
Annual Council Meeting

You are hereby summoned to attend the Annual Meeting of Cirencester Town Council,
to be held at the C-Hub, 2nd Floor, Bingham House, Dyer Street, Cirencester
on 16th May 2023 at 6.30pm



Andrew Tubb, Chief Executive Officer
10th May 2023

Pledge:

"Let our debating be reasoned and temperate, recognising that others may have a different point of view; and may we always remember that our deliberations and decisions are ultimately for the good of the people of Cirencester."

Summary of Agenda

Items 1-3, 5-10, 12-17 & 22-23 Procedural and Standing Items
Item 4 Standing Orders 2023-24
Item 11 General Power of Competence
Item 18 Schedule of Payments
Item 19 Record of Attendance 2022-23
Item 20 Short-Term Corporate Strategy Action Plan Final Report
Item 21 Corporate Peer Review Action Plan

Bingham House, 1 Dyer Street, Cirencester, Gloucestershire, GL7 2PP
Tel: 01285 655646, www.cirencester.gov.uk



Agenda

- 1. Election of the Chair of Council and Mayor of Cirencester (6.30pm)**
To hold office as Chair of the Council and Mayor of Cirencester, until the Annual Meeting in May 2024.
- 2. Declaration of Acceptance of Office (6.31pm)**
The Chair, in the presence of the Council, witnessed by the CEO, shall sign the declaration of acceptance of office.
- 3. Election of Vice-Chair and Deputy Mayor of Cirencester (6.32pm)**
To hold office as Vice-Chair and Deputy Mayor of Cirencester, until the Annual Meeting in May 2024.
- 4. Standing Orders 2023-24 (6.35pm)**
To receive and adopt the updated Standing Orders for 2023-24, incorporating the Member-Officer Protocol.
- 5. Appointment of Lead Members (6.40pm)**
To appoint lead members to the following committees and groups, until the Annual Meeting in May 2024:
 - a) Corporate Governance and Personnel
 - b) Finance and Audit
 - c) Planning
 - d) Climate and Environment
 - e) Land and Property
 - f) Community Services
- 6. Appointment of Standing Committees, Groups and Substitute Members (6.50pm)**
To appoint the standing committees, groups and substitute members. If any Town Councillor would like to express an interest in serving on a committee or group, please e-mail the Chief Executive Officer in advance of the meeting at andrew@cirencester.gov.uk. Membership of each committee and group is set at a minimum of 5 Councillors, in accordance with Standing Orders, to enable as many Councillors as possible to serve:
 - a) Corporate Governance and Personnel
 - b) Finance and Audit
 - c) Planning
 - d) Climate and Environment
 - e) Land and Property
 - f) Community Services
 - g) Health and Safety
 - h) To appoint all members as substitute members, in accordance with Standing Orders
- 7. Appointment of Representatives to other Groups and Organisations (7pm)**
To confirm the appointments of representatives to other groups and organisations up to May 2024.
- 8. Apologies (7.05pm)**
To receive and consider approval of the apologies presented.
- 9. Declarations of Interest (7.06pm)**
To receive declarations of interest and to note any dispensations which have been approved.
(Members are reminded to declare pecuniary or non-pecuniary interests relating to any item on the agenda in accordance with Cirencester Town Council's Code of Conduct.)
- 10. Council Minutes (7.07pm)**
To approve the Minutes of the Meeting held on Tuesday 31st January 2023, as an accurate record and to provide updates and information on any matters arising.
- 11. General Power of Competence (7.09pm)**
To formally confirm that the Council meets the requirements under statute, to exercise the general power of competence. Eligibility is a two thirds electoral mandate and having a qualified clerk. As of May 2023, the Council has a 100% electoral mandate and the CEO is qualified with a Certificate in Local Council Administration, Level 7 qualification in Strategic Management & Leadership and an MBA.

- 12. Public Participation (Standing Order 68 refers) (7.10pm)**
If a member of the public wishes to speak at the meeting, or would like to submit correspondence they are asked to notify the Chief Executive Officer in advance and no later than 5pm on the day before the meeting. For the purpose of public speaking, a member of the public is defined as someone who lives, has a business or represents an organisation within the electoral boundary of Cirencester. Members of the public who wish to submit a written question for inclusion as part of public participation may do so at any time.
- 13. District and County Council Participation (Standing Item) (7.20pm)**
To receive important updates and information from Cotswold District Council and Gloucestershire County Council. Questions relating to any District or County Council matter to be submitted in advance of the meeting to the CEO.
- 14. Youth Participation (Standing Item) (7.25pm)**
To receive a report on youth engagement and provide an opportunity for young people to participate.
- 15. Member Participation (Standing Orders 27 to 30 refer) (7.26pm)**
A member may ask the Chair any question concerning the business of the Council.
- 16. Delegation of Urgent and Routine Matters (Standing Order 11 c) refers) (7.27pm)**
To provide a summary of any matter which has required urgent or routine attention under delegated authority:
a) grant agreement with Cotswold District Council for £30,000 Government 'Changing Places' funding.
- 17. Climate and Environment Action Plan (Standing Item) (7.28pm)**
To receive, for information, an update on the action plan progress.
- 18. Schedule of Payments (7.30pm)**
To approve payments made during the period 1st January and 31st March 2023 in accordance with the budget estimates, including contractual increments and other honoraria in consultation with the Personnel Group. Each individual payment has been authorised by two Councillors. A list of all individual payments is forwarded to Finance and Audit and made available on the Town Council website: Corporate £38,793, Office £14,630, Community £25,332, Land & Property £43,317, Earmarked Reserves £47,014, Salaries/NI/Tax/Pension £184,844.
- 19. Record of Attendance 2022-23 (7.31pm)**
To receive and confirm the record of attendance for members in respect of May 2022 through to April 2023, including a report on Member Allowances.
- 20. Short-Term Corporate Strategy Action Plan Final Report (7.32pm)**
To receive and note for information the final report relating to the short-term corporate strategy.
- 21. Corporate Peer Review Action Plan (7.35pm)**
To receive and approve the action plan in response to the Corporate Peer Review.
- 22. Announcements (7.45pm)**
To receive and note any important announcements from Members relating to Council business.
- 23. Correspondence (7.50pm)**
a) Council Information Sheet; including details of any actions taken arising from previous meetings.
b) Any other correspondence received in accordance with Standing Orders.

Notes & Information

1. All reports referred to, including recommendations, are available online at www.cirencester.gov.uk or on request via email at info@cirencester.gov.uk
2. You can join us live via the Town Council's YouTube channel or you can watch the recording afterwards.
3. Members of the public are welcome to submit questions under public participation, in advance of the meeting via email, info@cirencester.gov.uk
4. Future meetings:
Annual Meeting of the Town Tuesday 23rd May at 6.30pm Cirencester Library, The Waterloo
Planning Committee Tuesday 13th June at 1pm Venue TBC
Council Tuesday 13th June at 6.30pm Venue TBC
5. Follow us on Facebook, Twitter and Instagram.