

CALNE TOWN COUNCIL

Draft Minutes of the Meeting of the Town Council held in the Large Hall on Monday 22 June 2015

PRESENT

Councillor H R Marshall – Town Mayor
Councillor Mrs G J Ansell
Councillor Mrs M J Baggs
Councillor C M Boase
Councillor Ms H E Canfer
Councillor D I Conway
Councillor D J Davies
Councillor R C MacNaughton
Councillor A S Muir
Councillor P M Redmond
Councillor Dr J Reid
Councillor R J Stigwood
Councillor A J Trotman
Councillor P A B Venton

IN ATTENDANCE:

Mr A Lawton – Gazette & Herald

OFFICERS

Mrs L A Roberts – Town Clerk
Mr K Whitehorn – Beversbrook Facility Manager
Mrs A C Cawkwell – Finance & Committee Officer

12/15 APOLOGIES

Apologies were received from the Deputy Town Mayor, Councillor Rounds, and Councillors Denley, Hill, Warnett and Widger.

13/15 DECLARATIONS OF INTEREST

Declarations of interest were received from:

- Councillor Redmond, Agenda item 13, Request to permission to place Memorial Bench and Plaque at the Town Gardens. He would take part in discussions and vote.

14/15 MINUTES

The Minutes of the Annual Meeting of the Town Council (Mayormaking) held on Monday 11 May 2015, having previously been circulated, were signed by the Town Mayor as a correct record.

15/15 FILLING THE CASUAL VACANCIES BY CO-OPTION

The Briefing Paper of the Town Clerk together with the candidates' letters of application are attached to and form part of these Minutes.

Mr Winchester had withdrawn his application due to work commitments, leaving four applicants for the two Councillor vacancies at North Ward and Chilvester and Abberd Ward. The candidates were each given up to five minutes to introduce themselves and explain why they wished to join the Town Council.

Following the speeches the Town Mayor called for nominations and the following proposals were received:

It was proposed by Councillor Boase and seconded by Councillor Mrs Baggs that, due to his background and awareness of the town, Richard Stigwood should be co-opted onto the Town Council.

It was proposed by Councillor Venton and seconded by Councillor Dr Reid that, due to his vast amount of expertise, Alastair Muir should be co-opted onto the Town Council.

As two people had been nominated it was agreed that Richard Stigwood and Alastair Muir would fill the casual vacancies.

The other candidates were thanked by the Town Mayor and encouraged to stand at the next elections in 2017.

The newly elected Town Councillors, read and signed the Statutory Declaration of Acceptance of Office, which was countersigned by the Town Clerk before joining the Council for the rest of the meeting.

It was agreed that Councillor Muir would represent North Ward and Councillor Stigwood would represent Chilvester and Abberd Ward.

16/15 ACCOUNTS

16.1 Year End Accounts 2014-2015

It was proposed by Councillor Mrs Ansell, seconded by Councillor Boase and

UNANIMOUSLY RESOLVED to approve the unaudited Year End Accounts 2014-2015.

16.2 Annual Return for Year End Accounts 2014-2015

It was proposed by Councillor Mrs Ansell, seconded by Councillor Boase and

UNANIMOUSLY RESOLVED to approve the Annual Return for the Year End 2014-2015.

16.2.1 Annual Governance Statement

It was proposed by Councillor Ms Canfer, seconded by Councillor Boase and

UNANIMOUSLY RESOLVED to approve the Annual Governance Statement as detailed in Section 2 of the Annual Return.

16.3 Internal Audit Reports 2014/2015

It was proposed by Councillor Trotman, seconded by Councillor Redmond and

UNANIMOUSLY RESOLVED to receive and accept the Internal Audit Reports 2014/2015.

16.4 Payments by Direct Debit

It was proposed by Councillor Mrs Ansell, seconded by Councillor Mrs Baggs and

UNANIMOUSLY RESOLVED to approve the attached list of payments to be made by Direct Debit.

16.5 Payments by BACS/Bank Transfer

It was proposed by Councillor Mrs Ansell, seconded by Councillor Mrs Baggs and

UNANIMOUSLY RESOLVED to approve the payment of all invoices by BACS or Bank Transfer, where possible.

It was pointed out to the new Councillors that all payments including BACS and bank transfers require signed approval from two Councillors.

16.6 Salary Payments by BACS

It was proposed by Councillor Ms Canfer, seconded by Councillor Mrs Baggs and

UNANIMOUSLY RESOLVED to approve the payment of monthly salaries by BACS.

16.7 Annual Report 2014/2015

It was proposed by Councillor Ms Canfer, seconded by Councillor Mrs Baggs and

UNANIMOUSLY RESOLVED to adopt the Annual Report 2014/2015.

17/15 WORKING GROUP MEMBERSHIP

The membership of the working groups/ sub committees were decided as follows:

17.1 The Personnel Sub Committee - Membership will remain as follows: the Town Mayor, Deputy Town Mayor, Councillor Mrs Ansell, Councillor Mrs Baggs and Councillor Hill. The make up of this Committee remains the same for the Council's term of office, with the exception of the Town Mayor and Deputy Town Mayor.

17.2 Appeals Panel

It was proposed by Councillor Venton, seconded by Councillor Mrs Ansell and

RESOLVED that the Appeals Panel membership should be: Councillor Muir, Councillor Venton and Councillor Widger.

17.3 Emergency Plan Working Group

It was proposed by Councillor Mrs Ansell, seconded by Councillor Mrs Baggs and

UNANIMOUSLY RESOLVED that the Emergency Plan Working Group membership should be: Town Mayor, Deputy Town Mayor, Councillor Denley, Councillor Stigwood, Councillor Trotman, Councillor Venton and Councillor Warnett.

17.4 Renewable Energy Working Group – Membership to remain as follows: Councillor Conway, Councillor MacNaughton and Councillor Dr Reid.

17.5 Strategic Town Plan Working Group

It was proposed by Councillor Trotman, seconded by Councillor Mrs Baggs and

UNANIMOUSLY RESOLVED that Councillor Trotman should become a member of the Strategic Town Plan Working Group.

It was proposed by Councillor Mrs Ansell, seconded by Councillor Stigwood and

UNANIMOUSLY RESOLVED that Councillor Muir should become a member of the Strategic Town Plan Working Group.

The membership of the Strategic Town Plan Working Group was agreed as follows: the Town Mayor, Deputy Town Mayor, Councillor Boase, Councillor Hill, Councillor Muir, Councillor Trotman and Councillor Venton.

17.6 Town Events Working Group

It was proposed by Councillor Mrs Ansell, seconded by Councillor Dr Reid and

UNANIMOUSLY RESOLVED that the Town Events Working Group membership should be: the Town Mayor, Deputy Town Mayor, Councillor Mrs Baggs, Councillor Ms Canfer, Councillor Conway, Councillor MacNaughton, Councillor Venton and Councillor Widger.

18/15 REPRESENTATIVES ON OTHER BODIES

18.1 Sandpit Road Working Group

It was proposed by Councillor Mrs Baggs, seconded by Councillor Mrs Ansell and

UNANIMOUSLY RESOLVED that Councillor MacNaughton should be the Town Council's representative on the Sandpit Road Working Group.

18.2 Calne Welfare Charity

It was proposed by Councillor Mrs Baggs, seconded by Councillor Mrs Ansell and

UNANIMOUSLY RESOLVED that Councillor Ms Canfer should be the Town Council's representative on the Calne Welfare Charity.

19/15 MANAGEMENT RISK ASSESSMENT 2015-2016

The Management Risk Assessment 2015-2016, which is attached to and forms part of these Minutes, was agreed and adopted by Council.

20/15 BEVERSBROOK OVERFLOW CAR PARK PROJECT

The report of the Beversbrook Facility Manager is attached to and forms part of these Minutes.

It was proposed by Councillor Ms Canfer, seconded by Councillor Mrs Baggs and

UNANIMOUSLY RESOLVED to approve the sum of £19,000 to be allocated from general reserves to be used to construct an overflow car parking site at Beversbrook Sports and Community Facility.

21/15 SWINDON TOWN FOOTBALL CLUB – USE OF BEVERSBROOK AS A TEMPORARY TRAINING GROUND

The report of the Beversbrook Facility Manager, which is attached to and forms part of these Minutes, was discussed by members and the following points were raised:

- Swindon Town Football Club are currently using the facility on a pay as you play basis. The Town Council would benefit financially with a £20k income. Swindon require use of the facility from 1st July.
- Members felt there was a need for caution due to previous history with the Club, however, as long as there was no risk to the Council, this would be a good opportunity.
- The Club have been using Beversbrook very respectfully, and this training would be for the first team only. Play would rotate around the pitches to enable efficient and correct maintenance of the pitches and an existing part time employee would increase his hours to take on the extra maintenance.
- The Heads of Terms included the payment of £2k for potential legal fees which the Town Council may incur. Unforeseen maintenance costs could also be included to cover any eventuality and to protect the Town Council.
- There was concern over the six month termination notice in writing regarding the porta cabins, i.e. who would be responsible for them? It was confirmed that the Club would be responsible for all costs associated with the porta cabins and this fact should be included in the service agreement to ensure the Town Council are protected and not liable in any way.

It was proposed by Councillor Mrs Ansell, seconded by Councillor Mrs Baggs and

UNANIMOUSLY RESOLVED to approve Swindon Town Football Club using Beversbrook Sports and Community Facility as a training ground for a temporary period of three years from 1 July 2015. The Heads of Terms are altered to include a caveat that protects the Town Council from unforeseen maintenance costs and to ensure all costs relating to the porta cabins will be the responsibility of Swindon Town Football Club.

22/15 REQUEST FOR PERMISSION TO PLACE A MEMORIAL BENCH AND PLAQUE AT THE TOWN GARDENS

It was proposed by Councillor Mrs Baggs, seconded by Councillor Redmond and

UNANIMOUSLY RESOLVED to grant permission to place a bench and a plaque in the town, in memory of Jack Stuart who passed away 29/12/2014.

23/15 CALNEFEST 2015

Councillor Ansell reiterated her thanks for all the help she received for Calnefest.

Members thanked Councillor Mrs Ansell and her family for organising such a wonderful community event for the Town.

24/15 CONFIDENTIAL SESSION

It was

RESOLVED that in view of the Confidential Nature of the business about to be transacted, that the public and press be excluded and they were instructed to withdraw.

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