

## Calne Town Council

### Minutes of the Town Council Meeting held on Monday 19<sup>th</sup> June 2017

**PRESENT:** Councillor Tony Trotman – Town Mayor  
Councillor Glenis Ansell  
Councillor John Bennett  
Councillor John Boaler  
Councillor Declan Boore  
Councillor Heather Canfer  
Councillor David Conway  
Councillor Terry Couchman  
Councillor Jon Fisher  
Councillor Alan Hill (left the meeting at 20:35)  
Councillor Rich Jones  
Councillor Robert MacNaughton  
Councillor Robert Merrick  
Councillor Ian Thorn  
Councillor Michael Macgregor-Fairlie (co-opted)

**IN ATTENDANCE:** Reverend R Kenway

**OFFICERS:** Jeannette Young – Acting Town Clerk  
Alison Cawkwell – Finance Officer  
Mark Edwards – Business Support Officer  
Stuart Wilbur – Management Accountant (left the meeting at 20:35)

**PUBLIC PARTICIPATION:**

Mrs M Baggs  
Mr S Woods  
Mr D Evans

Welcome by The Town Mayor, Cllr Trotman who introduced three residents who wished to speak.

**Mrs M Baggs:** I was a Town Councillor for over 20 years and stood down after the last meeting in April 2017. At the last meeting in April, this year I brought to member's attention that someone had made a complaint to the external auditor. Complaints were made on several grounds. This was not done out of a sense of duty but a sense of malice. The Council had undergone four years of a vendetta. Some were against officers and some against members of the Personnel Sub Committee. Every time someone goes to the External Auditor, there is a charge. The charge is usually £1300, however this time the charge is £3815.17. The Town Council did not ask for this.

Why should we as taxpayer pay this money? Spending Calne Town Council money affects me. The person should pay the money them self. I would ask the individual pay this money.

In reply, The Town Mayor, Cllr Trotman advised Mrs Baggs she would receive a response in writing.

**Mr S Woods:** Thanked the Town Council for allowing this request to be on the agenda this evening. You will have received our letter about the Calne Fairtrade Project and appendix. In short, we want Calne to become a Fair Trade Town rather like others in Wiltshire. Wiltshire is working towards a Fair Trade County as well which will include parishes not just Calne. Encouragement has come from the Area Board last week and productive discussions with Cllr Merrick and Cllr Boaler. They have provided valuable advice. Cllr Boaler has arranged for John Bentley School to make a commitment to host a pupil led group. I am asking the Council to consider making the resolution in the report to support Fair Trade products and support promotion of Fair Trade products and needs to cover the appendix.

**Mr D Evans:** I would like to support the proposal as the Fair Trade Group treasurer.

The Rev Kenway gave prayers.

The Town Mayor, Cllr Trotman, welcomed everyone to the meeting and led a minutes silence to remember the victims and their families of the recent events in Manchester and London and all those affected by the fire at Grenfell Tower.

#### **14/17 TO ELECT A PROPER OFFICER**

It was proposed by The Town Mayor, Cllr Trotman, seconded by Cllr Ansell and

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

The Town Mayor, Cllr Trotman reminded members that whilst Jeannette Young has agreed to assume the role of Acting Proper Officer in the Town Clerk's absence, she is not CILCA trained and has no legal or financial qualification in this sector. Jeannette may be unable to answer some questions from members at meetings; however, she will take any unanswered questions away, seek advice and/or guidance and respond as soon as practicable.

#### **15/17 APOLOGIES**

Apologies were received from the Deputy Town Mayor Cllr Marshall, Cllr Rounds, Cllr Widger and Cllr Riley.

#### **16/17 REGISTER OF INTERESTS**

Declarations of Interest were received from:

Confidential Agenda: Cllr Conway as the Rugby Club representative will leave the room at this item.

Confidential Agenda: The Town Mayor, Cllr Trotman declared an interest as a Unitary Member on Wiltshire Council in relation to discussion on Beversbrook.

## **17/17 MINUTES**

Proposed by Cllr Hill, seconded by Cllr Canfer and

**UNANIMOUSLY RESOLVED** that the Minutes of the Town Council meeting (Mayor Making) meeting held on Monday 15 May 2017, having previously been circulated, were signed by The Town Mayor, Cllr Trotman as a correct record.

## **18/17 TOWN MAYORS ANNOUNCEMENTS**

18/17.1 The Town Mayor, Cllr Trotman, announced his chosen charities for the year- Calne Sport Centre Trust Fund and Calne and District Link. An amount of money will be available to a local sports person to support their future sporting achievements.

18/17.2 To note the change of date for Full Council and the Policy and Resources Committee to allow the makeup of the membership to be approved

18/17.3 The Town Mayor, Cllr Trotman, had attended the raising of the Royal British Legion Flag today. The Armed Forces procession will start at 13:45 on Saturday 24<sup>th</sup> June 2017

18.7.4 The Summer Festival requires Stewards. All Councillors are encouraged to support this event and volunteer as a steward.

## **19/17 CO-OPTION OF TOWN COUNCILLOR – NORTH WARD**

The vacancy had been advertised and one application was received within the period. The Town Mayor, Cllr Trotman, introduced Mr Michael Macgregor-Fairlie who provided a short summary of his background and interests.

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

**UNANIMOUSLY RESOLVED** to co-opt Michael Macgregor-Fairlie as a Town Councillor for the Calne North Ward

Cllr Macgregor-Fairlie read and signed the Declaration of Office and joined the meeting.

## **20/17 POLICING IN CALNE**

Cllr Ansell welcomed the report but had concerns that some issues in Calne North were not recorded. Cllr Ansell also raised difficulties expressed by residents in reporting concerns or crimes and whether this impacted overall numbers recorded. Cllr Hill endorsed comments made by Cllr Ansell and that with the Police being perceived as less visible then communication of a different kind was needed. Whilst not having specific evidence the perceived concern is as important as the number of crimes recorded. The Police need to be seen to do the best they can with limited resources.

The Town Mayor, Cllr Trotman, in his Unitary Council role, is a substitute on the Police & Crime Commissioner panel this year. Cllr Ansell will write to share the issues raised.

## **21/17 REPORT FROM UNITARY COUNCILLORS**

**Cllr Hill – Calne South & Cherhill** - It is with regret that I have to inform you that the Hills Appeal was upheld. I have been fighting the case for more than six years. There was a strong case against the appeal with four separate points and two legal reasons why the appeal should not have been upheld. The Inspector in their report has negated points and upheld appeal. The Wiltshire Waste Alliance is considering their options. In the meanwhile, it is imperative to ensure measures are in place to mitigate this unfortunate decision. If enough people show they will not put up with problems associated with Hills Waste at Lower Compton then something will have to be done. I have no idea how this might work but will report back to the Town Development & Planning Committee and Full Council.

The Town Mayor, Cllr Trotman, appreciated and thanked Cllr Hill for his hard work.

**Cllr Thorn – Calne Central** – I endorse what Cllr Hill has said and the impact on Calne and surrounding areas. It is incumbent on Wiltshire Council to do what it can due to the threat imposed by the appeal being allowed. This needs cross party and no party working together. Wiltshire Council is proceeding with their 10-year business plan. It is vital that town and parishes take opportunity to comment on the plan. Wiltshire Council has agreed an Overview and Scrutiny review of the planning process and will look at how Wiltshire Council goes about engaging with local communities. Wiltshire Council has also issued a draft Housing Site Allocation Paper. No additional sites in Calne are proposed as it has taken its allowance.

**The Town Mayor, Cllr Trotman, Calne Chilvester and Abberd** - I Chair the Northern Area Planning Committee. Additional dates have been arranged for Councillor training in Chippenham.

## **22/17 COMMITTEE MINUTES/WORKING GROUP MINUTES**

It was proposed by the Cllr Canfer, seconded by Councillor Conway and

**UNANIMOUSLY RESOLVED** to receive the minutes of the Amenities Committee - 5th June 2017 (Draft)

It was proposed by the Cllr Ansell, seconded by Councillor Hill and

**UNANIMOUSLY RESOLVED** to receive the minutes of the **Town Development & Planning Committee** – 17<sup>th</sup> May & 31<sup>st</sup> May 2017 (Draft)

## **23/17 MEMBERSHIP OF POLICY & RESOURCES COMMITTEE AND PERSONNEL SUB COMMITTEE**

23/17.1 Cllr Ansell asked if the report submitted contained an error as it differed from the original list and now showed eleven members instead of ten.

The Town Mayor, Cllr Trotman explained that membership has been revised to reflect a balance of political mix as stated in Standing Orders. The Town Mayor, Cllr Trotman asked if the Council would consider nine members so that it included a range of people. The current proposal would allow Lib Democrat (Four), Conservative (Three) and Labour (Two)

Cllr Merrick asked as a new councillor why this was not ratified at Mayor Making and what was the political balance on other committees.

Cllr Thorn asked about the ex officio role and voting.

It was proposed by The Town Mayor, Cllr Trotman, seconded by Cllr Hill that the proposed makeup of nine members of the Policy & Resources Committee should be approved.

Cllr Ansell did not think this was the right way to go and made a counter proposal, seconded by Cllr Merrick to adopt the list of Membership as circulated at Mayor Making.

Cllr Hill stated that the committee required a political balance that chairs of Amenities and Town Development and Planning are bolted on rather than being ex officio.

Cllr Boaler asked if the Chairs are ex officio. The Town Mayor, Cllr Trotman confirmed they were.

Cllr Fisher asked if the vacancy would be taken on by Cllr Macgregor-Fairlie . It was confirmed that it would be.

The Town Mayor, Cllr Trotman asked for the matter to be put to a vote

The proposal from the Town Mayor which was seconded by Cllr Hill that the proposed make up of nine members of the Policy & Resources Committee should be approved fell due to lack of support.

The proposal from Cllr Ansell, seconded by Cllr Merrick to adopt the membership list as circulated at Mayor Making was carried and therefore it was

**RESOLVED** to appoint Town Mayor, Cllr Trotman, (ex officio), Deputy Town Mayor, Cllr Marshall, (ex officio) , Cllr Ansell (Chair of Town Development & Planning), Cllr Conway, Cllr Fisher, Cllr Macgregor-Fairlie, Cllr MacNaughton, Cllr Merrick, Cllr Riley, Cllr Thorn, and Cllr Widger (Chair of Amenities) to the Policy & Resources Committee for 2017/2018.

23/17.2 The **Personnel Sub Committee** is made up of three members from the Policy & Resources Committee plus The Town Mayor, Cllr Trotman and Deputy Town Mayor, Cllr Marshall. Four Councillors had put themselves forward for the roles

The Town Mayor, Cllr Trotman proposed, seconded by Cllr Hill that the committee should comprise of Cllr Fisher, Cllr MacNaughton and Cllr Merrick.

Cllr Hill explained that the Personnel Sub Committee had completed a lot of work over the past twelve months some of which had been contentious. It was felt that members then should not participate in the future and supported the proposal made by The Town Mayor, Cllr Trotman.

Cllr Bennett said that the past has a resonance to the future. The Town Mayor, Cllr Trotman said that it was the duty of The Town Mayor, Cllr Trotman and Deputy, Cllr Marshall, to be able to provide background history to the committee. Cllr Thorn agreed with Cllr Bennett and that some of things over recent years went against logic. This is an important committee and to leave one person out – perhaps the person with the most experience, was it not possible to include all four candidates, however, this went against the Terms of Reference. The Town Mayor, Cllr Trotman thanked Cllr Ansell for the fantastic job she had done through very stressful times. Cllr Couchman asked if someone could be seconded to the committee. Cllr Couchman was advised that the Town Council have a contract with employment advisors if required. Cllr Merrick raised the issue that personnel matters are often complex.

The Town Mayor, Cllr Trotman put the proposal to the vote. It was proposed by the Town Mayor, Cllr Trotman, seconded by Cllr Hill and

**RESOLVED THAT** the Personnel Sub Committee should comprise of the Town Mayor, Deputy Town Mayor, Cllr Fisher, Cllr MacNaughton and Cllr Merrick.

## **24/17 ACCOUNTS**

### **24/17.1 YEAR END ACCOUNTS**

It was proposed by The Town Mayor, Cllr Trotman, seconded by Cllr Jones to

**APPROVE** the unaudited Year End Accounts 2016-2017.

Cllr Conway abstained from the vote

### **24/17.2 ANNUAL RETURN FOR YEAR END ACCOUNTS**

It was proposed by Cllr Hill, seconded by Cllr Ansell and

**UNANIMOUSLY RESOLVED** for The Town Mayor, Cllr Trotman to sign the Annual Return and return to Grant Thornton by 30<sup>th</sup> June 2017.

### **24/17.3 ANNUAL GOVERNANCE STATEMENT 2016/17**

It was proposed by The Town Mayor, Cllr Trotman, seconded by Cllr Boore

**RESOLVED** to approve the Annual Governance Statement 2016/17 as detailed in Section 1 of the Annual Return.

Cllr Thorn said that he did not feel qualified to make decision on these matters. Stuart Wilbur explained that in his Management Accountant role he had reviewed and agreed them. Cllr Ansell said that the report had not come to Finance Working Group prior to Full Council. Cllr Couchman commented that it was important to look over the process that the Town Council employed professionals in a qualified capacity and that decisions were based on trust. Cllr Fisher said that attending the recent Financial Seminar was helpful.

#### **24/17.4 ACCOUNTING STATEMENTS 2016/17**

It was proposed by The Town Mayor, Cllr Trotman and second by Cllr Merrick and

**RESOLVED** to approve the Accounting Statements 2016/17 as detailed in Section 2 of the Annual Return.

#### **24/17.5 INTERNAL AUDIT REPORTS 2016/2017**

Members noted the internal audit reports for the year 2016/2017.

#### **24/17.6 PAYMENTS BY DIRECT DEBIT**

Members approved the list of payments by Direct Debit

#### **24/17.7 PAYMENTS BY BACS/BANK TRANSFER**

Members approved the payment of all invoices by BACS or Bank Transfer where possible

#### **24/17.8 SALARY PAYMENTS BY BACS**

Members approved the payment of monthly salaries by BACS

#### **24/17.9 EARMARKED RESERVES**

Cllr Conway asked what the precept support fund is. Stuart Wilbur explained this was to support the precept levels. The Beversbrook overage has been included in the balance sheet provision from reserves as a provision/contingence and the interest charges allowance in case it had to be paid

It was proposed by The Town Mayor, Cllr Trotman, seconded by Cllr Hill and

**RESOLVED** to transfer £55k from Earmarked reserves for the Precept Support Fund to an Earmarked reserve for Interest Charges to cover the interest being charged on the Beversbrook Overage

## **25/17 DRAFT ANNUAL REPORT**

It was proposed by The Town Mayor, Cllr Trotman, seconded by Cllr Ansell and

**UNANIMOUSLY RESOLVED** to approve the Annual Report 2016/2017.

The Annual Report will be placed on the Calne Town Council website and distributed with the Calne Connection.

## **26/17 WORKING GROUP MEMBERSHIP**

Members agreed the following appointments

### **Town Events Working Group**

Town Mayor  
Deputy Town Mayor  
Cllr Canfer  
Cllr Conway  
Cllr Jones  
Cllr Bennett  
Cllr Couchman  
Cllr Merrick

### **Emergency Plan Working Group**

Town Mayor  
Deputy Town Mayor  
Cllr Ansell  
Cllr Jones  
Cllr Boore  
Cllr Boaler  
Cllr Merrick

## **27/17 GOVERNANCE & POLICY WORKING GROUP**

It was proposed by The Town Mayor, Cllr Trotman, seconded by Cllr Thorn and

**UNANIMOUSLY RESOLVED** to setup up a revised working group and appoint The Town Mayor, Cllr Trotman, Deputy Town Mayor, Cllr Marshall, Cllr Ansell (Chair TD&P), Cllr Widger (Chair Amenities), Cllr Thorn, Cllr Conway and Cllr Fisher to the Governance & Policy Working group

## **28/17 REVIEW OF INTERNAL AUDITOR**

Cllr Ansell proposed and Cllr MacNaughton seconded a proposal to stay with the current Internal Auditor for the time being.

A discussion took place about the role and appointment of the Internal Auditor and Cllr Ansell withdrew her proposal.

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

**UNANIMOUSLY APPROVED** to go back to the open market and the Finance Working Group to make a recommendation to a future Full Council meeting.

### **29/17 INVESTMENT STRATEGY**

It was proposed by The Town Mayor, Cllr Trotman, seconded by Cllr Ansell and

**RESOLVED** to approve the Investment Strategy for 2017/2018

### **30/17 REPRESENTATIVES ON OTHER BODIES 2017/2018**

The list of Representative on Other Bodies is attached to and forms part of these Minutes.

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

**UNANIMOUSLY RESOLVED** to approve the agreed appointments on the Representative on Other Bodies list 2017/18.

### **31/17 MANAGEMENT RISK ASSESSMENT 2017/2018**

Members noted the progress on the Management Risk Assessment which would be brought back to the next Full Council meeting for approval.

### **32/17 LETTER CALNE COMMUNITY AREA FAIRTRADE GROUP**

Cllr Boaler welcomed this proposal and would support it. Cllr Merrick said whilst supporting Fairtrade there was also the need to support local businesses and farmers. Cllr Boaler said that there were different products and supported buy locally where we can. Cllr Merrick said that there was now better information on suppliers. Cllr Couchman agreed with the approach of Fairtrade and buying locally and therefore there was no conflict. Cllr Ansell welcomed the proposal as it encourages the payment of a proper wage and compensation for bad crops.

It was proposed by Cllr Boaler, Seconded by Cllr Merrick and

**UNANIMOUSLY RESOLVED** to support the Fairtrade project and to pass the resolution outlined in the letter with the substitution of "the Council" instead of the "The Mayor"

Cllr Boaler and Cllr Merrick are happy to join the steering committee.

### **33/17 REPORTS FOR INFORMATION**

Members noted the following meeting reports

**33/17.1 Meeting of the Board of Calne Heritage Centre Trust - Tuesday 24th January 2017**

**33/17.2 Calne Community Safety Forum - Wednesday 22nd March 2017 & Wednesday 24<sup>th</sup> May 2017**

**33.17/3 Castlefields Canal and River Park Association – 18<sup>th</sup> May 2017**

### **34/17. Confidential Session**

Cllr Boaler and Cllr Thorn asked about the move to confidential sessions. The Town Mayor, Cllr Trotman stated that the sessions covered areas which were confidential or commercially sensitive – for examples discussions and decisions about land or contracts. Cllr Ansell explained that these sessions would also discuss staffing issues that are personal to the individual.

It was proposed by The Town Mayor, Cllr Trotman, seconded by Cllr Ansell and

**RESOLVED** 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.

Cllr Couchman welcomed the idea of transparency. The Town Mayor, Cllr Trotman explained that a summary of the items to be discussed are contained in the public agenda.

Meeting Closed at 21:15