

**Calne Town Council**  
**Minutes of the Town Council Meeting held on**  
**Tuesday 3<sup>rd</sup> October 2017 in the Large Hall of Calne Town Hall.**

**PRESENT:** Councillor Tony Trotman – Town Mayor  
Councillor Glenis Ansell  
Councillor John Bennett  
Councillor John Boaler  
Councillor Declan Boore  
Councillor Terry Couchman  
Councillor Jon Fisher  
Councillor Alan Hill  
Councillor Robert MacNaughton  
Councillor Robert Merrick  
Councillor Rich Jones  
Councillor David Conway  
Councillor Ian Thorn

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

No members of the public or press were present

The Town Mayor – Cllr Trotman welcomed everyone to the reconvened meeting to deal with items on the agenda not covered on 26<sup>th</sup> September 2017.

**66/17 TO ELECT A PROPER OFFICER**

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

**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.

Cllr Hill abstained from the vote and asked for an update in relation to the recruitment of a Town Clerk. The Town Mayor – Cllr Trotman advised that this was to be discussed in the Staffing Report.

## **67/17 APOLOGIES**

Apologies were received from Cllr Canfer, Cllr Widger, Cllr Macgregor-Fairlie, Cllr Marshall – Deputy Town Mayor and Cllr Riley.

## **68/17 DECLARATIONS OF INTEREST**

Cllr Conway - Recreation Club - representative of the Rugby Club - would not take part in any discussion or vote

## **69/17 ALLOTMENT LAND**

The recommendation from the Amenities Committee held on 5<sup>th</sup> September 2017 was discussed. Cllr Boaler explained that there are over 90 people on the waiting list for a allotments. Cllr Hill asked where the money would come from. Cllr MacNaughton said he had visited the new allotments at Marden Farm and if any new allotments could be provided by new housing developments. The Town Mayor – Cllr Trotman explained that there were no new Section 106 agreements in the pipeline but that in the future they would be site specific. There will be income from CIL payments from the new houses being built. Cllr Ansell and Cllr Fisher raised the idea of land share scheme and the consideration of an Allotment Association.

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

**UNANIMOUSLY RESOLVED** to ask the Amenities Committee to explore opportunities for land to lease or purchase and to investigate an Allotment Association and Garden Share Schemes and ask the Finance Working Group to consider including in budget discussions to create a

## **70/17 CALNE SPRINGS – LEASE OF NEW TESCO KIOSK**

Cllr MacNaughton raised a concern that a pricing schedule was not included. Cllr Hill asked for assurance that the Town Council would be absolved from any cost or liability. Jeannette Young confirmed that by way of lease and service level agreement all costs would be covered by Calne Springs. Cllr Boaler raised the issue of community usage. Cllr Fisher asked questions about the Town Council stipulating the service level. Cllr Merrick felt that it wasn't up to the landlord to stipulate how a sub lessee would operate. Cllr Ansell said that Calne Springs were very open to further comment and ideas.

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

**RESOLVED** to seek a legal view on the draft service level agreement and delegate to the Acting Town Clerk to proceed.

Members asked for further information on charging and community use.

9 votes for, 2 votes against, 2 abstentions

### **71/17 TOWN BOUNDARY SIGNS**

The recommendation from the Town Development & Planning Committee was considered.

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

**UNANIMOUSLY RESOLVED** to delegate to the Acting Town Clerk to progress the purchases of the signs, taking into Town Council ownership and investigating insurance cover as appropriate.

### **72/17 FREE PARKING CHURCH STREET**

Cllr MacNaughton advised that he had spoken to business owners in the area around the car park and they all welcomed the initiative and reported an increase in trade. Cllr Hill expressed disquiet about the lack of information in relation to footfall figures. Cllr Merrick suggested that an investigation could be made into a refund voucher scheme. Cllr Couchman shared feedback from residents and visitors and how positively the scheme was received. Cllr Jones shared Cllr Hill's concern about the cost of the scheme. Cllr Thorn explained that the 12% increase was inflation backdated to the last raise of parking charges. Wiltshire Council is currently out to consultation.

It was proposed by Cllr Trotman and seconded by Cllr MacNaughton and

**RESOLVED** to agree an increase in the provision for free parking at Church Street of £8000 and agree to investigate a refund voucher scheme.

10 votes for, 1 vote against, 2 abstentions

### **73/17 ACCOUNTS**

73/17/1 It was proposed by the Town Mayor and seconded by Cllr Merrick and

**RESOLVED** to approve the accounts paid 30th June 2017 (Petty Cash), 14th July 2017, pages 2568-2574, 26th July 2017, pages 2578-2580, 26th July 2017, page 2577, 31st July 2017 (Petty Cash), 2nd August 2017 (Manual Cheque), 10th August 2017, page 2599, 10th August 2017, pages 2600-2604, 18th August 2017, page 2616, 18th August 2017, pages 2617-2618, 31st August 2017 (Petty Cash), 15th September 2017, page 2633, 15th September 2017, 2636-2641

73/17/2 It was proposed by Cllr Jones, seconded by Cllr MacNaughton and

**RESOLVED** to approve the attached list of Earmarked Reserves

73/17/2 It was noted that the notice of conclusion of audit had been received and would be considered at the next Full Council meeting. No issues were reported.

#### **74/17 MANAGEMENT RISK ASSESSMENT**

The updates contained on the agenda were noted. Cllr Merrick asked if members would have sight of the full risk assessments. Jeannette Young confirmed that the report from the external audit would be submitted to Full Council for consideration.

#### **75/17 USE OF CALNE TOWN COUNCIL OPEN SPACES**

The recommendation for approval from the Policy & Resources Committee was considered and discussed.

Cllr Bennett asked if this was for exclusive use. Stuart West confirmed that it would not grant an exclusive use. Cllr Boaler asked the extent which this would be applied. Stuart West confirmed that the licence was for Personal Trainers and Fitness Coaches. Cllr Jones asked about enforcement. Cllr Ansell explained that the licence would bring the Council control and the charge proposed was not cost exclusive. Cllr Fisher did not support the proposal.

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

**RESOLVED** to approve the licence for Personal Trainers & Fitness Coaches and delegate to the Acting Town Clerk to implement the scheme with an annual charge of £40+VAT per annum

7 votes for, 5 against

#### **76/17 CONFIDENTIAL SESSION**

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

**UNANIMOUSLY 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.

Meeting Closed at 20:20

#### **76/17.1 CONFIDENTIAL MINUTES OF FULL COUNCIL**

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

**RESOLVED** to confirm, as a true record the Confidential Minutes of the Town Council meeting on 10th July 2017.

#### **76/17.2 CONFIDENTIAL MINUTES OF AMENITIES COMMITTEE**

The Draft Confidential Minutes of the Amenities Committee meeting held on 4th September 2017 were received and noted.

**76/17.3 BEVERSBROOK**

The legal advice was considered and further review approved.

**76/17.4 RECREATION CLUB**

The legal advice was considered and action agreed.

**76/17.5 PERSONNEL SUB COMMITTEE**

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

**RESOLVED** to note, as a true record the minutes of the Personnel Sub Committee meetings held on 17th July, 28th July 2017, 24<sup>th</sup> August 2017 & 4th September 2017 (draft)

**76/17.6 STAFFING REPORT**

The report from the Acting Town Clerk was received and recommendations approved.