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## Council Meeting

You are hereby summoned to attend a Meeting of the Council to be held in the Bingham Gallery at Bingham House, 1 Dyer Street, Cirencester, at 7.00 p.m. on Tuesday, 12<sup>th</sup> June 2018.



Andrew D Tubb, Chief Executive Officer  
1st June 2018

Pledge:

"Let our debating be reasoned and temperate, recognising that others may have a different point of view; and may we always remember that our deliberations and decisions are ultimately for the good of the people of Cirencester."

### Summary of Agenda

Items 1-9 & 21-23	Standing Items inc. Minutes & Schedule of Payments (pages 05 to 16 refer)
Item 10	Grant Support 2018/19 (page 17 refers)
Item 11	Internal Audit 2017-18 (pages 18 to 27refer)
Item 12	Annual Governance Statement 2017-18 (page 28 refers)
Item 13	Asset Register 2017-18 (page 29 refers)
Item 14-19	Financial information, inc. Year End Accounts, Accounting Statements, Reserves, Investments, Risk Management and Regulations (pages 30 to 84 refer)
Item 20	Abbey Grounds (In the Park) (pages 85 to 104 refer)

Bingham House, 1 Dyer Street, Cirencester, Gloucestershire, GL7 2PP  
Tel: 01285 655646/Fax: 01285 643843/Web: [www.cirencester.gov.uk](http://www.cirencester.gov.uk)



## 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 Annual Meeting held on Tuesday, 8<sup>th</sup> May 2018, as an accurate record (pages 05 to 11 refer).
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; however, in accordance with Standing Orders notice is given that the following documents have been formally sealed/signed on behalf of the Council:  
CCTV Code of Practice with Gloucestershire Police Constabulary
9. **Schedule of Payments**  
To approve the schedule of payments made during the period 1<sup>st</sup> to 30<sup>th</sup> April 2018 (pages 12 to 16 refer).
10. **Grant Support 2018/19**  
To consider and approve grant support as recommended by the Finance and Audit Group; details of the grant applications and background information are available in the office for any Member to view in advance of the meeting (page 17 refers).
11. **Internal Audit 2017-18**
  - 11.1 To receive and approve the Annual Internal Audit report for submission to the External Auditor (page 18 refers).
  - 11.2 To receive and consider any recommendations arising from the member led systems of internal control audit (pages 19 to 27 refer).
12. **Annual Governance Statement 2017-18**  
To receive and approve the annual governance statement for 2017-18 (page 28 refers).

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- 13. Asset Register 2017-18**  
To receive and note the updated asset register in accordance with the Council's asset and depreciation policy (page 19 refers; N.B. A3 copies are in the office for any Member to view in advance of the meeting).
- 14. Year End Accounts 2017-18**  
To receive and approve the year end accounts for 2017-18 (pages 30 to 52 refer).
- 15. Accounting Statements 2017-18**  
To receive and approve the accounting statements for 2017-18 (page 53 refers).
- 16. Earmarked Reserves 2018-19**  
To receive and approve the earmarked reserves for 2018-19 (page 54 refers).
- 17. Financial Regulations 2018-19**  
To receive and approve the financial regulations of the Council for 2018-19 (pages 55 to 73 refer)
- 18. Investment Policy 2018-19**  
To receive and approve the investment policy of the Council for 2017-18 (pages 74 to 76 refer).
- 19. Risk Management Plan 2018-19**  
To note the annual review undertaken by the Finance and Audit Group and to approve the updated Risk Management Plan for 2018-19 (pages 77 to 84 refer).
- 20. Abbey Grounds (In the Park)**  
To receive a report relating to 'In the Park' establishing a café at the Abbey Grounds and to approve, in principle, entering in to a long term lease and a financial contribution of up to £10,000 towards the fit for purpose works (pages 85 to 104 refer).
- 21. Announcements**  
To receive and note any important announcements from Members relating to Council business.
- 22. 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.
- 23. 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 CEO, ANDREW TUBB, 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: -
    - 14<sup>th</sup> June – Planning Committee Meeting at 10 a.m., 1<sup>st</sup> Floor Meeting Room, Bingham House, 1 Dyer Street
    - 10<sup>th</sup> July – Council Meeting at 7 p.m., Bingham Gallery, Bingham House, 1 Dyer Street
    - 5<sup>th</sup> & 26<sup>th</sup> July – Planning Committee Meeting at 10 a.m., 1<sup>st</sup> Floor Meeting Room, Bingham House, 1 Dyer Street
    - 16<sup>th</sup> August – Planning Committee Meeting at 10 a.m., 1<sup>st</sup> Floor Meeting Room, Bingham House, 1 Dyer Street
    - 11<sup>th</sup> September – Council Meeting at 7 p.m., 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.