

Serving Our Community

**ANNUAL GENERAL MEETING
GREATER WILLINGTON TOWN COUNCIL
MINUTES OF MEETING
7TH MAY 2014**

IN ATTENDANCE

Councillor Tinsley, Councillor Cogdon, Councillor Henfrey,
Councillor Carr, Councillor Graham, Councillor Bennett,
Councillor Todd, Councillor Etherington
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 and asked for nominations for Town Mayor.

Councillor Carr proposed Councillor Tinsley
Councillor Henfrey seconded the nomination

No other nominations were received.

RESOLVED 1. that Councillor Tinsley is appointed 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.

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 Cogdon seconded the nomination

Councillor Graham proposed Councillor Todd
Councillor Bennett seconded the nomination.

Councillor Etherington asked for both nominees to outline what they would

bring to the role of Deputy Town Mayor. Councillor Henfrey said that he will attend any civic events as deputy when required and will do his best.

Councillor Todd said he would bring youth and energy to the role. He is interested in promoting the area and is an active member on a number of community groups to achieve this.

Votes were taken by a show of hands

Councillor Henfrey received 4 votes

Councillor Todd received 3 votes

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

Councillor Henfrey accepted the position and signed his Declaration of Office, witnessed by the Clerk.

APPROVAL OF APOLOGIES FOR ABSENCE

Apologies were received by Councillor Buckham and Councillor Smith.

Acceptance of apologies were proposed by Councillor Tinsley and seconded by Councillor Henfrey.

Councillor Buckham's absence has been approved for a further six months from the date of this meeting due to continued ill health. Councillor Carr suggested that the Clerk send a card to Councillor Buckham to let him know we are thinking of him. This was **AGREED**.

TO APPROVE MINUTES OF THE PREVIOUS MEETING 14th MAY 2013

In order to facilitate business the minutes of the last Annual General Meeting had been ratified at the next available meeting on the 5th June 2013.

The minutes of the 14th May 2013 as printed and circulated were approved and taken as a true record.

Proposed Councillor Cogdon

Seconded Councillor Henfrey

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

Councillor Tinsley said he did not propose any changes to committee membership and structure.

However he proposed to open the Resource Committee to the public.

Votes were taken by show of hands.

6 votes for the motion

1 vote against

To agree the Planning Committee Chairman, membership and delegated powers

All members of the council will be considered committee members unless the

Clerk receives a personal written objection from a member who does not want to sit on a committee or it is not in a members declared interest to sit on a committee.

In order to facilitate emergency planning issues a planning subcommittee consisting of the Chairman and Deputy Chairman plus one other member be granted delegated powers to consider and reach a view on minor planning applications that the council has been asked to comment on, outside of the normal planning committee cycle.

Planning Committee will meet at 6.30pm

Nominations for Chairman of the Planning Committee were requested.

Councillor Cogdon proposed Councillor Tinsley

Seconded by Councillor Henfrey

Councillor Tinsley said that he is willing to continue. As there were no further nominations he accepted the position.

RESOLVED 1. Councillor Tinsley is appointed Chair of Planning.

To agree the Resource Committee Chairman, membership and delegated powers

Councillor Tinsley thanked Councillor Henfrey for his work over the previous twelve months. Councillor Henfrey stood down as the Chairman.

The Resource committee will meet at 6.00 pm and is now open to the public.

Delegated powers will be granted to a finance sub group who will meet if and when required between monthly meetings. The group will consist of the Resource Committee Chairman and two other members, plus the Clerk.

Nominations for Chairman of the Resource Committee were requested

Councillor Henfrey proposed Councillor Etherington

Councillor Cogdon seconded the nomination

RESOLVED 1. that Councillor Etherington will be Resource Committee Chairman.

To allocate the Allotment Portfolio work

The Town Mayor asked that the Allotment portfolio work continues and that Councillor Graham is requested to continue his work with staff to deliver the council powers, for this service area.

He said Councillor Graham had done a great job and the effective financial performance of the allotment service is evidence of this.

Councillor Cogdon proposed Councillor Graham

Seconded by Councillor Carr

Councillor Graham accepted the Portfolio position

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. The AGM will be held tomorrow and he proposes to attend. He asked for nominations.

Councillor Carr proposed Councillor Tinsley
Seconded by Councillor Henfrey

Councillor Tinsley accepted the nomination.

Resolved1. That Councillor Tinsley is the AAP representative for Willington and Tow Law.

2. That the Town Clerk informs the AAP Coordinator.

CONSIDERATION OF THE 2013/2014 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.

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

Proposed Councillor Carr
Seconded Councillor Tinsley

RESOLVED 1. That the Annual Return submission process is implemented by the Clerk in accordance with timescale agreed with the auditor being the 7th July 2014

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

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

9th June 2014 and the 4th July 2014.

TO ENDORSE THE FINANCIAL REGULATIONS ANNUAL REVIEW (APPENDIX 3)

The financial regulations policy has been circulated 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 Tinsley
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 addition of Councillor Etherington

2. That the Town Clerks delegated powers are approved and are contained within the Standing Orders.

Councillor Graham said he had been nominated as a cheque signatory at the last meeting and this had not been included with the other bank applications. However he was willing to proceed.

Resolved 1. That Councillor Bennett, Henfrey, Tinsley, Etherington, Buckham and Graham are authorised cheque signatories.

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 Risk Assessment statement has been circulated to members prior to the meeting. Members approval is requested that this procedure is used to inform adequate insurance cover.

Proposed Councillor Tinsley
Seconded Councillor Henfrey

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

RESOLVED 1. That the Town Clerk continues to update the insurance cover as required.

TO APPROVE THE STANDING ORDERS ANNUAL REVIEW (APPENDIX 5)

Proposed Councillor Carr
Seconded Councillor Tinsley

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

TO APPROVE THE 2013/2014 ANNUAL REPORT (APPENDIX 6)

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

Proposed by Councillor Todd
Seconded by Councillor Carr

TO APPROVE THE SCHEDULE OF MEETINGS FOR 2014/2015 (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 with the inclusion of the Resource Committee being open to the public at 6pm

Comments were made that the AGM date may change due to purdah.
The Annual Parish meeting will precede the Annual General Meeting.

DATE AND TIME OF NEXT MEETING

4th June 2014 at 6.30 pm

6th May 2015 at 6.00 pm

Mr John Spencer, OCA said they were having a trip to Beamish on the bus used in the Heartbeat programme. He thanked the Town Council for their support over the year and asked if any councillors would like to attend.
Tickets are £5.00 per person.

Councillor Tinsley said the Clerk will be arranging a meeting in response to issues at South Dene.

Dates regarding any work in Schools regarding The Big Spring Clean have not been forwarded to the Town Clerk.

Signed by the Chairman.....

4th June 2014

6th May 2015