



## Stow on the Wold Town Council

Stow Youth Centre, Fosseyway, Stow on the Wold, GL54 1DW  
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**Clerk & RFO** - Heather Siphthorp

**To:** Cllrs: A White (Chairman), J Scarsbrook (Deputy chairman), S Clarke, V Davies, M Moseley, A Clayton & J Davies

You are hereby summoned to the **ANNUAL COUNCIL MEETING**  
to be held at **St Edward's Hall**, The Square on **THURSDAY 27<sup>TH</sup> MAY 2021 at 7.00 pm** for the purposes  
of transacting the following business

Heather Siphthorp  
Clerk & RFO of the Council

**Dated:** 20<sup>th</sup> May 2021

## A G E N D A

1. a) To elect a Chairman to hold office until Annual Council Meeting in May 2022  
b) For newly elected Chairman to sign Declaration of Acceptance of Office
2. a) To elect a Deputy chairman to hold office until Annual Council Meeting in May 2022  
b) For newly elected Deputy chairman to sign Declaration of Acceptance of Office
3. Apologies for absence
4. Declarations of interests on items on the agenda
5. Chairman's announcements
6. Questions from members of the public\*
7. To appoint members to council committees including any advisors
8. To appoint members to represent the council on the following outside bodies:-
  - Neighbourhood Plan Steering Group
    - a) To appoint three council representatives
    - b) To elect a Chairman
  - Stow Mangersbury Action Group (SMAG)
  - Silver Group
  - Trustee of St Edward's Hall
  - Trustees of Stow on the Wold Almshouse Charity
  - Liaison with Gloucestershire Market Town's Forum
  - Stow Social Club Committee
  - Stow Community Land Trust Board Member
  - Snow Warden
9. Minutes – to sign as a correct record the minutes of council meeting held on 29<sup>th</sup> April 2021
10. Clerk's report & matters arising from minutes of meeting held on 29<sup>th</sup> April 2021
11. Report from County Cllr Mark Mackenzie-Charrington, Cotswold Division - Stow on the Wold
12. Report from Ward District Cllr Dilys Neill
13. Police report
14. To give update on two Casual Vacancies following the resignation of former councillors Elizabeth Bell & Mary Worker
15. To approve Hatwell's Fun Fair to operate from the Square in June 2022 as unable to come in 2019/2020 due to pandemic
16. To review and approve regular direct debit payments for year ended 31<sup>st</sup> March 2022
17. To review and approve the following documentation all in relation to year ended 31<sup>st</sup> March 2021: -

**\*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.

- i) Income & expenditure account
  - ii) Bank, cash and investment reconciliation
  - iii) To review and approve the explanation of variances of +/- 15% compared to previous financial year
  - iv) Balance sheet which when approved to be signed by the Chairman and Responsible Financial Officer
18. To confirm and approve annual internal audit report for 2020/2021
  19. To confirm and approve Section 1 – Annual governance statement for 2020/2021
  20. To confirm and approve Section 2 – Accounting statements 2020/2021
  21. Notice of date of commencement of period for the Exercise of Public Rights for accounts for year ending 31<sup>st</sup> March 2021 commences on 14<sup>th</sup> June to 23<sup>rd</sup> July 2021
  22. To approve bank reconciliation to 31<sup>st</sup> April 2021
  23. To report balances held in Lloyds Fixed Bond and CCLA accounts to 31<sup>st</sup> April 2021
  24. To approve expenditure to date for May 2021
  25. To appoint Mrs B C Bowen to carry out independent audit consisting of two mid year and a year end reviews at a cost of £650 for current financial year ending 31<sup>st</sup> March 2022
  26. Do members wish to renew their annual membership with Fields in Trust at a cost of £65?
  27. To review and discuss grant applications from the following:-
    - i) Stow on the Wold Almshouse Charity for an amount of £1,000 to fund exterior lighting at the rear of the properties in courtyard
    - ii) Cotswold Friends for an amount of £1,000 to continue to recruit, train and support volunteers who provide services to older and vulnerable people, transportation to medical appointments, shopping, pharmacy and social opportunities and befriending visits to offer support
  28. Do council approve the July 2021 council meeting being brought forward to Thursday 22<sup>nd</sup> July 2021 instead of 29<sup>th</sup> July 2021 to allow a local organisation to use St Edward's Hall as a one off special arrangement?
  29. Clerk to give new update on NHS Social Care & Frontline Workers Day on 5<sup>th</sup> July 2021 in relation to bell ringing and also to discuss other activities that council could participate in too
  30. To retrospectively approve and adopt Council's Covid 19 In Person Council/Committee Meetings Risk Assessment
  31. To review and approve new 3 year contract with Sirus Telecom for the supply of internet/phone lines etc for office at a cost of £59.49 per month + VAT
  32. Date of Next Meeting – Thursday 24<sup>th</sup> June 2021 at 7.00 pm at St Edward's Hall.
  33. Meeting closed

### **COVID 19 REGULATIONS WILL BE IN PLACE**

- *Venue capacity is 45 including members of council and members of the public/press.*
- *Masks **must** be worn when entering the building but can be removed once you are seated. If anyone moves around the room they **must** wear a mask at all times.*
- **Toilets will not be in use.**
- *All attendees must use the hand sanitiser on arrival and departure.*
- *Windows and doors, where possible, will be open to aid ventilation in the room.*
- *All items brought into the room including meeting papers must be taken home and not left in the room to avoid cross infection.*
- *All attendees will be asked to sign in and give details for NHS Track & Trace*
- *In view of social distancing regulations the seating/tables may be different to usual.*
- *A hard copy of the council's Covid 19 In Person Risk Assessment will be available at the registration desk.*
- *A hard copy of the agenda for members of public/press will be available at the registration desk but must be taken home after the meeting and disposed off the premises.*

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