

Minutes of the Annual Meeting of Cainscross Town Council held on Monday 22 May 2023, commencing at 7pm at the Pavillion in the Park

Present: Councillors  
 D Balster  
 J Booker  
 A Cross  
 D Dale  
 C Fewster  
 G Lindsay  
 C Stanley  
 L Stinchcombe  
 C White

In Attendance: Clerk - Jeni Marshall  
 Assistant Clerk – Emily Forgione

- 01/23** To elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office  
 Councillor A Cross opened the meeting and asked the Clerk for any nominations received for the position of Chairman. Councillor C White proposed Councillor Cross. Councillor Cross asked if there were any further nominations. There being none Councillor Dale seconded the nomination, and this was carried with all in favour. Councillor Cross accepted the role and signed the Declaration of Acceptance of Office.
- 02/23** To elect the Vice-Chairman of the Council and receive the Vice-Chairmans declaration of Acceptance of Office  
 Councillor Cross asked if there were any nominations for Vice Chairman. Councillor Cross then nominated Councillor White, this was seconded by Councillor Stanley and carried with all in favour. Councillor white accepted the role and signed his Declaration of Acceptance of Office
- 03/23** To receive apologies for absence  
 Apologies were received from Councillors Jasat, Burnett and District Councillor Hoskin.
- 04/23** To receive any declarations of interest from members  
 None
- 05/23** To confirm the accuracy of and sign the minutes of the last meeting of the Council  
 The Council held their last meeting immediately prior to the annual meeting and therefore the minutes will be approved at the next Full Council meeting in June.
- 06/23** To receive any representations from members of the public  
 None
- 07/23** To review committee structures and appoint members to serve on the committees including the Disciplinary, Grievance and Appeals Committee  
 Members agreed that the Full Council agenda was becoming overloaded and resolved to set up a separate Recreation Committee that will meet during the daytime. The Clerk will set the dates and let Council know.  
 The following committees and members were agreed:  
 Finance, Staffing and Policy – Cllrs. Fewster, Dale, Cross, White and Stanley

Recreation – Cllrs. Balster, Dale, Fewster, Lindsay and White  
 Disciplinary – Cllrs. Booker, Cross and Stinchcombe  
 Grievance – Cllrs. Lindsay and White  
 Appeals – Cllrs. Dale and Stanley

- 08/23**      To review the Committees Terms of Reference  
 The Clerk had reviewed all Terms of Reference and created one for the new Recreation Committee. Councillors considered and approved the Terms.
- 09/23**      To appoint members to serve on the undermentioned working parties  
 Newsletter Editorial Team – Councillor White in conjunction with staff.  
 Youth Working Group - Councillor Booker, Jasat and Lindsay
- 10/23**      To review and approve the Standing Orders  
 The Clerk asked that the special measures introduced during Covid be removed as they are no longer valid, and that no.15 xiv be amended to state electronically. This was agreed and the Standing Orders were approved.
- 11/23**      To review and approve the Financial Regulations  
 The Financial Regulations were reviewed with no amendments and approved.
- 12/23**      To consider adopting the United Code of Conduct for Town and Parish Councils  
 The Clerk explained that this is a new Code for Gloucestershire and would benefit dual hatted members. After consideration members resolved to adopt the Code.
- 13/23**      To review the Councils Asset Register  
 Members reviewed the register and approved it. The Clerk explained there would be changes to this once the new play area at Victory Park is completed.
- 14/23**      To review the Grant Awarding Policy  
 The policy was reviewed and approved as fit for purpose.
- 15/23**      To authorise the list of Direct Debits  
 Members considered the Direct Debit and approved them for the year ahead.
- 16/23**      To review the adequacy of the Councils Insurance cover in respect of all insured risks  
 Members approved the adequacy of the insurance. The Clerk reminded members that some changes will need to be made once the play area is completed and handed over to the Council.
- 17/23**      To review the Financial Risk Assessment and Business Continuity Policy  
 The Clerk has updated some contact details on the Policy. The Council reviewed the policy and approved the Policy.
- 18/23**      To review the bank mandate  
 Members reviewed the four signatories and agreed this was adequate.
- 19/23**      To consider and note the Internal Audit Report  
 Members considered the report and were perplexed as to its contents. Much of the report was based on an opinion rather than responding to the audit question as well as being at odds with the Councils Financial Regulations. It was resolved to write a letter of complaint and concern to GAPTC.
- 20/23**      To consider membership of the Rural Towns Market Group

Members agreed that this was good value for money and resolved to join.

**21/23** To note the dates for the exercise of public rights for the 2022/23 accounts  
Members noted the dates for the exercise of public rights as Monday 5 June 2023 to Friday 14 July 2023

**22/23** To confirm the dates and times of meetings of the Council for the year ahead  
The dates were noted, and the Clerk will add the dates for the Recreation Committee and circulate to members.

*The meeting concluded at 19.30*

Signed

Dated