

**Minutes of the Annual Meeting of Market Deeping Town Council
Held on Wednesday 15th May 2019 at 7.30pm
At the Town Hall, Market Deeping**

Present:

| | |
|-------------------------------|------------------|
| Cllr Miss X Collins (Chair) | Cllr Mrs Redshaw |
| Cllr Mrs Sked | Cllr Brookes |
| Cllr Shelton (Retiring Chair) | Cllr Broughton |
| Cllr Miss Moran | Cllr Neilson |
| Cllr Hembrow | Cllr Lester |
| Cllr Hanson | |

Cllr Mrs Trollope-Bellew, SKDC, the Clerk and the deputy Clerk were also in attendance.

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

Cllr Trollope-Bellew offered her congratulations to all the councillors who had succeeded in both the local and district elections, and her commiserations to those who had not been elected.

Cllr Baxter has presented a verbal report to members prior to the meeting.

Cllr Broughton advised members that he had attended his Wednesday surgeries and congratulated Cllr Miss Moran on her election to the district council. He offered his commiserations to Cllrs Lester, Brookes and Neilson. He advised members that he had made temporary repairs to the Town Hall window following it being vandalised.

Cllr Miss Moran advised members that she had attended the annual parish meeting of West Deeping and that she was hoping to serve on the Leisure and Tourism and Shareholder committees for SKDC.

There being no further business the public session was closed at 7.33pm.

01. Election of Mayor 2019/20

Cllr Shelton thanked members for their support during the year and thanked the clerk who had left part way through the year and the existing clerks for their support also. He then confirmed to members that the election of the new Mayor must be the first item on the agenda. It was accordingly proposed by Cllr Broughton, seconded by Cllr Lester and **RESOLVED** with 9 in favour, 1 against and 1 abstention that the deputy Mayor, Cllr Miss Collins, be elected as Mayor. Cllr Miss Collins then signed the acceptance of office and took the chair. Cllr Miss Collins advised members that she hoped any past differences would be put to one side and that the council would now work together.

2. Election of Deputy Mayor/2019/20 (Mayor elect)

Cllr Broughton had been nominated as deputy Mayor. It was proposed, seconded and **RESOLVED** with 8 in favour, 1 against and 2 abstentions that he be elected as the deputy Mayor and Cllr Broughton then signed the acceptance of office.

3. Signing by the Mayor, Deputy Mayor and all councillors of their acceptance of office forms

All councillors present signed the necessary forms and these were witnessed by the clerk.

7.50pm Cllr Neilson left the meeting.

4. Chairman's Welcome & Introductions

The Chairman welcomed the members to the meeting and congratulated all Town and District councillors on their appointment to office.

05. Apologies for Absence

Apologies were received from Cllr Davis.

06. Declarations of Interest under the Localism Act 2011

No declarations of interest were made.

07. Acceptance of minutes of the meeting held on the 10th April 2019.

It was proposed by Cllr Broughton, seconded by Cllr Brookes and **RESOLVED** with one abstention to accept the notes of a meeting held on the 10th April 2019 as a true and accurate record. The Chairman duly signed the minutes.

08. Appointment of Councillors to the existing committees and the appointment of the Committee chairs

The clerk had received and collated all expressions of interest prior to the meeting.

Amenities and Open Spaces:

Councillors Broughton, Brookes, Miss Collins, Hanson, Shelton and Mrs Sked wished to be on the committee. Members **RESOLVED** unanimously to accept this. Cllr Broughton had expressed his wish to be chair of the committee and it was **RESOLVED** unanimously to accept him as chair.

Town Hall and Cemetery:

Councillors Lester, Broughton, Miss Collins, Miss Moran, Mrs Redshaw, Shelton and Mrs Sked wished to be on the committee. Members **RESOLVED** unanimously to accept this. Councillors Mrs Redshaw, Miss Moran and Lester had expressed a wish to be chair. Votes were cast for each member and Cllr Mrs Redshaw received the least votes and was excluded from the next round. Members then voted again and it was **RESOLVED** with 6 in favour and four against that Cllr Lester be the chair of the committee.

Planning and Highways:

Councillors Brookes, Davis, Hembrow, Lester, Miss Moran, Mrs Redshaw and Shelton wished to be on the committee. Members **RESOLVED** unanimously to accept this. Cllr Brookes had expressed his wish to be chair of the committee and it was **RESOLVED** unanimously to accept him as chair.

Finance and Personnel

This committee is formed of the Chair and Chairs of the committees. All members may attend and vote.

09. For members to adopt the current Terms of Reference for committees

It was **RESOLVED** with 9 in favour and one against to accept the Terms of Reference with one exception: that if there is an urgent decision to be made on the Cemetery committee then the Chair and the Clerk could make a decision on how to proceed.

7.59pm Cllr Mrs Trollope-Bellew left the meeting

10. For members to consider and adopt the schedule of ordinary meetings of the Full Council and its Committees up to and including the next annual meeting of the Full Council

The schedule had been provided by the clerk prior to the meeting. It was proposed and **RESOLVED** to adopt the schedule.

11. Reports: Including reports from Deepings First, The Neighbourhood Policing Panel, Travellers' working party, Committees (Planning and Highways, Town Hall and Cemetery, Amenities and Open Spaces), the Clerk and the Mayor's Diary

Deepings First

Cllr Shelton had provided a timescale report to members prior to the meeting. He advised that the process was coming to an end and the committee would soon be in a position to progress the public referendum.

Neighbourhood Policing Panel

Cllr Mrs Sked had provided a report to the council prior to the meeting. She advised members that there was concern over the one year contract of the PCSO given the view on crime in the area. Tesco's store had again suffered from theft and vandalism. Cllr Bowell of Deeping St James Parish council had submitted a letter of no confidence in local policing, and Inspector Martin's superior was coming to meet with 4 representatives from the Policing Panel to discuss this.

Travellers working party

Cllr Shelton advised members that there had been no meeting since his last report.

Planning & Highways

Members had been provided with draft minutes of the meeting held on 1st May. Cllr Brookes advised members that the Delaine bus company were planning to install extra bus stops in the town. It was noted that the timetable case outside the church was broken and the clerk was asked to report this to Delaines. Cllr Brookes asked members if there were any questions and there were none.

Town Hall and Cemetery

Members had been provided with draft minutes of the meeting held on 17th April. The proposed increase to cemetery fees was explained to members and it was **RESOLVED** with 9 in favour and one against to approve the increase.

Amenities and Open Spaces

Members had been provided with draft minutes of the meeting held on 17th April. Cllr Broughton confirmed that the cemetery drive was too narrow for unwanted vehicles to pass through onto the John Eve field. He asked if there were any queries and there were none.

Clerks Report

The Clerk had issued members with a report prior to the meeting:

1. The clerk is arranging for an electrical consultant to provide quotes for the work needed to install sockets and circuit boards in the electricity box on the John Eve field.
2. The internal audit has been completed and a consultant from RBS, the accounting package provider, has been in to help with year end closedown.
3. Grimsthorpe estates have confirmed they will not be able to provide a Christmas Tree this year so Cllr Broughton's offer of a tree can be gratefully accepted.
4. The clerk has found a clock repairer in Cumbria who thinks they may be able to help repair the Rotary clock. No quotes have been received as yet.
5. The phone and broadband service has now been moved to Onecom.
6. Peninsula have been in for a bi-annual Health and Safety Inspection and have presented their report. Findings are reported as 'satisfactory' but urgent action is required to:
Establish a fire drill procedure
Test smoke detectors regularly and record results
Provide a risk assessment of display screen equipment use
Communicate risk assessment findings to employees
7. A third signatory is required for the Barclays Current Account to replace Cllr Stephenson. **Are any councillors willing to do this?** Cllr Shelton volunteered and it was **RESOLVED** that he would be the third signatory.
8. The #lovedeepings campaign was officially launched on 7th May.
9. **Would councillors please volunteer for the library surgery for the coming year?** Cllr Broughton asked to be excluded as he runs a weekly surgery separately. Other councillors agreed and the clerks will draw up a rota.
10. **As the council has a minimum requirement for councillors to attend training, would councillors please advise the clerks when they are available to attend?**
11. **It would save a considerable amount of paper and time for agenda packs to be sent via email. Please let the clerks know if you would prefer NOT to receive agenda packs electronically.** Cllrs

Hanson, Miss Moran, Brookes, Hembrow, Davis and Shelton advised the clerk they were happy to receive packs electronically.

12. An advertisement for the councillor vacancy has been placed on the noticeboard and website. SKDC has confirmed that we can go straight to co-option and any interested parties should therefore contact the clerks and be available to present themselves to the Full Council on 12th June
13. The damage to the Town Hall window has been reported and a local repair person contacted. **Update: the quotation has now been received and to repair the broken glass only would cost £185. To repair the damaged section of frame and glass would cost £560. How would councillors like to proceed?** It was **RESOLVED** to commission the full repair at £560 and also to proceed with the support bars to hold the window in the correct position.
14. **Would members like to defer the AOS and TH&C meetings to allow them to attend the opening of the Literacy Festival?** Members agreed that they would continue with the scheduled meeting dates.
15. **Would Cllrs like to minute a vote of thanks to Cllrs Stephenson and Gamble who are stepping down from the council?** It was **RESOLVED** unanimously to minute a vote of thanks to Cllrs Stephenson and Gamble to thank them for all their hard work for the council over the preceding years.
16. The clerk has been advised that a new defibrillator will be installed on the Global office building at 111 Spalding road, Deeping St James on 31st May, and unobstructed public access will be available 24/7.
17. **Some Saturday Market stall holders have asked to use electricity from the Council's lighting columns. This could be difficult to monitor for charging purposes. How do councillors wish to proceed?** It was agreed to put this item on the agenda of the next Town Hall and Cemetery committee meeting on 22nd May.

Mayors Diary

Mayor and Deputy Mayor's Diary: up to 15th May 2019.

Cllr Shelton attended the following events:

| Date | Location | Event Details |
|-----------------------------|------------------|--------------------------|
| 12 th April 2019 | SKDC | Chairman's Civic Dinner |
| 13 th April 2019 | Daventry | Classic Car Show |
| 13 th April 2019 | Northampton | Gala Dinner |
| 14 th April 2019 | Peterborough | Proms Concert |
| 14 th April 2019 | Market Deeping | Empire Gym Coffee & Cake |
| 23 rd April 2019 | Deeping St James | Annual Parish Meeting |
| 27 th April 2019 | Deepings Lions | Annual Charter Dinner |
| 28 th April 2019 | Peterborough | Curry Night |
| 4 th May 2019 | Boston | Fair Opening & Lunch |
| 14 th May 2019 | RAF Wittering | Freedom Parade |

Cllr Miss Collins attended:

9th May 2019 the prize giving ceremony of the Rotary club art competition in Deeping.

12. Correspondence to be noted and resolved upon

Correspondence to be noted

| Who from | Subject | Date |
|----------------------------|--|------------|
| Rural services network | Newsletter | 14/05/2019 |
| UK Parliament | Newsletter | 14/05/2019 |
| LALC | Newsletter | 14/05/2019 |
| NALC | Newsletter | 15/05/2019 |
| Healthwatch | Local NHS | 11/04/2019 |
| NALC | Newsletter | 12/04/2019 |
| Healthwatch | Newsletter | 12/04/2019 |
| Community lincs | Newsletter | 12/04/2019 |
| Deepings library | Newsletter | 14/04/2019 |
| LCC | Temporary Road Closure Linchfield Rd/Crowson way | 17/04/2019 |
| Rural services network | Bulletin | 24/04/2019 |
| Woodland trust | Campaign | 22/04/2019 |
| Rural services network | Newsletter | 16/04/2019 |
| NALC | Bulletin | 18/04/2019 |
| Healthwatch | Bulletin | 19/04/2019 |
| Springclean | Litter heroes | 24/04/2019 |
| Community engagement lincs | Short breaks services | 24/04/2019 |
| Public sector network | Newsletter | 25/04/2019 |
| InvestSK | Newsletter | 25/04/2019 |
| UK Parliament | Newsletter | 25/04/2019 |
| Signal box DSJ | Newsletter | 26/04/2019 |
| NALC | Bulletin | 26/04/2019 |
| Healthwatch | Newsfeed | 26/04/2019 |
| Deepings school | Newsletter | 26/04/2019 |
| Library | Newsletter | 26/04/2019 |
| Library | Newsletter | 29/04/2009 |
| LALC | Resilient communitites | 30/04/2019 |
| Rural services network | Newsletter | 30/04/2019 |
| Neighbourhood alert | Newsletter | 30/04/2019 |
| Neighbourhood | Panel meeting 7 th May | 01/05/2019 |
| Rural services network | Newsletter | 02/05/2019 |
| Deepings library | Star wars | 03/05/2019 |
| NALC | Chief Executive bulletin | 03/05/2019 |
| Deepings school | Bulletin | 03/05/2019 |
| Healthwatch | Newsletter | 03/05/2019 |
| Deepings library | Newsletter | 05/05/2019 |
| Healthwatch | Newsletter | 07/05/2019 |
| LALC | Local events | 07/05/2019 |
| LALC | Weekly news | 07/05/2019 |
| DSJPC Chair | Policing | 07/05/2019 |
| Rural services network | Newsletter | 08/05/2019 |
| Fentons of Bourne | Open day | 08/05/2019 |
| LCC | Road closures | 09/05/2009 |
| LCC | Road closure Carnival | 09/05/2019 |
| Healthwatch | Newsletter | 10/05/2019 |
| Deepings school | Newsletter | 10/05/2019 |
| NALC | Chief executive bulletin | 10/05/2019 |
| Library | Newsletter | 12/05/2019 |
| Woodland Trust | Campaign | 13/05/2019 |

Correspondence to be resolved upon:

| Who from | Subject | Members' Response |
|---------------------|--|---|
| Raft race committee | Request to use Riverside Park, toilets, PA System, electricity box outside the Town Hall and the Glebe field for parking | Agreed |
| St Guthlac's church | Request to present the grand aid cheque during the Civic Service on 2 nd June | Agreed |
| DSJPC | Remembrance events | Agreed – Cllrs Miss Collins, Mrs Redshaw, Shelton and Brookes agreed to be on the committee |

176. Council Finances

a) Income and expenditure by budget cost centre

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

b) Accounts to be paid

It was **RESOLVED** unanimously that the council pay its bills. See appendix A.

c) Review of the Town Council's expenditure incurred under S137 of the Local Government Act 1972

The clerk had provided a report prior to the meeting and members unanimously approved of the expenditure.

d) For members to receive and accept the internal auditor's report

The clerk had provided a report prior to the meeting. Members **RESOLVED** unanimously to accept the report. The clerk reported that the reserves had been adjusted as agreed at the last meeting but that the RBS technical advisor had recommended a review of the amount of reserve budget lines held. It was agreed that this would be referred to the Finance and Personnel committee.

14. Approval and signing of the Annual Governance and Accountability Return 2018/19

a) A motion to approve and sign the Annual Governance Statement

The clerk read each of the statements individually and members agreed that each statement was correct. Members then **RESOLVED** unanimously to accept the statement as a true and accurate record of the council's finances and the Chair and clerk duly signed the Statement.

b) A motion to Approve and sign the accounting statements

The clerk had previously prepared and signed the accounting statements. She explained each figure to the members present and it was **RESOLVED** unanimously that the statements represented a true and accurate reflection of the council's finances. The chair duly signed the statements.

15. For members to adopt the Town Council's Standing Orders, Financial Regulations and Code of Conduct

The clerk had provided copies of each of the documents to each councillor prior to the meeting for Councillors to keep for the year. It was proposed by Cllr Broughton, seconded by Cllr Hanson and **RESOLVED** unanimously to adopt the documents for the coming year.

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

The clerk had provided a copy of the renewal information document showing all sums assured to each councillor prior to the meeting. It was **RESOLVED** unanimously to continue with the existing arrangements and the indicated levels and items for insurance.

17. For members to review and adopt the Council's Press and Media policy and the Council's Social Media policy

The clerk had provided a copy of both policies to all members prior to the meeting. She reminded councillors that, in line with the above policies, all councillors need to state clearly whether their posts or press releases are personal opinion, or the view of the council. It was **RESOLVED** unanimously to adopt the policies for the coming year.

18. For members to review and adopt the Council's grant aid policy

The clerk had issued members with a copy of the policy prior to the meeting. Cllr Mrs Sked advised members that the Deepings United Football Club were very grateful for the support provided by the council. Cllr Broughton confirmed this. It was then **RESOLVED** with 9 in favour and one abstention to adopt the policy for the coming year.

19. For members to review and adopt the following Town Council Policies and Procedures: The clerk had provided copies of the documents to all members prior to the meeting.

- a) **Complaints Procedure** - It was **RESOLVED** unanimously to adopt the current procedure.
- b) **Data Protection Policy** - It was **RESOLVED** unanimously to adopt the current policy.
- c) **Freedom of Information Publication scheme** - It was **RESOLVED** unanimously to adopt the current scheme.
- d) **Retention and disposal policy** - It was **RESOLVED** unanimously to adopt the current policy.
- e) **The Management of Transferable Date Policy** - It was **RESOLVED** unanimously to adopt the current policy.
- f) **Data breach policy** - It was **RESOLVED** unanimously to adopt the current policy.
- g) **Subject Access Request Procedure** - It was **RESOLVED** unanimously to adopt the current procedure.

20. For members to consider the annual review of Risk Assessments

Members had been provided with a copy of the current Risk Assessment management plan prior to the meeting. It was discussed and then **RESOLVED** unanimously to adopt the current Risk Assessment plan. Members also agreed to pass the policy to the Finance and Personnel committee for further consideration at the next meeting.

21. For members to consider the arrangements in place for the council to become eligible to exercise the General Power of Competence

The clerk advised members that for the General Power of Competence to be utilised, a council must be formed of two thirds or more elected members (as opposed to co-opted) and the clerk must hold the CiLCA qualification or higher. This council can achieve the necessary status once the clerk has completed her CiLCA qualification.

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

Members considered the Grass cutting arrangements with Glendale, the Toilet Cleaning arrangements with SKDC and the Street Cleaning arrangements, again with SKDC. Members were happy with the first two items, but Cllr Lester raised concerns over accountability regarding the street cleaning arrangements. It was agreed this would be referred to the Amenities and Open Spaces committee to discuss at their next meeting on 17th July.

23. For members to review the representation on or work with external bodies and arrangements for reporting back

Members voted unanimously to continue with Cllrs Mrs Redshaw and Broughton representing the council for the Feoffees, for Cllrs Hanson and Miss Collins to represent the council for the Deepings Youth Group, and for Cllr Lester to represent the council as an executive for the Scouting association. Cllrs further agreed that Cllr Mrs Sked should represent the council for the Neighbourhood policing panel. Members may report back either verbally or via a written report.

24. For members to receive a report on the proposals for the refurbishment of the Town Hall

Cllr Miss Moran advised members that, as the front hall is unwelcoming and the clerks' office is in need of refurbishment she has sought three quotes on behalf of the council. These include improvements such as adjusting the position of the stair lift, adding a new seating area and Perspex display cases in the front hall and improving storage and lockable cupboards in the clerks' office. Cllr Lester agreed that updates are needed and some members felt the refurbishments should be considered by a committee. Cllr Brookes suggested a report

be prepared with the thinking behind the plans, and then presenting three options with a basic, mid-range and full refurbishment. Cllr Miss Moran confirmed that she has spoken to the conservation officer about the changes and members acknowledged that work could not be implemented until the purchase of the Town Hall is complete.

25. For members to consider and agree the Christmas Market working party membership

Members had previously agreed that Cllr Miss Moran should be the chair of the committee and it was then confirmed that Cllrs Miss Collins, Mrs Sked, Mrs Redshaw, and Shelton would also join the working party.

26. For members to discuss any points raised in the public session.

There were none.

27. Forthcoming events: Parish Walk Tuesday 11th June, Councillor Training days 11th and 18th June and 2nd and 9th July

Members also noted that the second parish walk on 11th June will be led by Cllr Mrs Redshaw and will be a short walk providing an historical tour of the town.

28. The re-issuing of keys in line with the Town Council's adopted Key Holder policy

Councillors returned keys and informed the clerk of any keys held in line with the policy.

29. Confidential/Personnel Matters: Consideration to go into Closed session to discuss:

Staff issues

It was proposed, seconded and **RESOLVED** unanimously to move into Closed Session to members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, for members to discuss items that contained information of a confidential nature: staff issues. It was then **RESOLVED** to come out of Closed Session.

The Chairman thanked all members for attending and declared the meeting closed at 9.26pm. The next scheduled meeting of Full Council will be held on Wednesday 12th June 2019, in the Town Hall, Market Deeping.

Chairman's signature.....

Date.....

Attachments: Appendix A