

Calne Town Council
Minutes of the Town Council Meeting held on
Monday 5th February 2018 in the Large Hall of Calne Town Hall.

PRESENT: Councillor Tony Trotman – Town Mayor
Councillor Glenis Ansell – Deputy Town Mayor
Councillor Howard Marshall
Councillor John Bennett
Councillor John Boaler
Councillor Declan Boore
Councillor Heather Canfer
Councillor David Conway
Councillor Terry Couchman
Councillor Jon Fisher
Councillor Alan Hill
Councillor Robert MacNaughton
Councillor Robert Merrick
Councillor Mark Mewett
Councillor Ian Thorn
Councillor Greg Widger

OFFICERS: Jeannette Young – Acting Town Clerk
Stuart West – Head of Operations
Kevin Whitehorn – Head of Leisure
Mark Edwards – Business Support Officer

The Town Mayor – Cllr Trotman welcomed everyone to the Full Council meeting.

The Openness of the Local Government Bodies Regulations 2014 permits the audio and visual recordings and photography of the Council and Committee meetings. The meeting was notified that the Town Council would be recording the meeting this evening.

The Town Mayor, Cllr Trotman, reminded the meeting that Standing Order 9 f and 9 g gave instruction as to the type of questions, which could be received.

Canon Cresswell gave prayers

PUBLIC PARTICIPATION:

There were 18 members of the public present.

Cllr Couchman and Cllr Marshall provided background information in support of the Calne Music Arts & Media Project. Mr Greyvensteyn spoke to support the project and that it would put the town on the map culturally. Mrs Kent spoke in support of the project and that it offered wider opportunities to the whole community.

117/17 TO ELECT A PROPER OFFICER

It was proposed by the Cllr Boore, seconded by Cllr Merrick and

UNANIMOUSLY RESOLVED to elect Jeannette Young as Proper Officer for this meeting.

Members were reminded that whilst Jeannette Young has agreed to assume the role of Proper Officer for this meeting, she is in the process of becoming CiLCA trained but has no legal or financial qualification in this sector. Jeannette may be unable to answer some questions from members at this meeting however; she will take any unanswered questions away, seek advice and/or guidance and respond as soon as practicable

118/17 APOLOGIES

Apologies were received from Cllr Jones.

119/17 DECLARATIONS OF INTEREST

The Town Mayor - Cllr Trotman – Wiltshire Councillor – will remain, speak but may not vote

Cllr Couchman – Member of Calne in Tune – will remain, speak but may not vote

Cllr Marshall – Member of Calne in Tune – will remain, speak and will vote

Cllr Marshall – Director of Calne Springs CIC – will remain, speak but not vote

The Deputy Town Mayor – Cllr Ansell – Treasurer – Drop in Centre – will remain, speak and vote

120/17 MINUTES

It was proposed by the Deputy Town Mayor - Cllr Ansell, seconded by Cllr Couchman and

UNANIMOUSLY RESOLVED to confirm as a correct record the Minutes of the Extraordinary Town Council meeting held on 22nd January 2018

121/17 TOWN MAYOR'S ANNOUNCEMENTS

- a) **Welcome to new Councillor** – Cllr Mewett was welcomed to the Town Council.
- b) **Result of Neighbourhood Plan referendum** – the result was noted.
- c) **Civic Awards** - deadline for nominations - Friday 16th February.
- d) **New entry signs have been erected.** Thank you to Calne Our Place, the Area Board and Town Council for funding. 'A Town of Discovery'
- e) **Wedding Fayre** – Town Hall 17th & 18th February
- f) Entries for floats and stalls for the **Summer Festival and Carnival 2018**, taking place on Saturday 30th June are being welcomed.
- g) The Town Mayor reminded Members of the need to consider **Standing Orders** in relation to the rules of debate so that we can move forward and achieve the business on the agenda in front of us tonight

122/17 RECOMMENDATION FROM STRATEGIC STEER WORKING GROUP

Cllr Couchman introduced the report and the aim of the bid.

It was proposed by Cllr Conway, seconded by Cllr MacNaughton and

RESOLVED to welcome and support the initiative in principle and confirm that this support can be included in any bid put forward to Wiltshire Council

123/17 POLICING REPORT

The Policing report was received and noted

124/17 REPORT FROM UNITARY COUNCILLORS

Cllr Thorn: Expressed a thank you as a Wiltshire Councillor for the efforts of Mr & Mrs Appleby and Mr & Mrs Brabizon in producing and circulating their neighbourhood plan leaflet. Cllr Thorn went on to inform the meeting that Wiltshire Council is about to set their budget for 2018/2019.

Cllr Hill: The Neighbourhood Plan will now become statutory regulation. Any CIL levy will now be 25% as opposed to 15%. The Town Council should also be making bids to Wiltshire Council to access the 123 list monies.

125/17 COMMITTEE MINUTES/WORKING GROUP MINUTES

125/17.1 Minutes of the Amenities Committee held on Monday 11th December 2017 (draft) were received.

125/17.2 Minutes of Policy & Resources Committee held on Monday 15th January 2018 (draft) were received.

125/17.3 Minutes of the Town Development & Planning Committee held on Wednesday 6th December 2017, Wednesday 3 January 2018 and Wednesday 24th January 2018 (draft) were received.

125/17.4 Notes of the Emergency Planning Working Group meeting on 12th December 2017 were received.

125/17.5 Notes of Strategic Steer Working Group meetings held on 7th December 2017 and 25th January 2018 were received.

125/17.6 Notes of the Calne Town Centre Masterplan Working Group meetings held on 27th November 2017 and 11th January 2018 were received.

126/17 LEASE – CALNE YOUTH CENTRE

The Deputy Town Mayor – Cllr Ansell introduced the report and explained that the Drop in Centre was the only youth facility of this type in Calne. Cllr Fisher asked for more detail in relation to use and services provided. Cllr Merrick felt that a 10 year lease was unnecessary. Cllr Thorn noted the extraordinary work completed by Mrs Baggs and the other members of the team.

It was proposed by Cllr Boaler, seconded by Cllr MacNaughton and

UNANIMOUSLY RESOLVED to defer a decision to the next Full Council meeting and arrange a meeting with the Calne Youth Trust to include the Town Mayor, Deputy Town Mayor, Cllr Fisher and the Acting Town Clerk

127/17 STANDING ORDERS AND TERMS OF REFERENCE

Cllr Hill asked that the decision on Standing Orders and Terms of Reference should be separated. That Standing Order 3h should be deleted and that the matter should be referred back to the Working Group.

It was proposed by Cllr Widger, seconded by Cllr MacNaughton and

RESOLVED to adopt the revised Standing Orders (2018) and revised Terms of Reference (2018) subject to the removal of SO 3h and a final consistency check. It was noted that a further in depth review in conjunction with the Scheme of Delegation is planned for the Terms of Reference and was delegated to the Acting Town Clerk to progress with the Governance & Policy Working Group.

Members also noted the progress made by the Governance & Policy Working Group and the plan to submit policies and procedures to future Council meetings for consideration, approval and adoption

128/17 CALNE CONNECTION

Cllr Canfer, Cllr Fisher and Cllr Conway spoke in support of bringing the Calne Connection back in house. Cllr MacNaughton spoke about the importance of the town newsletter and the need for good communication. Cllr Merrick asked for confirmation that there was capacity to take the work back.

It was proposed by the Deputy Town Mayor – Cllr Ansell, seconded by Cllr MacNaughton and

RESOLVED to enter into a new arrangement for the printing and distribution of the Calne Connection newsletter with Fossil Design and Royal Mail delivery as a stand alone publication for twelve months at a cost of £11,000 including the transfer of money to the budget from General Reserves if required and delegate to the Acting Town Clerk to progress

Cllr Marshall abstained from the vote.

129/17 ACCOUNTS

129/17.1 Payments - It was proposed by the Town Mayor – Cllr Trotman, seconded by the Deputy Town Mayor – Cllr Ansell and

RESOLVED to approve payment on Page 2702-2709, 2711, 2717-2722, 2735-2741, 2755-2759, 2765-2768 and Petty Cash Vouchers 000174 and 000177

Cllr Mewett abstained from the vote.

129/17.2 - Members noted the Earmarked Reserves.

130/17 MANAGEMENT RISK ASSESSMENT 2017-2018

It was proposed by the Town Mayor – Cllr Trotman, seconded by Cllr Bennett and

UNANIMOUSLY RESOLVED to receive the outcome of the General Risk Assessment and note actions taken to address the priorities and delegate to the Acting Town Clerk to progress

131/17 CONFIDENTIAL SESSION

It was proposed by the Town Mayor – Cllr Trotman, seconded by Cllr Bennett and

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw

Public Session closed at 21.05

132/17 CONFIDENTIAL MINUTES

It was proposed by the Cllr Bennett, seconded by the Deputy Town Mayor – Cllr Ansell and

UNANIMOUSLY RESOLVED to confirm, as a true record the Confidential Minutes of the Extraordinary Town Council meeting on 22nd January 2018

133/17 CONFIDENTIAL MINUTES

133/17.1 The Confidential Minutes of the Amenities Committee held on 11th December 2017 (Draft) were received.

133/17.2 The Confidential Minutes of the Policy & Resources Committee held on 15th January 2018 (Draft) were received.

134/17 BEVERSBROOK

The legal advice was noted and it was agreed to write to Wiltshire Council.

135/17 THE GROVE

The current position was noted and that a report would be submitted to the Amenities Committee on 26th February 2018.

Jeannette Young, Stuart West, Kevin Whitehorn and Mark Edwards left the meeting at this point.

136/17 STAFF STRUCTURE

It was resolved to create the role of Director of Council Services (Proper Officer & RFO) and appoint Jeannette Young to the role with immediate effect.

It was resolved to agree the top management structure and delegate to the Director of Council Services to implement not later than 31st March 2018.

Meeting Closed at 21:40

Signed:

Dated: