



The Town Council Lechlade-on-Thames  
The Memorial Hall, Oak Street, Lechlade-on-Thames,  
Gloucestershire GL7 3YP  
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## Agenda item 1

Councillors are summoned to a meeting of the Town Council to be held on **Monday 14<sup>th</sup> December 2009 at 7.30pm in the Memorial Hall** to transact the following business. The public and press are invited to be present.

### Agenda

1. Apologies: To receive apologies and to approve reasons for absence.
2. To update Council on recent resignations and process for filling vacant positions
3. Declaration of interest in items on the agenda
4. Minutes: To consider the approval of the minutes for the Council meeting held on 9<sup>th</sup> November 2009
5. GCC and CDC Councillors' reports for information
6. Police Community Support Officers report
7. Committees: **Council Committees updates and to accept minutes of any meetings held**
  - a. Finance
    - i. To confirm the employment of Mrs C Leake, Admin Assistant, as a permanent member of staff from April 2010
    - ii. To discuss and agree the precept for 2010 – 2011 – papers to be tabled
  - b. Communication
    - i. To agree the appointment of Cllr Mark Midwood as Chairman of the Communications committee and to take responsibility for updating the Town Council website
    - ii. To agree the appointment of Cllr Jaime Maskell as Secretary of the Communications committee
    - iii. To agree the appointment of Cllr Sue Coakley as Editor of the Town Council newsletter
    - iv. To update Council on the Farmers Market
  - c. Planning – to accept minutes from 16.11.2009, 30.11.2009 and 7.12.2009, to be tabled
    - i. To inform Council of decision notices - papers to be tabled
  - d. Highways – to accept minutes from 18.11.2009
    - i. To agree the appointment of Cllr Tony Roberts as Secretary of the Highways committee
    - ii. To accept Cycleways working group minutes from 23.11.2009
  - e. Environmental Works and Services
    - i. Cllr feedback on town asset mapping exercise
    - ii. To accept Play and Recreation minutes 9.12.2009, to be tabled
    - iii. To update Council on replacement bench outside Barclays
  - f. Emergency Response and Flood Action – to accept minutes from 17.11.2009
8. Correspondence List – paper to be tabled
9. Meetings Attended – paper to be tabled
10. Date of next meeting: 11<sup>th</sup> January 2010 7.30pm

**Ginette James, Clerk to Lechlade Town Council**  
**9<sup>th</sup> December 2009**