

WOTTON-UNDER-EDGE TOWN COUNCIL



Councillors - You are summoned to attend a meeting of the Town Council on Monday 19th November 2018 at 7pm in the Civic Centre Committee Room.

Public are Welcome

S Bailey Town Clerk

13th November 2018

AGENDA

1. To receive **Apologies** for absence
2. To **welcome new Councillor D Thomas** & note signed Declaration of Acceptance of Office.
3. To receive **Declarations of Interest/Dispensations** now or as soon as known.
4. To receive **Police Report**
5. **Public Forum**
6. To receive reports from **County Councillor and District Councillor**
7. **Minutes of the Council Meeting** of 15th October 2018 - to approve these Minutes.
8. **Chairman's Announcements** - To receive report from the Chairman.

9. **Accounts**
 - a) To consider and approve quotes for white/yellow lining at the top of the Chipping.*
 - b) To approve Cllrs training by SW Councils 'Building Effective Working Relationships' as recommended by SDC Monitoring Officer, cost £525 in January 2019
 - c) To approve renewal of CPRE subscription at a cost of £36.
 - d) To approve grant of £300 towards Christmas under the Edge insurance of event 2018.*
 - e) To approve play area CCTV repair costs due to new building interrupting signal necessitating rerouting of signals/new responder units; £1,146 plus vat.
 - f) To approve Cllr P Smith visit to GMTF Ross-on-Wye visit on 20/11/18, mileage only of £36.
 - g) To approve Cllr Thomas attendance at Being a Better Councillor course on 14/11/18 at a cost of £95 plus mileage (£2 approx. at 4p HMRC rate for electric cars)
 - h) Budget 2018/19. To note report of expenditure against budget.*
 - i) To approve the accounts for payment.*

10. **Tree Report/Works**
 - a) To note that a report of issues with the recent Tree Survey is deferred to December meeting along with consideration of timeframe for procuring the next survey.
 - b) To consider quote and options for works to a tree at Dyer's Brook which is touching a neighbouring house.*
 - c) To consider options for works to trees at St Mary's churchyard.*
 - d) To consider quotes and options for tree works at New Road allotments.*

11. **Grounds Maintenance Contract**
 - a) To approve Open Spaces tender document for 3 year contract starting Spring 2019.*
 - b) To appoint 2 Councillors to regularly check standards of contracted grounds maintenance.

12. **Code of Conduct** – To approve this document, finalised after much liaison with SDC Monitoring Officer.*

13. **Project Strategy** – Following a working group meeting which considered various projects and budgetary demands, to agree a strategy for determining project priorities; and to consider the draft questionnaire for public consultation as appropriate with delivery in Wotton Directory envisaged early Feb 2019 of 2800 leaflets costing £200 plus printing.*

14. **Christmas Trees**– to agree Regeneration Committee proposal to use up to £500 of budgeted subsidy for Christmas laser lights for traders, since trees will not be erected this year.

15. **Good Deeds Section: Thanks to Volunteers** – To acknowledge recent volunteer work for the benefit of the town/community.
16. **Clerk's Report***
17. **Correspondence** to note or request action:

Brochures/Newsletters for information only: CPRE Autumn 2018; War Memorials Trust Bulletin November 2018; Landscape & Amenity November 2018; Allotment & Leisure Gardener Issue 4 2018.
18. **Brief reports from Councillors**
Footpaths Committee, Special Purposes Committee, Allotments Committee, Wotton Youth Partnership, Town Regeneration, Sports Foundation, Wotton Pool, Heritage Centre and any other meetings attended.
19. **Town Affairs** – very brief comments from Members or items for future agendas

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

20. **Complaint About Member of Staff** – To note a letter of complaint from a parishioner about a member of staff and to approve response.*
21. **Annual staff reviews** – brief summary document noting outcomes of October process *

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, Biodiversity, 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