



Serving Our Community

**ANNUAL MEETING
GREATER WELLINGTON TOWN COUNCIL
MINUTES OF MEETING
18th May 2021**

.....
IN ATTENDANCE

Councillor Tinsley, Councillor Henfrey, Councillor Danby,
Councillor Elgie, Councillor Graham, Councillor Gunn,
Councillor Smith, Councillor Woods
Emma Mennouni, Community Services Officer
Helen Cogdon, Town Clerk

.....
Before the Meeting members returned their Acceptance of Office papers to the Town Clerk.

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.
Councillor Tinsley said he has served as Town Mayor for eight years and following discussions with his family he has decided not to seek re-election. He will be focusing on work commitments and concentrating on the Towns Masterplan.
Councillor Smith and Henfrey thanked Councillor Tinsley for his work as Town Mayor.

Helen Cogdon asked for nominations for the position of Town Mayor.
Councillor Tinsley nominated Councillor Henfrey.
Councillor Smith seconded the nomination.
No further nominations received.

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

Declaration of Acceptance of office by the Town Mayor

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

2. APPOINTMENT AND DECLARATION OF OFFICE OF DEPUTY TOWN MAYOR

The Town Mayor asked for nominations for Deputy Town Mayor.

Councillor Tinsley nominated Councillor Smith.
Councillor Henfrey seconded the nomination
No further nominations received.

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

Signed by the Chairman.....
8th June 2021

Declaration of Acceptance of office by the Deputy Town Mayor

After reading the Declaration of Acceptance of Office Councillor Smith passed the signed and dated forms to Helen Cogdon, Town Clerk who witnessed the signature.

3. APPROVAL OF APOLOGIES FOR ABSENCE

No apologies were received.

The Clerk said Councillor Gunn is attending Brancepeth Annual Meeting this evening. The Clerk said she will be extending an invitation to attend future G.W.T.C Ordinary meetings to Councillor Gunn in her capacity as a County Councillor.

4. MINUTES OF THE PREVIOUS ANNUAL MEETING 14th MAY 2019 (for information only)

In order to facilitate business, the minutes of the last Annual Meeting had been ratified at the next available meeting on the 11th June 2019.

The minutes of the 18th May 2019 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 Smith said this approach had been effective in previous years and suggested it continues.

Oakenshaw Neighbourhood Plan is now endorsed.

Councillor Tinsley is the council’s representative on the NP Steering group.

Proposed Councillor Henfrey
Seconded Councillor Elgie

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

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

The Clerk said Willington and Tow Law parish council’s have an annual rotating voting position on the AAP board and the responsibility this year lies with Tow Law. Willington has no vote.

Councillor Elgie was selected
Proposed by Councillor Tinsley
Seconded by Councillor Henfrey

Resolved 1. That Councillor Elgie is the AAP G.W.T.C representative
2. That Helen Cogdon informs the AAP Coordinator.

6. TO APPROVE THE STATEMENT OF ACCOUNTS 2020/21

Internal audit had been completed and the statement of accounts finalised. The Clerk gave a verbal statement of accounts.

Saying that she had worked with the accountant to produce the accounts.

The financial highlights for the year ending 31 March 2021 mirror the activity mentioned by Councillor Tinsley in his annual parish report. As follows;

Signed by the Chairman.....
8th June 2021

The year was affected by Covid 19 and as a result with the exception of the Community Covid Response project the usual community activities were curtailed or cancelled. The major year on year changes contained within the accounts were;

1. Income increased by 36,700 due to a vat reclaim of 19k, a business support allowance of 10k and Covid Response funding of 13k. Other sundry income declined due to the pandemic.
2. Payroll expenses increase due to the promotion of the Community Services Officer to Deputy Town Clerk and an incremental spinal point progression for the Town Clerk.
3. Repairs and Maintenance increased due to the replacement of both boilers at a cost of 7,100.
4. The building was purchased for 25k. This increased the professional fees associated with the purchase.
5. The Covid Response costs were largely offset by a 13,000 grant funding from D.C.C Covid 19 Assistance Fund and the County Councillors Neighbourhood Budget allocation.

This information is summarised in the Annual Return appendix 2 and will be submitted as part of the Annual Governance and Accountability Return (AGAR) The Clerk proposed the report as a true record of income and expenditure and recommended approval of the accounts.

This was seconded by Councillor Smith

Resolved 1. To approve the 2020/2021 Statement of Accounts.

7. CONSIDERATION OF THE 2018/2019 ANNUAL GOVERNANCE STATEMENT (APPENDIX 1)

This was approved.

Proposed by Councillor Woods

Seconded by Councillor Tinsley

Resolved 1. that the Annual Governance Statement supports the council's financial regulations policy.

8. CONSIDERATION OF THE 2018/19 ANNUAL RETURN (APPENDIX 2)

This was approved.

Proposed by Councillor Smith

Seconded by Councillor Elgie

Resolved 1. That the Annual Return submission process is implemented in accordance with timescale agreed with the auditor Mazars. The submission date is 5th July 2019.

The financial information will be available to residents for the exercise of their public rights, by appointment on the 1st July 2019.

GWTC must approve and publish the unaudited accounts 30th June 2019.

Deadline for publishing audited accounts and notice of completion 30th September 2019.

2. Unaudited Accounts are approved at this meeting and published within the Annual Report.

3. Final audited accounts will be added to the Council Website.

9. 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. No changes have been made to the policy as it remains the same as last year.

Signed by the Chairman.....

8th June 2021

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

Proposed by Councillor Tinsley

Seconded by Councillor Henfrey

i) To appoint the Responsible Financial Officer

Resolved 1. That Helen Cogdon is to remain as the Responsible Financial Officer

Proposed by Councillor Tinsley

Seconded by Councillor Smith

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

Proposed by Councillor Tinsley

Seconded by Councillor Henfrey

Resolved 1. That the existing cheque signatories remain the same, namely Councillor Tinsley, Councillor Henfrey, Councillor Graham, and Helen Cogdon.

Councillors Elgie, Woods, Smith and Greensmith need to submit new paperwork.

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.

iii) To appoint in Internal Auditor

Geoff Siddle has been the Internal Auditor for a number of years and provided a robust financial service.

The Clerk proposed that he is retained for 2019/2020.

Proposed by Councillor Tinsley

Seconded by Councillor Smith

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

iv) To approve the implementation of a £50.00 sponsorship award for individual achievement.

Councillor Tinsley proposed a dedicated fund to award individuals who have shown conspicuous achievement in any activity or overcoming challenges.

There will be six awards a year to be held in the Communication, Marketing and Sponsorship budget.

Proposed Councillor Tinsley

Seconded Councillor Woods

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

Helen Cogdon 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. The Council uses Zurich Municipal for insurance cover.

It is anticipated that the current quotation will be iro £830.00 plus vat. The cover is from 1st June 2019 to the 31st May 2020.

This was approved.

Proposed by Councillor Tinsley

Seconded by Councillor Henfrey

Signed by the Chairman.....

8th June 2021

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

Helen Cogdon asked for approval to continue with the delegated powers to update the insurance policies when necessary.

Proposed by Councillor Tinsley

Seconded by Councillor Henfrey

Resolved 1. That the Risk Management Statement provides an accurate and appropriate assessment of risk

2. That Zurich Municipal provides the Town Council insurance policy 2019-20

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

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

The Standing Orders policy has been made available to members and no comments for amendments have been received.

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

Proposed by Councillor Tinsley

Seconded by Councillor Henfrey

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

15. **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.

No comments had been received.

- 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 and Employee Expenses
- General Data Protection Regulations
- Allotment Policy

The Allotment Policy has been based on the Durham County Council Policy. All allotment tenants have received a copy for comment in a consultation exercise and resident feedback was incorporated into the new Allotment policy. Information to residents of the new Allotment policy was contained within the GWTC Allotment and GWTC Newsletter Issue No.12.

The Clerk said the following comments from Councillor Graham and consultation with the Community Services Officer the following amendments had been made.

Signed by the Chairman.....

8th June 2021

1. Age and Residency for Allotment Tenancies

Existing tenants who already live outside the area will be allowed to retain their allotment garden until they vacate in the future.

Changes to

The Town Council is not obliged to continue to offer an allotment tenancy on an annual basis once a tenant permanently moves out of the Greater Willington Parish.

However tenants who wish to retain their plot may be given the opportunity to renew their annual tenancy providing the garden is clean, tidy and well cultivated.

Tenants outside the parish will not be entitled to the 50% discounted rent charged in April. There will be an 80% rental charge at the start of the allotment year.

12. Buildings and Structures

Add in

Where appropriate allotment tenants must submit evidence of planning permission approval for a development from the local Planning Authority.

Resolved 1. Approval of the review of Council Policies

Proposed by Councillor Tinsley

Seconded by Councillor Woods

16. TO APPROVE THE 2018/2019 ANNUAL REPORT (APPENDIX 6)

Councillor Tinsley said staff have produced a comprehensive Annual Report that describes the extensive work and projects completed by the Town Council during 2018-2019.

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

Proposed by Councillor Tinsley

Seconded by Councillor Smith

17. TO APPROVE THE SCHEDULE OF MEETINGS FOR 2019/2020 (APPENDIX 7)

Resolved 1. To meet the second Tuesday of the month.

2. To have a recess in January and August

3. To approve the draft timetable of meetings with the above amendments.

Proposed by Councillor Tinsley

Seconded by Councillor Henfrey

18. DATE AND TIME OF NEXT MEETING

Town Council 11th June 2019 at 6.30pm

Annual Parish Meeting 12th May 2020 at 6.15pm

Annual Meeting 12th May 2020 at 6.30pm

Signed by the Chairman.....

8th June 2021