

# DURSLEY TOWN COUNCIL

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30<sup>th</sup> April 2019

## 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 7<sup>th</sup> May 2019 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

#### 7. To receive an update from the Cam and Dursley Great Western Air Ambulance Charity Supporters Group.

#### 8. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2<sup>nd</sup> APRIL 2019

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- 9. 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).

**10. TOWN COUNCIL WORKING PARTIES:**

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

**11. REPRESENTATIVES ON OUTSIDE BODIES:**

To receive an annual report if necessary, from Council's elected representatives for 2018-2019 on outside bodies and to elect representatives for the forthcoming period where necessary. (Members list attached.)

**12. BUSINESS RELATING TO COUNCIL FINANCE**

**(a) Regarding Council's accounts for the year ending 31<sup>st</sup> March 2019:**

- (i) To resolve that the schedule of payments made to 31<sup>st</sup> March 2019 be authorised and signed by the Mayor. (Members: report attached).
- (ii) To note the income received up to 31<sup>st</sup> March 2019. (Members: report attached).
- (iii) To resolve that the bank reconciliation at 31<sup>st</sup> March 2019 be signed and authorised by the Mayor. (Members: Bank Reconciliation attached)
- (iv) To resolve that the final Income and Expenditure Accounts be authorised and signed by the Mayor. (Members: Income & Expenditure Summary attached)
- (v) To note the Earmarked Reserves at 31<sup>st</sup> March 2019. (Members: spreadsheet attached).

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### **(b) Annual Return 2018/19**

- i) To complete and sign Section 1 of the Annual Return – Annual Governance Statement (Members: copy & associated documents attached)
- ii) To approve the figures in Section 2 of the Annual Return – Accounting Statements. (Members: copy & associated documents attached)
- iii) To note that the Public Inspection Period for the accounts runs from Monday 17th June to Friday 26<sup>th</sup> July 2019.

### **(c) Regarding Council's accounts for the current financial year 1st April 2019 to 31st March 2020:**

- (i) To resolve that the schedule of payments made since 1<sup>st</sup> April 2019 be authorised and signed by the Mayor (Members: copy attached).
- (ii) To note the income received since 1<sup>st</sup> April 2019 (Members: copy attached).

### **13. BUSINESS RELATING GREEN SPACES:**

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

### **14. BUSINESS RELATING TO TOWN IMPROVEMENTS AND AMENITIES**

**14.1** To adopt the Minutes of the Town Improvements and Amenities Committee Meeting held on 9<sup>th</sup> April 2019.

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

### **15. BUSINESS RELATING TO PLANNING:**

**15.1** To adopt the Minutes of the Planning Committee Meeting held on 16<sup>th</sup> April 2019.

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

### **16. BUSINESS RELATING TO POLICY AND FINANCE:**

**16.1** To adopt the Minutes of the Policy and Finance Committee Meeting held on 16<sup>th</sup> April 2019.

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

**16.3** To consider the proposal regarding S106 Funding from Stroud District Council. (Members: Email and Spreadsheet attached)

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- 16.4** To consider any resolutions to be proposed for the upcoming Annual General Meeting of the Gloucestershire Parish & Town Council Association on 20th July 2019.
- 16.5** To consider the funding request from the Cam & Dursley Youth Forum. Members: Request attached)
- 16.6** To consider the request from the Town Clerk to perform the volunteer role of Treasurer on behalf of Dursley in Bloom.
- 16.7** To receive reports and discuss matters arising from the following meetings:

8 April & 29 April	Dursley In Bloom	Deputy Mayor
8 April	Festive Dursley	Deputy Mayor
8 April	Joint Woodlands Committee	Cllrs Sheffield & M Stennett
15 April	Dursley Welcomes Walkers	Mayor
25 April	Festive Dursley (Summer Festival)	Deputy Mayor

### **17. BUSINESS RELATING TO STAFF**

To receive a report from the outgoing Committee Chairman.

### **18 BUSINESS RELATING TO THE CAR PARK**

**18.1** To receive a report from the Committee Chairman.

**18.2** To receive an update from the Town Clerk on the project progress.

### **19. BUSINESS RELATING TO HIGHWAYS**

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

**19.2** To consider the request for funds from the Stroud District Road Safety Group. (Members – Letter Attached)

### **20. 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.

### **21. THE CLERK'S REPORT**

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

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### 22 INSPECTIONS

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

Green Spaces:

	<b>CEMETERY</b>	<b>ALLOTMENTS</b>	<b>KINGSHILL PLAY PARK</b>	<b>WM RECREATION GROUND</b>	<b>ST. MARKS</b>	<b>HIGHFIELDS PLAY PARK</b>
<b>MAY</b>	S CRESWICK	L PATRICK	M WOODWARD	J BURDGE	A SHEFFIELD	M NICHOLSON
<b>JUNE</b>	L PATRICK	M WOODWARD	M STENNETT	B CAIRNS	T ARNOLD	A SHEFFIELD

Street Furniture:

	<b>HIGHFIELDS</b>	<b>KINGSHILL</b>	<b>CENTRAL</b>
<b>May</b>	T ARNOLD	A STENNETT	A WHITWELL
<b>June</b>	N GRECIAN	L PATRICK	P HAYES

Internal audit checks:

<b>May</b>	T ARNOLD
<b>June</b>	N GRECIAN

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

Green Spaces  
Town Improvements  
Planning  
Policy and Finance  
Staff

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