

WOTTON-UNDER-EDGE TOWN COUNCIL



Councillors - You are summoned to attend a meeting of the Town Council on Monday 16th October 2017 at 7pm in the Civic Centre Committee Room

Public are Welcome

S Bailey Town Clerk
10th October 2017

AGENDA

1. To receive **Apologies** for absence
2. To receive **Declarations of Interest/Dispensations** now or as soon as known.
3. **Public Forum**
4. To **welcome** PCSO Mark Lifton to answer queries on police report provided.
5. **Minutes of the Council Meeting** of 18th September 2017 - to approve these Minutes.
6. **Chairman's Announcements** - To receive report from the Chairman.

7. **Accounts**
 - a) To approve purchase of directional sign for the Chipping as recommended by the Town Regeneration Partnership committee £44.*
 - b) To approve training for Cllrs Hale and Turner on Being a Better Councillor courses at a cost of £170 total – attendance dates October and November
 - c) To approve grant to the Chamber of Trade for insurance for Christmas Event 2017 £300*
 - d) To approve quote for clearance of bank edge and stream at Marchesi Walk £620, and bank down to stream at Dyers Brook for £450.*
 - e) To approve Clerk's attendance GAPTC Data Protection Training on 30/11/17, Glos, cost £40
 - f) To consider voluntary payment request of £95.76 including VAT to SDC in respect of the emptying of the 2 Town Council dog bins for 2017/18.
 - g) To consider Clerk studying in 2018 for NABMA Diploma in Market Administration comprising three x 2 day training sessions during March/April 2018 in Derby at a cost of £1000 plus travel/accommodation. Clerk could contribute half of course fee.
 - h) To approve £235 earmarked funds Christmas Shop Window competition 2017, themed 'Walking in a Winter Wonderland' and organised in conjunction with the Heritage Centre. Total prize money last year £235: 1st=£125, 2nd=£75, 3rd=£35, plus 5 donated £10 vouchers.
 - i) Budget 2017/18. To note report of expenditure against budget.*
 - j) To approve the accounts for payment.*

8. **Completion of External Audit for Year Ending 31st March 2017** – To note successful completion of Audit for the year ending 31st March 2017 with no queries raised by auditor.

9. **Policies and Procedures**
 - a) To approve amendments/updates to the following policies suggested by Special Purposes Committee:
 - (i) Health & Safety Policy – to approve extension of current policy.*
 - (ii) Action Plan – review of 2016/17 and additions for 2017/18*
 - (iii) Code of Conduct to bring more in line with SDC policy and remove ambiguities.*
 - b) To approve Special Purposes Committee recommendation in consideration of Monitoring Officer request that WTC addresses issues after Cllr recent Code of Conduct breaches:
 - a) to provide conflict management training which all Councillors must attend,
 - b) to stress to all Councillors that the Code of Conduct must be adhered to,
 - c) to stress to all Councillors that the Media policy must be adhered to regarding speaking to the press or appearing on camera.
 - c) To agree Council draft response to statement from member of the public alleging unlawful granting of dispensations*

10. **U A Fanthorpe** – To agree to receive CBE and Queen’s Gold Medal for Poetry awarded to The Late U A Fanthorpe and bequeathed in her will to the town of Wotton-under-Edge.
11. **Street Name for Development at Former Full Moon site** – To respond to SDC request for suggestions of street name.
12. **SDC Houses in Gloucester Street/Bradley Street** – to receive and consider Council response from SDC to queries raised by the Town Council.*
13. **New Road Allotments** – To consider Council response to letter regarding individual garden access onto New Road Allotments.
14. **Wotton Swimming Pool** - to note application for £50k of grant funding from Sport England for Pool improvements and to agree to be a nominee in the application (this is due to WTC being the owner of the asset being improved, and because of the break clause in the SLA).
15. **Market Working Group** -to provide feedback from exploratory meeting and consider local questionnaire to ascertain views on establishment of a new market.
16. **SDC Local Plan Review** – To appoint representatives to a meeting with SDC on 6th November 2017 at 7.30pm in the Civic Centre to discuss the review of the SDC Local Plan; and to agree which issues need to be addressed for the future of the town from ‘Issues & Options’.
17. **Good Deeds Section: Thanks to Volunteers** – To acknowledge recent volunteer work for the benefit of the town/community.
18. **Clerk’s Report***
19. **Correspondence** to note or request action:

Brochures/Newsletters for information only: Recovery Magazine Summer 2017

20. **Brief reports from Councillors**
County Council, District Council, Footpaths Committee, Special Purposes Committee, Allotments Committee, Wotton Youth Partnership, Town Regeneration, Sports Foundation, Wotton Pool, Heritage Centre and any other meetings attended.
21. **Town Affairs** – very brief comments from Members or items for future agendas

The Following items will be dealt with in Closed Session under Public Bodies (Admission to Meetings) Act 1960 due to staffing matters of a sensitive nature.

22. **Pay/Holidays** – To consider payment in lieu of holiday for caretaker at year end due to staff cover needed.*

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 S Bailey, Council Offices, Civic Centre, 2 Gloucester Street, Wotton-under-Edge, GL12 7DN Tel: 01453 843210 Email: clerk@wotton-under-edge.com Website: www.wotton-under-edge.com Office Hours: Monday, Wednesday, Friday 9am to 12.30pm Wotton-under-Edge Town Trust Reg Charity No.20346