

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL**  
**Held in the Council Chamber, Tetbury on Monday 14<sup>th</sup> May 2018 at 7.00pm**

**PRESENT:**

Opening Chairman: Councillor J Williams

Councillors: S Ball, P Burrell, D Creed, J Easterbrook, S Hirst (*arrived 8pm*), N Ind, I Maslin, C Morgan, K Painter, T Stevenson (*left 7.21pm*), A Walsh (*two vacant seats*).

Officers: Town Clerk – Stephen Holley, Deputy Clerk – Tara Niblett

Public: Community and Tourism Development Manager – G Osman, District Councillor M Heaven, J Stokvis, J Townsend, C Pearce (Dolphins Hall Management Committee)

**Chairmanship**

*As the Retiring Mayor had advised of his late arrival, the Retiring Deputy Mayor, Councillor Williams took the Chair for the beginning of the meeting.*

**TC01. 5/18 Election of Chairman (Mayor):**

Councillor Sandra Ball was elected as Mayor and signed the Declaration of Acceptance of Office. Councillor Ball thanked Councillor Hirst for his service as Mayor for the previous two years.

**TC02. 5/18 Election of Deputy Mayor:**

Councillor Kevin Painter was elected as Deputy Mayor and signed the Declaration of Acceptance of Office. Councillor Painter thanked Councillor Williams for his service as Deputy Mayor.

**TC03. 5/18 Apologies for absence:**

Received from Councillor Monks.

**TC04. 5/18 Declarations of interest:**

None.

**TC05. 5/18 Public Consultation:**

Mr Pearce advised the Council that the income from the sports clubs on the Recreation Ground was not sufficient to cover the upkeep of the Recreation Ground. The Dolphins Hall Management Committee had recently carried out repairs on the playground equipment following a ROSPA report. Mr Pearce asked the Council to reconsider their position on the grant usually awarded to the Dolphins Hall. The Mayor suggested that the Finance and Scrutiny Committee could give the request initial consideration in its meeting on 11<sup>th</sup> June, with a view to making a recommendation to the next meeting of the Council.

**TC06. 5/18 Minutes of the meeting held on 30<sup>th</sup> April 2018:**

Subject to some minor amendments the minutes of the meeting of the Council held on Monday 30<sup>th</sup> April 2018 were APPROVED as a correct record. Record of voting: For - 9, Against – 0, Abstentions - 1, Apologies/Absent – 3, Vacant Seats - 2.

**TC07. 5/18 Progress Reports:**

Old Coombe House – Bromford Housing Association had now transferred the keys to the Council. The Council should now consider a plan for its operation.

Burial Ground Project – Awaiting a decision on the planning application.

External staircase – The Heritage and Regeneration Committee had requested 'like-for-like' quotations.

Valuations – The Asset Register had been updated with insurance valuations from Walter Bull Jewellers in respect of the chains of office held by the Mayor, the Mayoress and the Deputy Mayor. Seymour Surveyors had provided reinstatement valuations for the Old Courthouse and the Goods Shed.

Dragons Den – No response had been received from St Mary's Primary school. The Heritage and Regeneration Committee would discuss this project in June.

APCOA – Contact details had been received to arrange a meeting on traffic and ticketing issues within the town. The owner of the Priory Industrial Estate was willing to rent out the chained car parking spaces whilst the Dolphins Hall project is taking place.

Traffic Regulation Order – Agenda item

Proposed Town Twinning Arrangement – A presentation would be given to the Annual Town Meeting by Mr Chris Coombes. Some initial expense was likely to be met by the Council.

Christmas in Tetbury - The Heritage and Regeneration Committee had agreed that Council could run the Switch-on event, led by the Office team.

Beaufort Hunt – Waiting for written advice from a Health and Safety consultant.

Dolphins Hall Rebuild and Extension – The Dolphins Hall Management Committee was yet to provide a formal response to the Council's draft proposal agreed on 26<sup>th</sup> February 2018. Ongoing.

Renewal of lease over VIC premises 33 Church St – The landlord had agreed to the Council's proposal for a six-year lease with a break at three years.

Repair to Metal benches – The bench in Cirencester Road and one of the benches in the Recreation Ground had been repaired and repainted. The other bench in the Recreation Ground would be attended to.

Initiating SLA with Dolphins Hall – Await appointment of Chair of the Dolphins Hall Management Committee before proceeding further.

Funding for VIC refurbishment – This project was being progressed by the Heritage and Regeneration Committee.

#### **TC08. 5/18 Confirmation of Committees and Working Groups and their Terms of Reference:**

The Terms of Reference for the Council's Committees and Working Groups were APPROVED, subject to the following amendments: Committees were not authorised to delegate authority to Sub-Committees, they may only create non-executive Working Groups to investigate certain matters and to make recommendations; no Committee shall exceed any budgetline, vire funds within the Committee's overall budget, or initiate any new project not budgeted for without the prior authority of the Council; the deletion of reference to the Planning Committee having responsibility for general housing; other minor amendments to titles etc. Unanimous.

#### **TC09. 5/18 Appointment of members to Committees and Working Groups:**

The Council made the following appointments:

Planning Committee – Councillors Ball, Burrell, Hirst, Ind. Maslin, Monks, Morgan and Painter.

Heritage and Regeneration Committee – Councillors Ball, Burrell, Hirst, Ind, Maslin, Morgan, Painter and Stevenson.

Finance and Scrutiny Committee – Councillors Ball, Creed, Easterbrook, Hirst, Painter, Walsh and Williams

Highways Working Group – Councillors Ball, Burrell, Maslin, Painter, Stevenson and Walsh

#### **TC10. 5/18 Appointment of Representatives to External bodies:**

The Council made the following appointments:

Rail Lands Trust – Councillors Ball and Hirst

Dolphins Hall Management Committee – Councillors Ball and Easterbrook

NPHAA Allotments – Councillor Ind

GAPTC – Councillor Hirst

Tetbury in Bloom – Councillor Ball

Gloucestershire Market Towns Forum – Agreed to no longer have a representative

Gloucestershire Parish Charter – Councillor Easterbrook

Social Housing Champion – (formerly 'Tenants Association') - Councillor Painter

Gloucestershire Playing Fields Association – Councillor Ball

Tourism – Delete, Tourism now dealt with by the Heritage and Regeneration Committee

#### **TC11. 5/18 Review of Standing Orders in the light of a new national Model:**

The Council RESOLVED to adopt a new set of Standing Orders based on the Model provided by the National Association of Local Councils. The Model had been tailored to the Council with reference to the Standing Orders previously in place. The following amendments were also AGREED: SO3(i) – speakers in the Public Consultation Session to stand and provide their name and address, SO11 -

**TC12. 5/18 Review of Financial Regulations:**

The Financial Regulations had been amended to include the decisions previously agreed by the Council in respect of (i) the control measures for use of the new business credit card (Section 8); and (ii) Officers' authority to make payment in respect of ongoing contracts and essential supplies for the Council to conduct its routine daily business (Section 6.5). It was also AGREED that the limit for the Finance and Scrutiny Committee to determine grants should be increased from £500 to £750 (Section 1.8).

**TC13. 5/18 Confirmation of Banker and re-appointment of bank signatories:**

The Council RESOLVED to remain with Lloyds Bank and for the Town Clerk, Councillors Ball, Hirst and Walsh to remain bank signatories.

**TC14. 5/18 Review of Fixed Asset Register:**

It was noted that the Internal Auditor the Town Council had advised that the figures in the Asset Register should be the purchase cost of the assets held and that changing the values had implications for the Annual Return. It was AGREED that the Register should be amended to include a separate column for replacement/insurance values (which were not required for the Annual Return).

**TC15. 5/18 Brief updates from Feoffees, Dolphins Hall, Rail Lands Trust:**

Feoffees - Nothing to report

Dolphins Hall - The Hall would close from 10<sup>th</sup> September for rebuilding and extension works.

TRLRT - The old railway carriage (now named 'Mary Jane') had formally opened on 12<sup>th</sup> May. The new cinema equipment would be used for livestream coverage of the Royal Wedding of Prince Harry and Meghan Markle on 19<sup>th</sup> May.

**TC16. 5/18 Reports from Committees and Working Groups:**

Highways Working Group – The Working Group was looking for volunteers for Speed Watch and Lorry Watch. It was AGREED that the Working Group could put an advert in Tetbury Advertiser under the Mayor's piece and also in the presentations at the Annual Town Meeting.

**TC17. 05/18 Correspondence:**

The Dolphins Hall Management Committee had written regarding the grant usually provided by the Town Council. As discussed in the Public Consultation session.

**TC18. 5/18 District and Town Councillors reports:**

District Councillor Hirst – Advised that work had started on the pot holes between Tetbury and Beverston. The household recycling centre at Horsley would be closed for four weeks for refurbishment.

Councillor Ball – The kerb outside 5 The Ferns needed attention.

Councillor Williams – Received a complaint from a neighbour regarding the noise from the new equipment currently being used at the Tesco car washing facility. The District Council had been asked to investigate.

Councillor Walsh – Drew attention to two incidents regarding cyclists and potholes along the Tetbury to Beverston road

Councillor Maslin – Advised of potholes in Chavenage Lane. Officers would notify Gloucestershire County Council Highways.

**TC19. 5/18 Items for inclusion on June agenda:**

Pot-hole programme, youth provision.

**TC20. 5/18 Date of next meeting of the Council:**

7pm, on Monday 25<sup>th</sup> June 2018

**TC22. 5/18 Exclusion of the Public and Press:**

It was RESOLVED that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following item of business on the grounds it involved the likely disclosure of confidential information (as defined in paragraph (1) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

**TC23. 5/18 Minutes:**

Accuracy - The confidential minutes of the meeting held on Monday 30<sup>th</sup> April were APPROVED as a correct record.

TC04. 4/18 Minutes (continued) - The Council briefly discussed the reasons given by a former Councillor for his resignation.

*Note: the business covered by Minute TC23. 5/18 was considered in Closed Session for the reasons agreed in Minute TC22. 5/18, but the decisions in these Minutes are not Exempt/Confidential.*

Meeting closed 8.55pm

Chair ..... Dated .....