



To Members of the Town Council

You are hereby summoned to attend the Annual meeting of the Town Council to be held on Monday 20th May 2019 at 7pm in the Town Hall, High Street, Stonehouse

Committee Members:

Councillors: Gwen Atkinson, Leigh Binns, Michael Davis, Carol Kambites, Deborah Curtis, Neil Gibbs, Tim Jackson, John Parker, Sally Pickering, Jennie Smith, Pam Swain, David Thorpe, Theresa Watt

Gill Jennings

Town Clerk

14th May 2019

Attendees are reminded that the Proceedings of this meeting may be filmed, photographed or recorded.

A G E N D A

- TC 2158** To elect a Chair/Town Mayor for 2019/20
- TC 2159** To receive the Chair/Town Mayor's declaration of acceptance of office.
- TC 2160** To elect a Deputy Chair/Deputy Mayor for 2019/20
- TC 2161** To receive the Deputy Chair/Deputy Mayor's declaration of acceptance of office.
- TC 2162** To receive apologies
- TC 2163** To receive declarations of interest
- TC 2164** To approve the minutes of the Town Council meeting of 8th April 2019
- TC 2165** To receive the minutes of the Town Environment Committee meeting of 29th April 2019
1. To consider a recommendation at E12 that Stroud District Council are asked to agree the proposed additions as minor alterations to the Stonehouse Neighbourhood Development Plan
- TC 2166** To receive the minutes of the Town Business Committee meeting of 13th May 2019 and consider any recommendations.
- TC 2167** To review and adopt Standing Orders and Financial Regulations
- TC 2168** To review Scheme of Delegation to Officers
- TC 2169** To review Terms of Reference for Committees
- TC 2170** To review membership of committee and appoint members to:
- Town Business Committee
 - Town Environment Committee

TC 2171 **To review membership of working groups and appoint members to:**
Human Resources Sub Committee Events
Business Networking Recreation
Climate Change Youth
Communications Traffic

TC2172 **To appoint members to external groups as representatives**
Stonehouse Allotment Tenants Association
Citizens Advice Bureau
Cotswold Canals Western Executive Committee
Stonehouse Community Partnership
Stonehouse School Trustees
Doverow Hill Trust
Chartered Parishes
Standish Partnership
Parish Cluster Group

TC 2173 **To consider changes to dates of meetings of Committees up to August 2019**

TC 2174 **To resolve that the Council meets the eligibility conditions required for it to use the General Power of Competence**

TC 2175 **To confirm the appointment of an internal auditor**

TC 2176 **To review the Council's Risk Assessment.**

TC 2177 **To approve arrangements for insurance cover in respect of all insurable risks.**

T C2178 **To appoint councillors to an Internal Audit panel to review internal controls at the end of each quarter as required by Financial Regulations**

TC 2179 **To review the bank mandate for the Council's bank account and agree cheque signatories**

TC 2180 **To agree to addition of a member of Council staff as a Service Administrator for electronic banking**

TC 2181 **To review the council's and/or staff subscriptions to other bodies**
GAPTC, Parish On line, GMTF, SLCC.a

TC2182 **To review the council's policies, procedures and practice in respect of its obligations under freedom of information and data protection legislation.**

TC2183 **To confirm the appointment of a Locum Responsible Financial Officer**

Ordinary business section

TC2184 **Adjournment for Public Participation**

TC2185 **To receive reports from Chair of Town Council and town councillors**

TC2186 **To receive and request reports from County and District Councillors**

TC2187 **To consider an application for co-option to the casual vacancy.**

TC2188 **To receive co-opted councillor's Declaration of Office.**

TC2189 **Finance**

1. **To consider and approve cheque payments to date.**
2. **To consider and approve financial information to date.**

TC2190 **Date of next meeting -10th June: Annual Statement of Accounts and Governance Statement**

Public Bodies (Admission to Meetings) Act 1960

The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.

TC2191 **Staffing - Confidential**
To consider recommendations from Human Resources sub committee including those made at Business Committee meeting, 13 May 2019 (B/20) and agree any actions.