



Stow-on-the-Wold Town Council

Stow Youth Centre, Fosseyway, Stow-on-the-Wold, GL54 1DW
Email: info@stowonthewold-tc.gov.uk Tel: 01451 832 585

Clerk & RFO - Heather Siphthorp

You are hereby summoned to the **ANNUAL COUNCIL MEETING**
to be held at the above address on **THURSDAY 31ST MAY 2018 at 7.15 pm** for the purposes
of transacting the following business

Heather Siphthorp
Clerk & RFO of the Council

Dated: 25th May 2017

A G E N D A

Public participation*

1. a) To elect a chairman to hold office until Annual Council meeting in May 2019
b) For newly elected chairman to sign Declaration of Acceptance of Office
2. a) To elect a vice chairman to hold office until Annual Council meeting in May 2019
b) For newly elected vice chairman to sign Declaration of Acceptance of Office
3. Apologies for absence
4. Declarations of interests on items on the agenda
5. To appoint members to council committees
6. To appoint representatives to the following bodies:-
 - Neighbourhood Plan Group
 - a) To appoint representatives (currently Cllrs Day, White & Curtis)
 - b) To re-elect Cllr Day as Chairman of the Group
 - Stow Maugersbury Action Group (SMAG) (currently Cllrs V Davies, Smalley & J Scarsbrook)
 - Silver Group (currently Cllrs V Davies & J Scarsbrook)
 - Trustee of St Edward's Hall (currently Cllr Curtis)
 - Trustees of St Edward's Almshouses (currently Cllrs J Davies & Curtis)
 - Liaison with Gloucestershire Market Town's Forum (currently Cllr Day)
 - Stow Social Club Committee (currently Cllr Clarke)
 - Stow Community Land Trust (currently Cllr Eddolls)
7. Minutes – to sign as a correct record the minutes of council meeting held on 26th April 2018
8. Chairman's announcements
9. Clerk's report & matters arising from minutes of meeting held on 26th April 2018
10. To discuss and approve proposal that the number of advisors should be limited to two on each committee with exception of Planning, Traffic & Parking committee who will have three but will drop down to two once the Neighbourhood Development Plan has relevant approvals. And to also approve that advisors can only sit on one committee and that committees will make a decision as to which advisors they will appoint
11. Recruitment of Deputy Clerk
12. To discuss and approve balance sheet as at 31st March 2018
13. To approve year end bank, cash and investment reconciliation as at 31st March 2018
14. To confirm and approve Section 1 – Annual governance statement for 2017/18
15. To confirm and approve Section 2 – Accounting statements 2017/18
16. Notice of date of commencement of period for the Exercise of Public Rights for accounts for year ending 31st March 2018 – commences on 4th June and ends on 13th July 2018
17. To discuss the following grant applications:-
 - i) Rotary Club of the North Cotswolds £250
 - ii) Villager Community Bus - £900
 - iii) Stow Cricket Club - £450
 - iv) Cotswold Friends - £500

***Public participation** (up to 15 minutes) – If you wish to speak about any concerns you wish to draw to the Council's attention, you may speak for up to 3 minutes, when directed to do so by the Chairman.

Rules dictate that members of the public may not take part in the Town Council Meeting unless invited to do so by the Chairman and that Councillors can only make decisions on items included on the Agenda.

- v) St Edward's Church Christmas Tree Festival £250
 - vi) Centre 67 (Youth Club) - £5,000
 - vii) Stow Civic Society – up to £600
 - viii) Stow Community Land Trust - £417
18. To approve the clerk to apply for a loan via PWLB, over 50 years, for a total amount of £225K for the purpose of purchasing the Youth Centre with an allowance for ancillary associated costs
 19. Clerk/Councillor training courses and expenditure approval
 - i) Do any members wish to attend training on Chairmanship Skills – Brockworth – 26th June 2018 at a cost of £50
 - ii) Do any members wish to attend Being a Better Councillor training, Bourton on the Water – 6th September 2018 at a cost of £95 per delegate
 - iii) Clerk would like to attend GAPTC session on VAT for Town & Parish Councils – Brockworth – 9th October 2018 at a cost of £75.00
 20. General Data Protection Regulations (effective 25th May 2018)
 - i) Update on appointment of Data Protection Officer
 - ii) To review and approve council's general Privacy Notice
 - iii) To review and approve Privacy Notice for council staff, members & role holders
 21. Report from Ward District Cllr Dilys Neill
 22. Report from Ward County Cllr Nigel Moor
 23. Police report
 24. To receive reports from the Chairman of the following Committees:
 - a) Burial Board
 - b) Finance & General Purpose Committee
 - i) To approve regular direct debit payments for 2018/2019
 - ii) To approve bank reconciliation to 30th April 2018
 - iii) To approve expenditure to date for May 2018
 - c) Parks & Square Committee
 - d) Planning, Traffic & Parking Committee
 - i) To discuss GCC consultation in relation to 7.5 tonne weight limit for Digbeth Street
 - e) Neighbourhood Development Plan Group
 25. Report by any members who have had a meeting or attended any event on behalf of council
 26. To discuss any correspondence received by council that needs action
 27. Any other business (items to be discussed at the next meeting)
 28. Meeting Closed
 29. Date of Next Meeting – **Thursday 28th June 2018 at 7.15 pm**

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