

## CALNE TOWN COUNCIL

### Draft Minutes of the Meeting of the Town Council held in the Large Hall on Monday 24 November 2014

#### PRESENT:

Councillor Ms H E Canfer – Town Mayor  
Councillor H R Marshall – Deputy Town Mayor  
Councillor Mrs G J Ansell  
Councillor Mrs M J Baggs  
Councillor C M R Boase  
Councillor D I Conway  
Councillor D J Davies  
Councillor A K Hill  
Councillor R C MacNaughton  
Councillor P M Redmond (7.10 pm)  
Councillor T W B Rounds  
Councillor D F Short  
Councillor M J Stebbing  
Councillor A J Trotman  
Councillor P A B Venton  
Councillor D L Warnett  
Councillor G P Widger

#### IN ATTENDANCE:

Reverend S King  
Mr A Lawton – Gazette & Herald

#### OFFICERS:

Mrs L Roberts - Town Clerk  
Mrs A C Cawkwell – Finance & Committee Officer  
Mrs J Edwards – Community Services Manager  
Mrs S Chappell – Support Services Manager  
Mr S West – Facilities and Outdoor Services Manager  
Mr K Whitehorn – Beversbrook Centre Manager  
Mrs C Harris – PA to the Town Clerk

#### 59/14 APOLOGIES

Apologies had been received from Councillor Denley and Councillor Redmond would be arriving late.

#### 60/14 DECLARATIONS OF INTEREST

The Deputy Town Mayor, Councillor Marshall, declared an interest in Agenda item 7.4.2, concerning the amount of the Town Mayor's Allowance, as he was the Town Mayor Elect. He would not therefore take part in any vote.

## **61/14 MINUTES**

The Minutes of the Town Council Meeting held on Monday 15 September 2014, having previously been circulated, were signed by the Town Mayor as a correct record.

## **62/14 TOWN MAYOR'S ANNOUNCEMENTS**

- 62.1 *Bonfire and Fireworks Event*** – The Town Mayor had been asked to thank the Councillors who helped at this event, with particular thanks to the Councillors who turned up in the morning in the rain to be on car parking duties at Beversbrook.
- 62.2 *Winter Festival*** – More Councillors were required to help Marshal this event. Santa's Grotto was covered, however, a marshal was needed for the Polar Bear Express. This would be a free of charge bus service to transport those with limited mobility up to the Leisure Centre for the Bjorn showings, boarding would be around 11.45am, 12.45 pm and 1.45 pm. If anyone can help they were requested to contact the Community Events Officer, otherwise this service would not be available.

## **63/14 POLICING IN CALNE**

- 63.1 *Police Report*** – The report, which is attached to and forms part of these minutes, was discussed by members and the following points were raised:
- This was a first class report.
  - The inappropriate parking in the vicinity of schools had been addressed through letters to parents in Cherhill through the following means. They were advised not to park near the school, near corners, blocking driveways etc. The situation was monitored by the police on two successive school days, however, fines were still issued to parents. It has proved an excellent deterrent and should have an ongoing impact.
  - At a recent Police and Crime Commissioner meeting two elements were mentioned. The 'positive ticket' initiative had proved a good community effort and the Community Neighbourhood Officers in Calne were excellent, everyone knows everyone and showed good practice.

## **64/14 REPORT FROM UNITARY COUNCILLORS**

Unitary Councillors updated members on the following:

- The Deputy Town Mayor, Councillor Marshall, informed that the Skatepark was well underway, although slightly behind schedule due to the weather.
- The first inaugural workshop meeting had recently taken place for the local youth network, run and organised by the new youth officer. These meetings would take place four times a year and it would be nice if Town Councillors could get involved.

- Councillor Hill informed that planning permission for the first phase of Campus at Beversbrook had now been granted. This included the Town Council's planned extension to the Pavilion, the All Weather Pitch and the Road Crossing.
- Councillor Mrs Ansell stated that the Air Quality Working Group had secured a substantial amount of funding to put in a 'walking to schools scheme'. They have also sponsored the police with two bicycles. A monitor had also been acquired which can detect miniscule particles of dust in the air. The Wiltshire Air Quality website has now been launched, and planning applications, concerning traffic, could also include a condition in relation to air quality.

## **65/14 COMMITTEE MINUTES**

### ***65.1 Town Development and Planning Committee***

It was proposed by Councillor Hill, seconded by the Deputy Town Mayor, Councillor Marshall and

**RESOLVED** that the Minutes of the Town Development and Planning Committee meetings held on 9 September, 30 September and 21 October 2014 be received.

### ***65.2 Amenities Committee***

It was proposed by Councillor Widger, seconded by Councillor Venton and

**RESOLVED** that the Minutes of the Meeting of the Amenities Committee held on 20 October 2014 be received.

### ***65.3 Policy & Resources Committee***

It was proposed by the Deputy Town Mayor, Councillor Marshall, seconded by Councillor Warnett and

**RESOLVED** that the Minutes of the Policy and Resources Committee meetings held on 15 September and 3 November 2014 be received.

### ***65.4 Minutes of the Finance Working Group Meetings***

65.4.1 The Minutes of the Finance Working Group meeting held on 3 November 2014 were noted.

65.4.2 The Minutes of the Finance Working Group meeting held on 10 November 2014 were noted.

65.4.3 The Minutes of the Finance Working Group meeting held on 18 November 2014 were noted.

## 66/14 REPORTS FROM OFFICERS OF THE COUNCIL

### 66.1 *Works to the Town Hall Clock*

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

- The preferred option was to replace the four cracked segments of the dial in glass, an approximate additional cost of £500 to the original quote.
- It was confirmed that this would be an additional £500 to the amount already agreed.
- The Town Hall clock is in need of repair.
- It was confirmed that no scaffolding would be required, and that necessary works would take place from inside.

It was proposed by Councillor MacNaughton, seconded by Councillor Boase and

**UNANIMOUSLY RESOLVED** that the four cracked dial segments be replaced in glass, at a cost of approximately £1,000 – an additional £500 to the original quotation, to be funded from General Reserves.

### 66.2 *Calne Town Hall Lift*

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

- There was surprise at the cost concerning the lift which was very expensive. Caution was required in light of the budget and the budget restraints. There was concern as £18,000 callout charges for quarterly breakdowns seemed very high, and there were no quotes provided in order to debate this matter properly.
- The Town Clerk informed members that £20,000 had been included in the budget for the lift, there is an earmarked reserve of £42,000 and £34,000 proposed which could be used for a new lift if so wished.
- The Town Clerk further explained that if members wished to go ahead with a new lift it would have to go out to competitive tender and the Council cannot be seen to favour anyone, therefore the current contractor had been asked to provide ballpark figures for this report.
- The lift was in a dreadful state and disabled access was essential. People had already been stuck in the lift which can be very frightening. Rather than refurbish the lift quotes should be looked at for a new system with a maintenance contract included. We have a public responsibility and duty.
- All options should be looked at and it was agreed that more detail was required in order make a sensible decision

- The Community Services Manager informed that the lift is totally unreliable, and complaints had been received from hirers of the Town Hall as users often cannot get up the stairs.
- The benefits of a new lift over refurbishment of the lift needed to be looked at carefully, as refurbishment should return the lift to its original perfectly serviceable condition.
- The Town Clerk informed that the lift had been in the Town Hall for over twenty years and was installed as a goods lift and not a passenger lift.

It was proposed by Councillor Warnett, seconded by Councillor Widger and

**UNANIMOUSLY RESOLVED** to defer a decision on the lift and that a more detailed, informative report should come back to Committee for a decision as soon as possible.

### **66.3 Draft Budget 2015/2016**

Members debated the amount set for the Town Mayor's Allowance and the following issues were raised:

- There was concern that the amount budgeted in the past was not enough and that some people could lose money through loss of earnings. However, there was no legal way that loss of earnings could be compensated.
- In the past most Town Mayors have been retired or of independent means which is not necessarily the right way to operate, consideration should be given to how we remunerate so that anyone can become a Councillor.
- The Mayoral Duty is a civic duty and honour in itself. The allowance is used for travel, clothes etc and nobody has complained in the last 20 years.
- The amount of allowance seemed be fair and adequate.
- In reality there could be too much of a cost implication to an employer if an employee was to take up a mayoral duty, due to time away from the workplace.

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

**RESOLVED** to retain the amount of the Town Mayor's Allowance as it is with no increase for the next Financial Year 2015/2016.

Councillor Mrs Ansell, as Chair of the Finance Working Group, presented the Draft Budget and recommended it to members for approval. The Draft Budget was discussed and the following points were raised:

- Councillor Warnett disagreed with the Chair of the Finance Working Group (FWG) and explained that he had resigned as a member of the FWG last week as he was not happy as a Councillor and as a local taxpayer at the level of scrutiny/challenge which was not by any stretch satisfactory, let alone thorough. The first sighting of the 2015/16 draft budget was on 30 October. The Draft in front of us is dated 19 November, 20 days later. Only one line item is different from the original draft of the budget. Last year the FWG

robustly debated the budget line by line, challenging areas of weakness and everything was agreed prior to it being presented to Council. He was concerned as, apart from the one line item, the draft budget was unchanged from its original draft, indicating a lack of challenge and any intelligible debate. His expectation of the FWG was to work together as a group to robustly challenge where appropriate and when sufficiently satisfied to accept the budget when it is sound and deliverable and where consequence is included in the precept. He had resigned as he felt that he was not given permission to debate the detail. The item which had changed was an additional £40k in favour of the Town Hall, £20k for the lift and £20k for toilets. This had not been agreed or discussed by the FWG along with other items which should have been discussed before coming to Full Council, such as funding to pay for the cost of the first year of the loan for the pavilion, what should happen to the £47k Section 106 funding and the future concerning the £25k precept support for next year, there is lots of uncertainty. He also raised concerns regarding the All Weather Pitch and the amount of income budgeted for the Recreation Club. Councillor Warnett expressed his concern that the budget had not been scrutinised sufficiently by the FWG and this was the reason for his resignation from the FWG. He proposed that the FWG should look at the budget again, to address the abovementioned points of concern, together with any other points raised and to bring the Draft Budget back to an extraordinary meeting of the Full Council in January.

- Councillor Ansell informed that the FWG had been assessing the budget since February in various forms alongside the Business Plan. The FWG unanimously accepted the budget last week and any questions had been answered. The FWG have looked at the advice and recommendation of the Finance team.
- Councillor Hill endorsed Councillor Ansell's comments. After eight years of being a member of the Town Council annual checks have been conducted by independent auditors and each year the outcome has been very good or excellent. We have a very strong finance team working on behalf of the people of Calne in the Council. Year on year there are small underspends but most are nearly always on point. With the diminishing precept support grant, this year £75k, if we as a Council wish to provide the same level of services the rate of Band D Council Tax will need to increase this year. He proposed that the Town Council should accept a Band D Council Tax increase from a few pence below £200 to £210, approximately 5%, this was seconded by Councillor Mrs Baggs.
- Councillor Trotman supported Councillor Warnett's view that the FWG should go back through the budget to ensure that any concerns have been examined. Although he accepted the need for an increase.
- Councillor Warnett stated that his concerns were not about the level of the precept, but about the processes, and lack of scrutiny. It was his expectation that the FWG should come to a unanimous decision over the Draft Budget. Up to 30 October the FWG had discussed the in year budget for 2014/15, his issue was that the budget for next year had not been received until 30 October. He stated that there was no question concerning the Town Clerk's or Finance Team's performance, purely the processes and expectation of the FWG. As a

Councillor he was required to challenge figures etc, this year, whether due to pressures of the five year plan, this had been put to one side and the budget had not received the same level of scrutiny.

- The Town Clerk informed that Wiltshire Council require the figures for the precept by 23 January.
- Councillor Ansell reiterated that any questions concerning the budget had been raised and answered by the Town Clerk, and the other members of the FWG felt the budget had been discussed sufficiently.
- Councillor Rounds was concerned at Councillor Warnett's comments that questions had not been fully answered to his satisfaction and therefore supported the proposal to take the budget away and re-present it to a special meeting of the Full Council in January.
- Councillor Mrs Ansell accepted Councillor Warnett's level of scrutiny and saw no reason why his other questions could not be answered and continued by saying the budget had never altered despite his queries.
- Councillor Warnett replied that last year the proposal by Council was to increase the precept by 10%, and after robust discussion and questioning an increase of 2.39% was agreed. This is a good example of the budgeting process.
- Councillor Hill stated that in light of objections he would withdraw his proposal and continued by saying that he was very disappointed at the comments and criticisms concerning the FWG which had been made in public forum as the working group had worked very hard to present the budget and the first year of the five year business plan.
- In response to a question from Councillor Conway the Town Clerk explained the circumstances behind the Section 106 funding of £47k and she suggested that this could be used to pay for the first repayment of the loan for the Pavilion, however, this was for members to decide.
- Councillor Warnett pointed out that the situation concerning the £47k, and the precept support fund and whether this should come into next year's budget, had not been debated by the FWG. This could mean the 5% increase would not be necessary, this was not suggested just an example that options had not been discussed fully by the FWG.
- Councillor Ansell stated that the Town Clerk had the wider view and was aware of other income due in the future and therefore the common sense point of view was to follow the professional advice given by the Town Clerk as Responsible Finance Officer.

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

**RESOLVED** to approve a 5% increase in the Precept and to set the Precept at £1,122,660.

#### ***66.4 Finance Working Group Membership***

Due to the resignation of Councillor Warnett from the FWG, members were requested to nominate a replacement. It was established that it was not necessary for this person

to be a member of the Policy & Resources Committee, however, all wards should be represented as this was part of the Terms of Reference.

It was proposed by Councillor Trotman and seconded by Councillor Rounds that Councillor Conway, due to his knowledge of sports areas and sports facilities, would bring a great deal to the Finance Working Group and should therefore sit on the Finance Working Group.

It was proposed by Councillor MacNaughton and seconded by Councillor Mrs Baggs that Councillor Venton, due to his background on business and accounts, should be elected onto the Finance Working Group.

After a vote it was it was proposed by Councillor MacNaughton, seconded by Councillor Mrs Baggs and

**RESOLVED** that Councillor Venton, due to his background on business and accounts, should be elected onto the Finance Working Group.

At 8.50 pm Councillor Warnett left the meeting.

#### ***66.5 Speed Indicator Devices (SIDS)***

The email and letter from Wiltshire Council was considered by members.

There was concern over the accuracy of the SIDS and Councillor Venton information that there is a 5-10% discrepancy on the readings.

It was proposed by Councillor Hill, seconded by Councillor Widger and

**UNANIMOUSLY RESOLVED** to refer this matter back to the Area Board to request that there is adequate provision of the Speed Indicator Devices in the community area as per highways safety.

#### ***66.6 Making Calne a Dementia Friendly Town***

Members were requested to nominate a representative on the Dementia Friendly Working Group. It was agreed that Officers, who would be attending these meetings anyway, would report back to Full Council and anyone in the meantime who would like to sit on the Dementia Friendly Working Group should inform the Town Clerk.

#### ***66.7 Proposal to Change Civic Award Presentation Arrangements***

The Deputy Town Mayor, Councillor Marshall, outlined his idea as follows:

- He was looking to implement this idea when he becomes Town Mayor and the idea is based on his previous mayoral duty in 2009 and events which he had attended since this time.

- As Town Mayor expected to provide some form of function for other Town Mayors to attend.
- Previous Mayoral Ball was expensive and a ticket price of £50-£55 is expensive and he did not want to do this again.
- All awards for the year would be presented on one evening at an awards ceremony on a set day such as at the end of October/beginning of November.
- The format would be round tables, buffet meal with the Town Crier for the awards ceremony and the awards would be presented by the Town Mayor. Other Town Mayors would be invited and there could be entertainment afterwards.
- This would provide a ready made event for future Town Mayors.

The following questions were raised by members:

- There was a question concerning who would fund this event and whether free use would be required for use of the Town Hall.
- The Town Clerk informed that every Town Mayor is entitled to one free use of the Town Hall. She was concerned over the timing of the event as October/November was a busy time for other events, and if officers' time was required this could be an issue. Also there was a query concerning the cost of the meal.
- The Deputy Town Mayor, Councillor Marshall, replied that he had not yet investigated free use, however, he would pay for the event and was looking at charging around £10 per ticket for the function. He was happy to discuss the best time for this event.
- The Town Clerk stated that more discussion was required concerning officer and financial implications, printing costs for tickets etc.

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

**RESOLVED** to defer a decision on the proposal to change the Civic Award presentation arrangements until more information is available concerning potential costs, a date and the way it is to be organised.

#### **66.8 Beversbrook Community Facility – Purchase of Marquee Style Liner**

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

- The report contained limited information and there was considered to be insufficient information to make a decision on the recommendations.
- What was the actual cost of hiring throughout the year, and the cost of purchasing outright? Was insurance included, were there extra costs for maintenance and how long would it last?

It was proposed by Councillor Hill, seconded by Councillor Rounds and

**RESOLVED** to defer a decision on the purchase/hire of a marquee style liner until more information is available.

**66.9 Culture and Tourism Working Group 'Our Place' Initiative**

The report of the Community Services Manager, which is attached to and forms part of these minutes had been read by members, and a presentation had taken place prior to the meeting to give members an update on the progress of the working group.

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

**RESOLVED** to

- 1) Support the key recommendations which were listed in the report.
- 2) Continue to support the work of the Culture and Tourism Working Group through nominated representation (currently Councillor Trotman).

**66.10 Calne Renewable Energy Working Group**

The report of the Community Services Manager, which is attached to and forms part of these minutes was discussed by members and the following points were raised:

- Councillor Widger informed that he was on the Working Group, however, resigned as he felt there was no progress being made.
- Councillor MacNaughton informed that the group had experienced a difficult beginning, however, at the moment they are in the process of planning a technical survey/ questionnaire survey and there is a possibility of a viable outcome.
- The procedures are parallel to the Neighbourhood Plan, and have the same issues concerning general support. Very often there is no Councillor representation at meetings.
- A question was raised concerning the amount of officer time involved in this working group, and there was concern that a lot of time was spent with very few outcomes.
- The Town Clerk informed that government funding of £20k had been applied for, for the town to be front runner of a Neighbourhood Development Order, to raise the profile nationally. It was hoped there was new momentum and that it would continue to move forward.

It was proposed by Councillor Hill, seconded by Councillor Venton and

**UNANIMOUSLY RESOLVED** to defer a decision concerning Councillor representation, however continue to allocate officers' time to the project as progress was being made.

### ***66.11 Dog Fouling – an Update***

The report of the Outdoor Services and Facilities Manager, which is attached to and forms part of these minutes was noted by members.

### ***66.12 Model Publication Scheme***

The Model Publication Scheme was noted by members.

### ***66.13 Calendar of Meetings 2015/2016***

The Calendar of Meetings for 2015/2016 was noted by members.

### ***66.14 Christmas Opening Times 2014/2015***

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

**UNANIMOUSLY RESOLVED** to approve the Christmas Opening Times for 2014/2015.

## **67/14 ACCOUNTS**

### ***67.1 Accounts Paid***

The Accounts Schedules dated 31 August 2014 (Petty Cash), 15 September 2014, page 1501, 16 September 2014, pages 1503-1507, 22 September 2014, page 1510, 30 September 2014 (Petty Cash), 2 October 2014, page 1515, 2 October 2014, pages 1516-1517, 17 October 2014, pages 1529-1530, 17 October 2014, pages 1531-1534, 20 October 2014 (Manual Cheque), 24 October 2014, pages 1538-1539, 24 October 2014, pages 1540-1545, 31 October 2014 (Petty Cash), 5 November 2014 (Manual Cheque), 12 November 2014, page 1563, 12 November 2014, page 1565 and 12 November 2014, pages 1566-1570 were noted and approved.

### ***67.2 Santander 12 Month Time Deposit (Fixed 0.95%)***

In order to make an annual investment with Santander it was proposed by Councillor Hill, seconded by Councillor Widger and

**UNANIMOUSLY RESOLVED** that a 12 month Time Deposit account be opened with Santander and that Santander is authorised to accept instructions or requests given by the business relating to withdrawals and transfer in accordance with the signing mandate supplied. It is also confirmed that the persons signing the declaration have the relevant authority to act on behalf of the business in opening and operation of this account.

## 68/14 ITEMS FOR INFORMATION

- 68.1** *Britain in Bloom Working Group* – The Minutes of the meetings held on 8 September, 13 October and 10 November 2014 were noted by members.
- 68.2** *Calne Community Neighbourhood Plan Steering Group* – The Minutes of the meetings held on 4 September, 2 October, 9 October and 6 November 2014 were noted.
- 68.3** *Calne Community Safety Forum* – The Minutes of the meeting held on 17 September 2014 were noted by members.
- 68.4** *Calne Culture and Tourism Working Group* – The Minutes of the meetings held on 24 September and 16 October 2014 were noted.
- 68.5** *Calne Heritage Centre Trust* – The Minutes of the meetings held on 20 May and 15 July 2014 were noted.
- 68.6** *Castlefields Canal and River Park Association* – The Minutes of the meeting held on 18 September 2014 were noted.
- 68.7** *Drop In Centre Accounts* – The Accounts were noted.
- 68.8** *Focus on Five Group* – The Minutes of the meeting held on 9 September 2014 were noted.
- 68.9** *Renewable Energy Steering Group* – The Minutes of the meeting held on 8 October and Draft Minutes of the meeting held on 12 November 2014 were noted.

## 69/14 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.