Wotton-under-Edge Town Council

WOTTON UNDER EDGE TOWN COUNCIL MEETING

MONDAY 19th OCTOBER 2026 AT 7PM

PUBLIC AND PRESS ARE WELCOME TO ATTEND

There is a meeting of the Town Council to be held on Monday 19th October 2026 at 7pm in the Coombe Suite at the Civic Centre.

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, Environment, and Human Rights

H Saunders
Interim Deputy Clerk 13th October 2026

AGENDA

1) **To receive Apologies for absence**

2) **To receive Declarations of Interest and requests for Dispensations**

3) **To approve appointing Mrs H Saunders as Acting Proper Officer / RFO until such time as a new Clerk / RFO is recruited***

4) **To approve the Minutes of the Full Council meeting of 21st September 2026**

5) **Public Forum**
Members of the public can make representations, raise questions, or submit comments - members of The Keepers will be attending to give members an update on the work they are undertaking and future plans.

6) **Reports from SDC and GCC Councillors**
SDC Councillors' Report - October 2026 — Cllr Gareth Kitchen - Green Party

7) **Report from Chair / Clerk**

8) **Policies**
To review and adopt
a) Grants Awarding Policy

b) Media & Communications Policy

9) Governance Matters

a) To note completion of External Audit 2025/26
b) To note Auditors comments & recommendations
c) Notice of Conclusion of Audit published accordingly

10) Finance

a) To approve valuation certificate from Carter Jonas regarding TH / CH works (to follow)
b) To approve payment of £1365 + VAT to PKF Littlejohn LLP (External Audit)
c) To approve updates to Unity Trust Bank Mandates & CCLA Account –
   i) Remove Clerk as signatory
d) To receive YTD Budget Reports, Earmarked Reserves position and Bank Reconciliations
e) To approve October's invoices for payment
f) To note timetable for Budge setting 27 – 28

11) HR Support & H&S Contract Renewal

To receive report from Cllr M Tucker and to approve contract for next year / 2 years

12) Communications Strategy / Working Group

Following meeting / report from Breakthrough Communications – to agree way forward
a) To note Remit of Committee's and Working Group document and updates required*

13) Local Plan Working Group

To approve who will sit on new Working Group – approved at Planning Committee Meeting 28/9/26 – to work jointly with Kingswood Parish Council

14) Project Updates

a) Town Hall / Chipping Hall
b) Swift Boxes
c) Tree Survey
d) CCTV Upgrade
e) National Emergency Briefing National Emergency Briefing (click link to find out more info)
f) Reordering of Offices

15) EXEMPT: 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

16) Staffing Matters

To receive report and update regarding recruitment process

17) Locum Clerk

To agree to appoint Locum for 3-month period to assist with onboarding of new staff and initial training

18) Heritage Centre Lease

To receive an update on negotiations and way forward (documents to be sent separately)

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

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Wotton-under-Edge Town Trust Reg Charity No.203466