

EARL SHILTON TOWN COUNCIL

MINUTES of the 2016 ANNUAL FULL COUNCIL MEETING

Held at 7:30 p.m.on

Tuesday 10 May 2016

At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

Councillors: Mrs CM. Coe Town Mayor & Chairman, J Brown Deputy Town Mayor & Deputy Chairman, Miss D Almey, Ms D Bailey, A Greenwood, S Hardy, M Leman, Mrs K Olgeirsson, Ms L Panton, R Phelps, P Statham and M Tebbett.

In attendance: Locum Town Clerk – Mr ME Jackson.  
Members of public – 1 as recorded.

- 16/001. Chairman's welcome, report and remarks, election of a Town Mayor (Chairman) for the Council year 2016/17 and his/her declaration of Office. The Chairman welcomed all to the formal *Annual* meeting of the Town Council. A Town Mayor election duly took place.

***Resolved: that Cllr Mrs CM Coe is elected as the Town Mayor for the Council year 2016/17.*** Cllr Coe made her declaration of acceptance of office and signed a written copy of her declaration. Members congratulated her on her appointment, wished her well for the year ahead.

- 16/002 Election of a Deputy Town Mayor (Deputy Chairman) for the Council year 2016/17.

***Resolved: that Cllr J Brown is elected as the Deputy Town Mayor (Deputy Chairman) for the Council year 2016/17.*** Cllr Brown made his declaration of acceptance of office and signed a written copy of his declaration. Members congratulated him on his appointment, wished him well for the year ahead.

- 16/003. To receive apologies for member absence. ***None.***

- 16/004. Declarations of interest. To receive disclosures of members interests, i.e. the existence and the nature of those interests in respect of items on this agenda.

***Cllrs Greenwood and Statham regarding any matter involving the voluntary floral organisation Earl Shilton in Bloom (ESiB) because of their personal connections to the volunteers.***

Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the agenda items below by reason of the confidential nature of the business to be discussed and will be requested to withdraw. **Council must resolve to move into private session.**

***Resolved: Council moved into private session.***

16/005 To receive and approve as a true record the minutes of Full Council meeting (in and out of private session) held on 05 April 2016.

**Resolved:** to accept as a true record the minutes of the meeting of Full Council held on 05 April 2016. The Chairman duly signed the minutes.

16/006 To discuss the terms and conditions of service (TACOS) of indoor staff employees, in particular, legally required severance terms and the open recruitment of a permanent Town Clerk as legal Proper & Responsible Financial Officer.

**Noted and Received.**

**End of private session and confidential items.**

16/007 Finance:

a. the formal *Annual Return* for the financial year (FY) ending 31 March 2016 requiring resolutions from Council:

1. Approve (by resolution) Section 1 (Governance Statements) of the Annual Return.

**Resolved: Chairman to sign Section 1 of the Annual Return as presented to members.**

2. Approve (by resolution) Section 2 (Accounting Statements) of the Annual Return. Note Section 1 must be approved before Section 2 may be resolved upon.

**Resolved: Chairman to sign Section 1 of the Annual Return as presented to members.**

b. Locum Town Clerk's general finance report including matters regarding schedules of receipts/payments, bank reconciliations and monthly/cumulative spends against budget lines.

**Noted and received.**

16/008 Policing matters. To note and receive any Neighbourhood Policing Area (NPA) report.

**None received.**

16/009 Public Participation:

a. Public speaking protocol – requests received by the protocol deadline to be submitted to the Clerk with details of the agenda item they wish to address/relate. **None received.**

- b. That the meeting be adjourned to allow members of the public to make representation about items that are not on the agenda (*Electors' Time*).

No electors chose to speak and the member of the public left at 8.55 p.m.

- 16/010 To note and receive any reports from County and Borough Cllrs.

*Cllrs Richards and Ladkin kindly gave their reports at the Annual Parish meeting which preceded this Annual meeting of Full Council.*

- 16/011 To note and receive any reports from member representatives to recent outside bodies, meetings or working parties. Cllrs Leman and Statham attended the Borough (HBBC) Council sponsored planning *Growth Workshop* on 04 May 16. Both members found the workshop useful and it gave them a greater understanding of the *planning process*.

*Noted and received.*

- 16/012 To suggest Council member representatives to future outside meetings, organisations or events.

*None pending.*

- 16/013 To appoint members to Committees and Working Parties of Council for the forthcoming year:

- Staffing.
- LPCOS
- Finance (incorporating the Community Fund)
- Planning
- Standing Orders/Financial Regulations Review
- Public Events
- Town Plan
- S.U.E.
- Annual Risk Assessment

*Resolved: the list of Committees and Working Parties for the Council Year 2016 are to be as the supplementary page to these minutes.*

- 16/014 To appoint members of Council to external organisations for the forthcoming year - *Resolved:*

- |                               |   |   |
|-------------------------------|---|---|
| • Earl Shilton Town Team      | - | <i>Cllr CM Coe &amp; Town Clerk</i>     |
| • HBBC Community Forum        | - | <i>Ad hoc cllrs</i>                     |
| • Earl Shilton Business Forum | - | <i>Cllrs Bailey, Hardy &amp; Phelps</i> |

**Resolved: at 9.25 p.m. without need to Agenda: to extend the meeting to 10.00 p.m.**  
Cllr Panton left the meeting at 9.30 p.m.

16/015 To confirm banking signatories for the forthcoming year.

***Resolved: Cllrs Bailey, Brown, Coe and Statham remain extant signatories for the Council year 2016/17.***

16/016 To discuss the appointment of an official Internal Auditor (IA) for the FY 2016/17. The Locum Town Clerk explained that Mr John Lowe had clearly intimated to him that he (Mr Lowe) wished to retire completely from the role of IA for Council. The Clerk will in due course go out to tender for this service and bring details back to members for resolution for this mandatory legal appointment.

***Noted and received.***

16/017 To put forward a Council meeting dates calendar for the year 2016/17. The Clerk produced a first draft for members. Members decided that the first Tuesday of a calendar month would not be appropriate for meetings of Full Council and requested that the Clerk produce in the interim a second draft detailing the second Tuesday of the month for Council meetings. Committee and Working Party meeting dates remain in draft until a first meeting of such and a Chair elected for the coming year.

***Noted and received.***

16/018 To consider proposals for a Council Office IT/IS hardware (and software) upgrade. Cllr R Phelps gave members a comprehensive brief on Council's current Information Systems, (IT hard & soft wares), including a cost benefit analysis regarding a potential upgrading of the broadband account.

***Resolved: that the current hardware/software is sufficient for the current Office location and needs but that the broadband contract with BT be upgraded to enhance the service and save on cost.***

16/019 Planning Applications to note, receive and observe on as necessary:

- a. 16/00339/FUL dated 21 Apr 16 – ***No objection or observations.***
- b. 16/00244/FUL dated 28 Apr 16. (re-consultation) – ***No objection or observations.***
- c. 16/00199/OUT dated 28 Apr 16 – Land North of Palma Nova High Tor – Residential Development - ***Discussed at length by members with the use of HBBC drawings and aerial photos however no objection or observation at this stage for what is an outline application.***

16/020 Correspondence received:

- a. Neighbourhood Watch Development Worker – 6 monthly report – ***Noted and received.***

- b. ESiB request to install pole planters in QE2 Hall Field Park – *Resolved: to approve and accept this kind offer to enhance a Town park.*
- c. HBBC – Cottage Gardens: applied for road closure Sat 11 Jun 16 – *Noted and received.*
- d. Contact form re bike track Wood St Park – *Noted and received.*
- e. Late correspondence to be tabled on the night – *Noted and received.*

**16/021** Locum Town Clerk's general report including dog waste bin emptying contract.

The Clerk briefed members on ground care matters in general including fly tipping street lighting defects and interaction on behalf of residents with both Borough and County Council departments.

In particular the Clerk informed members that the dog waste bin contractor had called the Office on 04 May 16 stating that, regrettably, his business has stopped trading forthwith. The Clerk further briefed members that he had secured a replacement contract with the Environmental Services Dept of Hinckley & Bosworth Borough Council for the same frequency of collections, with a slight increase of cost per bin however at an overall cost that is within budget.

*Noted and received.*

The Chairman closed the meeting at 10.00 p.m. thanking members for their attendance and contributions.

Supplementary minute to Agenda Item 16/013 –  
Membership of Committees (Cttees) & Working Parties (WPs) 2016/17

Councillors (Cllrs)

Staffing (Appointments) Cttee [5]

D Bailey  
K Olgeirsson  
R Phelps  
P Statham  
M Tebbett

Planning Cttee (incl. SUE WP & Town Plan WP) [5]

D Bailey  
A Greenwood  
S Hardy  
P Statham  
M Tebbett  
Coe (ex officio, Chairman of Full Council)

Leisure, Parks, Cemetery & Open Spaces (LPCOS) Cttee [6]

J Brown  
C Coe  
A Greenwood  
P Statham  
M Tebbett  
D Almey

Events Cttee [7]

D Bailey  
C Coe (ex officio, Chairman of Full Council)  
A Greenwood  
M Leman  
K Olgeirsson  
P Statham  
M Tebbett  
D Almey

Finance WP (incl. review of Standing Orders, Financial Regulations Risk Assessments  
Community Fund & miscellaneous policies)

J Brown  
C Coe  
A Greenwood  
S Hardy  
L Panton  
M Tebbett

*N.B. Listings to be amended when Cttee/WP chairmen are selected for the forthcoming Council year at the next appropriate meeting.*