

Calne Town Council
Minutes of the Town Council Meeting held on Monday 10th July 2017

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

IN ATTENDANCE: Reverend R Kenway

OFFICERS: Mark Edwards – Business Support Officer
Alison Cawkwell – Finance Officer

ALSO PRESENT: Gerald Milward-Oliver – Masterplan
Mrs M Baggs and two members of the public

Welcome by The Town Mayor.

The Openness of the Local Government Bodies Regulations 2014 permits the audio and visual recordings and photography of the Council and Committee meetings. The meeting was notified that the Town Council would be recording the meeting this evening.

The Town Mayor, Cllr Trotman, reminded the meeting that Standing Order 9 f and 9 g gave instruction as to the type of questions, which could be received.

The Town Mayor, Cllr Trotman, introduced Mrs M Baggs who wished to speak.

PUBLIC PARTICIPATION:

Mrs M Baggs:

I am fully aware of Standing Orders. I came to the last meeting as you know as I am very concerned about the charges, which should not have been made. You say that on careful reflection that you will recommend to members. How can you advise if members had not

seen the papers. I did not receive them when you wrote the letter. I am disappointed that the item I raised is not on the agenda. I expected it to be discussed and debated as the total charge made is not £3815 the true amount it is £33815. Three years ago this very month we were in a solicitors office because someone was being troublesome. You know me I won't stay quiet on these matters. I would like the matter debated by the new members.

The Town Mayor, Cllr Trotman, thanked Mrs Baggs for her statement.

The Rev Kenway gave prayers.

The Town Mayor, Cllr Trotman, welcomed everyone to the meeting.

35/17 TO ELECT A PROPER OFFICER

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

UNANIMOUSLY RESOLVED to elect Mark Edwards as Proper Officer for this meeting

Members were reminded that whilst Mark Edwards has agreed to assume the role of Proper Officer for this meeting, He is in the process of becoming CILCA trained but has no legal or financial qualification in this sector. Mark may be unable to answer some questions from members at this meeting however; he will take any unanswered questions away, seek advice and/or guidance and respond as soon as practicable.

36/17 APOLOGIES

Apologies were received from Cllr Ansell and Cllr Jones

37/17 DECLARATIONS OF INTEREST

Declarations of Interest were received from:

Confidential Agenda: Cllr Conway as a member of the Recreation Club Committee, he would leave the room if there is any discussion on this item.

Confidential Agenda: Cllr Thorn has worked with Blandy & Blandy and therefore would not take part in the vote to appoint a solicitor.

38/17 MINUTES

Cllr Hill asked about progress in relation to the appointment of a Proper Officer and update on the appointment of an interim or Locum Town Clerk. The Town Mayor, Cllr Trotman, advised that an update would be provided outside of the meeting.

Cllr Hill raised a second concern about item 24/17 Accounts. At the last meeting I raised the matter as to how the annual return is dealt with is incorrect. The next concern is that the Council does not have general power of competence and funding decisions were not

supported by an explanation under which power they were being made. I cannot support these minutes.

Cllr Macgregor-Fairlie raised the issue that the meeting closed at 22:25.

Proposed by Cllr Trotman, seconded by Cllr MacNaughton and

RESOLVED that the Minutes of the Town Council meeting held on Monday 19 June 2017, having previously been circulated, were signed by The Town Mayor, Cllr Trotman as a correct record.

39/17 TOWN MAYORS ANNOUNCEMENTS

39/17.1 The Town Mayor, Cllr Trotman, thanked everyone who turned up on Saturday 24th June to assist with marshalling and litter picking for the Summer Festival. It was a fantastic day.

39/17.2 Britain in Bloom Judging Day is taking place on Tuesday 11th July 2017.

39/17.3 Caln Township, Chester County - Receipt of proclamation and twinning visit update. The Town Mayor, Cllr Trotman, presented two bound proclamations from Caln Township and presented to the Town Council a copy of a scroll presented to the Caln Township delegates.

40/17 POLICING IN CALNE

The Town Mayor, Cllr Trotman welcomed the report.

The Town Mayor, Cllr Trotman, has attended an event hosted by the High Sheriff of Wiltshire, Lady Penny Marland. The event was supported by Volunteer Police Cadets. The scheme provides young people aged 13-17 from all parts of society an opportunity to develop their qualities and skills through a structured programme, and enhance the relationship between the public and police. If members would like more information on the role of Police Cadets please contact the staff at Bank House.

41/17 REPORT FROM UNITARY COUNCILLORS

Cllr Hill – Calne South & Cherhill - nothing to report

Cllr Rounds – Calne North – nothing to report

Cllr Thorn – Calne Central – The Wiltshire Council business plan should be approved this week and will outline the priorities and work plan over the next 10 years.

The Town Mayor, Cllr Trotman, Calne Chilvester and Abberd – nothing to report

42/17 COMMITTEE MINUTES/WORKING GROUP MINUTES

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

RESOLVED to receive the minutes of the Policy & Resources Committee - 20th June 2017 (Draft)

It was proposed by the Deputy Town Mayor, Cllr Marshall, seconded by Cllr Canfer and

RESOLVED to receive the minutes of the **Town Development & Planning Committee**
– 21st June 2017 (Draft)

43/17 MOTION MOVED WITHOUT NOTICE

Cllr Merrick moved a motion without notice in relation to Standing Order. 13.

Cllr Hill asked for clarification as to which standing order it related.

Cllr Merrick proposed, and it was seconded by Councillor Boore that the Town Council does not look at this and that membership is left as it is – Special Motion under Standing Order 15

Cllr Merrick and Cllr Boore agreed to withdraw the motion at this time to allow a debate to take place.

44/17 SPECIAL MOTION UNDER STANDING ORDER 15

Special motion - Seven Councillors have provided written notice in relation to standing order 15a being waived, to permit debate regarding the Committee composition.

Cllr Merrick proposed, and it was seconded by Cllr Boore that they do not wish a change in Committee membership to go forward as the matter was discussed at length and voted on at the last meeting.

Cllr Hill explained the process for appointment to committees outlined in the Standing Orders. Cllr Hill presented to the meeting the following options to consider.

1. Do nothing – this has a risk to the reputation of the Town Council to be seen not to be working in accordance with Standing Orders.
2. Acknowledge that the committee composition is not in line to with Standing Orders
3. Permit committees to continue temporally and form a selection panel as per Standing Order 20f. and bring back to the next meeting in September. The Selection panel to comprise, Town Mayor, Deputy Town Mayor, Senior members of North and South Ward.

Cllr Hill proposed, seconded by Cllr Rounds –that the Town Council acknowledge that they are not in accordance with Standing Orders, form a selection panel comprising of Town Mayor, Deputy Town Mayor, Chair of Amenities and Chair of Town Development & Planning and report back to the next Council meeting.

Cllr Thorn – this was well debated at the last meeting. It would be wholly inappropriate to come back meeting after meeting. The Town Council has Standing Orders for a reason. Motion to change should not be carried. There is the opportunity to bring back in six months.

Cllr Widger- The question is about make-up. Does the Town Council follow its own Standing Orders and Code of Conduct. If not reputation is in tatters. I would ask that the selection panel referred to by Cllr Hill is formed and reflect political balance as far as practicable. Cllr Hill has my full support.

Cllr MacNaughton - Cllr Widger talked about political balance in relation to Standing Order 20 f. The proposal for the selection panel would include 3 conservative and 1 Liberal Democrat Member with no Labour or Independent Members. For this reason it is not feasible.

Cllr Boaler – I want to support the proposal by Cllr Merrick. I voted knowing what the outcome was, understanding the problems faced by the Town Council. I am happy to leave unchanged.

Cllr Couchman – very impressed that there is a balanced committee which went through a democratic process. We should not keep going over the process it hinders our ability to achieve what we are here for.

Deputy Town Mayor, Cllr Marshall, - to maintain reputation proper procedure should be followed. There is an opportunity for another Councillor to take my place on the selection panel as I will not be available.

Cllr Hill used his right to reply and asked if the Town Council wanted to go against its Standing Orders.

Second Motion - a recorded vote was requested

Councillor	For	Against	Abstention
Town Mayor - Cllr Trotman	X		
Deputy Town Mayor - Cllr Marshall	X		
Cllr Ansell	NOT PRESENT		
Cllr Bennett		X	
Cllr Boaler		X	
Cllr Boore		X	
Cllr Canfer		X	
Cllr Conway		X	
Cllr Couchman		X	
Cllr Fisher		X	
Cllr Hill	X		
Cllr Jones	NOT PRESENT		
Cllr Macgregor-Fairlie		X	
Cllr MacNaughton		X	
Cllr Merrick		X	

Cllr Riley	X		
Cllr Rounds	X		
Cllr Thorn		X	
Cllr Widger	X		

The motion was lost 6 for , 11 against

First Motion- a recorded vote was requested

Councillor	For	Against	Abstention
Town Mayor - Cllr Trotman		X	
Deputy Town Mayor - Cllr Marshall		X	
Cllr Ansell	NOT PRESENT		
Cllr Bennett	X		
Cllr Boaler	X		
Cllr Boore	X		
Cllr Canfer	X		
Cllr Conway	X		
Cllr Couchman	X		
Cllr Fisher	X		
Cllr Hill		X	
Cllr Jones	NOT PRESENT		
Cllr Macgregor-Fairlie	X		
Cllr MacNaughton	X		
Cllr Merrick	X		
Cllr Riley		X	
Cllr Rounds		X	
Cllr Thorn	X		
Cllr Widger		X	

The motion was carried 11 for, 6 against.

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

RESOLVED that Councillors do not wish a change in Committee membership to go forward as the matter was discussed at length and voted on at last meeting.

45/17 MANAGEMENT RISK ASSESSMENT

The report and recommendation were noted and discussed. The approximate cost for the training is £1600 and Stuart West will undertake the training. The Town Council has Ellis Wittham as its external Health and Safety Consultants.

Cllr Hill asked about the training budget and whether two members of staff would need to be trained. Cllr Boaler asked about whether the external Health and Safety Auditor would still be used. Cllr Merrick asked why the position had become vacant and not picked up in the staffing review.

It was proposed by The Town Mayor, Cllr Trotman, seconded by the Deputy Town Mayor, Cllr Marshall and

UNANIMOUSLY RESOLVED to note the Management Risk assessment report, approve the recommendations contained within the report and delegate responsibility to the Acting Town Clerk to action and update the next Full Town Council meeting on progress.

- The creation and maintenance of a robust timeline for the recording and updating of relevant documentation is undertaken.
- The process of updating/reviewing risk assessment and other statutory documentation continues
- A senior officer of the town council is trained by an accredited training provider to a nationally recognised standard. This Officer to be supported by a further officer to provide back up during holiday or other absences.
- The Town Council continue to employ the services of a suitably qualified external Health and Safety Consultant to undertake periodic independent audits.

46/7 GOVERNANCE & POLICY WORKING GROUP

Cllr Hill asked about the composition of the group. The Town Mayor, Cllr Trotman, confirmed that membership was from the parent committee which is Policy & Resources. Councillor Hill stated his interest at becoming a peer representative on the working group.

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

UNANIMOUSLY RESOLVED to adopt the terms of reference for the Governance & Policy Working Group and ask the Acting Town Clerk to convene the first meeting of the group. At this meeting, future dates will be agreed.

47/17 AUDIO RECORDING OF COUNCIL AND COMMITTEE MEETINGS

The report and recommendations were noted and discussed. Cllr Hill asked about the process around what was stored and how it might be accessed. Cllr Couchman and Cllr raised concern about the size and storage requirements.

The Town Mayor, Cllr Trotman, confirmed that the true record of meetings is the Minute Book. Cllr Hill asked if there was a move away from a paper record. It was confirmed that at this time the Minute Book is the true record. It was agreed to investigate the future publication of recordings of meeting.

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

UNANIMOUSLY RESOLVED to adopt the amended Audio Recording of Council and Committee meetings policy and that all future meetings are recorded to enable accurate minute taking and recording of resolutions. It was further agreed to ask the Governance and Policy Working group to review the future recording, storage and publication of audio files.

48/17 WORKING GROUP MEMBERSHIP

The membership list was circulated and volunteers sought.

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

UNANIMOUSLY RESOLVED to note the Working Group membership list and appoint
Cllr Macgregor-Fairlie to join the Skate Park Working Group
Cllr Couchman to join the CCTV working group
Cllr Merrick to join the Recreation Working Group

A vacancy remains on the Britain in Bloom working group as no volunteers were received at this meeting.

49/17 ACCOUNTS AND AUDIT

49/17.1 – PAYMENTS

The following payments were noted by members: Cheque Number 000131 (Petty Cash) 31st March 2017, Cheque Number 000132 (Manual Cheque) 19th April 2017, Ledger Payments 26/4/2017 – Pages 2476-2483, Cheque Number 000138 (Petty Cash) 30th April 2017, Cheque Number 000139 (Manual Cheque) 9th May 2017, Cheque Number 000140 (Manual Cheque) 9th May 2017, Cheque Number 000141 (Manual Cheque) 16th May 2017, Ledger Payments 19/5/2017 – Page 2497, 2506-2511, Cheque Number 000144 (Petty Cash) 31st May 2017, Ledger Payments 9/6/2017 – Pages 2515, 2517-2521, Ledger Payments 23/6/17 – Page 2535, Ledger Payments 26/6/17 – Page 2538-2542, Ledger Payments 28/6/17 – Page 2547.

49/17.2 – GRANT THORNTON LETTER

Members noted the action taken by the Urgent Matters Committee in responding to Grant Thornton and not progressing with the complaint due to cost. It was also noted that the resolution in the former Town Mayor's letter was taken from the

draft minutes and not the approved minutes (Full Council Meeting held on 10th April 2017).

The Town Mayor, Cllr Trotman, made the following proposal that 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 Fisher proposed, seconded by Cllr Bennett not to move into confidential session for the Masterplan and Beversbrook agenda items.

Cllr Hill raised a concern about the confidential nature of the discussions and commercial confidentiality matters, which would be shared through the publication of the report. The Town Mayor, Cllr Trotman, Deputy Town Mayor Cllr Marshall and Cllr Widger asked that their agreement with Cllr Hill was recorded.

It was **RESOLVED** not to enter into Confidential session for the Beversbrook item
11 For, 5 Against

It was **RESOLVED** not to enter into Confidential session for the Masterplan
11 For, 4 Against

The public were invited back in to observe the meeting.

50/17 MASTERPLAN

Gerald Milward-Oliver updated the meeting on the progress with the Masterplan. The sites are controlled by various landowners including Wiltshire Council. The sites will be subject to some development.

A report is being drafted and will be submitted to the next Town Council meeting in September.

Cllr Thorn asked about what the report would contain. Gerald Milward-Oliver stated that the report would be at block diagram level. Cllr Thorn asked about funding of the plan. Gerald Milward-Oliver confirmed that it was within budget and funding had been obtained from the key landowners in addition to the Town Council.

51/17 BEVERSBROOK

Following the resolution at the last Full Council meeting on 19th June where it was agreed to seek a specialist review and appraisal of the overage and charges a number of solicitors had been approached and asked to quote.

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

RESOLVED to ask Blandy and Blandy to provide a review and options appraisal at a cost not to exceed £1375+VAT

Three abstentions were recorded – Cllr Hill, Cllr Widger and Cllr Thorn

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.

The public part of the meeting closed at 20:55

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

UNANIMOUSLY RESOLVED to move to confidential session

52/17 RECREATION CLUB

The recent correspondence was noted.

The meeting closed at 21:00

Signed Copy available in Minute Book