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LOCAL GOVERNMENT ACT 1972  
NOTICE OF A MEETING OF THE TOWN COUNCIL  
NOTICE IS HEREBY GIVEN THAT: -

A meeting of Cirencester Town Council will be held in the Bingham Gallery, Bingham House,  
1 Dyer Street, Cirencester, on Tuesday, 18<sup>th</sup> July 2017 at 7.00 p.m.

Johan Newman, Office Services Manager  
On behalf of  
Andrew Tubb, Chief Executive Officer  
11<sup>th</sup> July 2017

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**Agenda**

1. **Apologies**  
To receive and formally approve the apologies presented.
2. **Declarations of Interest**  
To receive declarations of interest and to note any dispensations which have been approved.  
Members are reminded to declare pecuniary or non-pecuniary interests on any item on the agenda in accordance with Cirencester Town Council's Code of Conduct.
3. **Council Minutes**  
To consider any matters arising and to approve the Minutes of the Meeting held on Tuesday, 13<sup>th</sup> June 2017, as an accurate record.
4. **Public Participation (Standing Order 68 refers)**  
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 is included on the electoral register for the town of Cirencester and those who are excluded from the register by age and who reside in the town. 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. **District and County Council Participation (Standing Item)**  
To consider items and updates from Cotswold District Council and Gloucestershire County Council.
6. **Youth Participation (Standing Item)**  
To consider items and updates from young people, as and when received, and to provide an opportunity to comment on Council reports and raise local matters for future discussion.
7. **Member Participation (Standing Orders 27 to 30 refer)**  
A member may ask the Mayor/Presiding Chairman any question concerning the business of the Council.
8. **Delegation of Urgent Matters (Standing Order 11 c) refers)**  
To provide a summary of any matter which has required urgent attention under Standing Order 11a) and 11b).  
There have been no matters which have required urgent attention outside of the day to day delegated authority of the CEO.
9. **Schedule of Payments**  
To approve the schedule of payments made during the period 1<sup>st</sup> to 31<sup>st</sup> May 2017.

10. **Year End Internal Audit 2016/17**  
To receive and note the year end internal audit for 2016/17.
11. **Appointment of Lead Member for Finance**  
At the meeting of the Finance and Audit Group on 29<sup>th</sup> June 2017, Councillor Patrick Coleman was nominated and recommended to Council as lead member for finance. This nomination was accepted on the basis that as Vice Chairman, Cllr Coleman would not be required to chair meetings of the Personnel Group in the ex-officio capacity, as per Standing Orders. At the meeting, Councillor Gary Selwyn expressed an interest in chairing the personnel meetings. Procedurally this is possible within Standing Orders, with Cllr Selwyn being appointed by the Personnel Group as Vice Chair. Cllr Selwyn could then chair meetings of the Personnel Group, in the absence of the Vice Chairman of the Council and could also attend meetings of the Corporate Group, as the substitute member, should Cllr Coleman not be able to attend. The future ex-officio status of the Vice Chairman of the Council could subsequently be considered by Corporate Group as part of the annual review of Standing Orders.
12. **Health and Safety Group**  
To appoint two further members to the Health and Safety Group. Councillors P Coleman, Mrs J Hincks and S Poole appointed to date.
13. **Transfer of Archives**  
To consider an agreement that the Council's archives be transferred to the Bingham Library Trust Ltd for future public record and conservation purposes
14. **Friendship Link**  
To consider a friendship link with Yichun City, China. The draft Friendship Agreement, as recommended by Community Services Group, is attached.
15. **Market Place 'Back to Life' Initiative**  
To consider proposals relating to the Market Place.
16. **Announcements**  
To receive and note any important announcements from Members relating to Council business.
17. **Correspondence**
  - a) Council Information Sheet; including details of any actions taken arising from previous meetings.
  - b) Any other correspondence received in accordance with Standing Order 68g.
18. **Matters Identified for Future Consideration**  
For Members to state a matter they wish to be considered for future discussion within the remit of a respective Group/Committee and which directly relates to the business of the Council.  
Please note that this Agenda item is not for the purpose of asking questions or debating the matter which is raised.

**MEMBERS ARE ASKED TO CONTACT THE OFFICE SERVICES MANAGER, JOHAN NEWMAN, IN ADVANCE OF THE MEETING IF THEY HAVE A SPECIFIC QUESTION RELATING TO ANY OF THE AGENDA ITEMS OR WOULD LIKE ADDITIONAL INFORMATION**

#### NOTES & INFORMATION

1. All reports referred to, including recommendations, are available to view at the Local Information Centre, Bingham House, 1 Dyer Street, Cirencester.
  2. A Welcome Sheet is available to members of the public at the meeting; and on request via the Local Information Centre.
  3. Please note that in the event of a fire, follow the exit signs, which are clearly identifiable. The primary exit from the Bingham Gallery & Conference Suite is via Bingham House front entrance where the assembly point is located at the entrance to 'The Woolmarket'. The secondary exit is via the back door and through the court yard to the rear of Bingham Library.
  4. Future Meeting Dates: -  
3<sup>rd</sup> August – Planning Committee Meeting at 10am, 1<sup>st</sup> Floor Meeting Room, Bingham House, 1 Dyer Street  
17<sup>th</sup> August – Planning Committee Meeting at 10am, 1<sup>st</sup> Floor Meeting Room, Bingham House, 1 Dyer Street  
12<sup>th</sup> September – Council Meeting at 7pm, Bingham Gallery, Bingham House, 1 Dyer Street
  5. Members of the public are welcome to attend meetings of the Council and its Committees.
  6. Follow us on Facebook, Twitter and Instagram.
- For details about public participation, please contact the Local Information Centre.