

WOTTON-UNDER-EDGE TOWN COUNCIL



Councillors

You are hereby summoned to attend the Annual Meeting of the Town Council to be held on Monday 21st May 2018 at 7pm in the **Committee Room at the Civic Centre.**

Members of the Public Welcome.

S Bailey

Town Clerk

15th May 2018

AGENDA – Annual Meeting of Council

1. **To elect Town Mayor** and Chairman and to receive Declaration of Acceptance of Office.
2. **To elect Deputy Town Mayor** and Vice-Chairman.
3. To receive **Apologies** for absence
4. **To receive Declarations of Interest/Dispensations** now 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 V Howell, Mr A Burns, Mrs H Summers).
 - c) PROW/Amenity Areas (Previously Cllrs John Cordwell, R Claydon, T Luker, N Pinnegar, P Smith plus co-opted members Mr S Jarmuz, Mr D Curtis, Mr M Cross, Mr P Comer and Mrs J Mason).
 - d) Town Regeneration Partnership (Previously Cllrs P Barton, N Pinnegar, R Claydon, T Luker, R Hale, P Smith, A Wilkinson, C Young 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 (Secret Gardens Trail), Mrs J Walshe (Heritage Centre), Reverend T Wharin (Baptist Church), Mr M Clarke (Under-the-Edge Arts), Mrs C Sweet (Community Dementia Link), Ms S Hunt (Wotton in Bloom), Mr M Tucker (Chamber of Trade), Mr R Garlicki (Blues Festival).
 - e) Finance & Special Purposes (Previously Cllrs June Cordwell, John Cordwell, T Luker, plus Chairman and Vice-Chairman).

6. **Appointment of Representatives** to organisations. Previous appointments in brackets.
 - a) Citizens Advice Bureau (No current rep & CAB committee set-up changed so maybe no longer be appropriate to have a rep?)
 - b) Wotton & District Rec Trust (Cllrs R Claydon, June Cordwell, N Pinnegar, P Smith, A Wilkinson)
 - c) Beaumont-le-Roger Society (Cllrs P Smith & R Claydon)
 - d) Wotton Youth Partnership (Cllrs P Barton, June Cordwell, T Luker, C Young).
 - 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 R Hale)
 - h) Snow Warden (Cllrs R Claydon, A Wilkinson)
 - i) Water Course Warden (Cllrs R Claydon, P Smith)
 - j) Chamber of Trade (Cllr J Turner)
 - k) Police Stroud Cluster Group (Cllr P Smith)
 - l) Synwell Playing Fields Committee (Cllr T Luker)
 - m) Wotton-under-Edge Swimming Pool (Cllr C Young)
 - n) Wotton in Bloom (Cllrs L Farmer, A Wilkinson)
 - o) Gloucestershire Market Towns Forum (Cllr A Wilkinson)
 - p) Wotton Heritage Centre (Cllr June Cordwell)
 - q) Wotton Walking Festival (Cllr N Pinnegar)

- 7. Appointment of New Committees**
To consider whether any new committees are needed and to appoint accordingly.
- 8. Policies/Procedures**
 - a) To approve updated Standing Orders and Financial Regulations for this Council.
 - b) To approve updates to the following policies/procedures:
 - i) Business Continuity Plan*
 - ii) Internet banking*
 - iii) Remit of Committees*
 - iv) Cemetery Regulations*
 - c) To reconfirm all other extant policies not included above 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. To receive Police Report**
- 3. To receive reports from County Councillor and District Councillor**
- 4. Chairman's Announcements**
- 5. To approve the Minutes of the meeting held on 16th April 2018**
- 6) Audited Accounts and Annual Return**
 - a) To note end-of-year budget report and agree earmarking of funds as at 31/3/2018*
 - b) To approve the End-of-Year Accounts for the financial year ending 31st March 2018 and to note internal audit.*
 - c) To complete and approve the answers to the Annual Governance Statement in Section 1 of the Annual Governance and Accountability Return.*
 - d) To approve the accounting statements in Section 2 of the Annual Governance and Accountability Return.*
- 7. Accounts**
 - a) To approve grant payments as follows:
 - i) Arrive Alive £150
 - ii) Secret Gardens Trail £250
 - iii) Cobalt £100
 - iv) CAB £1355
 - v) CVTN £200
 - b) To approve grant to Heritage Centre of £3400 as per agreement.
 - c) To approve quote for GDPR amendments to website.
 - d) To approve quote for recommended works to lift at a cost of £244.30 plus VAT.*
 - e) Further to April 2018 decision not to pay the NABMA subscription, & request to negotiate, to consider offer to pay reduced, half-price subscription of £159.
 - f) To agree increase in cleaning costs due to increase in National Minimum Wage for Civic Centre (£16/mth), Town Hall (£14/mth), Youth Centre (£2.84/mth) and CCR (£4/mth).
 - g) To approve electrical fitting of 5 uplighters at Town Hall at a cost of £260.
 - h) To approve purchase of replacement coir matting for Civic Centre entrance at a cost of £84.
 - i) To approve £85 to Wotton Royal British Legion road closure fee for Remembrance parade.
 - j) To approve two Councillors' attendance at GMTF visit to Burford, lunch & travel costs only.

- j) To approve the accounts for payment.*
8. **Meetings*** (i) **Annual Parish Assembly 2019** – to decide date
(ii) **Budget meeting 2018** – to decide date
9. **Play Area** – To note ROSPA inspection report & any works needed therefrom*.
10. **Old Town Toilets** – To receive report from Cllr T Luker on plumbing issues and other building matters. To consider options for the future of the toilets.
11. **Market Town Centres Initiative Fund** - SDC has budget of £200K over the next 3 years to support capital projects within town centres. To consider outline proposals by 8th June. Matched funding required.
12. **Road Traffic Orders** – To consider response to amendments proposed by the County Council to RTOs submitted by the Town Council.
13. **Good Deeds Section: Thanks to Volunteers** – To acknowledge recent volunteer work for the benefit of the town/community.
14. **Clerk's Report ***
15. **Correspondence** to note or request action:
- a) To note Minister response to MP regarding Town Council's concerns about the loss of Revenue Support Grant funding to SDC.
- b) To note email detailing Govt grant support for electric vehicle charging points installation & consider whether Council wishes to include this on future agenda for further investigation.
- c) To note letter of thanks from Wotton RBL for donation.
- d) To note response from SDC regarding Town Council letter concerning lack of tourism initiatives in the southern part of the district
- e) To note SDC Community Governance Review 2018/19- info for Parishes & timetable*
- Brochures/Newsletters for information only: Allotment & Leisure Gardener Issue 2 2018;
Clerks & Councils Direct May 2018;
16. **Reports from Councillors:** Footpaths Committee, Special Purposes Committee, Allotments Committee, Youth Partnership, Heritage Centre, Town Regeneration Partnership, Sports Foundation, Wotton Pool, and any other meetings attended.
17. **Town Affairs**
- 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.
18. **National Salary Award 2018** – To approve updated pay scales in line with NALC guidelines

TOWN TRUST ITEMS

1. **To approve the End-of-Year Accounts** for the financial year ending 31st March 2018 and to note internal audit*

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
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Wotton-under-edge Town Trust Reg Charity No.20346