



Serving Our Community

**ANNUAL GENERAL MEETING
GREATER WILLINGTON TOWN COUNCIL
MINUTES OF MEETING
18th May 2016**

IN ATTENDANCE

Councillor Tinsley, Councillor Henfrey, Councillor Carr,
Councillor Cogdon, Councillor Graham, Councillor Greensmith, Councillor Smith,
Councillor Todd, Councillor Townsend, Councillor Elgie
Emma Mennouni, Community Services Officer (minutes)
County Councillor Gunn

1. 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.
Emma Mennouni asked for nominations for the position of Town Mayor.

Councillor Carr proposed Councillor Tinsley
Councillor Henfrey seconded the nomination

No further nominations were received.

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 Emma Mennouni who witnessed the signature.

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

2. APPOINTMENT AND DECLARATION OF OFFICE OF DEPUTY TOWN MAYOR

The Town Mayor asked for nominations for Deputy Town Mayor

Councillor Tinsley proposed Councillor Henfrey
Councillor Townsend seconded the nomination

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

Signed by the Chairman.....
1st June 2016
10th May 2017

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 Emma Mennouni who witnessed the signature.

3. APPROVAL OF APOLOGIES FOR ABSENCE

Apologies were received from Helen Cogdon, Town Clerk.
Acceptance of apologies were proposed by Councillor Tinsley and seconded by Councillor Henfrey.

4. TO APPROVE MINUTES OF THE PREVIOUS MEETING 13th MAY 2015

In order to facilitate business the minutes of the last Annual General Meeting had been ratified at the next available meeting on the 3rd June 2015.
The minutes of the 13th May 2015 as printed and circulated were approved and taken as a true record.
Proposed Councillor Tinsley
Seconded Councillor Henfrey

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

- i) 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.

- ii) 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

Resolved 1. That Councillor Graham continues as Allotment Portfolio Holder

- iii) 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 our responsibility this year.
He asked for a G.W.T.C representative to attend the AAP meetings.
Councillor Tinsley proposed Councillor Greensmith
Seconded by Councillor Cogdon

Resolved 1. That Councillor Greensmith is the AAP G.W.T.C representative
2. That Emma Mennouni informs the AAP Coordinator.

Signed by the Chairman.....
1st June 2016
10th May 2017

6. CONSIDERATION OF THE 2015/2016 ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT (APPENDIX 1 AND 2)

Councillor Cogdon declared an interest in this matter as his wife is the RFO. Emma Mennouni said the internal audit had been completed and the Accounts completed. The Accounts inform the Annual Return. Members were requested to approve the Annual Return and Annual Governance statement circulated.
Proposed Councillor Carr
Seconded Councillor Henfrey

Resolved 1. That the Annual Return submission process is implemented in accordance with timescale agreed with the auditor B.D.O. The submission date is 6th June 2016.
2. that the Annual Governance Statement supports the council's financial regulations policy.

The financial information would be available by appointment between the 30th June 2016 and the 10th August 2016.

7. 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 Tinsley

- i) 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, namely Councillor Tinsley, Councillor Henfrey, Councillor Graham, Councillor Carr, Councillor Etherington and Helen Cogdon.
2. That the Town Clerks delegated powers for expenditure up to £500 are approved and contained within Standing Orders.
3. To continue with the two signatories per cheque rule.

- ii) To appoint in Internal Auditor

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

8. TO APPROVE THE ANNUAL RISK ASSESSMENT REPORT (APPENDIX 4)

Councillor Tinsley reported on the Risk Management Statement that is reviewed on an annual basis to inform the council's insurance policy that is renewed in June each year. Councillor Todd and Councillor Cogdon said the risk assessment is fine but will need to be looked at in a bit more detail due to the office move. Emma Mennouni said the Council uses Zurich Municipal for the insurance cover. It was agreed to use Zurich again for the this financial year.

Signed by the Chairman.....
1st June 2016
10th May 2017

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

Emma Mennouni asked for a continuance of delegated powers for the Town Clerk to update insurance policies when necessary.

Proposed Councillor Carr
Seconded Councillor Todd

Resolved 1. That the Risk Management Statement provides an accurate and appropriate assessment of risk but to look into it more carefully now we are in the new office to accommodate the new system of entry into the building.

2. That Zurich provides the Town Council insurance policy 2016-17

3. That the Town Clerk has delegated powers and continues to update the insurance cover required as and when necessary.

9. TO APPROVE THE STANDING ORDERS ANNUAL REVIEW (APPENDIX 5)

The standing orders policy has been made available to members and no comments have been received.

Members are requested to endorse the standing orders policy in May each year.

Proposed Councillor Cogdon
Seconded Councillor Carr

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

Councillor Tinsley said that the annual audit and review of council policies had been undertaken.

The documents were available to view from the Council Office prior to the meeting.

Councillor Tinsley 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

Councillor Carr asked if we could check if there had been any changes in the Safeguarding Policy.

Resolved 1. Approval of the review of Council Policies

Proposed Councillor Tinsley
Seconded Councillor Carr

Signed by the Chairman.....

1st June 2016

10th May 2017

11. TO APPROVE THE 2015/2016 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 Townsend

12. TO APPROVE THE SCHEDULE OF MEETINGS FOR 2016/2017 (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

Town Council 1st June 2016 at 6.30pm
Annual Parish Meeting 10th May 2017 at 6.00pm
Annual General Meeting 10th May 2017 at 6.30pm

Signed by the Chairman.....
1st June 2016
10th May 2017