

# DURSLEY TOWN COUNCIL

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3rd May 2016

## TO: EACH MEMBER OF THE DURSLEY TOWN COUNCIL

Dear Sir/Madam,

You are hereby summoned to the Annual Meeting of the Dursley Town Council which will be held in **the Community Meeting Room, the Fire Station, Kingshill Road, Dursley**, on Wednesday, 11<sup>th</sup> May 2016 at 7.00 pm.

**Please arrive 15 minutes early so that you can sign the Declaration of Acceptance of Office Register.**

**Please ensure that you have fully read the agenda and associated documents before the meeting. Should you require any additional information on any of the items, please contact the Clerk prior to the meeting.**

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights.

Yours faithfully,

Mr John Kay  
Town Clerk

### AGENDA

#### 1. ELECTION OF TOWN MAYOR FOR THE ENSUING YEAR

*(Standing Orders will be suspended for the Town Mayor to sign the Declaration of Acceptance of Office Register. The Town Mayor will then take the Chair, and call for Standing Orders to be reinstated.)*

#### 2. DECLARATION OF ACCEPTANCE OF OFFICE:

To consider allowing members not present to delay signing the Declaration of Acceptance of Office Register.

#### 3. TO RECEIVE APOLOGIES FOR ABSENCE

#### 4. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATIONS

#### 5. ELECTION OF DEPUTY MAYOR FOR THE ENSUING YEAR

#### 6. TO FILL THE VACANCIES IN THE OFFICE OF TOWN COUNCILLOR FOR CENTRAL WARD (1) AND HIGHFIELDS WARD (2)

## DURSLEY TOWN COUNCIL

Upon co-option, new Councillors will sign the Declaration of Acceptance of Office Register, after which they will be able to take part in the proceedings.

7. **To consider any additional Members' Declarations of Interest or requests for dispensations.**
8. **TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**
9. **TO RECEIVE REPRESENTATIONS FROM THE PUBLIC**
10. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5<sup>th</sup> APRIL 2016**
11. **TO CONFIRM THE MEMBERSHIP OF COUNCIL'S STANDING COMMITTEES** and to note that the first meeting of each Committee, in order to elect a Chair and Vice-Chair, will be held immediately after this Annual Meeting of the Council.
  - (a) Green Spaces
  - (b) Town Improvements and Amenities
  - (c) Planning

Membership of the following will be confirmed after the above Committees have elected Chairmen and Vice-Chairmen.

- (d) Policy and Finance (will include the Mayor, Deputy Mayor and the Chairman and Vice-Chairman of each Standing Committee)
  - (e) Staff (will comprise the Mayor, Deputy Mayor, the Chairman of each Standing Committee plus additional councillors if necessary to make a total of 6).
12. **TOWN COUNCIL WORKING PARTIES:**

To elect representatives for the forthcoming period where necessary. (Members list attached.)
  13. **REPRESENTATIVES ON OUTSIDE BODIES:**

To receive an annual report if necessary, from Council's elected representatives for 201-2016 on outside bodies and to elect representatives for the forthcoming period where necessary. (Members list attached.)
  14. **BUSINESS RELATING TO COUNCIL FINANCE**
    - (a) **Regarding Council's accounts for the year ending 31<sup>st</sup> March 2016:**
      - (i) To resolve that the schedule of payments made to 31<sup>st</sup> March 2016 be authorised and signed by the Mayor. (Members: report attached).
      - (ii) To note the income received up to 31<sup>st</sup> March 2016. (Members: report attached).

## DURSLEY TOWN COUNCIL

(iii) To approve the Clerk's recommendation concerning transfers to reserves. (Members: spreadsheet attached).

(iv) To note recommendations of the Final Report from the Independent Internal Audit (Members: Report Attached)

**(b) Regarding the completion of the 2015/16 Annual Return:**

(i) To complete and sign Section 1 of the Annual Return – Annual Governance Statement (Members: copy attached)

(ii) To approve the figures in Section 2 of the Annual Return – Accounting Statements. (Members: copy attached)

(iii) To note that the Public Inspection Period for the accounts runs from 3<sup>rd</sup> June 2016 to 14<sup>th</sup> July 2016.

**(c) Regarding Council's accounts for the current financial year 1st April 2016 to 31st March 2017:**

(i) To resolve that the schedule of payments made since 1<sup>st</sup> April 2016 be authorised and signed by the Mayor (Members: copy attached).

(ii) To note the income received since 1<sup>st</sup> April 2016 (Members: copy attached).

(iii) To receive a monthly budget report. (Members: report attached).

**15. BUSINESS RELATING GREEN SPACES:**

15.1 To receive a report from the outgoing Committee Chairman if necessary.

**15.2 Highfields Legal Agreement**

To approve the request to sign "a declaration in relation to the exclusion of sections 24-28 of the Landlord and Tenant Act 1954 has been executed by the Council" witnessed by a local solicitor. (Members: Declaration attached and emails between Town Clerk/WSP/SDC)

**16. BUSINESS RELATING TO TOWN IMPROVEMENTS AND AMENITIES**

16.1 To adopt the Minutes of the Town Improvements and Amenities Committee Meeting held on 12<sup>th</sup> April 2016.

16.2 To receive a report from the outgoing Committee Chairman if necessary.

**17. BUSINESS RELATING TO PLANNING:**

17.1 To adopt the Minutes of the Planning Committee Meeting held on 19th April 2015.

17.2 To receive a report from the outgoing Committee Chairman, if necessary.

## DURSLEY TOWN COUNCIL

### 18. BUSINESS RELATING TO POLICY AND FINANCE:

18.1 To adopt the Minutes of the Policy and Finance Committee Meeting held on 19<sup>th</sup> April 2015.

18.2 To receive a report from the outgoing Committee Chairman, if necessary.

18.3 To agree the recommendation of the committee to adopt the revised draft Community Engagement policy (Members: Policy attached)

18.4 To receive reports and discuss matters arising from the following meetings:

(i)	Xmas Working Group	7/4/16	Deputy Clerk
(ii)	Dursley Welcomes Walkers	11/4/16	Councillor Grecian
(iii)	Future Dursley	13/4/16	Mayor Nelmes
(iv)	Multi Agency Traffic/Parking	14/4/16	Mayor Nelmes
(v)	Dursley Business Inclusive	15/4/16	Cllr Abraham
(vi)	Dursley & District Comm. Association AGM	20/4/16	Cllr Nelmes/Grecian
(vii)	Tourism Meeting	25/4/16	Cllr Abraham/ Deputy Clerk
(viii)	S106 Community Facility	26/4/16	Cllr Nelmes/Grecian Deputy Clerk
(ix)	Dursley in Bloom	9/5/16	Cllr Creswick

18.5 To note that the Annual Assembly of the Dursley Town Meeting will be held on 24<sup>th</sup> May 2016 at Dursley Community Centre.

18.6 To consider the Council insurance arrangements for 2016/17 and renew the three year Long Term Agreement one year early.

18.7 To appoint the Leslie D Gale award panel 2016 to include the Mayor, Deputy Mayor and 1 other Councillor. *(The panel will meet immediately following the consecutive meetings of the Council's Standing Committees on 11<sup>th</sup> May 2016)*

### 19. BUSINESS RELATING TO STAFF

19.1 To receive a report from the outgoing Committee Chairman.

### 20. BUSINESS RELATING TO HIGHWAYS

20.1 To receive a report if any, from Council's outgoing Highways Representative.

### 21. BUSINESS RELATING TO COMMUNITY SAFETY

21.1 To receive a report if any, from Council's outgoing Police Representative, on any policing matters relating to the town.

### 22. THE CLERK'S REPORT

22.1 To receive a report. (Members: copies attached).

## DURSLEY TOWN COUNCIL

**22.2** To note that the following Councillors are scheduled to make inspections:

Green Spaces:

<b>CEMETERY</b>	<b>ALLOTMENTS</b>	<b>KINGHILL PLAY PARK</b>	<b>WM RECREATION GROUND</b>	<b>ST. MARK'S</b>
P Hayes	N Grecian	J Burdge	M Nicholson	L Patrick

Street Furniture:

<b>CENTRAL</b>	<b>HIGHFIELDS</b>	<b>KINGSHILL</b>
B Cairns	S Abraham	A Stennett

Internal Audit checks:

<b>May-16</b>	J Burdge	B Cairns
<b>June-16</b>	B Cairns	J Ball

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**COMMITTEE MEETINGS WILL IMMEDIATELY FOLLOW THE COUNCIL MEETING  
IN THE FOLLOWING ORDER:**

Green Spaces  
Town Improvements  
Planning  
Policy and Finance  
Staff

**THE LESLIE D GALE AWARD PANEL MEETING WILL BE HELD IMMEDIATELY  
FOLLOWING THE COMMITTEE MEETINGS.**

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