

**MINUTES OF THE STATUTORY ANNUAL TOWN MEETING HELD ON THURSDAY 16th MAY
2019 AT THE BEECHES COMMUNITY CENTRE, COMMENCING 7.36 PM**

PRESENT: Cllrs G Nicholls, E Bett, E Cupit-Atkin, G Frost, V Hannington, K Phillips, M Phillips, D Preece, M Richards, T Silcock and E Taylor

IN ATTENDANCE: Clare Fox (Town Clerk) and Cllr K Isard (BDC) and 2 police officers from Nottinghamshire Police (period 8pm to 8.26pm)

FC014/19 Signing in of New Councillors and ALL Councillors signing Declaration of Acceptance of Office

Cllr G Nicholls welcomed new Cllr's G Frost and V Hannington to Tuxford Town Council. All Councillors read and signed the Declaration of Acceptance of Office in the presence of the Town Clerk who counter-signed them.

FC015/19 To accept Late Acceptance of Office by Non-attending Councillors

All Councillors were in agreement to approve Late Acceptance of Office for Cllr J Moorhouse, who is currently on Annual Leave and unable to attend this meeting, and to accept her request to remain on the Committees that she currently presides on.

FC016/19 To elect a Chairman for the year 2019/20 and the signing of the Declaration of Acceptance of Office.

The Town Clerk asked if any Councillor would like to do a 'closed' vote or a 'verbal' vote, as this option is in Tuxford Town Council's Standing Orders. With a 3/3 vote (5 abstaining) the deciding vote was with Cllr G Nicholls, as the current Chair who asked for a verbal vote.

There were two nominations for the position of Chair, Cllr G Nicholls and Cllr E Cupit-Atkin. With a majority vote of 6/5 in favour of Cllr Cupit-Atkin.

RESOLVED - Cllr Atkin duly elected as Chairperson for 2019/20 and read and signed her Declaration of Acceptance of Office, with the Town Clerk counter signing it.

FC017/19 To elect a Vice Chairman for the year 2019/20 and the signing of the Declaration of Acceptance of Office

Cllr G Nicholls was proposed, seconded and vote was taken all in favour.

RESOLVED – Cllr G Nicholls therefore, duly elected as Vice Chairman for 2019/20 and read and signed his Declaration of Acceptance of Office, with the Town Clerk counter signing it.

Continued....

FC018/19 Appointment of Finance and Services Committee Membership (currently Seven Members)

Cllr M Richards proposed for all Councillors to be members of the Committee, unless they OPT OUT of the Committee. All Councillors were in agreement.

RESOLVED – Councillors will decide at the next Finance and Services meeting on the 6 June 2019

FC019/19 Appointment of Planning Committee Membership (currently Six Members)

Cllr M Richards proposed for all Councillors to be members of the Committee, unless they OPT OUT of the Committee. All Councillors were in agreement.

RESOLVED – Councillors will decide at the next Planning meeting on the 6 June 2019

FC020/19 Appointment of Personnel Committee Membership (currently Five Members)

Cllr D Preece expressed an interest in joining the Committee, Cllr E Cupit-Atkin felt that there is a need to have an odd number of members to prevent there being a unbalanced vote.

Cllr M Richards will be standing down and Cllr D Preece will be joining.

RESOLVED – Committee Members for 2019/20 are: Cllr E Cupit-Atkin, Cllr J Moorhouse, Cllr G Nicholls, Cllr M Phillips and Cllr D Preece.

FC021/19 Appointment of Working Groups

RESOLVED - to appoint following working groups

- **Traffic & Highways membership** – Cllrs E Cupit-Atkin, Cllr G Frost, Cllr J Moorhouse, Cllr G Nicholls, Cllr M Phillips and Cllr D Preece
- **Community Facilities membership** – All in agreement to disband this group.
- **Christmas Fair membership** – All in agreement to disband this group.

FC022/19 Representatives to Other Bodies:

Nottinghamshire Association of Local Councils (NALC) Cllr E Cupit-Atkin and Cllr G Nicholls

- **Reads Building Trust** - Cllr M Richards
- **Charities** – Cllr E Cupit-Atkin (and Town Clerk when required)
- **Parish Forum** – Cllr J Moorhouse

Continued....

- **Police Priority Setting Meeting (Safer Neighbourhood)** – Cllr E Cupit-Atkin, Cllr J Moorhouse and Cllr G Nicholls
- **Rural Conference** – Cllr J Moorhouse

FC023/19 Apologies for Absence

Apologies received from Cllr J Moorhouse

RESOLVED - Accepted and approved.

FC024/19 Declarations of Interest

There were no declarations of interest.

Cllr K Phillips left the meeting due to ill health

FC025/19 To approve and sign the minutes of the meeting held 18 April 2019 (Folio ref. 2019/011-016)

The minutes of the meeting held 19th April 2018 were approved and signed.

FC026/19 Matters Arising

FC003/19: CCTV Update – Town Clerk advised that she had received an update from Richard Blagg of BDC. Permission had been granted from VIA to use the street lighting posts and that he had appointed the work to commence imminently

FC003/19: TTC Email Addresses – Town Clerk has now issued all the tuxford-pc.gov.uk email addresses to all Councillors (apart from Cllr Moorhouse) and that she was in the process of getting some instructions from the IT supplier as to how to set them up if any Councillor was struggling to do this.

FC004/19 Clark Lane Play Area Update – Town Clerk has been in touch with Shield Sheds and they are visiting the play area to ascertain whether they can help in replacing the rotten posts on the play equipment. She will report back when she receives their report.

FC011/19 Lengthsman Scheme – Town Clerk confirmed that we have accepted our participation in the scheme and we have received the payment of £1,200 from VIA.

FC012/19 EE Mobile Contract – Town Clerk advised that she had managed to secure a better deal with BT. Instead of paying EE £43.58 per month (current provider) we will be paying £24.00 per month with BT. She also advised the Councillors that she had ‘downgraded’ the contract with BT for the phone and broadband from approximately £140.00 per month to £39.99 per month, for Fibre Broadband (currently don’t have this) and unlimited call. Potentially saving the Council £112.00 per month.

Continued.....

FC012/19 New Website – Town Clerk has raised a purchased order and cheque to commence the process of creating a new website with 2commune. She is hopeful that this will be up and running by July 2019

FC012/19 Advise Tuxford Youth Club that they can not have sole use of the Gilbert Avenue Playing Field – Cllr E Cupit-Atkin advised that she had spoke with the club and that they still enquired whether TTC can extend the lease on the playing fields so that they can secure grant funding.

ACTION: Town Clerk to chase BDC for a response to her initial letter to BDC (dated 26 Feb 2019 and their initial response dated 18 Mar 2019).

Cllr V Hannington asked Cllr Isard whether he could assist with contacting BDC in getting the lease extended.

ACTION: Town Clerk to email Cllr Isard copies of the correspondence and he will chase this up with BDC.

Chairperson Cllr E Cupit-Atkin suspended the meeting earlier than the scheduled time to allow the two Police Officers to talk to the Councillors, as they were on duty.

PC James Martin (Jim) addressed the Councillors with an update on PC Gareth Mitchell, our current police officer covering Tuxford. PC Mitchell is currently undertaking a firearms course. If he passes this course Nottinghamshire Police will look to recruit someone into the position, if he doesn't then he'll come back to his post. It is anticipated that it will be another 6-8 weeks before they know the position. In the meantime PC Martin will be covering Tuxford and PC Jason will be covering the surrounding areas.

PC Martin gave out some data of crimes reported in Tuxford, with a comparison to 2018. (see attached report 'Appendix C')

He also advised that Nottinghamshire Police have purchased a quad bike to use in the rural areas.

PC Martin informed the Councillors that he has only just taken over the area last week and that he would give us an update on the following crimes:

- *The stolen vehicle – MV57 LZU*
- *The report of a vehicle being damaged from a missile thrown on to the A1 from the Village Hall site*

Cllr E Cupit-Atkin informed them that there is a meeting scheduled with Paddy Tipping on the 18 July 2019 and invited them to attend. PC Martin took a note of the date and said he would attend if at all possible.

He also noted the Christmas Market date and would try to attend the next Full Council meeting on the 20 June 2019, where discussing the Christmas Lights will be on the agenda.

Cllr E Cupit-Atkin asked PC Martin whether they could send through Crime Data quarterly to TTC, PC Martin advised that they would try to.

Both police officers left at 8.26pm

FC026/19 To receive, accept and resolve to approve recommendations from the following meetings: Finance and Services Meeting 2 May 2019 (folio ref. 2019/025-029)

FS008 Explore option of E-ON installing street lighting in Newark Road car park – Cllr E Cupit-Atkin advised that she has continued to email contact she was given for E-ON and has still not received a reply so she has now called them and they are going to chase the original contact.

FS013 Extra Ordinary Meeting to approve revised policies – Town Clerk advised that this has been scheduled for Thursday 23 May 2019 at 5.15pm and an agenda would be emailed to all Councillors

FS022c Raise Purchase Order to Tuxford Lawnmowers for the Servicing – Town Clerk advised this has been done. One mower had been serviced and the other mower is scheduled for 25 May 2019

FS022d Contact Lyreco and raise a purchase order for a printer, agree the price if they agree to install it – Town Clerk advised that the printer was ordered and installed by Lyreco on Wednesday 15 May 2019.

FS027 02 Explore the options between purchasing and leasing a replacement vehicle – Cllr M Phillips advised that he had looked into the option of leasing a vehicle and that the cost will be in the region of £300 per month.

RESOLVED: All Councillors agreed that leasing is too expensive and not an option.

FS027 03 Purchase wood to replace broken fence, Newark Road car park – Town Clerk advised that she has been in contact with Western Power Distribution to report the fault as the fence is possibly their responsibility.

FC027/19 District and County Councillor Reports

BDC Cllr. Isard reported that he had attended the Change of Guard and that this year is was a low key event.

FC028/19 Finance

- To approve accounts for payment
Payments on the report attached at Appendix 'B' were approved and signed
Cheques totalling £2011.34
Direct Debits totalling £601.40
Cllr G Nicholls Debit Card totalling £102.74
Income received totalling £1584.86

Bank Account Balance of £110,931.19 Approved

Budget monitoring up to the period 13 May 2019 was presented, approved and signed.

- To set an agreed budget for the purchase of a replacement vehicle

All Councillors approved a budget of £14,000 maximum. Cllr T Silcock advised that Mellors Garage would possibly look at any potential vehicle we find on our behalf.

ACTION: Cllr T Silcock to ask Mellors Garage for their assistance in checking over any potential vehicle

- To approve cost to replace Leaf Blower, stolen 27 March 2019

Town Clerk informed the Councillors that she had spoken with the 2 handymen and the blower that was stolen was a Stihl Blower and that they'd like a replacement Stihl Blower, but a battery operated one, rather than a petrol one as they both felt it would be a lot quieter.

The model the handymen would like is Stihl BGA 85 battery blower (with battery and charger) for £379.16 plus VAT.

Cllr E Cupit-Atkin said that they could potentially find a cheaper one. Town Clerk advised that it would have to be of good quality to last a long time and to service the whole of Tuxford.

ACTION: Cllr Cupit-Atkin will contact Tuxford Lawnmowers to enquire whether they have a suitable blower and what the costs are.

- To discuss costs to build a new Town Council office at Depot, Newark Road

It was felt that in the first instance that quotes for the work should be obtained first. Cllr T Silcock said that he would ask an architect to visit the site and draw up some plans and costings.

ACTION: Cllr T Silcock to action the above referring to Full Council again

Continued.....

FC029/19 Internal Audit Report for 2018.19 – to consider implications of Internal Audit Report.

Councillors considered the Internal Audit report & the following was noted:

That the Internal Control had been completed in February 2019 but not been put on the Agenda nor Minuted that it had been done.

RESOLVED: Town Clerk to ensure this is done in February of the relevant year.

The Asset Register presented at the Full Council meeting on the 18 April 2019 but it was not signed and approved.

RESOLVED: Town Clerk to ensure the Asset Register is on the Agenda, Approved, Signed and Minuted before the internal audit of the relevant year.

Handyman's contracts were not signed. This was an instruction given in the 2017.18 Internal Audit.

RESOLVED: Town Clerk confirmed that both contracts from the two handymen had been read and signed on Tuesday 7 May 2019 and filed in the 'Staffing' folder for reference.

FC030/19 Asset Register - to note amendments to restated assets for 2018.19

Town Clerk confirmed that the Asset Register had been approved prior to the Internal Audit, at the 18 April 2019 Full Council meeting but had not been signed.

RESOLVED: Cllr E Cupit-Atkin approved and signed the Asset Register showing a total assets of £265,845.91

FC031/19 Internal Control Policy – to approve internal control policy.

Internal Control Testing was undertaken by Cllr G Nicholls and Cllr M Richards in February 2019. It was presented, approved and duly signed by Chair person Cllr E Cupit-Atkin

FC032/19 Annual Governance & Accountability Return (AGAR) 2018/19:

It was agreed to charge 20p per sheet for anyone requesting a copy of the AGAR

- Approval of the Annual Governance Statement

Councillors approved the Annual Governance Statement.

- Approval of Statement of Accounts

Councillors approved the Annual Statement of Accounts.

- Approval for Chairman and Clerk to sign the Annual Return

Approved Chairman and Clerk signed the Annual Return.

Continued.....

FC033/19 Review Of Terms of Reference

Approved to defer to first meeting of the relevant committees.

FC034/19 To Discuss whether to adopt Investment Strategy Policy in accordance with Statutory Guidance, Section 15 (1)(a) of the Local Government Act 2003.

Town Clerk informed members that Internal Audit had said whilst this is not compulsory, it is good practice to have a policy in place. TTC do not currently have any investments but it was felt that whilst we are currently reviewing our policies that we should look to include this one as well.

ACTION: Town Clerk to create a policy for the Councillors to approve.

FC035/19 Report from Representatives

Cllr E Cupit-Atkin reported that the May Day Event at Tuxford Primary Academy had been a great success and thanked everyone involved for their support and assistance.

FC036/19 To receive items for information and future agenda items:

Cllr G Nicholls informed members that he was attending Co-op, Newcastle Street on Saturday 18 May 2019 at 3pm, on behalf of Tuxford Town Council, to receive a cheque of £500.00 from donations received to go towards extending the Christmas Lights along Newcastle Street.

Cllr E Cupit-Atkin informed members that there is a job advertisement being advertised for an initial temporary contract for Chargehand Handyman. Closing date is Tuesday 21 May 2019, with interviews scheduled for Friday 24 May 2019.

Town Clerk informed members of her visit to the Allotments and that there is some work required.

ACTION: To refer to Finance and Services meeting on 6 June 2019.

Meeting Closed at 9.12pm

CHAIRMAN'S SIGNATURE.....

DATE.....

Appendix D

SUMMARY OF ACTIONS		
FC Point C/F from Previous Meeting (in RED)	action	By Whom
FC012/19	Lease – Gilbert Avenue Playing Fields. To Chase BDC for an answer	Town Clerk
FC012/19	Lease – Gilbert Avenue Playing Fields. Town Clerk to send correspondence to Cllr K Isard to action	Cllr K Isard
FC028/19	To check with Mellors Garage whether they will agree to check over any potential vehicle for TTC	Cllr T Silcock
FC028/19	Replacement Leaf Blower. To check with Tuxford Lawnmowers to obtain quotes	Cllr E Cupit-Atkin
FC028/19	Obtain Architect drawing and price guide for new Depot build	Cllr T Silcock
FC036/19	Allotment Maintenance – refer to Finance and Services Meeting 6 June 2019	Town Clerk

CHAIRMAN’S SIGNATURE:

DATE: