

**Calne Town Council  
Draft Minutes of the Town Council Meeting  
Monday 4<sup>th</sup> February 2019  
Large Hall of Calne Town Hall.**

**PRESENT:** Cllr Glenis Ansell – **Town Mayor**  
Cllr Robert Merrick– **Deputy Town Mayor**  
Cllr John Bennett  
Cllr John Boaler  
Cllr Declan Boore  
Cllr Heather Canfer  
Cllr David Conway  
Cllr Jon Fisher  
Cllr Alan Hill  
Cllr Howard Marshall  
Cllr Mark Mewett  
Cllr Tom Rounds  
Cllr Tony Trotman  
Cllr Greg Widger

**OFFICERS:** Jeannette Young – Director of Council Services  
Mark Edwards – Head of Business  
Natasha Griffin – Committee Clerk

**IN ATTENDANCE:** Rev. Wendy Tucker

**Public Participation**

6 members of the public were present.

A representative from a local political party attended and submitted a petition in support of an investigation into the air quality in Calne. An independent traffic study that investigates ways of improving traffic flow was requested and funding to implement the necessary work.

A representative from the Wiltshire Wildlife Trust was in attendance in support of the request to make Calne a plastic free community. The aim is to remove unnecessary plastic in the town and the support of the Town Council is requested.

**88/18 APOLOGIES FOR ABSENCE**

Cllr Couchman, Cllr Jones, Cllr MacNaughton, Cllr Thorn

**89/18 DECLARATIONS OF INTEREST**

None

**90/18 MINUTES**

It was proposed by Cllr Boore, seconded by Cllr Marshall and

**RESOLVED** to confirm as a correct record the Minutes of the extraordinary meeting of the Town Council held on 17th December 2018.

## **91/18 TOWN MAYOR'S ANNOUNCEMENTS**

**91/18.1** The Wedding Fair is to take place on 16<sup>th</sup> and 17<sup>th</sup> February 2019.

**91/18.2** Spring Sing is to take place on 27<sup>th</sup> April 2019.

## **92/18 POLICING IN CALNE**

### **92/18.1 Police Report**

It was discussed that the report still does not include relevant data relating to crimes in Calne that members are interested in. It was suggested that the team who produce the report should be contacted directly as requests have been made but not yet implemented.

The Town Mayor, Cllr Ansell noted that the number of '101' police staff are to be reduced. PC Cook gave thanks to the CCTV team who were able to verify the location of a distressed young lady so that she could receive the help and care she needed more quickly.

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

**UNANIMOUSLY RESOLVED** to bring forward agenda item 9.5 – Making Calne A Plastic Free Community.

## **93/18 MAKING CALNE A PLASTIC FREE COMMUNITY**

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

**UNANIMOUSLY RESOLVED** to support the journey to Plastic Free Community Status by committing to plastic free alternatives and plastic free initiatives within the town.

And

To nominate Cllr Marshall and the Town Mayor, Cllr Ansell to join a Community Steering Group.

## **94/18 REPORT FROM UNITARY COUNCILLORS**

**94/18.1** Cllr Hill stated that the recent Area Board meeting was the last meeting to be chaired by Jane Vaughan, Community Engagement Manager at Wiltshire Council.

It was proposed by Cllr Hill, seconded by Deputy Town Mayor, Cllr Merrick and

**RESOLVED** that the Town Mayor, Cllr Ansell, will write a letter of thanks to Jane Vaughan on behalf of the community of Calne expressing gratitude for the enormous amount of work she has undertaken for Calne.

Cllr Trotman stated that the planning application submitted by Churchill Development has been refused; however, the decision may be appealed.

## **95/18 COMMITTEE MINUTES / WORKING GROUP MINUTES**

### **95/18.1 Amenities Committee**

Members received the draft minutes of the Amenities Committee meeting held on 10<sup>th</sup> December 2018.

### **95/18.2 Policy and Resources Committee**

Members received the draft minutes of the P&R Committee meeting held on 14<sup>th</sup> January 2019.

### **95/18.3 Town Development & Planning Committee**

Members received the minutes of the meetings held on 5<sup>th</sup> December 2018, 2<sup>nd</sup> January 2019 and 23<sup>rd</sup> January 2019.

### **95/18.4 Governance and Policy Working Group**

Members received the notes from the Governance and Policy Working Group meeting held on 14<sup>th</sup> January 2019.

### **95/18.5 Strategic Steer working Group**

Members received the draft notes of the meeting held on 15<sup>th</sup> January 2019.

### **95/18.6 Calne Community Safety Forum**

Members received the draft notes from the meeting held on 22<sup>nd</sup> November 2018.

## **96/18 MOTIONS WITH NOTICE**

### **96/18.1 Cllr Boaler submits the following proposal**

Cllr Boaler read the following proposal to members for their consideration:

‘That prayers for Full Council be brought forward to 6.50 pm. This will enable Councillors who do not wish to observe prayers to still arrive in good time for public participation at 7.00pm, and the meeting itself’.

Members recognised the respectful manner in which Cllr Boaler put forward this proposal and confirmed that prayers do currently occur outside of the business of the meeting.

Cllr Boaler proposed that prayers for Full Council be brought forward to 18.50 and this was seconded by Cllr Fisher; however, the proposal was not carried.

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

**RESOLVED** that the timing of prayers should remain as is and should not be moved forward to 18:50.

## **97/18 REPORTS and RECOMMENDATIONS**

### **97/18.1 Civic Protocol - recommendation from Governance and Policy Working Group**

The Town Mayor, Cllr Ansell, requested an additional amendment to be included in the Civic Protocol that related to the wearing of robes being a requirement for all Councillors during civic ceremonies.

Cllr Boaler and Cllr Hill proposed two further amendments to the Civic Protocol.

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

**RESOLVED** to approve the new Civic Protocols document with the recommended amendments from the Governance and Policy working group with an additional three amendments put forward as follows:

- First amendment proposed by Cllr Hill – the wording on page 2 should be amended by removing the term ‘Mayoress’ which is not an official title.
- Second amendment proposed by Cllr Boaler - page 6 paragraph 2 to be amended to read ‘If the Mayor has elected to have a Chaplain, then a request should be made that he or she has a role in arranging, taking part in or conducting service’ and page 6, paragraph 6 amended to read ‘If the outgoing Mayor has a Chaplain, he or she, and

the Committee Clerk, will take up their seats on the top table.

- The third amendment proposed by the Town Mayor, Cllr Ansell, page 4, paragraph 1, 'It should be noted that the wearing of official robes and hats of office is a privilege afforded to Councillors when they take up office. When attending nominated Civic Ceremonies, the Mayor, Deputy Mayor, Councillors and the Proper Officer are required to wear the appropriate chains, robes, hats and other civic regalia issued to them, out of respect for the Mace, to maintain the dignity of their Office, and acknowledge the formality of the occasion.

Cllr Fisher requested a recorded vote for this proposal.

Councillors	FOR	AGAINST	ABSTENTION
Town Mayor, Cllr Ansell	√		
Deputy Town Mayor, Cllr Merrick	√		
Cllr Bennett		√	
Cllr Boaler		√	
Cllr Boore	√		
Cllr Canfer	√		
Cllr Conway		√	
Cllr Couchman	<b>Apologies</b>		
Cllr Fisher		√	
Cllr Hill	√		
Cllr Jones	<b>Apologies</b>		
Cllr MacNaughton	<b>Apologies</b>		
Cllr Marshall	√		
Cllr Mewett	√		
Cllr Riley	<b>Absent</b>		
Cllr Rounds	√		
Cllr Thorn	<b>Apologies</b>		
Cllr Trotman	√		
Cllr Widger	√		

**97/18.2** Members received the report of the Director of Council Services, regarding the purchase of tablets and agenda software.

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

**RESOLVED** to delegate the expenditure of a maximum of £4500 for tablets and the purchase of an initial three-year contract with Modern.Gov at a total cost of £23,000 (over 3 years) to the Director of Council Services to conclude, with funding to be taken from the following cost centres: -.

**Tablets;** Centre Code/Budget: 4027/105 Training and Development

**Modern.Gov;** Centre Code/Budget: Training Staff Development Earmarked Reserve. Second years funding- Vire £7,000 from Precept Support to newly identified/named cost centre.

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

**RESOLVED** that all Councillors commit to using paperless agendas six months after the installation of Modern.Gov and issuing of tablets with the addition of the following safeguard that Councillors will not be held to this condition if training has not been completed.

### **97/18.3 Draft Code of Conduct**

It was proposed by Deputy Town Mayor, Cllr Merrick, seconded by Cllr Conway and

**UNANIMOUSLY RESOLVED** to approve the attached draft Code of Conduct.

### **97/18.4 Emergency Plan Working Group**

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

**UNANIMOUSLY RESOLVED** to approve the draft Emergency Plan and delegate to the Emergency Plan Working Group to maintain and update.

## **98/18 ACCOUNTS**

### **98/18.1 Payments**

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

**UNANIMOUSLY RESOLVED** to approve the following payments; 20<sup>th</sup> November 2018 page 3063, 20<sup>th</sup> November 2018 pages 3064 – 3070, 27<sup>th</sup> November 2018 pages 3076 – 3078, 30<sup>th</sup> November 2018 (Petty Cash), 20<sup>th</sup> December 2018 pages 3093 – 3098, 31<sup>st</sup> December 2018 (Petty Cash), 10<sup>th</sup> January 2019 pages 3108 - 3111, 14<sup>th</sup> January 2019 (Manual Cheque), 25<sup>th</sup> January 2019 pages 3120 – 3123.

## **99/18 BUDGET AND EARMARKED RESERVES**

Members noted the budget and earmarked reserves.

## **100/18 CONFIDENTIAL SESSION**

It was proposed by Deputy Town Mayor, Cllr Merrick seconded by Cllr Hill and

**RESOLVED** 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.

Public session ended at: 20:24

**101/18** To confirm, as a true record the Confidential Minutes of the Extraordinary meeting of the **Town Council** held on 17 December 2018.

It was proposed by Cllr Canfer, seconded by Cllr Marshall and

**RESOLVED** to confirm, as a true record the Confidential Minutes of the Extraordinary meeting of the Town Council held on 17 December 2018.

## **102/18 CONFIDENTIAL MINUTES**

Members received and noted the draft confidential minutes of the Amenities Committee meeting held on 10th December 2018.

## **103/18 BEVERSBROOK**

Members resolved to approve the resolution put forward.

Meeting Closed at: 20:56