

CALNE TOWN COUNCIL

Draft Minutes of the Meeting of the Town Council held in the Large Hall on Monday 16 June 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 S Denley
Councillor A K Hill
Councillor R C MacNaughton
Councillor P M Redmond
Councillor T W B Rounds
Councillor D F Short
Councillor M J Stebbing
Councillor A J Trotman
Councillor P A Venton
Councillor D L Warnett
Councillor G P Widger

IN ATTENDANCE:

Rev R Fowler

OFFICERS:

Mrs L Roberts - Town Clerk
Mrs A Cawkwell – Finance and Committee Officer

12/14 APOLOGIES

Apologies had been received from Councillor Dr Reid and Councillor Davies.

13/14 DECLARATIONS OF INTEREST

Declarations of interest were received from:-

- Councillor Boase, Agenda Item 4, as his children attend Calne Tennis Club and Sarah Brown is the godmother to one of his children.
- Councillor Warnett, Agenda Item 4, as his son also attends Calne Tennis Club.

14/14 MINUTES

The Minutes of the Annual Meeting of the Town Council (Mayormaking) held on 12 May 2014, having previously been circulated, were signed by the Town Mayor as a correct record.

15/14 FINANCE WORKING GROUP

The Minutes of the meeting of the Finance Working Group held on 21 May 2014 were noted.

It was proposed by Councillor Hill, seconded by the Town Mayor, Councillor Ms Canfer and

UNANIMOUSLY RESOLVED that the request for a loan of £30,000 for Calne Tennis Club be approved in lieu of pending Section 106 monies.

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

UNANIMOUSLY RESOLVED to approve the transfer of the Town Council's current account to Lloyds bank.

16/14 ACCOUNTS

16.1 *Opening of a Lloyds Current Account* - Members had previously resolved to approve the transfer of the Town Council's current account to Lloyds bank.

16.2 *Year End Accounts 2013-2014*

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

UNANIMOUSLY RESOLVED to approve the unaudited Year End Accounts for 2013-14.

16.3 *Annual Return for Year End Accounts 2013-2014*

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

UNANIMOUSLY RESOLVED to approve the unaudited Annual Return for the Year End 2013-2014.

16.3.1 Annual Governance Statement

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

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

16.4 Internal Audit Reports 2013/2014

The Internal Audit Reports for 2013/2014 were noted by members.

16.5 Payments by Direct Debit

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

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

16.6 Payments by BACS/Bank Transfer

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

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

16.7 Salary Payments by BACS

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

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

16.8 Five Year Business Plan

The information was noted by members.

16.9 Annual Investment Policy

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

UNANIMOUSLY RESOLVED to approve the Annual Investment Policy.

16.10 Annual Report 2013/2014

The Annual Report contained various errors and these would be amended accordingly. It was noticed that Councillor Venton's photo was not included on the Councillors' photo page and Councillor MacNaughton had submitted some text which did not appear in the report.

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

RESOLVED to adopt the Annual Report for 2013/2014 on the assurance that the Town Clerk will arrange for the necessary changes to be made.

17/14 WORKING GROUP MEMBERSHIP

17.1 Personnel Sub Committee

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

UNANIMOUSLY RESOLVED that the membership of the Personnel Sub Committee should be: The Town Mayor, Deputy Town Mayor, Councillor Mrs Ansell, Councillor Hill, Councillor Mrs Baggs and Councillor Rounds.

17.2 Appeals Panel

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

UNANIMOUSLY RESOLVED that the membership of the Appeals Panel should be: Councillor Venton, Councillor Widger and Councillor Short.

17.3 Emergency Plan Working Group

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

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

17.4 Renewable Energy Working Group

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

UNANIMOUSLY RESOLVED that the membership of the Renewable Energy Working Group should be: Councillor Conway, Councillor MacNaughton and Councillor Dr Reid.

17.5 Strategic Town Plan Working Group

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

UNANIMOUSLY RESOLVED that the membership of the Strategic Town Plan Working Group should be: Town Mayor, Deputy Town Mayor, Councillor Hill, Councillor Rounds, Councillor Short, Councillor Venton and Councillor Boase.

17.6 Town Events Working Group

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

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

18/14 REPRESENTATIVES ON OTHER BODIES

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

UNANIMOUSLY RESOLVED that Councillor Boase should be reappointed as nominative trustee on the Calne Town Charity for another four years.

It was pointed out by a number of Councillors that they had not been notified of any meetings. Each body should be advised of the contact details of each representative with confirmation that the appropriate body have received this information.

The membership of the various groups/organisations were agreed as follows:

Organisation	End of Tenure	Representative(s)
COMMUNITY GROUPS		
Friends of St Mary's	Annual	Town Mayor Deputy Town Mayor
Calne District Twinning Association	Annual	Town Mayor
Marden House Committee	Annual	Councillor D L Warnett
Calne Heritage Centre Trust	Annual	Councillor C M Boase Councillor A J Trotman
Calne Welfare Charity	Annual	Councillor Mrs M J Baggs Councillor D F Short
Calne Town Charity (Tenure: 4 years)	July 2018	Councillor C M R Boase
	June 2017	Councillor D L Warnett
Calne Recreation Club Social Committee	Annual	Councillor Mrs G J Ansell Councillor Mrs M J Baggs
Calne Leisure Centre Ltd	Annual	Councillor D I Conway Councillor D L Warnett

Organisation	End of Tenure	Representative(s)
Summer Fun in Calne Play Scheme	Annual	Town Mayor Deputy Town Mayor
Music and Arts Festival	Annual	Councillor Mrs G J Ansell Councillor R C MacNaughton
Abberd Brook Restoration Enhancement Project	Annual	Councillor C M R Boase
Calne Access for All Group	Annual	Councillor Ms H E Canfer
Calne Area Transport	Annual	Councillor T W B Rounds
Calne Community Transport	Annual	Councillor Ms H E Canfer
Castlefields Group CARP	Annual	Councillor P A Venton Councillor P M Redmond
Bremhill View Social Club Committee	Annual	Councillor Mrs M J Baggs Councillor Ms H E Canfer
Calne Community Area Partnership	Annual	Councillor G P Widger
Viridor Steering Group	Annual	Councillor C M R Boase Councillor R C MacNaughton
NATIONAL, REGIONAL & LOCAL AUTHORITY GROUPS		
Calne Area Board	Annual	Councillor Mrs M J Baggs
Calne Area Transport Group (concerning Highways) <i>(Set up by Calne Area Board)</i>	Annual	Vacancy
Calne Campus Working Group <i>(Set up by Calne Area Board)</i>	Annual	Councillor G P Widger
Air Quality Working Group <i>(Set up by Calne Area Board)</i>	Annual	Councillor C M R Boase
Sandpit Road Working Group <i>(Set up by Calne Area Board)</i>	Annual	Councillor Ms H E Canfer Councillor D F Short
Community Safety Partnership	Annual	Deputy Town Mayor

Organisation	End of Tenure	Representative(s)
Focus on Five Group	Annual	Town Mayor Deputy Town Mayor Councillor Mrs M J Baggs
National Association of Local Councils	Annual	Town Mayor
Wiltshire Association of Local Councils	Annual	Town Mayor

It was pointed out that the Community Area Transport Group, set up by the Calne Area Board, deals with Highways issues and not transport issues. It was agreed that anyone interested in representing the Town Council on this group should contact the Town Clerk. Members were unable to attend meetings at 4.00 pm. It was suggested that a later meeting time could be requested as this would be more suitable for members to attend.

19/14 OPTIONS FOR PROVIDING EVENT CATERING IN THE TOWN HALL

The report of the Community Services Manager, which is attached to and forms part of these Minutes, was discussed by members.

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

UNANIMOUSLY RESOLVED that hirers:

- 1) would have the opportunity to use caterers of their own choice
- 2) be subject to a full Damage Deposit of £200 for the hire of the Kitchen
- 3) would pay a Kitchen Hire charge of £30 flat rate as of 1st August 2014.

20/14 STAFF CONSULTATIVE GROUP

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

UNANIMOUSLY RESOLVED :

- 1) to approve an annual bonus of £100 awarded to the member of staff who comes up with the most innovative idea to save the Town Council money or increase income and that terms of reference and criteria should be established to ensure assessment and decisions are fair and open.
- 2) Nominations should be presented to the Personnel Sub Committee for a recommendation to Full Council and decision.

21/14 MANAGEMENT RISK ASSESSMENT 2014-2015

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

UNANIMOUSLY RESOLVED to approve the Management Risk Assessment for 2014-2015.

22/14 CEMETERY LODGE

The report of the Support Services Manager, which is attached to and forms part of these Minutes, was discussed by members.

In response to a question the Town Clerk confirmed that references are taken up and that a break in lease was only possible due to another tenant being found. It was also confirmed that no loss of income had occurred.

23/14 UPDATE ON BARCLAYS BANK

The report of the Support Services Manager, which is attached to and forms part of these Minutes, was discussed by members.

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

UNANIMOUSLY RESOLVED to actively market the premises for rental purposes.

24/14 DEFIBRILLATOR

The information was noted by members.

25/14 CASTLEFIELDS MOUND WALL UPDATE

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

- This is a tragic situation to be in. The wall was taken on from Wiltshire Council on the understanding that Section 106 funding would be made available for the whole area including the wall. This funding is no longer available.
- The Town Clerk informed that she was never under any illusion and the Section 106 funding would cover the repairs to the wall. However, £400,000 is a substantial amount of money and the wall is of historic significance to the town.
- This historic wall needed to be repaired properly.
- The Town Clerk's efforts to persuade Wiltshire Council to allow us access to the Section 106 funding to repair the wall were endorsed.
- The Wiltshire Councillor responsible for the Castlefields Park area was requested to make urgent representations to Wiltshire Council and to bring the matter to the attention of the Area Board at the earliest opportunity.

- In response to a question the Town Clerk informed that a maintenance schedule had been received from Wiltshire Council however, the wall was covered and therefore a structural investigation was not carried out.
- We have a duty to repair the wall properly, patching up will not work.

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

UNANIMOUSLY RESOLVED

- 1) that the Council believes, due to the historical significance of the Mound Wall in Castlefields Park and the fact that it is in the town's Conservation Area, that the wall should be fully reinstated to preserve it for future generations to enjoy. That the reinstatement should be carried out in accordance with the recommendations from Wiltshire Council's Conservation Officers and the recommendations by the engineer and tree surgeon engaged by Calne Town Council.
- 2) The Council also endorses the efforts of the Town Clerk to persuade Wiltshire Council to allow Calne Town Council to use the S106 funding allocated to Castlefields Park to enable work to take place in order to upgrade and improve the strength and safety of the wall including the provision of buttresses and other measures as the engineer may advise.
- 3) That Councillor Howard Marshall, representing Calne Central Division at Wiltshire Council in whose area Castlefields Park stands, makes urgent representations to Wiltshire Council in support of the Town Clerk's efforts to obtain release of the S106 funding and to bring the matter to the attention of the Calne Area Board at the earliest opportunity.

26/14 HEADS OF TERMS – CAMPUS PROPOSALS

The information was discussed by members and the following points were raised:

- Councillor Hill informed that the campus proposals for Beversbrook can be moved forward and the planning application for the design should go to public consultation mid July.
- Councillor Warnett stated he was lead to believe that planning applications concerning Calne North and Calne South were being submitted, however, the target date for the submission of Calne South, the Leisure Centre, would be later than the application for Calne North, Beversbrook.
- The Town Clerk confirmed that 12 months ago a loan had been sanctioned for the Campus. The planning application for the Leisure Centre and Beversbrook would be submitted separately. The Beversbrook application is ready to go and will be submitted prior to the Leisure Centre's planning application.

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

UNANIMOUSLY RESOLVED to approve the Heads of Terms concerning the Campus proposals.

27/14 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.

DRAFT