

CALNE TOWN COUNCIL

Minutes of the Town Council meeting held in the Large Hall, Town Hall on Monday 20 June 2016

Members were advised of Councillor Warnett's intention to record this meeting. The Town Mayor advised Councillor Warnett that the only true record of the meeting will be the Council's signed minutes.

PRESENT

Councillor T W B Rounds - **Town Mayor**
Councillor A J Trotman - **Deputy Town Mayor**
Councillor Mrs G J Ansell
Councillor Mrs M J Baggs
Councillor Ms H E Canfer
Councillor D J Davies
Councillor A K Hill
Councillor R C MacNaughton
Councillor A Muir
Councillor Dr J Reid
Councillor P M Redmond
Councillor R J Stigwood
Councillor P A B Venton
Councillor D L Warnett
Councillor G P Widger

IN ATTENDANCE: Reverend Bob Kenway

OFFICERS

Mrs L A Roberts – Town Clerk
Mrs Clare Harris – PA to the Town Clerk

12/16 APOLOGIES

Apologies were received from Councillors Boase, Conway, Denley and Marshall.

13/16 DECLARATIONS OF INTEREST

There were no declarations of interest.

14/16 MINUTES

The minutes of the Annual Meeting of the Town Council (Mayormaking) held on 9th May 2016, having previously been circulated, were signed by the Town Mayor, Councillor Rounds as a true record.

15/16 ACCOUNTS

15.1 YEAR END ACCOUNTS 2015-2016

Members approved the unaudited Year End Accounts 2015-2016.

15.1.2 ANNUAL GOVERNANCE STATEMENT 2015/16

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

RESOLVED to approve the Annual Governance Statement 2015/16 as detailed in Section 1 of the Annual Return.

A recorded vote was requested and taken, as follows:

COUNCILLORS	FOR	AGAINST	ABSTENTION
Mrs G J Ansell	√		
Mrs M J Baggs	√		
C M R Boase			Apologies given
Ms H E Canfer	√		
D I Conway			Apologies given
D J Davies	√		
S Denley			Apologies given
A K Hill	√		
R C MacNaughton	√		
H R Marshall			Apologies given
A S Muir	√		
P M Redmond	√		
Dr J Reid	√		
T W B Rounds	√		
R J Stigwood	√		
A J Trotman	√		
P A B Venton	√		
D L Warnett		√	
G P Widger	√		

15.1.3 ACCOUNTING STATEMENTS 2015/16

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

UNANIMOUSLY RESOLVED to approve the Accounting Statements 2015/16 as detailed in Section 2 of the Annual Return.

15.1.4 ANNUAL RETURN FOR YEAR END ACCOUNTS 2015-2016

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

RESOLVED to approve the Annual Return for Year End Accounts 2015-16.

15.2 INTERNAL AUDIT REPORTS 2015/16

Members noted the Internal Audit Reports 2015/16.

15.3 PAYMENTS BY DIRECT DEBIT

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

UNANIMOUSLY RESOLVED to approve the attached list of payments made by direct debit.

15.4 PAYMENTS BY BACS /BANK TRANSFER

It was proposed by the Deputy Town Mayor, Councillor Trotman, seconded by Councillor Mrs Ansell and

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

15.5 SALARY PAYMENTS BY BACS

Councillor Warnett asked the Town Clerk if she was aware of any member of staff who would be disadvantaged by the payment of monthly salaries by BACS. The Town Clerk confirmed that as far as she is aware, all staff are happy with this arrangement.

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

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

15.6 ANNUAL REPORT 2015/2016

Members commended the officers involved in the creation of this document, which has been written, collated and presented to a high standard.

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

RESOLVED to approve and adopt the Annual Report 2015/16.

16/16 HERITAGE CENTRE CAR PARK, CHURCH STREET

Members discussed the positive impact the recent subsidy of parking charges funded by the Town Council has had on the economic vitality in the town.

It was proposed by Councillor Redmond, seconded by the Deputy Town Mayor, Councillor Trotman and

UNANIMOUSLY RESOLVED to approve the recommendation made by the Town Development & Planning committee on 1 June 2016 and continue to fund the 2 hours free car parking in the Heritage Quarter Car Park for a further 6 months, with the funds to come from the General Reserve, on the proviso that figures are obtained from the business owners at the end of this additional trial period, to justify the Town Council's support of this initiative.

17/16 WORKING GROUP MEMBERSHIP

Membership of the following working groups was discussed.

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

UNNIMOUSLY RESOLVED that the membership of the Town Events Working Group remains the same for the ensuing year. Membership as follows:

Town Events Working Group

Town Mayor
Deputy Town Mayor
Councillor Mrs Baggs
Councillor Ms Canfer
Councillor Conway
Councillor MacNaughton
Councillor Venton
Councillor Widger

Whilst the Emergency Plan Working Group has not met recently, it was agreed that the Town Council is committed to creating an emergency plan and as such this working group will be required to meet in the future.

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

UNANIMOUSLY RESOLVED that Councillor Mrs Baggs will fill the vacancy created by Councillor Trotman, (who is now a member ex-officio) for the ensuing year. The rest of the membership will remain the same. Membership as follows:

Emergency Plan Working Group

Town Mayor

Deputy Town Mayor

Cllr Mrs Baggs

Councillor Denley

Councillor Stigwood

Councillor Venton

Councillor Warnett

18/16 MANAGEMENT RISK ASSESSMENT 2016-17

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

UNANIMOUSLY RESOLVED to bring this report back to the next Full Council meeting on 11 July 2016 with more information so that members can make an informed decision.

19/16 CONFIDENTIAL SESSION – CONFIDENTIAL MINUTES AND STAFFING REVIEW UPDATE

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.

Councillor Warnett requested that a formal resolution is made before entering confidential session. The Town Mayor and Town Clerk confirmed that the statement above, which is read out by the Town Mayor before entering confidential session is more than adequate and that a formal resolution is not required. It was resolved that Councillor Warnett would raise his concerns and put forward his suggestion, in writing to the Town Clerk and that a decision would be made at the next meeting.

The meeting closed at 8.08pm.