

Serving Our Community

**ANNUAL GENERAL MEETING
GREATER WILLINGTON TOWN COUNCIL
MINUTES OF MEETING
13th MAY 2015**

IN ATTENDANCE

Councillor Tinsley, Councillor Henfrey, Councillor Carr,
Councillor Cogdon, Councillor Etherington, Councillor Graham,
Councillor Greensmith, Councillor Smith, Councillor Todd
County Councillor Gunn
Helen Cogdon (Town Clerk)
Emma Mennouni (Community Services Officer)

ELECTION OF TOWN MAYOR

Councillor Tinsley opened the meeting welcoming all present.
As his last duty Councillor Tinsley stood down as Chairman of the meeting.
The Clerk asked for nominations for the position of Town Mayor.

Councillor Carr proposed Councillor Tinsley
Councillor Henfrey seconded the nomination

No other nominations were received.
The vote to elect Councillor Tinsley as Town Mayor was unanimous.

RESOLVED 1. that Councillor Tinsley is appointed as Town Mayor.

Declaration of Acceptance of office by the Town Mayor

After reading the Declaration of Acceptance of Office Councillor Tinsley passed the signed and dated forms to the Clerk who witnessed the signature.

Councillor Tinsley thanked fellow Councillors for their support and resumed chairing the meeting.

APPOINTMENT AND DECLARATION OF OFFICE OF DEPUTY TOWN MAYOR

The Town Mayor asked for nominations for Deputy Town Mayor

Councillor Cogdon proposed Councillor Henfrey
Councillor Carr seconded the nomination

No other nominations were received.

The vote to elect Councillor Henfrey as Deputy Town Mayor was unanimous.

RESOLVED 1. That Councillor Henfrey is appointed Deputy Town Mayor.

Declaration of Acceptance of office by the Deputy Town Mayor

After reading the Declaration of Acceptance of Office Councillor Henfrey passed the signed and dated forms to the Clerk who witnessed the signature.

Councillor Henfrey said it was a pleasure and an honour to continue as The Town Mayors Deputy.

APPROVAL OF APOLOGIES FOR ABSENCE

The Clerk said apologies had been received from Councillor Bennett.

Councillor Bennett had tendered her resignation on Wednesday 12th May 2015.

The Clerk will inform D.C.C Electoral services and display the Notice of Vacancy which will ask residents if they wish to elect the new member.

Consideration was given to where the Notices would be displayed. The Clerk said the Vacancy Notice would be displayed in the same way as ex Councillor Buckham's seat and for all other Councillors i.e. in the Office and Town Green Noticeboard. It was **AGREED** to provide a Notice in the Library.

TO APPROVE MINUTES OF THE PREVIOUS MEETING 7th MAY 2014

In order to facilitate business the minutes of the last Annual General Meeting had been ratified at the next available meeting on the 4th June 2013.

The minutes of the 7th May 2014 as printed and circulated were approved and taken as a true record.

Proposed Councillor Carr

Seconded Councillor Henfrey

TO APPROVE THE STRUCTURE, COMPOSITION AND DELEGATED POWERS OF THE COUNCIL

To approve the conduct of business under one agenda

Councillor Tinsley said having listened to comments from members over the last

year with regard to the efficiency and timing of meetings he proposed to consolidate all council business into one Ordinary Meeting Agenda. The Clerk suggested a 6.30pm start to accommodate members with work and travel commitments.

This was unanimously **AGREED**.

Proposed Councillor Todd

Seconded Councillor Cogdon

Resolved 1. To have one Ordinary Meeting Agenda that will start at 6.30pm
To approve Steering Groups if and when required

Councillor Tinsley said this approach had been effective this year and suggested it continues.

Proposed Councillor Tinsley

Seconded Councillor Henfrey

Resolved 1. To establish Steering Groups if and when required to develop projects.

To allocate the Allotment Portfolio work

The Town Mayor proposed that the Allotment portfolio work continues and thanked Councillor Graham for undertaking this role.

Councillor Tinsley proposed Councillor Graham as Allotment Portfolio holder with responsibility for the Allotment Service.

This was seconded by Councillor Cogdon

Councillor Graham accepted the Portfolio position and said that he would continue to work with Emma and Helen.

Councillor Graham said he had determined the current Allotment Priorities.

Springfield

To erect a fence and reinstate the road. He asked permission to gain quotes. Plot 13 needs immediate attention and he asked the Clerk to write to the last tenant to inform her that her tenancy would not be renewed.

Oakenshaw

To continue to work with Oakenshaw Community Association.

RESOLVED 1. That Councillor Graham continues as Allotment Portfolio Holder

To appoint the Willington and Tow Law Three Towns Partnership Board Representative

Councillor Tinsley said members should note that Willington and Tow Law parish council's have an annual rotating position on the AAP board and this is Tow Law Parish Council responsibility this year.

He asked for a G.W.T.C representative to attend the AAP meetings.

Councillor Cogdon proposed Councillor Carr

Seconded by Councillor Todd

Councillor Carr accepted the nomination.

- Resolved**1. That Councillor Carr is the AAP G.W.T.C representative
2. That the Town Clerk informs the AAP Coordinator.

CONSIDERATION OF THE 2014/2015 ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT (APPENDIX 1 AND 2)

Councillor Cogdon declared an interest in this matter as his wife is the RFO. The Town Clerk said the internal audit had been completed and the Accounts completed. The Accounts inform the Annual Return. She has confidence that this is a true record.

Additionally Members are presented with a monthly financial report and had the opportunity to ask questions throughout the year at the Council Office.

Members were requested to approve the Annual Return and Annual Governance statement circulated.

Proposed Councillor Tinsley

Seconded Councillor Henfrey

- RESOLVED 1.** That the Annual Return submission process is implemented by the Clerk in accordance with timescale agreed with the auditor B.D.O. This being the

13th July 2015.

- financial 2. that the Annual Governance Statement supports the council's regulations policy.

The Clerk said financial information would be available by appointment between the

15th June 2015 and the 10th July 2015.

TO ENDORSE THE FINANCIAL REGULATIONS ANNUAL REVIEW (APPENDIX 3)

The financial regulations policy has been made available to Members and no comments have been received.

Members are requested to endorse the financial regulations policy and an annual review in May each year.

Proposed Councillor Carr

Seconded Councillor Henfrey

To approve the continuation of cheque signatories and the Town Clerks delegated powers for expenditure up to £500

- RESOLVED 1.** That the existing cheque signatories remain the same with the

removal of Councillor Buckham and Councillor Bennett.
Namely Councillor

Tinsley, Councillor Henfrey and Helen Cogdon.

2. That Councillor Graham, Carr and Etherington are confirmed as
cheque signatories.

3. That the Town Clerks delegated powers for expenditure up to
£500 are approved and contained within Standing Orders.

4. To continue with two signatories per cheque rule.

To appoint in Internal Auditor

RESOLVED 1. That Geoff Siddle continues to be the Town Council's Internal Auditor.

TO APPROVE THE ANNUAL RISK ASSESSMENT REPORT (APPENDIX 4)

The Clerk reported on the Risk Management Statement that she reviews on an annual basis to inform the council's insurance policy that is renewed in June each year.

She proposed that the Council renews insurance with Zurich for the next financial year.

i) To approve the Town Clerks delegated powers to update insurance policies when necessary.

She asked for a continuance of delegated powers to update insurance policies when necessary.

Proposed Councillor Henfrey

Seconded Councillor Etherington

RESOLVED 1. That the Management Statement provides an accurate and appropriate

assessment of risk.

2. That Zurich provides the Town Council insurance policy 2015-16.

3. That the Town Clerk has delegated powers and continues to
update the

Insurance cover required as and when necessary.

TO APPROVE THE STANDING ORDERS ANNUAL REVIEW (APPENDIX 5)

The Model Standing Orders section 1m has been updated to reflect the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014.

Proposed Councillor Carr

Seconded Councillor Etherington

RESOLVED 1. That unless affected by changes in statutory powers that the
Standing Orders will be subject to an annual review

10. TO APPROVE COUNCIL POLICIES

The Clerk said that the annual audit and review of council policies had been undertaken.

The documents were available to view from the Council Office.

The most significant administrative policy changes were;

The approval of serving Notices via email becoming legal and acceptable practice.

The removal of the two cheque signatories requirement rule due to the growth in internet

banking. We have however kept this regulation.

The openness of recording and reporting meetings.

The Clerk asked for approval of the following policies.

Protocol for member/officer relations

Code of Conduct

Anti-fraud and Corruption

Equal Opportunities

Complaints Procedure

Community Engagement

Public Participation Policy

Policy on Reserves and Restricted Funds

Publication Scheme

Freedom of Information Charging Policy

Safeguarding Policy

The Clerk asked if members felt that CRB checks should be introduced. After due consideration Members felt that individuals would not be in situations that involved significant contact with vulnerable people.

However it was thought good practice to forward any existing copies of DBS checks to the Clerk to keep on file.

Resolved 1. Approval of the review of Council Policies

Proposed Councillor Tinsley

Seconded Councillor Carr

11. TO APPROVE THE 2014/2015 ANNUAL REPORT (APPENDIX 6)

RESOLVED 1. That the Annual Report is an accurate record at the time of writing.

Proposed by Councillor Tinsley

Seconded by Councillor Henfrey

12. TO APPROVE THE SCHEDULE OF MEETINGS FOR 2015/2016 (APPENDIX 7)

RESOLVED 1. To meet the first Wednesday of the month

2. To have an August recess

3. To approve the draft timetable of meetings

13. DATE AND TIME OF NEXT MEETING

Annual Parish Meeting 3rd June 2015 at 6.30 pm

Annual General Meeting 4th May 2016 at 6.30 pm

The Chairman asked for any closing comments from members.

Councillor Henfrey said he thought we had had a successful year and that the pumpkins, lights and luncheon had went well.

Councillor Cogdon said there and been a lot of project work undertaken and would like to thank Helen and Emma for their hard work.

Councillor Tinsley said members are two years into a four year council and are in a strong situation having had to make some difficult decisions. He thanked fellow Councillors for the work they had done to resolve residents issues.

He said the council will face significant financial challenges in the public sector over the next five years and we must work to overcome this.

He said thank you to County Councillor Olwyn Gunn for her support over the last twelve months and congratulations to Oakenshaw Community Association for their work in the village, the Wind Turbine and the Neighbourhood Plan.

He said he had been successful in the bye election where Matthew Todd and Mark Quinn had stood.

He intends to combine the role of Town Mayor with that of County Councillor and use the County position to protect and secure a level of support for this area.

Signed by the Chairman.....

3rd June 2015

4th May 2016