

Minutes of the Annual Meeting of Cainscross Town Council held on Monday 13 May 2024, commencing at 7pm at the Pavillion in the Park

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

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

Also in attendance: One member of the public present

Apologies: C Fewster

- 01/24** 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 for any nominations for the position of Chairman. Councillor C White proposed Councillor Cross. Councillor Dale seconded the nomination, and this was carried with all in favour. With there being no other nominations, Councillor Cross accepted the role and signed the Declaration of Acceptance of Office.
- 02/24** 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. After discussion, Councillor Cross nominated Councillor White, this was seconded by Councillor Lindsay and carried with all in favour. With there being no other nominations Councillor White accepted the role and signed his Declaration of Acceptance of Office
- 03/24** To receive apologies for absence  
Apologies were received as above.
- 04/24** To receive any declarations of interest from members  
None received.
- 05/24** To confirm the accuracy of and sign the minutes of the last meeting of the Council  
The minutes of the last meeting of Full Council were confirmed as accurate and duly signed.
- 06/24** To receive any representations from members of the public  
A member of the public was present but did not wish to speak.
- 07/24** To review committee structures and appoint members to serve on the committees including the Disciplinary, Grievance and Appeals Committee  
The following committees and members were agreed:

Finance, Staffing and Policy – Cllr Lindsay, Cllr Dale, Cllr White, Cllr Cross, Cllr Balster  
 Recreation – Cllr Balster, Cllr White, Cllr Dale, Cllr Stinchcombe  
 Disciplinary – Cllr Cross, Cllr Booker  
 Grievance – Cllr Lindsay, Cllr Cross  
 Appeals – Cllr Dale, Cllr Mitchell

- 08/24**      To review the Committees Terms of Reference  
 The Clerk reviewed all terms of reference and recommended alterations in advance of the meeting. Councillors considered these and approved all revisions.
- 09/24**      To review and approve the Standing Orders  
 The Standing Orders were reviewed with no amendments and approved.
- 10/24**      To review and approve the Financial Regulations  
 The Financial Regulations were reviewed, the Clerk reported that they had been completely rewritten with a number of adjustments to the regulations made to help modernise the financial functions of the Council. All recommendations were considered and approved.
- 11/24**      To review and approve the United Code of Conduct for Town and Parish Councils  
 The united Code of Conduct was reviewed and approved.
- 12/24**      To review the Councils Asset Register  
 The asset register was reviewed and approved with no amendments.
- 13/24**      To review the Grant Awarding Policy  
 The policy was reviewed, and it was resolved to change the name of the policy to ‘The Community Grant Funding Policy’. It was also agreed that any future applications should now be considered in Full Council meetings only rather than the Finance, Staffing and Policy Committee. It was further resolved to change the attendance criteria to applications for over £500.
- 14/24**      To authorise the list of Direct Debits  
 Members considered the list of Direct Debits and authorised them for the year ahead.
- 15/24**      To review the adequacy of the Councils Insurance cover in respect of all insured risks  
 Members approved the adequacy of the insurance cover; it was noted that new assets such as the youth shelter in Victory Park had now been added to the policy.
- 16/24**      To review the Financial Risk Assessment and Business Continuity Policy  
 The Council reviewed and approved the Policy with no amendments.
- 17/24**      To review the bank mandate  
 Members reviewed the four signatories and agreed the bank mandate was adequate.
- 18/24**      To consider the year end accounts and note the balance sheet  
 The year-end accounts and balance sheet were reviewed and noted.  
 Members agreed that the general reserves and earmarked reserves were at a good level.

- 19/24**      To consider and approve the Annual Governance Statement  
The annual governance statement was considered, a small typo error was highlighted in the balances, the Clerk agreed to amend this and subject to this amendment the annual governance statement was approved.
- 20/24**      To consider and approve the Accounting Statements and sign and date by the person presiding at the meeting  
The accounting statements were considered and approved and duly signed by the Chairman and Clerk
- 21/24**      To note the dates for the exercise of public rights for the 2023/24 accounts  
Members noted the dates for the exercise of public rights as Monday 3 June 2023 to Friday 12 July 2024.
- 22/24**      To consider co-option of applicants to the Council  
This item was brought forward to the beginning of the meeting between items 3 and 4, to allow the applicant to participate fully in the meeting, James Booker was co-opted on to the council due to his seat being a contested at the elections on the 2<sup>nd</sup> of May.
- 23/24**      To consider the following planning applications:  
S.24/0738/FUL - 299C Westward Road, Ebley - Erection of a timber deck with roof over (Retrospective) - after discussion it was agreed that the Council would note this application but submit comments regarding accessibility for necessary works and suggest that the Cotswold canal trust should be consulted.  
S.24/0802/P3E - 52 Westward Road - Change of use from hairdressers to dwelling – The Council support this application.  
S.24/0799/HHOLD - 68 Cashes Green Road - Erection of a single storey side extension. - This application was noted.
- 24/24**      To consider a quotation for tree works at Victory Park  
A quotation for urgent tree work in Victory Park was considered, the Clerk had not been able to obtain another quotation in time and after due discussion it was agreed that the works should go ahead.
- 25/24**      To further consider a quotation for a new secure gate at the top of Victory Park  
The Clerk explained that the top gate was old and not particularly secure and following an incident with Travellers a few years ago, she felt the park is very vulnerable to this happening again. She further explained that the potential cost of getting travellers out of the park would be far more than the cost of a decent locking gate. This item was deferred to the next recreation committee meeting, as quotations had not been received.
- 26/24**      To confirm the dates and times of meetings of the Council for the year ahead  
The dates of the meetings for the year were received and noted.

*The meeting concluded at 6:50pm*

Signed

Dated