

WOTTON-UNDER-EDGE TOWN COUNCIL



Councillors

You are hereby summoned to attend the Annual Meeting of the Town Council to be held on Monday 15th May 2017 at 7pm in the **Committee Room at the Civic Centre.**

Members of the Public Welcome.

S Bailey

Town Clerk

9th May 2017

AGENDA – Annual Meeting of Council

1. **To elect Town Mayor** and Chairman of the Town Council and to receive Declaration of Acceptance of Office.
2. **To elect Deputy Town Mayor** and Vice-Chairman of the Town Council.
3. **Apologies for Absence.** Members must give reasons for their non-attendance.
4. **Declarations of Interest.** To be received before Town Council business commences or as soon as known

5. **Election of Membership to Committees:**
 - a) Planning (Full Council)
 - b) Allotments (Previously Cllrs P Barton, N Clement, L Farmer, T Luker, N Pinnegar plus co-opted members Mr I Jones, Mr C Mitchell, Mr B Elloway, Mr G Martin, Mr A Burns, Mrs H Summers, Mr S Todd).
 - c) PROW/Amenity Areas (Previously Cllrs John Cordwell, R Claydon, T Luker, N Pinnegar, P Smith plus co-opted members Mr S Jarmuz, Ms K Bailey and Ms P McGuinness).
 - d) Town Regeneration Partnership (Previously Cllrs P Barton, N Pinnegar, R Claydon, A Kendall, P Smith, A Wilkinson plus co-opted members Reverend R Axford (St Mary's Church), Mrs T McClusky (Beaumont-le-Roger), Mr G Phillips (Wotton Arts Association), Mrs J Tebb (Chamber of Trade), Mrs J Walshe (Heritage Centre), Reverend T Wharin (Baptist Church), Mr M Clarke (Under-the-Edge Arts & CALGS, Mrs C Sweet (Community Dementia Link).
 - e) Finance & Special Purposes (Previously Cllrs June Cordwell, John Cordwell, R Claydon, plus Chairman and Vice-Chairman).

6. **Appointment of Representatives** to organisations: Previous appointments in brackets
 - a) Citizens Advice Bureau (Cllr C Young)
 - b) Wotton & District Recreational Trust (Cllrs P Barton, R Claydon, June Cordwell, N Pinnegar, P Smith).
 - c) Beaumont-le-Roger Society (Cllrs P Smith & R Claydon)
 - d) Wotton Youth Partnership (Cllrs P Barton, June Cordwell, T Luker, A Proctor).
 - e) Wotton-under-Edge General Charities (Cllrs P Barton, N Clement, T Luker, P Smith)
 - f) Wotton-under-Edge Combined Charities (Cllrs P Barton, T Luker)
 - g) Wotton Community Sports Foundation (Cllr June Cordwell)
 - h) Snow Warden (Cllrs R Claydon, A Kendall)
 - i) Water Course Warden (Cllrs R Claydon, P Smith)
 - j) Chamber of Trade (no-one since Cllr P Smith July resignation)
 - k) Police Stroud Cluster Group (Cllr P Smith)
 - l) Synwell Playing Fields Committee (Cllr N Clement)
 - m) Wotton-under-Edge Swimming Pool (Cllr C Young)
 - n) Wotton in Bloom (Cllrs June Cordwell, L Farmer)
 - o) Gloucestershire Market Towns Forum (Cllr A Wilkinson)
 - p) Wotton Heritage Centre (Cllr June Cordwell)

7. **Appointment of New Committees**
To consider whether any new committees are needed and to appoint accordingly.
8. **Policies/Procedures**
 - a) To reconfirm the current Standing Orders and Financial Regulations for this Council.
 - b) To reconfirm Terms of Reference for Committees; and other extant policies as per summary document of all Town Council policies.*
9. **Town Council Banking Arrangements** - To confirm Barclays as the banker for the Town Council for the forthcoming year.

The routine business of the Town Council follows:

AGENDA

1. **Public Forum**
2. **Chairman's Announcements**
3. **To approve the Minutes of the meeting held on 18th April 2017**
- 4) **Audited Accounts and Annual Return**
 - a) To approve the End-of-Year Accounts for the financial year ending 31st March 2017 and to note internal audit.*
 - b) To complete and approve the answers to the Annual Governance Statement in Section 1 of the Annual Return.*
 - c) To approve the accounting statements in Section 2 of the Annual Return.*
5. **Accounts**
 - a) To consider quote for installation of WiFi at the Civic Centre*
 - b) To approve the accounts for payment.*
6. **Antisocial Behaviour at Civic Centre** – to consider legal action against owners/occupier of neighbouring property following incident of aggressive behaviour and ongoing problems with rubbish dumped on Town Council land.
7. **Heritage Centre** – To agree lease renewal*
8. **Meetings** **Annual Parish Assembly 2018** – to decide date.
 Planning Committee of 22nd May 2017 - to change date/time to Tuesday 23rd May or keep at 22nd May and start at 6pm.
9. **Seats in St Mary's Churchyard** – To consider email commenting on the new benches provided by Town Council/parishioner and to decide how to proceed *
10. **Parkrun Consultation** – To consider any response.
11. **Resignation** – to note resignation of Cllr A Kendall due to work commitments
12. **Good Deeds Section: Thanks to Volunteers** – To acknowledge recent volunteer work for the benefit of the town/community.
13. **Clerk's Report** *

- 14. Correspondence** to note or request action:
- a) To note email of thanks from CVTN for the grant given by Town Council.
 - b) To note email requesting use of The Green on 18th June for community party.
 - c) To note General Election Hustings at 7.30pm on 22nd May at Wotton Baptist Church organised by Churches Together.
 - d) To note invitation from Pennwood Lodge Care Home to their Big Lunch on 16th June 2017 from 12-4pm.

Brochures/Newsletters for information only: War Memorials Trust Bulletin May 2017, Allotments

- 15. Reports from Councillors:** County Council, District Council, Footpaths Committee, Special Purposes Committee, Allotments Committee, Youth Liaison Group, Town Regeneration Partnership, Sports Foundation, Wotton Pool, and any other meetings attended.
- 16. Town Affairs**

TOWN TRUST ITEMS

- 1. To approve the End-of-Year Accounts** for the financial year ending 31st March 2017 and to note internal audit*
- 2. Town Hall Keys** – To consider letter from Dramatic Society requesting that they retain one set of keys to the Town Hall to enable access to their equipment at all times. *

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.

Useful Numbers

Highways Maintenance – Freephone 08000 514514
Highways & Streetlighting email – highways@gloucestershire.gov.uk
Non-urgent Police calls – 101

Clerk to the Council: Ms Sue Bailey

*Council Offices, Civic Centre, 2 Gloucester Street, Wotton-under-Edge, Gloucestershire, GL12 7DN
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Website: www.wotton-under-edge.com Office Hours: Monday, Wednesday, Friday 9am to 12.30pm
Wotton-under-edge Town Trust Reg Charity No.20346*