

Community Services Committee Meeting

You are hereby summoned to attend a meeting of the Community Services Committee to be held at 4:30p.m. on Tuesday, 7th November 2023 in the C-Hub, Bingham House, Dyer St, Cirencester GL7 2PP

Committee Members:

Clr Sarah Orr – Chair & Lead Member

Clr Naomi Bloomer – Vice Chair

Clr Nick Bridges

Clr Sabrina Dixon

Clr Jan Gronow

Clr Gary Selwyn

Clr Pete Smith



Becky Coles
Community Services Manager
30th October 2023

AGENDA

Cirencester (Street) Market Charity Annual Meeting (4:30pm)

To receive and approve the annual report and income and expenditure account for 2022-23, for submission to the Charity Commission.

1. Apologies (4:45pm)

To receive and note apologies.

2. Declarations of Interest (4:50pm)

To receive declarations of interest and consider and determine any requests for dispensation. Members are reminded to declare any pecuniary or non-pecuniary interests on any item on this agenda in accordance with Cirencester Town Council's Code of Conduct.

3. Minutes of Last Meeting (4:55pm)

To approve the Notes of the Community Services Group Meeting held on Tuesday 5th September as an accurate record.

4. Public Participation (Standing Order 68 refers) (5:00pm)

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,

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



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.

5. To consider any business remaining from the last meeting (5:10pm)

- i. No actions outstanding
- ii. Partnership Arrangements – To be discussed under Agenda item: 6

6. Partnership Arrangements (5:15pm)

To receive and consider the recommendations made by the Partnership Advisory Group in relation to future arrangements with Cirencester Community Development Trust.

7. Update on Current Projects (5:25pm)

To receive an update on current projects and progress against 2023-24 Work Programme, including but not limited to Mop Fair feedback and Christmas in Cirencester.

8. To consider any new business (5:35pm)

- i. To consider and approve applications to the Community Projects Fund

9. Correspondence (5:40pm)

Any other correspondence received in accordance with Standing Orders and the role and remit of the Community Services Group.

10. All-Member Briefing and Wider Communication (5:45pm)

To consider and agree key items to be included in the all-member briefing note and any matter for wider communication via social media.

11. Next Meeting (5:55pm)

TBC

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. This meeting may be filmed by the Council for live and/or subsequent broadcast online at https://bit.ly/YouTube_CTC
3. At the start of the meeting, the Chair will confirm if all or part of the meeting will be filmed. The footage will be on the YouTube channel indefinitely and may be used for training purposes within the Council. If you make a representation to the meeting you will be deemed to have consented to be filmed. By entering the meeting room, you are also consenting to be filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.
4. Members of the public are welcome to submit questions under public participation, in advance of the meeting via email, info@cirencester.gov.uk
5. Follow us on Facebook, X, and Instagram. (@CirenMarkets & @CirenTC)

Cirencester (Street) Market – Charity Number 285116												
Trustees' Annual Report for the Period												
From	Period start date						To	Period end date				
	Day	01	Month	04	Year	2022		Day	31	Month	03	Year

Section A – Reference & Administration Details

- 1.1. The Cirencester (Street) Market is a registered charity (Charity Registration No. 285116) under the sole Trusteeship of Cirencester Town Council, Bingham House, 1 Dyer Street, Cirencester Glos. GL7 2PP.

Names of the charity trustees who manage the charity	
Trustee name	Dates acted
Cirencester Town Council	01/04/22 – 31/03/23

Section B – Structure, Governance & Management

- 2.1. The markets incorporated within this charity are the Monday and Friday Charter Markets which provide a choice of goods under the provision of its historic Charter.
- 2.2. The charity is constituted as a Trust and is governed by a Bargain & Sale document dated 1961 and historic Charter with associated Market Rights. Cirencester Town Council acts as sole Trustee for the charity and trustees are selected on election as Town Councillors.
- 2.3. Whilst acting as sole trustee there is a direct link with the Town Council in respect of its charitable purpose in the relief of local council tax.
- 2.4. Cirencester Town Council is listed as the corporate trustee and individual councilors names will not be listed separately.

Section C – Objectives & Activities

- 3.1. The charity's objective is to provide street markets offering a selection of produce, goods and services with the aim of generating income and to apply any surplus income to benefit residents of Cirencester by providing relief to Council Tax.
- 3.2. In the reporting period, in keeping with the charitable aim of the Trust, £25,794 was provided as relief of Council Tax benefitting the local community, an increase of £4,948 from 2021-22.

Section D – Achievements and Performance

- 4.1. In the reporting period, a total of 98 (+2¹) Charter Markets were held, out of a possible 103² opportunities, representing a 95%³ (+3) opening rate. There were 46 (+1) Monday markets and 52 (+2) Friday markets.

¹ Movement from previous year.

² 101 if expected closures not counted (e.g. Mop Fairs)

³ 97% open rate if anticipated closures not counted

4.2. Markets did not take place on 5 (-3) occasions as detailed below:

- Monday 19th September – Queen Elizabeth II funeral (1x Monday Market Closure)
- Monday 10th October 2022 – Mop Fair (1x Monday Market Closure)
- Monday 17th October 2022 – Mop Fair (1x Monday Market Closure)
- Monday 26th December 2022 – Christmas Closure (1x Monday Market Closure)
- Monday 13th March 2023 – Bad weather (1x Monday Market Closure)

4.3. The overall average number of stalls trading at the Markets in the reporting period was 43 (+2). At the Monday market, the average was 43 (+1) and 47 (+2) at the Friday market.

4.4. 95% of the markets held included over 40 stalls and were charged at the higher licence fee; 5% included stalls between 21 and 40 in number. None of the markets held had less than 20 stalls; all the smaller markets were held on a Monday.

4.5. The Monday Charter Market has continued to improve, with only 5 of the 46 markets having between 21 and 40 stalls, all other markets having over 40 stalls.

4.6. The variety of traders at both markets is wide ranging and there remains a commitment to encourage and support local traders, suppliers and businesses. As well further additions to the street food offering, traders selling homewares, household products, clothing, local produce, gifts and goods as well as environmental wares were added to the trading mix in the reporting period.

The Market is actively promoted via social media, Cirencester Town Council’s website, local listings and printed media.

Each monthly edition of Ciren Scene carries a joint Cirencester Markets advertisement which includes details of the indoor markets in the Corn Hall. Advertising costs are split between the Corn Hall, Charter Market Operator and the Town Council, with the design work being carried out by the Community Services Team.

The advertisement is also circulated in both print and electronic form via social media, noticeboards, community groups, local businesses such as hotels, campsites, retailers, pubs etc.

The social media insights for each platform are detailed below:

Platform	Followers	Movement from last year
Facebook	6,740	+933
Instagram	2,907	+374
X (Previously Twitter)	2,635	-23

4.7. The Markets feature on Trip Advisor and Google Business and reviews are often received. Google is by far the most popular method of searching for and reviewing Cirencester Markets and has around 19,000 views each month. Cirencester Markets has a rating of 3.5/5 on Trip Advisor (10 reviews and 4.6/5 rating (+0.1) on Google Business (136 written reviews (+24)).

4.8. Further data and performance information can be found at Annex A.

Section E – Financial Review

5.1. In accordance with its charity status Cirencester (Street) Market is required to submit income and expenditure information to the Charity Commission on an annual basis.

5.2. In accordance with the Charity Commission’s annual return requirements, income and expenditure information relating to 2022-23 is outlined on the following page for formal approval by Trustees.

2022-23 Income

Receipts	£	Notes												
Charter Market Licence Fee	£29,150	<table border="1"> <thead> <tr> <th>Category</th> <th>No. Stalls</th> <th>Fees</th> </tr> </thead> <tbody> <tr> <td>Category 1</td> <td>Up to 20</td> <td>£200</td> </tr> <tr> <td>Category 2</td> <td>21 – 40</td> <td>£250</td> </tr> <tr> <td>Category 3</td> <td>40+</td> <td>£300</td> </tr> </tbody> </table>	Category	No. Stalls	Fees	Category 1	Up to 20	£200	Category 2	21 – 40	£250	Category 3	40+	£300
Category	No. Stalls	Fees												
Category 1	Up to 20	£200												
Category 2	21 – 40	£250												
Category 3	40+	£300												
TOTAL:	£29,150													

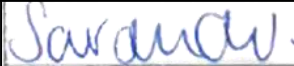

2022-23 Expenditure

Payments	£	Notes
Business Rates	£384	
Market Management	£35	
Services (Electricity)	£143	
Industry Member Fees	£1,484	
Promotion & Publicity	£1,310	
Relief to Council Tax	£25,794	
TOTAL:	£29,150	

6. Section F – Submission of Annual Return to Charity Commission

6.1. Subject to the approval of the Trust, the financial information required by the Charity Commission will be submitted within 10 months of the end of the financial year (by 31st January 2024).

7. Section G – Declaration

Signature(s)		
Full name(s)	Sarah Orr	GARY SELBY
Position (e.g. Secretary, Chair, etc.)	Trustee	Trustee
Date	31/10/23	31/10/23

Number of Markets 01/04/22 - 31/03/23

	QTR 1 (Apr - Jun)		QTR 2 (Jul - Sep)		QTR 3 (Oct - Dec)		QTR 4 (Jan - Mar)		2022 - 23	
	Expected	Actual	Expected	Actual	Expected*	Actual	Expected*	Actual	Expected	Actual
Monday Charter	13	13	13	12	10	10	12	11	48	46
Friday Charter	13	13	14	14	12	12	13	13	52	52
GRAND TOTAL	26	26	27	26	22	22	25	24	100	98
VARIANCE		0		-1		0		-1		-2

*Excl. Mop
Fairs (x2)

*Excl. Xmas
(x1)

Income Plan 01/04/22 - 31/03/23

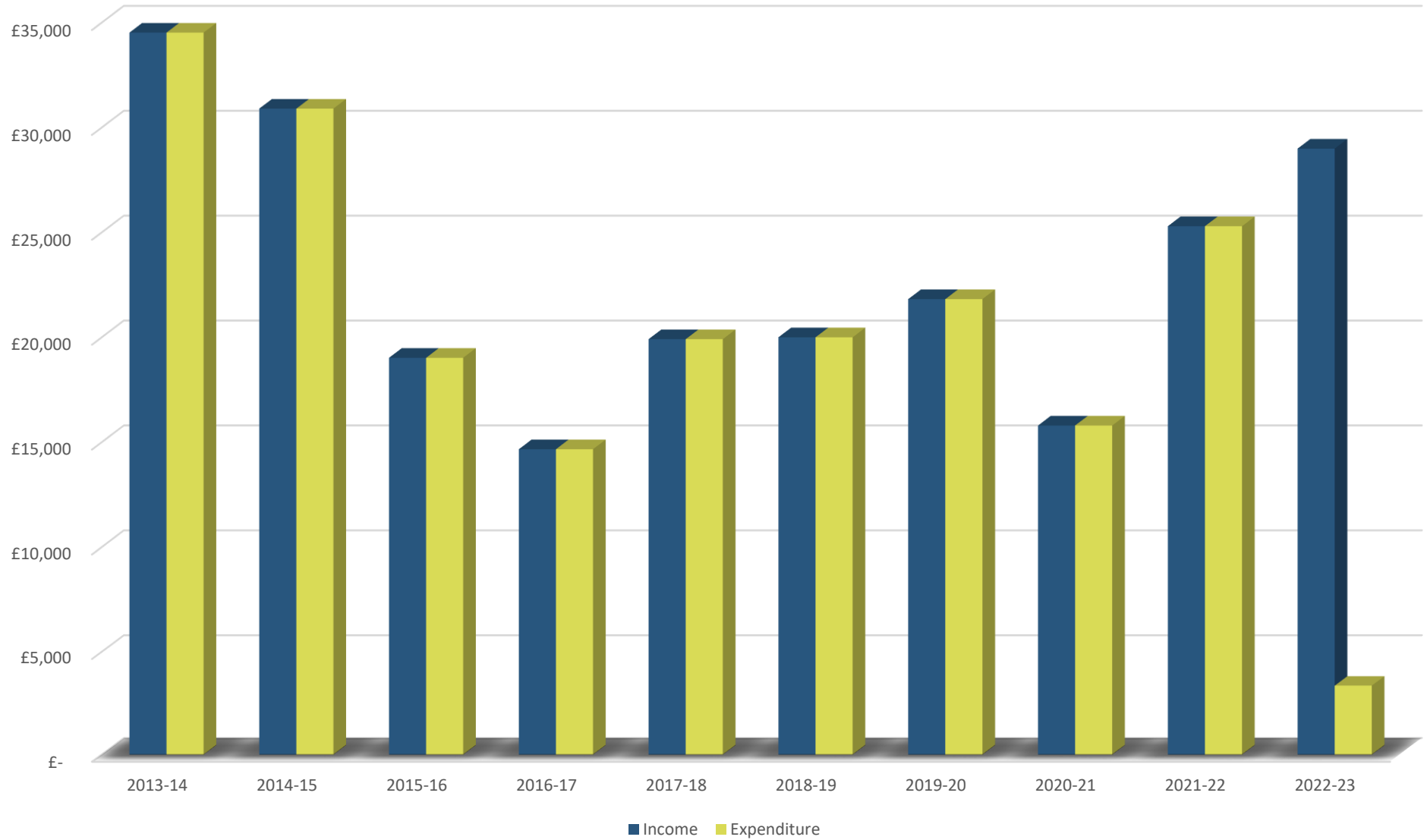
	QTR 1 (Apr - Jun)		QTR 2 (Jul - Sep)		QTR 3 (Oct - Dec)		QTR 4 (Jan - Mar)		2022-23	
	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual
Monday Charter	£ 3,250	£ 3,900	£ 3,250	£ 3,600	£ 2,500	£ 2,900	£ 3,000	£ 3,150	£ 12,000	£ 13,550
Friday Charter	£ 3,900	£ 3,900	£ 4,200	£ 4,200	£ 3,600	£ 3,600	£ 3,900	£ 3,900	£ 15,600	£ 15,600
GRAND TOTAL	£ 7,150	£ 7,800	£ 7,450	£ 7,800	£ 6,100	£ 6,500	£ 6,900	£ 7,050	£ 27,600	£ 29,150
INCOME VARIANCE		£ 650		£ 350		£ 400		£ 150		£ 1,550

NB: Expected income calculated on the follow basis: **Monday** - Category 2 - (21-40 stalls) @ £250 per market, **Friday** - Category 3 - (40+ stalls) @ £300 per market

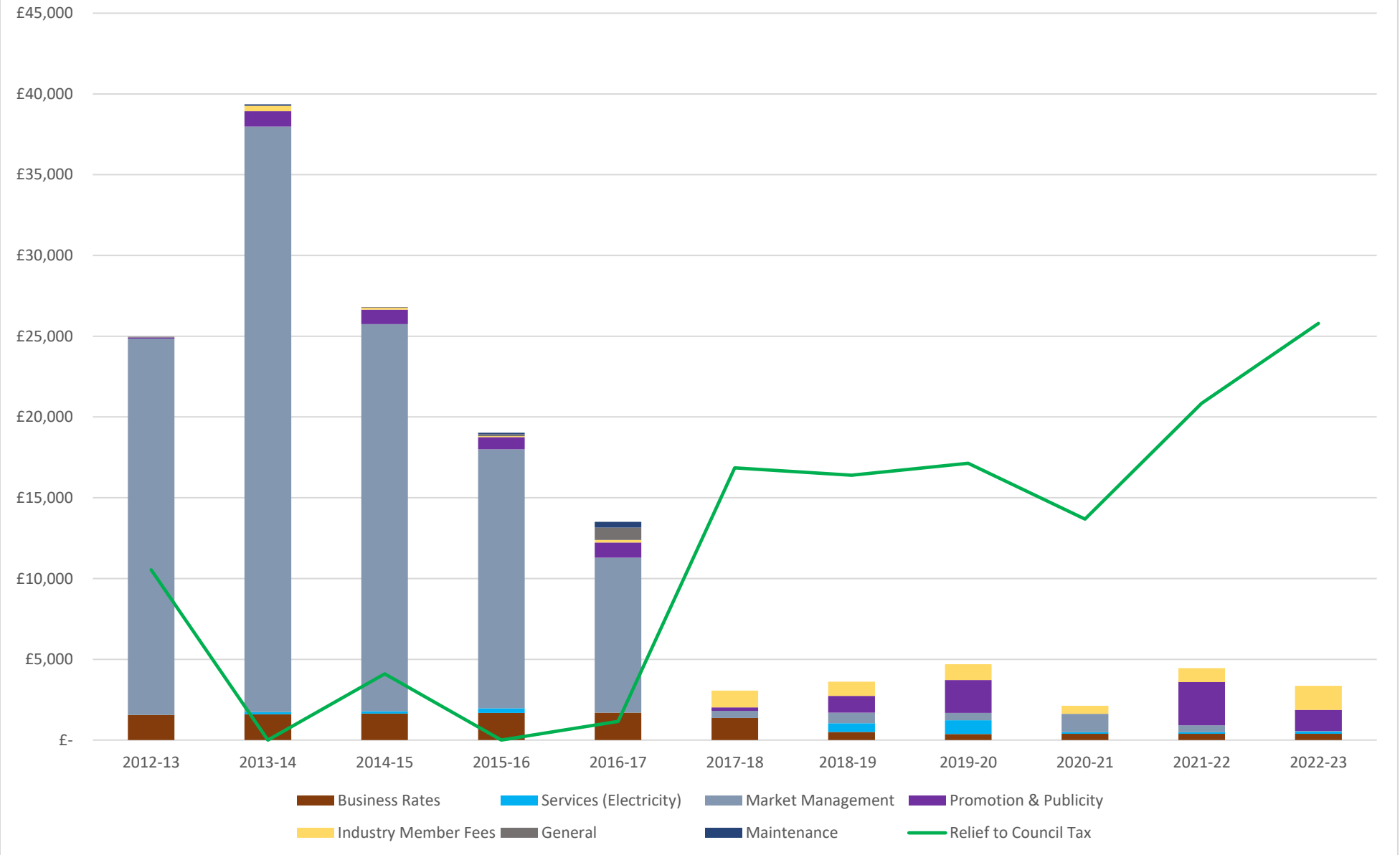
Cancellations/Changes to Charter Markets

Monday 19th September - Queen Elizabeth II funeral	1
Monday 10/10/22 - Mop Fair	1
Monday 17/10/22 - Mop Fair	1
Monday 26/12/22 - Christmas Closure	1
Monday 13/3/23 - Bad Weather	1
	<u>5</u>

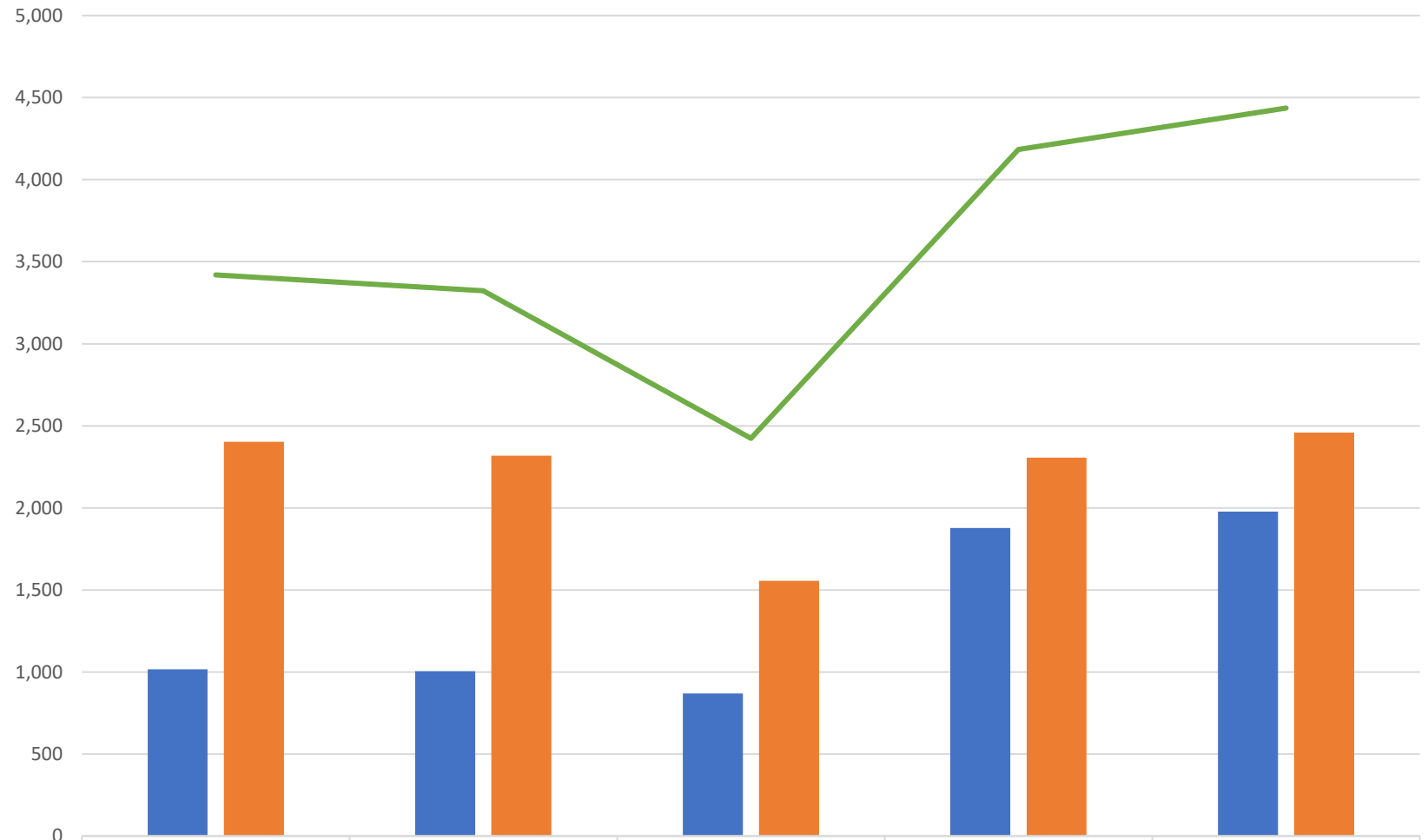
Cirencester (Street) Market
Income & Expenditure



Expenditure Analysis 2012 -2023



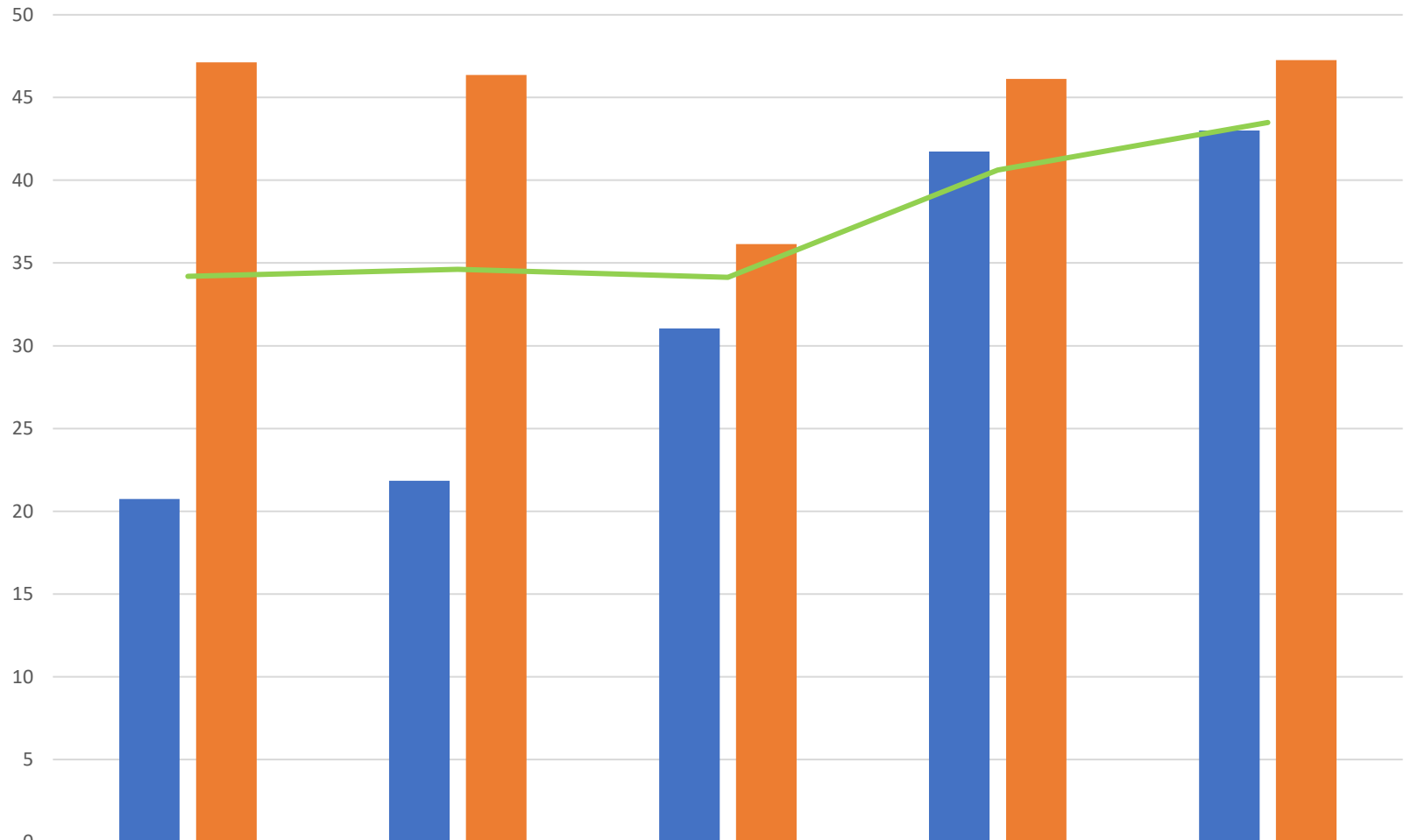
Total Annual Stall Numbers



	2018-19	2019-20	2020-21	2021-22	2022-23
Annual Stall Numbers Mon	1,016	1,005	869	1,878	1,978
Annual Stall Numbers Fri	2,403	2,318	1,555	2,306	2,458
Annual Stall Numbers All	3,419	3,323	2,424	4,184	4,436

■ Annual Stall Numbers Mon
 ■ Annual Stall Numbers Fri
 — Annual Stall Numbers All

Average Stall Numbers by Market



	2018-19	2019-20	2020-21	2021-22	2022-23
Annual Stall Numbers Mon	21	22	31	42	43
Annual Stall Numbers Fri	47	46	36	46	47
Annual Stall Numbers All	34	35	34	41	43

■ Annual Stall Numbers Mon
 ■ Annual Stall Numbers Fri
 — Annual Stall Numbers All

Cirencester (Street) Market – Charity Number
285116

Accounts 2022-2023

Introduction

The Cirencester (Street) Market is a registered charity (Charity Registration No. 285116) (the Charity) under the sole Trusteeship of Cirencester Town Council, Bingham House, 1 Dyer Street, Cirencester Glos. GL7 2PP.

These accounts present the financial activities of the Charity for the financial year ending 31st March 2023 and have been prepared by the Community Services Manager of the Council.

Background

The markets incorporated within this charity are the Monday and Friday Charter Markets which provide a choice of goods under the provision of its historic Charter. The Charity is constituted as a Trust and is governed by a Bargain & Sale document dated 1961 and historic Charter. Cirencester Town Council acts as sole Trustee for the charity and trustees are selected on election as Town Councillors. Whilst acting as sole trustee there is a direct link with the Town Council in respect of its charitable purpose in the relief of local council tax.

The charity's objective is to provide street markets offering a selection of produce, goods and services with the aim of generating income and to apply any surplus income to benefit residents of Cirencester by providing relief to Council Tax.

Further information on the performance and activities of the Charity and details of the Trustees can be found in the Annual report.

Accounting Policies

The detailed records are maintained on the main financial Ledger of Cirencester Town Council. There is no separate bank account. Invoices to the markets are issued through the Town Council's financial systems.

The accounts have been prepared on an income and expenditure basis and include amounts invoiced in April 2023 relating to the prior year.

Accounts for 2021/22 financial year

	2021/22	2022/23
	£	£
Charter Market Licence Fee Income	25,300	29,150
Total income	25,300	29,150
Expenditure		
Business Rates	384	384
Market Management	423	35
Services (Electricity)	103	143
Promotion and Publicity	1,421	1,310
Industry Member Fes	862	1,484
Relief to Council tax-payers	22,107	25,794
Total Payments	25,300	29,150

The activities of the Markets were previously affected by Covid but have increased since then. Further information is provided in the Annual report.

Report of the independent examiner to The Cirencester Street Market Charity

Report on the accounts of The Cirencester Street Market Charity for the year ended 31st March 2023, which are set out on pages 2 to 3 of the Statement of Accounts attached.

Respective responsibilities of trustee and independent examiner

The Charity's trustee is responsible for the preparation of the accounts. The Charity's trustee considers that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to

- Examine the accounts (under section 43(3)(a) of the 1993 Act)
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- State whether particular matters have come to my attention.

This report is made solely to the Trustee of The Cirencester Street Market Charity in accordance with the Charities Act 1993. My work has been undertaken so that I might state to the Trustee those matters I am required to in an examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Trustees of The Cirencester Street Market Charity for my work, for this report, or for the opinions I have formed.

Basis of independent examiner's report

My examination was carried out in accordance with the General Direction for Independent Examination issued by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking of explanations from you as trustee concerning such matters. The procedures undertaken do not provide all the evidence that would be required if a full audit was undertaken, and consequently I do not express an audit opinion on the view given by the accounts.

Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act, have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C I Hackett

Christopher Hackett
25th September 2023
For and on behalf of Auditing Solutions Ltd



CIRENCESTER TOWN COUNCIL

MINUTES of the **Community Services Committee** Meeting held on **05th September** at **Cotswold District Council, Trinity Road, Cirencester**

PRESENT:

Councillors

Sarah Orr, Chair & Lead Member
 Naomi Bloomer, Vice Chair
 Jan Gronow
 Gary Selwyn
 Nick Bridges
 Bob Irving (representing Cllr Pete Smith)

Officers

Becky Coles, Community Services Manager - Lead Officer
 Sarah Oakley, Community Services Officer

CS01.23 Apologies

Apologies received from Cllr P Smith and Cllr Sabrina Dixon for personal reasons which were noted and approved

CS02.23 Declarations of Interest

Cllr Jan Gronow and Cllr Nick Bridges expressed an interest due to their involvement in Cirencester Community Development Trust (minute no. CS06.23 ii refers).

CS03.23 Notes of the Last Meeting

RESOLVED that the **Notes of the Community Service Group Meeting held on Tuesday, 11th July 2023 be approved as a correct record.**

An update on outstanding actions was provided, one action remains in progress. Community Projects Fund grant recipient, Stratton Association, responded to Members' follow-up question in relation to considerations around printing and alternatives and accessibility.

Voting:	For - 3	Against - 0	Abstentions - 3	Absent - 0
---------	---------	-------------	-----------------	------------

CS04.23 Public Participation

None.

CS05.23 Work Programme

RESOLVED that the **work programme for 2023-2024 be adopted as follows:**

- to carry out a review of the town centre CCTV system in partnership with relevant stakeholders
- to continue to progress the recommendations made in the Community Youth Profile
- to build upon the relationships arising from the Health & Wellbeing week 2022, working to deliver a partnership event in 2024
- to support the child friendly Cirencester initial audit and co-ordinate response

Members received overview of current projects and initiatives and their contribution to achieving the Committee's role & remit.

CS06.23 Community Engagement

i. **Community Projects Fund**

RESOLVED that Community Projects funding of £200 be granted to Cirencester Twinning Association to contribute to the printing costs of its 2024/25 Cirencester Calendar.

Members were reminded of their Ward funding allocation and the deadline date of 31st March 2023, the end of the financial year.

ii. **Fees & Charges**

RESOLVED that the proposed 2024/25 Fees and Charges Schedule be adopted.

In line with the Council's Market Rights, as the owner of a franchise market originally created by a Charter and Part III of the Food Act 1984, the charging structure in relation to Market Rights and rival markets was noted.

Voting:	For - 6	Against - 0	Abstentions - 0	Absent - 0
---------	---------	-------------	-----------------	------------

iii. **Partnership Arrangements**

Consideration was given to future partnership arrangements with Cirencester Community Development Trust as the current agreement expires at the end of the current financial year.

Members received and noted the summary report, noting the recommendations in relation to identifying methods to inform decision making. Members approved the formation of an advisory group to evaluate and review current arrangements and provide recommendations for 2024/25 arrangements at the next meeting. Terms of Reference were discussed and will be circulated along with invitations for membership.

RESOLVED that an advisory group be convened to review partnership arrangements and provide recommendations in relation to future arrangements.

Voting:	For - 5	Against - 0	Abstentions - 1	Absent - 0
---------	---------	-------------	-----------------	------------

CS07.23 Correspondence

No correspondence received.

CS08.23 All-Member Briefing and Wider Communication

The items to be included in the briefing note were agreed.

CS09.23 Date of Next Scheduled Meeting

Tuesday 7 November 2023 4:30pm, C-HUB, Bingham House, 1 Dyer Street, Cirencester

Meeting closed at: 5:15pm

Councillor Sarah Orr
Chair



Community Services Committee

7th November 2023

AGENDA ITEM NO:	6
REPORT TITLE:	Partnership Advisory Group Recommendations
REPORT AUTHOR:	Becky Coles, Community Services Manager
LEAD MEMBER:	Cllr Sarah Orr
PURPOSE OF REPORT:	To deliver the recommendations of the Partnership Advisory Group in relation to future arrangements in relation to Cirencester Community Development Trust from 1 st April 2024
LEGAL:	There are no legal directly arising from this report
FINANCIAL:	The financial implications are outlined within the report.
PERSONNEL:	There are no personnel implications directly arising from this report
ENVIRONMENTAL:	There are no environmental implications directly arising from this report
CLIMATE CHANGE:	There are no climate change implications directly arising from this report
EQUALITY & DIVERSITY:	There are no equality & diversity implications directly arising from this report
RECOMMENDATION:	To consider and approve the recommendations in respect of future partnership and funding arrangements

1. Background

- 1.1. The formation of a Partnership Advisory Group was approved at the Community Services Committee meeting held on the 5th September 2023, relating to arrangements with Cirencester Community Development trust, draft Terms of Reference were agreed. (Attached at Annex i)
- 1.2. In accordance with the Terms of Reference, the Advisory Group considered future funding arrangements and responsibilities in respect of the Hare Festival Way, specifically the hares, and Abbey 900 Legacy, specifically the Abbot and Canon statues and sensory garden.
- 1.3. Two Advisory Group meetings have been held and some members attended the CCDT AGM on 2nd October 2023.

2. Purpose of Report

- 2.1. This report outlines the recommendations made by the Partnership Advisory Group in relation to three areas:
 - Future funding arrangements,
 - Hare Festival Way responsibilities – Hare statues, and
 - Abbey 900 Legacy – Statue & Garden.

- 2.2. As part of the process, arrangements for the period 24th October 2023 to 31st March 2024 have been clarified with Cirencester Community Development Trust (CCDT) as follows;
- CCDT to provide proof of insurance cover relating to the hare statues as a priority.
 - Cirencester Town Council resources may only be available by prior arrangement and subject to availability; charges may apply.
 - CCDT to liaise directly with Florence Beetlestone regarding the hares & hare trail and respond to recent enquiries relating to future plans, relocations etc.
 - Clarification that Town Councillors may assist with the maintenance or care of the hare statues but in doing so act as a member of the public not a Town Councillor or representative of Cirencester Town Council.
- 2.3. The Group's recommendations for future arrangements are that:
1. Any changes to funding arrangements will not preclude partnership working and such opportunities will be encouraged and developed.
 2. Funding arrangements are not renewed at the end of the current Agreement period and shall cease on 31st March 2024.
 3. Cirencester Community Development Trust retains responsibility for all Hare statues, including maintenance and insurance.
 4. Cirencester Town Council will continue to accommodate Hare statues that are currently positioned on its land, subject to CCDT carrying out maintenance and providing proof of insurance (incl. 3rd party liabilities).
 5. Cirencester Town Council retains responsibility for the Abbot & Cannon Statue and the Sensory Gardens in the Abbey Grounds and will continue to insure both assets.
 6. Cirencester Community Development Trust can apply for funding through Cirencester Town Council's grant scheme.
- 2.4. The Group also considered that an allocation of funding, equivalent to the 2019–2023 Agreement with Cirencester Community Development Trust be allocated to the appropriate budget towards improved youth provision, as recommended in the Community Youth Profile, would be appropriate.
- 2.5. Group members noted the future ambitions of Cirencester Community Development Trust and support the changes outlined at the Trust's Annual General Meeting on the 2nd October.

3. Recommendation

- 3.1. That the Community Services Committee accept the recommendations made by the Partnership Advisory Group in relation to future arrangements.



TERMS OF REFERENCE – PARTNERSHIP ARRANGEMENTS ADVISORY GROUP

Background:

Cirencester Community Development Trust (CCDT) was formed in 2012; constituted as a charity, with aims and objectives commensurate with delivering the “Our Future Cirencester” Community Plan and working with the Town Council as a trusted partner to deliver local, social, environmental, cultural and economic development projects, allowing the Council to focus on its core representation and service remit.

Within the plan the community said that it wanted 'Our Future Cirencester' to be: a sustainable market town:

- a good place to grow up
- an attractive town to live in, visit and where we can enjoy vibrant culture
- a better place to do business

The aim of the Trust was to:

- generate sufficient funds to operate without subsidy
- generate sufficient funds to create both contingency and capital reserve funds
- invest in community aspirations and events

In the 2019-20 and 2020-21 Annual Reports¹ CCDT identified its strategic priorities as:

- 1. Sustainability, Regeneration & Promotion**
 - Post Covid recovery work with Tourism operators and local businesses
 - Further support to assist the Cirencester Community Railway Project.
- 2. Skills & Youth**
 - Support for Bathurst Friendship Initiative
 - Support for Ozone Café/ Hub
- 3. Innovation**
 - Growth Hub Partnerships
 - Knowledge sharing networks
- 4. A great place to live**
 - Festivals
 - Events
 - The Legacy of Abbey 900

The website also identifies the key aims of the Trust as:

- Help make Cirencester a great place to live and work.
- Advance the Arts and culture of the town.
- Support the understanding of the history and heritage of the town.
- Widening access to the culture of the town.
- Add to the vitality and viability of the town.

Since 2012-13, to assist the Trust establish itself and become self-funding, the Town Council has entered into various

¹ As of 11th September 2023, only the 2019-20 Report is on the CCDT website

funding agreements; to-date the Trust has continued to be reliant on this funding.

Following a review in 2023, the Council and CCDT entered a grant funding agreement where a grant towards revenue costs of £10,000 was awarded for a 1-year term from 1st April 2023 up to and including the 31st March 2024.

Within the current Memorandum of Agreement is a transition period for use of facilities and resources, this will end on the 31st March 2024.

At the Community Services Committee meeting, held on 5th September 2023, it was agreed that an Advisory Group should be convened.

Objectives:

The Partnership Arrangement Advisory Group has been established by the Community Services Committee to:

- evaluate the impact, benefit and performance of Cirencester Community Development Trust against its identified strategic priorities in order to;
- review current partnership arrangements with Cirencester Community Development Trust and provide a recommendation for future arrangements to the Community Services Committee;
- consider future arrangements and responsibilities in respect of the Hare Festival Way, specifically the hares, and Abbey 900 Legacy, specifically the Abbot and Canon statues and sensory garden, and provide a recommendation for future arrangements to the Community Services Committee.

Purpose:

The purpose of the Advisory Group is to deliver evidence-based recommendations to the Community Services Committee in relation to future arrangements, specifically in relation to funding, the Hare Festival Way and Abbey 900 legacy.

Role and Remit:

The role and remit of the Advisory Group is to;

- deliver recommendations to the Community Services Committee on 7th November 2023.
- draft and agree a timetable and action plan.
- prioritise tasks and oversee the appointment of specialist consultants or advisers.
- initiate, co-ordinate and arrange appropriate consultation and engagement.
- gather and review evidence.
- use the evidence collected, including that from consultations and engagement, to inform decision making and recommendations.
- oversee the drafting and finalising of strategic documents resulting from the project, e.g. Memorandum of Understanding or Terms of Agreement.
- co-opt additional non-voting members onto the Advisory Group for specified functions and/or task and finish periods of time.

Membership:

The membership of the Group, as appointed by Council is as follows:

- Mayor
- Lead Member for Community Services
- Lead Member for Finance and Audit
- x3 CTC Elected Members

Members who have declared an interest (either pecuniary or non-pecuniary) in Cirencester Community Development Trust are not eligible to membership of the Group.

The Group may co-opt, non-voting advisory members.

In the event of an elected member vacancy arising on the Group, the vacancy will be filled by a reserve appointee or by the Community Services Committee.

In the event of a Lead Member not being able to attend a meeting of the Group, the Vice Chair of that Committee may attend in their absence. No other substitutions are permitted.

Attendance at meetings is for appointees and invitees only.

Decision Making:

Decisions made by the Group are to be confirmed by a clear show of hands, by way of a majority; in the event of equal votes then the Chair shall have a casting vote. If the casting vote is not taken, then the matter being considered will be deferred to the next meeting.

The Group has no authority to make decisions on behalf of the Community Services Committee or Council nor can individual elected members of the Group instruct officers to undertake specific tasks. The role of the Group is to make recommendations to Community Services Committee within its remit.

Quorum:

The quorum for formal meetings of the Group is 3 appointees with voting rights.

Chair:

The appointment of the Chair shall be made at the first meeting by the Group and is eligible to all appointees with voting rights.

The primary role of the Chair is to oversee the project, ensuring that the Group conducts its business within the terms of reference.

The Chair is the lead point of contact for the Group and commits to fostering, in a positive and mutually beneficial way, the working relationship with the public, any consultants and advisors, and with all members and non-members.

The Chair will, through regular briefings, ensure that actions and decisions of the Group are followed up and reported to the Community Services Committee in a timely manner.

Timeline & Key Dates:

- No later than 29th September 2023 - Advisory Group to first meet
- No later than 20th October 2023 - Evidence gathering and consultation to completed
- By 31st October and no later than 3rd November 2023 - Delivery of report, including recommendations
- 7th November 2023 - Community Services Committee
- January 2024 – Council Meeting

Changes to the Terms of Reference:

The Group may recommend changes to the Terms of Reference, for approval by the Community Services Committee.

Dissolution of the Group:

The role and remit of the Group, and continuation of its work will be reviewed by Community Services Committee at the first meeting after the Annual Meeting of Council in May 2024.



Community Services Committee

Lead Member: Cllr S. Orr, Chair

Committee Members: Cllr N. Bloomer, Vice Chair
 Cllr N. Bridges
 Cllr S. Dixon
 Cllr J. Gronow
 Cllr G. Selwyn
 Cllr P. Smith

Lead Officer: Becky Coles, Community Services Manager

2023-24 Role & Remit

Refer to Standing Orders 2023-24

Paragraph	Description
86.1	To oversee and deliver initiatives which relate to supporting the local community (including children and young people) and local business, including the allocation of ward-based community projects funding, as approved by Council.
86.2	To oversee the management and delivery of events and markets, including the Charter Market (including all aspects relating to charitable status) Mop Fair and Christmas in Cirencester.
86.3	To oversee the maintenance of town centre CCTV and liaise with the Police and relevant partners and stakeholders on issues relating to CCTV and community safety.
86.4	To ensure that the local needs of children and young people are identified and that through the Ozone initiative the Town Council takes a lead role in seeking to meet such needs, encouraging a multi-agency partnership approach.
86.5	To work collaboratively with twinning and friendship groups on civic twinning events and to build on the town's twinning and friendship links, subject to budget, including Itzehoe, Germany, Saint-Genis-Laval, France and Bathurst, Australia.
86.6	To oversee delivery of the Council's communications plan, and ensure the effective promotion and awareness of all that the Council does for and on behalf of the community; ensuring that the public is able to communicate effectively and engage with the Council towards shaping how social, economic and environmental needs are met. Inclusive of overseeing the preparations for the Annual Meeting of the Town.
86.7	To oversee and support partnership and volunteering initiatives with local community groups, ensuring effective community representation in each ward.
86.8	To oversee and approve, under delegated authority of Council, partnership arrangements and support to the Cirencester Community Development Trust and The Steadings Community Management Trust.
86.9	To lead on supporting the business briefing group and provide town centre business and community support, advising on and assisting, subject to funding and resources, initiatives which promote the local economy and tourism.
86.10	To oversee the management and day to day running of the Local Information Centre.
86.11	To consider and approve fees and charges relating to community services.
86.12	Delegated authority to approve expenditure, within budget, up to the value of £25k.

- 86.13 To oversee the delivery and project management of any tendered or procured service, consultancy appointment, which has been approved by Council over the value of £25k within the remit of Community Services.

2023-24 Draft Work Programme

Reference	Description
WP1	to continue to progress the recommendations made in the Community Youth Profile
WP2	to carry out a review of the town centre CCTV system in partnership with relevant stakeholders
WP3	to support the child friendly Cirencester initial audit and co-ordinate response
WP4	to build upon the relationships arising from the Health & Wellbeing week 2022, working to deliver a partnership event in 2024

2023-24 Community Services

Current Key Priorities

Ref	Details of priority, project or objective	Tasks / Outcomes	Completion date	Status	Financial Info	Update
86.1 86.2 86.7	Christmas in Cirencester	<ul style="list-style-type: none"> • Generate income deliver & enhance programme • Deliver Christmas in Cirencester markets & events • Include community Involvement • Support local business and local economy 	By 25/11/23		Income sources: Market Fees Sponsorship Grant Funding	<ul style="list-style-type: none"> • Layouts finalised • Final Stall allocation 01/11/23 • Traders invoiced & late payments chased • Regular meetings with production company • Snowman trail: <ul style="list-style-type: none"> - Leaflet being printed - locations & prizes confirmed - Community art workshops held – 12/10/23 with The Churn Project, 26/10/23 with New Brewery Arts & 29/10/23 & 2/11/23 on Market Place. Good attendance & engagement - Anticipated start date 25/11/23 - Closing date 06/01/24 • Successful grant funding - Cllr R Halifax, GCC Build Back Better & Youth funding. • All sponsors confirmed – invoiced 01/09/23 • Volunteers <ul style="list-style-type: none"> - Co-ordinators identified & engaged - Volunteer pack finalised & distributed - Information sessions held 27/10/23 & 31/10/23 - Martyn's law principles – not yet legislation and confirmed not applicable to outdoor markets - Volunteer training recommendations made • Walkaround to local businesses completed 30/10/23 • Publicity – advert & 4 page pull out in Ciren Scene, November edition, awaiting quotes for full page advert in Wilts & Glos Standard, social media – events added to Facebook, further posts scheduled • Christmas Window Competition to be launched

Status Key

	Complete / In progress & on target
	In progress & delayed
	Not started / Overdue

Ref	Details of priority, project or objective	Tasks / Outcomes	Completion date	Status	Financial Info	Update
86.3	CCTV & Community Safety	<ul style="list-style-type: none"> Organise meeting with Insp. Ellson for Lead Members 	By 30/09/23	Completed 13/09/23		<ul style="list-style-type: none"> Strategic meeting held 13/09/23 with Lead Members, Insp Ellson & District Cllr Lisa Spivey, Cabinet Member for Communities & Public Safety.
		<ul style="list-style-type: none"> Re-instate power to cameras following Tesco closure 	By 31/07/23	Completed 26/07/23		<ul style="list-style-type: none"> Work carried out to restore power completed
		<ul style="list-style-type: none"> Consider solutions for community safety in St Michael's Park 	By 31/10/23	Completed 18/09/23		<ul style="list-style-type: none"> CCTV system installed at SMP 18/09/23
		<ul style="list-style-type: none"> Town Centre CCTV Review – with key stakeholders. Assess locations of cameras within the town centre, review type of camera & use 	By 31/03/24			
86.1	Community Groups	<ul style="list-style-type: none"> Facilitate regular Community Group Network meetings 	Quarterly			<ul style="list-style-type: none"> Meeting held 14/9/23 – Neighbourhood Policing Team present. Meeting notes & crime prevention advice circulated 22/09/23. Next meeting to be arranged – waiting for feedback on preferred dates/content
		<ul style="list-style-type: none"> Partnership arrangements and support to the Cirencester Community Development Trust and The Steadings Community Management Trust. 	By 31/03/24	Completed 07/11/23		<p>TO BE DISCUSSED AT AGENDA ITEM (6)</p> <ul style="list-style-type: none"> Partnership Advisory Group established, first meeting held 25/09/23. Attendance at CCDT AGM 02/10/23 and final meeting held 12/10/23. Recommendations approved & report drafted for consideration at Community Services Committee meeting 07/11/23. Meeting held with Chair CCDT, Cllr Orr & B Coles to give notice of and discuss proposed recommendations 24/10/23 Continuing liaison with The Steadings Community Management Trust in relation to Community Group mapping and support
86.4 WP1	Children & Young People	<ul style="list-style-type: none"> Play Gloucestershire Sessions The Door lunchtime Sessions External Funding Partnership working 	By 31/03/24		Income Sources: Grant funding	<ul style="list-style-type: none"> Play Gloucestershire sessions funded until October 2023. Budget being reviewed to allow funding of sessions between Feb & Mar 2024 at Chesterton only (SMP closed). Successful grant application - Cllr J Harris, GCC Build Back Better (Youth) funding.

Status Key

	Complete / In progress & on target
	In progress & delayed
	Not started / Overdue

Ref	Details of priority, project or objective	Tasks / Outcomes	Completion date	Status	Financial Info	Update
						<ul style="list-style-type: none"> • Successful grant application – Cirencester Girls Club • Ongoing search for funding opportunities & applications • External fund writer option to be explored or include in recruitment exercise • Partnership working with other agencies to be included in larger funding bids – World Jungle has included CTC youth provision costs in a National Lottery funding application. Application currently being considered. • Community Response Network meeting convened by GCC held 24/10/23. Police, schools, The Door & GCC in attended to discuss current situation and joined up working to tackle current issues and secure funding, e.g. Police & Crime Commissioner’s fund. Next meeting 05/12/23
86.1 86.2 86.7 WP4	Joint H&W Event	<ul style="list-style-type: none"> • To build upon the relationships arising from the Health & Wellbeing week 2022, working to deliver a partnership event in 2024 	By 30/08/24			<ul style="list-style-type: none"> • Initial meeting held 22/08/23. • Provisional event date identified – 15th Aug 2024 • Meeting held: 19th September with Cotswold District Council. Actions re. funding streams not progressed by CDC. CDC and PPG now in direct contact which may lead to some progress. • NHS bus booked to attend on 15th August • Continued interest in the event from potential contributors • Event cannot be progressed until CDC establish funding requirements and sources • No further action at the moment – action/ progress by CDC required.
86.1 86.9	Local Economy	<ul style="list-style-type: none"> • Footfall counts 	Quarterly			<ul style="list-style-type: none"> • Aug 2023 Footfall count stats circulated. • December dates set. Invitation for volunteers circulated via info sheet, Chamber of Commerce, Business Briefing • Final rota to be set when resources confirmed • Counts are scheduled during some Christmas Markets

Status Key

	Complete / In progress & on target
	In progress & delayed
	Not started / Overdue

Ref	Details of priority, project or objective	Tasks / Outcomes	Completion date	Status	Financial Info	Update
		<ul style="list-style-type: none"> Business Briefing 	Ongoing			<ul style="list-style-type: none"> Meeting Held: 21st September. Updates provided on Mop Fairs, Footfall, Christmas plans, street piano and planned media promotion. Updates received from Cirencester Chamber of Commerce, Cirencester Community Development Trust – Phoenix Festival, Love Lane businesses & CDC. Topics identified to discuss at the next meeting when James Brain (CDC) will be guest speaker. Next meeting 23rd November
		<ul style="list-style-type: none"> Networking / Engagement etc. 	Ongoing			<ul style="list-style-type: none"> Chamber of Commerce Business meeting 25/10/23 – Community Services Manager attended as an ‘expert’ panel member discussing business in Cirencester. NABMA (National Association of British Market Authorities) Annual Conference 9 – 10/10/23, Harrogate. Community Services Team attended. Next conference 25/01/23 Media – working with Dan James Media to create a library of footage for CTC, arrangements made for coverage of Advent and discussions around a feature on LIC and potential business opportunities to be finalised. Corporate Peer Review – Sessions attended 11/10/23 Community Awards – Community Services Manager part of judging panel. Ceremony attended by Cllr Naomi Bloomer 12/10/23
		<ul style="list-style-type: none"> Child Friendly Cirencester 	By 30/03/23			<ul style="list-style-type: none"> Initial meetings have taken place - Cllr Naomi Bloomer attended Need to ensure plans and scope are within Community Services & Town Councils role & remit. County & District Councils may need to be approached to progress appropriately Evaluation of current provision in town centre shops not yet carried out
		<ul style="list-style-type: none"> Achievements, Feedback etc. 				<ul style="list-style-type: none"> WINNER – National Association of British Market Authorities - Small Market Winner 2023. Mop Fairs– No issues, positive feedback from visitors and local businesses. Change of road closure timings seen as a positive step and good message to businesses. Email received from visitor with positive feedback on the event and

Status Key

	Complete / In progress & on target
	In progress & delayed
	Not started / Overdue

Ref	Details of priority, project or objective	Tasks / Outcomes	Completion date	Status	Financial Info	Update
						<p>Cirencester as a whole.</p> <ul style="list-style-type: none"> Commercial promotions – Riverford Organic continue regular bookings and report good outcomes, TESLA recently booked the space 29/08/23 and have booked an additional 3 dates; sales have been made.

Status Key

	Complete / In progress & on target
	In progress & delayed
	Not started / Overdue