** Wotton-under-Edge Town Council

## NOTICE OF WOTTON-UNDER-EDGE ANNUAL TOWN COUNCIL MEETING

## MONDAY 16th MAY 2022 AT 7PM

## PUBLIC AND PRESS ARE WELCOME TO ATTEND

The annual meeting of the Town Council to be held on Monday 16th May 2022 at 7pm in the Coombe Suite at the Civic Centre.

Please follow the COVID arrangements of social distancing, wearing masks, and washing hands. Please note that windows will be open for fresh air and ventilation.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: the Code of Conduct and the 7 Principles of Public Life, Equal Opportunities (race, gender, sexual orientation, marital status, and any disability) Crime and Disorder, Health and Safety, and Human Rights

***A Durn***

Town Clerk

10th May 2022

## AGENDA

### To elect the Town Mayor and Chair of the Town Council and receive the Declaration of Acceptance of Office

### To elect the Deputy Town Mayor and Vice Chair of the Town Council and receive the Declaration of Acceptance of Office

### To receive Apologies for absence

### To receive Declarations of Interest and requests for Dispensations

1. **To approve the Minutes of the Town Council meeting of 19th April 2022.\***

### Chairman’s Announcements - to receive report from the Chairman. \*

### Public Forum

Members of the public can make representations, raise questions, or submit comments

### To receive reports from County Councillor and District Councillors \*

1. **Register of Interests**

A reminder to complete the Declaration of Interests form and return to the Town Clerk by June 13th 2022. \*

1. **Policies/Procedures**

a) To approve the updated Standing Orders and Financial Regulations for this Council. \*

b) To approve the Terms of Reference for Committees and Working Groups. \*

c) To note document contain council’s extant policies/procedures & confirm the application of these policies to council business for this new period of council. \*

### Election of Membership to Committees and Partnerships:

* 1. Planning Committee
  2. Allotments Working Group
  3. PROW/Amenity Areas Working Group
  4. Town Regeneration Partnership and Events Working Group
  5. Finance and Special Purposes Committee
  6. Strategic Planning Working Group
  7. Car Park Working Group
  8. Climate Change Working Group
  9. Old Town Toilets Working Group
  10. Remembrance Parade Working Group
  11. Roadway Conditions
  12. Town Hall Repairs

### Appointment of Representatives to organisations:

a) Wotton & District Rec Trust

b) Beaumont-le-Roger Society

c) Wotton Youth Partnership

d) Wotton-under-Edge General Charities

e) Wotton-under-Edge Combined Charities

f) Wotton Community Sports Foundation

g) Snow Warden

h) Water Course Warden

i) Wotton Area Climate Action Network

j) Rural Services Network

k) Synwell Playing Fields Committee

l) Wotton-under-Edge Swimming Pool

m) Wotton in Bloom

n) Gloucestershire Market Towns Forum

o) Town and Parish Information Network

p) Wotton Walking Festival

q) Greenway Group

1. **Appointment of New Committees and Working Groups**

To consider whether any new Committees and Working Groups are needed and to appoint accordingly.

1. **Town Council Banking Arrangements -** To confirm Unity Trust Bank as the banker for the Town Council for the forthcoming year.

### Accounts

1. To note receipt of CIL funding of £7891.74*.\**
2. To note completion of Councillor internal audits.
3. To note SoVisionIT 4.9% increase from June for IT support.\*
4. Budget 2022 **–** no report this month due to end of year processes.
5. To approve May accounts for payment\*

### Symn Lane Play Area

1. To consider the annual ROSPA inspection report and agree recommendations.\*
2. To consider complaint received about the play area and agree actions.\*

### Grant bid 2022/23

To approve the 2022/23 application for an ORCS grant for EV Chargers at Symn Lane car park

1. **Queen’s Platinum Jubilee 2022**

To receive a report on the Queen’s Platinum Jubilee celebrations and agree actions

### 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.

### EXEMPT ITEMS: Prior to consideration of the following agenda items, councillors are invited to pass the following resolution: Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972), the Press and Public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information

1. **Staffing report**

*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*](mailto:highways@gloucestershire.gov.uk) *Non-urgent Police calls – 101*

***Clerk to the Council*** *Ms A Durn Council Offices, Civic Centre, 2 Gloucester Street, Wotton-under-Edge, GL12 7DN* ***Tel: 01453 843210*** *Email:*[***clerk@wotton-under-edge.com***](mailto:clerk@wotton-under-edge.com)

*Website:*[***www.wotton-under-edge.com***](http://www.wotton-under-edge.com)*Office Hours: Monday, Wednesday, Friday 9am to 12.30pm*

*Wotton-under-edge Town Trust Reg Charity No.203466*