan groups;
- Writing to the Town Council/Ward Councillors;
- Using the feedback facility on the Town Council web-site;
- Filling out one of our 'comments' or 'complaints' leaflets.

2.2 The Town Council also operates a Customer Information Point from which a whole range of information can be obtained about services that we, the District Council and Gloucestershire County Council provide.

2.3 Information is provided by our Customer Information and Administrative Officers who are able to assist with any queries between 9.00 a.m. and 3.00 p.m. Monday to Friday.

2.4 Throughout the year we also advertised an initiative called 'Your Views Count!'. We did this via ward based notice boards, on our web-site at www.cirencester.gov.uk and at the Customer Information Point.

2.5 Ahead of decisions being made by the Council and in advance of meetings, we invited comments on the issues being considered. We recognized that there are times when issues are debated, decided and then announced - we want to be increasingly proactive in making the public aware of the issues being discussed in advance of the meeting taking place.

2.6 We sought views on the following issues that were considered in 2010/11:

- Damaged Spitalgate wall and the unadopted trees
- Kingshill Sports and Community Development proposals
- Amenity land, revision of disposal policy
- Year End Audit Report for 2008/09, response to proposed actions
- Children and Young People's Policy update
- Risk Management Plan update
- Schedule of Fees Relating to the Provision of Documents and Information
- Equality and Diversity Policy
- Recruitment and Selection Policy
- Lone Working Policy
- Flexible Working Policy
- Website Development
- Passport/Town Guide Initiative
- Risk Management Strategy
- Draft Schedule of Meetings 2010/11
- Budget 2010/11

2.7 We published the fact that further information about the items being discussed could be obtained by popping into the Customer Information Point at Dyer House, by calling the Town Council on 01285 655646, or by emailing info@cirencester.gov.uk.

2.8 We also explained that there was an opportunity for the public to speak at Council meetings about any item on the agenda and that advanced notice would need to be given, no later than 5.00 pm before the day of the meeting.

2.9 Even if members of the public didn't have a particular opinion on any of the matters being discussed, we extended a welcome to attend meetings of the Council and to take up the opportunity of meeting and chatting with the Councillors and officers after the meeting.

2.10 Details of public participation and public correspondence received in respect of Council meetings were held throughout 2009/10 are listed in the following table:

Council Meeting	Public Participation	Public Correspondence
May 2009	None	None
June 2009	None	None
July 2009	None	Letter received from the Chairman of Churches Together in Cirencester, relating to concerns in the town.
August 2009	No meeting held.	
September 2009		Letter received from the Beeches Association Football Club relating to an event held at the Kingshill Lane sports facility.

October 2009	None	None
November 2009	None	None
December 2009	No meeting held.	
January 2010	A member of the public spoke in support of the Open Air Swimming Pool receiving financial support from the Town Council.	One letter and 77 e-mails were received in support of the Open Air Swimming Pool receiving financial support from the Town Council.
February 2010	None	None
March 2010	None	None
April 2010	None	None

3. Town Council Engagement with the Community

3.1 In 2009/10, the Town Council continued to communicate with the public in various ways, through civic receptions, the quarterly newsletter which is distributed to all local residents, press releases, the web-site and ward based notice boards, in addition to attending various public/civic events.

3.2 The Mayor, Deputy Mayor and Town Councillors, along with the Chief Executive Officer/Town Clerk attended civic engagements throughout the year and the Council has representatives on a number of local bodies and organizations.

3.3 Under the Children and Young People's Policy we established a Youth Town Council and are in the process of launching a chill-out zone called Ozone, in addition to visiting local school councils – we consider children and young people to be a valuable part of our community and take into consideration their comments on the issues they feel are important to them.

3.4 The Town Council is also committed to exchange information with its partners as listed in the Council's Purpose Statement and has signed up to the Gloucestershire Charter. We also support the launch of a Neighbourhood Partnership with local community groups and other service providers.

3.5 Provision of information and transparency is key in building trust with the community we serve. Full details of the information and documents which are published by the Town Council are included in our Freedom of Information Publication Scheme; this includes how to access the information.

4. The Year Ahead

In 2010/11, we will continue to ask for the views of the local community, where at all possible we will share and consult on those views. We will involve the local community in helping to shape proposals and the delivery of services together and will support and where able resource the empowering of others in seeking to take responsibility for effecting change.

Andrew D Tubb
Chief Executive Officer