



NORTHLEACH WITH EASTINGTON TOWN COUNCIL

Council Office, The Westwoods Community Centre,
Bassett Road, Northleach, Cheltenham GL54 3QJ
Tel: 01451 861499, Email: clerk@northleach.gov.uk

All Members of the Council are hereby summoned to attend the
Annual Meeting of Northleach with Eastington Town Council
on Wednesday 5 May 2021 at 7 pm

for the purpose of considering the business to be transacted as set out hereunder.
Members of the public are also invited to attend.

This meeting is being held remotely in accordance with regulations made under S.78 of the Coronavirus Act 2020. The public should be aware that the meeting may be recorded.

To join the meeting from your computer, visit: <https://us02web.zoom.us/j/84041427922>

To join by phone, dial **0203 901 7895** and enter meeting ID **840 4142 7922**

Dated this day 28 April 2021
Ms Pauline Rigby, Town Clerk

AGENDA

1. Election of Chairman and Mayor: To elect by resolution the Chairman to hold office until the next Annual Meeting and receive the Chairman's declaration of acceptance of office unless the council resolves for this to be done at a later date.
2. Election of Vice-Chairman and Deputy Mayor: To elect by resolution the Vice-Chairman to hold office until the next Annual Meeting
3. To receive apologies for absence
4. Declarations of Interest: To receive declarations of interest as defined by the adopted Code of Conduct and deal with any written requests for dispensations received in advance of the meeting
PUBLIC PARTICIPATION
5. To receive County and District Council reports
6. Public Questions: <i>In accordance with Standing Orders, the period designated for public participation shall not exceed 3 minutes per person and 20 minutes overall.</i>
MATTERS FOR DECISION
7. To confirm the minutes of the Ordinary Meeting held on 17 March 2021.
8. To receive the action point update and record officer decisions.
9. Planning matters: To consider the Town Council's response to planning consultations (schedule appended) and any applications notified since agenda publication.
10. To consider applications for co-option to the Town Council, if any (5 vacancies). <i>Note: new members may participate in the meeting after they sign a declaration.</i>
Annual Review of Policies:
11. To review and adopt Standing Orders and Financial Regulations.
12. To review other policies in accordance with Standing Order 5j (report available).
13. To defer any actions and reviews in SO 5j not covered to a future meeting.

<p>14. Appointment of Committees: To appoint the following Committees and Working Parties of the Council and to appoint councillors to serve on these bodies until the next Annual Meeting:</p> <ul style="list-style-type: none"> • Finance and General Resources • Property and Premises Maintenance • Meadow Management Working Party <p>Note: Committee Chairmen will be appointed at the committee's first meeting.</p>
15. To review the inventory of land and other assets.
16. To confirm arrangements for insurance cover in respect of all insured risks, and delegate authority to the Town Clerk, in consultation with members of the Finance Committee, to take all steps necessary to renew the insurance on 15 June 2021.
17. To review council and staff subscriptions to other bodies.
18. To determine the time and place of ordinary meetings of the Town Council for the next municipal year, up to and including the next annual meeting of the council.
<p>19. Finance:</p> <p>a. To record payments received.</p> <p>b. To authorise payment of accounts in the sum of £5,394,24 as per the schedule.</p> <p>c. To approve year end bank reconciliation and earmarked reserves.</p>
20. To receive and note the Internal Auditor's report, if available after the visit of 30 April.
<p>Annual Governance and Accountability Return:</p> <p>21. To approve for signing Annual Governance Statement for year ended 31 March 2021.</p> <p>22. To approve for signing the Accounting Statement for the year ended 31 March 2021.</p> <p>23. To approve the period for the exercise of public rights for inspection of the accounts, from Monday 14 June 2021 to Friday 23 July 2021.</p>
24. To receive an update on cycle racks in the Market Place and agree actions arising.
25. To consider and approve expenditure to replace Fortey Hall lights with LED lights.
26. To discuss and agree process for recruitment of a paid Town Clerk from 1 June, when current clerk's voluntary service agreement comes to an end. (Council may by resolution exclude the press and public, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of business)
MATTERS FOR INFORMATION
27. To receive draft minutes of the Property Premises Committee meeting on 29 March.
28. To receive draft minutes of the Finance Committee meeting on 20 April.
29. To receive items for future meetings (Pending: Men in Sheds lease, Toilet block).
30. To note the date, time and place of the next meeting, as agreed at item 18.

Planning application consultations

Application	Property	Details	Deadline
21/01207/FUL	Broxborne High Street Northleach Cheltenham GL54 3EW	Replacement of kitchen window	Thurs 06 May
21/01272/LBC	The Post Office Market Place Northleach Cheltenham GL54 3EE	Urgent structural repairs and wall strengthening via insertion of 2 diaphragm floors to area over "Lock-up" part of Post Office site	Weds 12 May
21/01758/TCONR	Prospect Cottage West End Northleach Cheltenham GL54 3HG	T.1 - Lawson cypress in rear garden - remove	Weds 05 May