

DURSLEY TOWN COUNCIL

Jacob's House, Castle Street, Dursley, Glos GL11 4BS
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1st May 2018

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 Tuesday 8th May 2018 at 7.00 pm.

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. TO RECEIVE APOLOGIES FOR ABSENCE

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

4. ELECTION OF DEPUTY MAYOR FOR THE ENSUING YEAR

5. TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

6. TO RECEIVE REPRESENTATIONS FROM THE PUBLIC

a) Matter relating to unauthorised planting on Grave No. 1552 (Members: Email from member of the public and letter to grave owner)

7. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3rd APRIL 2018

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- 8. 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
- (d) Car Park (note Chair/Vice Chair positions to remain)

Membership of the following will be confirmed after the above Committees (not Car Park) 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) plus additional councillors if necessary to make a total of 6).
- (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).

9. TOWN COUNCIL WORKING PARTIES:

To elect representatives for the forthcoming period where necessary. (Members list attached.)

10. REPRESENTATIVES ON OUTSIDE BODIES:

To receive an annual report if necessary, from Council's elected representatives for 2017-2018 on outside bodies and to elect representatives for the forthcoming period where necessary. (Members list attached.)

11. BUSINESS RELATING TO COUNCIL FINANCE

(a) Regarding Council's accounts for the year ending 31st March 2018:

- (i) To resolve that the schedule of payments made to 31st March 2018 be authorised and signed by the Mayor. (Members: report attached).
- (ii) To note the income received up to 31st March 2018. (Members: report attached).
- (iii) To resolve that the bank reconciliation at 31st March 2018 be signed and authorised by the Mayor. (Members: Bank Reconciliation attached)
- (iv) To resolve that the final budget summary be authorised and signed by the Mayor. (Members: Budget Summary attached)
- (v) To approve the Clerk's recommendation concerning transfers to reserves. (Members: spreadsheet attached).

(b) Annual Return 2017/18

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- (vi) To complete and sign Section 1 of the Annual Return – Annual Governance Statement (Members: copy & associated documents attached)
- (vii) To approve the figures in Section 2 of the Annual Return – Accounting Statements. (Members: copy & associated documents attached)
- (viii) To note that the Public Inspection Period for the accounts runs from Monday 12th June to Friday 21st July 2017 (30 Working Days).
- (c) Regarding Council's accounts for the current financial year 1st April 2018 to 31st March 2019:**
 - (i) To resolve that the schedule of payments made since 1st April 2018 be authorised and signed by the Mayor (Members: copy attached).
 - (ii) To note the income received since 1st April 2018 (Members: copy attached).

12. BUSINESS RELATING GREEN SPACES:

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

13. BUSINESS RELATING TO TOWN IMPROVEMENTS AND AMENITIES

13.1 To adopt the Minutes of the Town Improvements and Amenities Committee Meeting held on 10th April 2018.

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

13.3 CCTV

To confirm the recommendations of the P&F Committee to:

a) Approve the Town Clerk's recommendations in full and appoint Redhand Network Connections (UK Ltd) to progress the project without unnecessary delay. (Members: Report attached)

b) To withdraw the commitment of an annual £3,000 payment to Stroud District Council for the existing town centre CCTV.

13.4 To receive an update on the 2018 Cotswold Hare Trail.

14. BUSINESS RELATING TO PLANNING:

14.1 To adopt the Minutes of the Planning Committee Meeting held on 17th April 2018.

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

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14.3 To approve as required by Regulation 15 (1) of the Neighbourhood Planning (General) Regulations 2012 for the following documents:
(Members: Online link supplied to the consultation documents)

- i) The map which identifies the area to which the proposed neighbourhood development plan relates;
- ii) The Designation of Neighbourhood Area Certificate for Dursley;
- iii) The Submission Neighbourhood Development Plan;
- iv) The Consultation Statement;
- v) The Basic Conditions Statement;
- vi) The Assessment of the Dursley NDP Contribution to Sustainable Development;
- vii) The Strategic Environmental Assessment and Habitat Regulation Assessment Screening Report.

15. BUSINESS RELATING TO POLICY AND FINANCE:

15.1 To adopt the Minutes of the Policy and Finance Committee Meeting held on 17th April 2018.

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

15.3 To note that the interviews for the Youth Service Provision 2018/21 were held on the 27th April 2018 with a recommendation to be considered at the June meeting of Council.

15.4 To consider the urgent grant application from the Tyndale Arts Group. (Members: Grant application attached)

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

9 April	Dursley in Bloom	Cllr Woodward
9 April	Dursley Welcomes Walkers	Cllr Grecian
12 April	Dursley Business Inclusive	Cllr Woodward
16 April	Festive Dursley	Cllr Woodward
16 April	Joint Woodlands Committee	Cllrs M Stennett & Sheffield
17 April	Carnival Dursley	Cllrs Ball & Nicholson
19 April	Youth Centre Management	Cllrs Grecian, Creswick, Woodward
24 April	SDC Tourism Task & Finish Group	Councillors Creswick, Paice, Thomas, Ball & Ackroyd
1 May	Multi Agency ASB Meeting	Town Clerk
3 May	Youth Service Quarterly Review	Cllrs Grecian, Creswick, Woodward

15.6 To note that the Annual Assembly of the Dursley Town Meeting will be held on 22rd May 2018 at the Chantry Centre.

15.7 To adopt the NALC recommended changes to the Council's Standing Orders.
(Members: Recommended Changes attached)

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16. BUSINESS RELATING TO STAFF

To receive a report from the outgoing Committee Chairman.

17 BUSINESS RELATING TO THE CAR PARK

17.1 To adopt the Minutes of the Car Park Committee Meeting held on 1st May 2018.

17.2 To receive a report from the Committee Chairman.

17.3 To receive an update from the Town Clerk on the project progress meeting held on 26th April 2018.

18. BUSINESS RELATING TO HIGHWAYS

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

19. BUSINESS RELATING TO COMMUNITY SAFETY

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

20. THE CLERK'S REPORT

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

21 INSPECTIONS

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

Green Spaces:

	CEMETERY	ALLOTMENTS	KINGSHILL PLAY PARK	WM RECREATION GROUND	ST. MARKS	HIGHFIELDS PLAY PARK
MAY	S CRESWICK	W THOMAS	N GRECIAN	B CAIRNS	J BURDGE	S ABRAHAM
JUNE	B CAIRNS	A WHITWELL	L PATRICK	M WOODWARD	PHAYES	W PAICE

Street Furniture:

	HIGHFIELDS	KINGSHILL	CENTRAL
May	P HAYES	M WOODWARD	S ACKROYD
June	A SHEFFIELD	J BURDGE	S CRESWICK

Internal audit checks:

May	S CRESWICK
June	J BURDGE

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22 The following business will be dealt with in committee:

- 22.1** To resolve to exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business.
- 22.2** To confirm the successful completion of the probationary period of the Assistant Amenity Grounds Person.

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

Green Spaces
Town Improvements
Planning
Policy and Finance
Staff
