

**Minutes of the Annual Meeting of Market Deeping Town Council
Held on Wednesday 8 May 2024 at 7.30pm
At the Town Hall, Market Deeping**

Present:	Cllr Broughton	Cllr Miss Collins
	Cllr Dr Byrd	Cllr Shelton
	Cllr Neilson	Cllr Mrs Steel
	Cllr Ms Reed	Cllr Hughes
	Cllr Mrs Jones	Cllr Hanson

The Clerk and the Deputy clerk were in attendance.

There was a member of the public also in attendance.

Cllr Broughton welcomed everyone to the meeting and the Open Session commenced:

Cllr Dr Pam Byrd SKDC Councillor reported that she had attended Police Commissioner's count and that Grantham had been reinstated as Town Council after 50 years.

There being no further business the public session was closed.

1. Election of Mayor 2024/25

The clerk had received nominations forms from Cllr Shelton and Cllr Broughton.

Neither accepted their nominations to be Mayor.

Cllr Dr Byrd was proposed as Mayor by Cllr Broughton and seconded by Cllr Ms Reed. It was **RESOLVED** with 8 in favour and 2 abstentions to elect Cllr Dr Byrd as Mayor.

2. Election of Deputy Mayor 2024/25

The clerk had received no nominations for Deputy Mayor.

Cllr Broughton was proposed by Cllr Ms Reed and seconded by Cllr Neilson to be Deputy Mayor.

It was **RESOLVED** with 1 abstention to elect Cllr Broughton as Deputy Mayor.

3. The Mayor and Deputy Mayor to sign their acceptance of office forms

Cllr Dr Byrd and Cllr Broughton signed their forms in the presence of the Town Clerk as Proper Officer.

4. Chairman's Welcome & Introductions

Cllr Dr Byrd again welcomed members to the meeting.

5. To note apologies and accept valid reasons for absence

Cllr Wey and Cllr Mrs Sked sent their apologies which were accepted.

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6. Declarations of Interest under the Localism Act 2011

Cllr Mrs Jones signed the declarations of interest.

7. Acceptance of the minutes of a meeting held on 10 April 2024

Cllr Dr Byrd asked members if they were to accept the minutes of the meeting of 10 April 2024. It was **RESOLVED** unanimously to accept the notes of the meeting as a true and accurate record. The Chairman signed the minutes.

8. Appointment of Councillors to the existing Committees and the appointment of the Committee chairs for 2024/25

Amenities and Open Spaces: Cllr Broughton, Cllr Shelton, Cllr Miss Collins, Cllr Mrs Jones, Cllr Mrs Steel, Cllr Ms Reed and Cllr Mrs Sked had elected to sit on the committee. Cllr Dr Byrd asked whether any other councillors wished to be on the committee Cllr Hanson and Cllr Hughes also volunteered to join the committee.

The clerk had received a nomination for Chair from Cllr Broughton. It was **RESOLVED** unanimously that Cllr Broughton chair the committee.

Planning and Highways: Cllr Dr Byrd, Cllr Hughes, Cllr Mrs Jones, Cllr Neilson, Cllr Mrs Sked, Cllr Shelton, Cllr Steel and Cllr Wey had elected to sit on the committee. Cllr Dr Byrd asked whether any other councillors wished to be on the committee, there were none.

The clerk had received one nomination for Chair from Cllr Dr Byrd. It was **RESOLVED** unanimously that Cllr Dr Byrd Chair the committee.

Town Hall and Cemetery: Cllr Broughton, Cllr Shelton, Cllr Mrs Sked, Cllr Mrs Jones and Cllr Miss Collins had elected to sit on the committee. The Chair asked whether any councillors not listed wished to be on the committee and there were none.

The clerk had received one nomination for chair from Cllr Miss Collins. It was **RESOLVED** unanimously that Cllr Miss Collins chair the committee

Finance and Personnel: The Town Council Chair together with the committee chairs form the committee. However, all members of the council are eligible to attend and vote at meetings.

9. Reports: Including reports from Committees: Planning and Highways, Deepings Neighbourhood plan, Amenities and Open spaces, Town Hall and Cemetery, Finance and Personnel, Mayor's report and the Clerk's report.

Planning & Highways

Cllr Shelton reported that there had been complaints received regarding grass cutting. The map is being reviewed and a meeting will be organised with Deeping St James Parish Council and Market Deeping Town Council. A discussion will also need to take place with Lincolnshire County Council to discuss the accuracy of their maps.

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A consultation regarding a revised speed limit of 40mph has been received in respect of Northfield Road. Market Town Council has suggested this is lowered to 30mph. Cllr Dr Byrd has requested fellow SKDC Councillors to also support 30mph instead of 40mph.

Deepings Neighbourhood Plan (DNP)

There was nothing to report.

Amenities and Open Spaces

The committee had met earlier that evening. They are looking at Health and safety issues with regard to the Cemetery gate.

Town Hall and Cemetery

Cemetery fees have been reviewed and kept the same as last year.

The picture of the King will be situated in the alcove in the Town Hall Chambers. There will be a brass plaque beneath it giving more information about the portrait.

Mayoral Diary

The Mayor and Deputy Mayor attended the Civic dinner which was held on 20th April 2024.

The Mayor collected a cheque for £800 from the Lions on behalf of the Feoffes on 8th May 2024.

Cllr Collins left the meeting at 8:00pm

Clerk's Report – 8 May 2024

The end of year closedown took place successfully via Teams in April.
A Cemetery keeper has been appointed and started his employment on 29 th April 2024.
A toilet operative has been appointment and started his employment on 29 th April 2024.
The Mayor's Civic dinner was held on 20 th April 2024. There were 46 attendees and over £500 was raised for Sue Ryder.
Licences, insurance and permissions are being obtained for the Deepings Funday Sunday on 7 th July 2024.
CAB provision commenced from the Deepings Community Centre from the beginning of April 2024. MDTC contributed Grant Aid funding of £4,250 for 2024/5 from Precepted funds.
MDTC have received a contribution from Rotary for £500 for a defibrillator on The Green School. St Guthlac's need to obtain permission from SKDC as it is a listed building and also from the C of E. The Rotarians would like a small plaque near it. We are expecting replies and further contributions from other organisations.

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The Annual Town meeting took place on 30 TH April 2024. There were around 40 attendees and it was well received. The Lincs Waste Officer gave a very informative talk on recycling and there were about 10 stall holders.
We have received a portrait of the king from Government. At the Town Hall and Cemetery meeting on the 1 st May 2024 consideration was given to where it should be hung. Council approval is sought to hang it in The Chambers and for a brass plaque to be placed underneath it out lining the historic details (see copies in agenda papers for wording).
The Cherry Tree Park has been planted with new shrubs and trees. The work of Cllr Broughton and Cllr Dr Byrd is much appreciated and the area is looking wonderful. On going maintenance work will be carried out by volunteers.

10. Correspondence to be noted and resolved upon

Correspondence to be Noted – Received up to 14 May 2024				
No.	Received from	Date Received	Subject	Committee Response
1.	LALC	19.4.24	eNews 19.4.24	Noted
2.	Police	23.4.24	Parish Council Engagement Session NSK - Tuesday 25th June 2024	Cllrs Jones and Reed to take part
3.	SKDC	24.4.24	Draft Regulation 18 Local Plan Consultation 2021-2041	MDTC's response was emailed to all
4.	Deepings River Action Group	30.4.24	Project to look after the River Welland	Invited and invited to attend a Full Council meeting
Correspondence to be Acted Upon – Received up to 14 May 2024				
No.	Received from	Date Received	Subject	Committee Response
1.				

11. Council Finances

a) Income and expenditure by cost centre

Members had received a copy of the Council Finances and Omega report prior to the meeting. Cllr Dr Byrd asked if there were any questions. There were none.

b) Accounts to be paid May 2024

It was **RESOLVED** that the council pay its bills for May 2024. See appendix A.

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c) For members to review Council Finances to 30.4.24

It was **RESOLVED** unanimously to accept the report.

d) For members to consider Ear Marked Reserves to 30.4.24

It was **RESOLVED** unanimously to accept the Ear Marked reserves of £261,269 as correct.

e) For members to receive and accept the Internal Auditor's report for 2024/5

It was **RESOLVED** to accept the internal auditor's report. The Clerks were thanked for all their hard work.

12. For members to approve the Annual Governance and Accountability Return Form 3 - Annual Internal Audit Report 2023/2024 (page 3 of 6)

The Clerk had provided a copy of the AGAR return to members prior to the meeting. It was **RESOLVED** unanimously to approve the presented figures

13. For members to approve the Annual Governance and Accountability Return Form 3 - Section 1 - Annual Governance statement 2023/2024 (page 4 of 6)

The Clerk had provided a copy of the AGAR return to members prior to the meeting. It was **RESOLVED** unanimously to approve the presented figures.
The chair and the clerk, as RFO, signed section 1 of the return.

14. For members to approve the Annual Governance and Accountability Return Form 3 - Section 2 – Accounting Statements 2023/24 (page 5 of 6)

The Clerk had provided a copy of the AGAR return to members prior to the meeting. It was **RESOLVED** unanimously to approve the presented figures. The chair signed section 2 of the return.

15. For members to consider a policy working group to review the Town Council Policies and procedures prior to a compliance visit by Peninsula.

It was **RESOLVED** that the policies should be divided between committees for review. Cllr Dr Byrd will discuss this with the Clerks.

16. For members to review and adopt the Town Council's Standing Orders

The clerk had provided copies of the Standing orders to members prior to the meeting. It was **RESOLVED** that the policies should be considered by Councillors and advise the Clerk of any requested amendments prior to the next meeting.

The Clerk was requested to put this on the agenda for the next meeting and check whether LALC recommend any changes.

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Cllr Neilson left the meeting at 8:30pm.

17. For members to be given confirmation of arrangements for insurance cover

The Clerk reminded members that a 3-year policy had been taken with Hiscox insurance which will expire in 2024. The annual insurance cost for 2024/25 will be £4,643.82.

It was **RESOLVED** unanimously to proceed with Hiscox insurance until 2024.

18. For members to consider the sponsorship of the planter by a local company

It was **RESOLVED** to accept the sponsorship of the planter for 1 year only on the proviso that the opportunity is advertised on the Town Hall noticeboard for 28 days. The Sponsorship can only begin after 28 days.

The Clerks were asked to write a policy for sponsorship of the planter.

19. For members to review the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

The Clerk reminded members of the existing arrangements for the following:

Grass cutting – Shared costs with DSJ Parish Council

2024/5

Cost £7448 x 0.5 £3724

Rebate from Lincs County Council £2422

Net cost £1302

Public toilets

The contribution received from SKDC £1670.77 X 4 = £6,683 will continue for 2024/25

Street Cleaner Contributions

The Contribution received from SKDC was £2317 for 2023/24 this will continue for 2024/25

20. For members to review the council's subscription to other bodies

The clerk had provided members with a list of bodies that the council subscribes to. Members reviewed the list and it was **RESOLVED** unanimously to continue with the subscriptions shown.

Review of Council's Subscriptions - May 2024

Subscription	2024/2025 cost net	Renewal Date
LALC Membership	£ 1,136.00	Apr-24

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LALC Annual Training Scheme	£	210.00		Apr-24
LALC website maintenance	£	360.00		Apr-24
Parish Online	£	162.00		Dec-24
ICO	£	35.00		Jul-24
ICCM	£	100.00		Apr-24
AMS vehicle tracking	£	12.00	per month	ongoing
LCR magazine	£	35.00		Aug-24
Lives	£	220.00		Nov-23
Peninsula	£	137.75	per month	ongoing
Personnel Advice & sols	£	120.00	per month	ongoing
PPL/PRS (music licence)	£	338.00		Nov-24
RBS cemetery software	£	415.00		Jan-24
RBS software support - accounts	£	555.00		Apr-24
RBS end of year support	£	868.00		Apr-24
CTAX payroll services	£	325.00		Apr-24
Vision ICT (GOV.UK renewal)	£	108.00		Aug-24
Vision ICT (Hosted email)	£	270.00		Aug-24
Zoom				Cancelled

Cllr Mrs Jones proposed that the Council should subscribe to Canva Pro to help it produce posters and leaflets. It was **RESOLVED** unanimously for the Clerk to subscribe to this on the Council's behalf.

21. For members to discuss forthcoming events: Civic Service (9.6.24), Funday Sunday (7.7.24), Christmas Market (1.12.24) and Celebration event.

Civic Service (9.6.24)

The date is suitable for the new Mayor and was noted by all Councillors.

Funday Sunday (7.7.24)

Plans are progressing well.

Christmas Market (1.12.24)

Cllr Ms Reed offered her assistance.

Celebration event

3 tenders have been submitted to the sponsoring company. Permission will then need to be sought from Lincolnshire County Council.

22. For members to discuss and consider any points raised in the public session

There were none.

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23. Personnel Matters: Consideration to go into Closed Session to discuss: Staff Issues

There were none.

24. To consider items for inclusion on the agenda items for next meeting of the Town Council, to be held at The Town Hall, Market Deeping on 12 June 2024

Town Centre clock – DH

Banking hub- DJ

Deepings Practice - PS

The Chairman thanked all members for attending and declared the meeting closed at 9.05 pm. The next scheduled meeting of the Full Council will be held on Wednesday 12 June 2024.

Chairman's signature.....

Date.....

Attachments: Appendix A