

Coleshill Town Council

Meeting of the **COLESHILL TOWN COUNCIL** held in the Old Courtroom, Town Hall, High Street, Coleshill on **WEDNESDAY, 18 MAY 2016** at 7:30 p.m.

PRESENT: - Cllr. Wallace, Town Mayor, in the Chair.

Councillors: - Battle, Breeze, Farrell, Farrow, Jones, Mason, Richardson, Taylor and Wootton.

16/1 APOLOGIES

No apologies were received – all members present.

16/2 DECLARATION OF INTERESTS

Personal interests were declared by Cllrs. Battle, Jones and Mason as they were on the Coleshill Carnival Committee.

16/3 ELECTION OF MAYOR FOR THE ENSUING YEAR

Cllr. Wallace was proposed as Mayor by Cllr. Taylor, seconded Cllr. Farrell and **ELECTED** unanimously. The proposer drew attention to her abilities to get to the heart of a matter, her extensive dealings with voluntary organisations, the fact that in 2015 elections she polled the highest vote of all candidates thereby proving herself to be extremely popular and the way she would promote Coleshill and the wider Warwickshire profiles. The seconder felt that Cllr. Wallace's experience would shine through since elected 25 years ago (to the day) and how constructive it was to be able to debate matters with her even where there was not agreement.

The new incumbent gave thanks for her proposer's and seconder's kind words for election to what would be a fourth time in office. She announced that her son Ed was to be her Consort for the year. She presented the Consort's badge to the new position holder.

16/4 ELECTION OF DEPUTY MAYOR FOR THE ENSUING YEAR

There was a proposal for Cllr. Battle to be appointed to the Deputy Mayor role, for the forthcoming year, by Cllr. Wootton. She highlighted that he had become fully committed and was passionate for and mindful of residents' interests. This was seconded by Cllr. Jones, who admired his support and enthusiasm. He was duly **ELECTED** unanimously.

The Deputy Mayor said he would strive to do his best for the Council.

16/5 COMMENTS OF THE RETIRING MAYOR

Cllr. Wootton said there was no single highlight in her civic year as there had been numerous memorable events, from cake bakes and judging fancy dress through to the wider Warwickshire level of events. For her, it had been a total privilege to experience

the voluntary efforts of the Stroke Club, Scouts, Coleshill Town Band and many other local organisations that worked within the community, somewhat 'under the surface' of full recognition for their efforts.

She was delighted to be able to report that her charity fund raising during the year had amounted to nearly £2,000.

16/6 APPOINTMENT OF SERGEANT AT ARMS FOR THE ENSUING YEAR

The Mayor was pleased to continue with an appointment of a Sergeant at Arms position, a role created by her predecessor. She felt that it was most befitting to offer the position to Mr. Simon Toon for a subsequent year and that there was none more able or suitable than him to have the title. She had been impressed with his contribution to civic affairs in the previous year.

Mr. Toon was honoured to continue in the role, in its voluntary capacity.

16/7 REVISION OF STANDING ORDERS

The Town Clerk had produced a draft set of Standing Orders, modelled on the NALC template version but incorporating the particular practices and committee structure of this council. The draft set were proposed by Cllr. Farrell and seconded by Cllr. Taylor.

It was the view of Cllr. Jones that the review should be deferred to the planned Resources and Amenities Committee for greater discussion of important issues and this amendment was seconded by Cllr. Richardson. The vote on the amendment was 3 for it and 4 against of those voting and was therefore not accepted. A vote on the original proposal to adopt the draft set of Standing Orders was **RESOLVED** by majority vote.

16/8 APPOINTMENT OF STANDING COMMITTEES

There was a composite proposal on committee composition circulated by Cllr. Farrell which Cllr. Farrow was prepared to support.

Cllr. Mason asked to not sit on the Planning Committee and Cllr. Wootton agreed to replace him. Cllr. Jones had a desire to be on the Community & Environment Committee and Cllr. Richardson agreed to do a reverse movement from the plan on the circulated paper.

The vote was then **AGREED** by majority for:

Community & Environment Committee

Cllrs. Battle, Farrell, Farrow, Jones and Wallace (5).

(Named vote: Cllrs. Breeze, Farrell and Taylor voted against the switch of Cllr. Jones for Cllr. Richardson on this committee).

Resources and Amenities Committee

Cllrs. Breeze, Mason, Richardson, Taylor and Wootton (5)

Planning Committee

Cllrs. Battle, Breeze, Farrell, Farrow, Richardson, and Wootton (6).

16/9 APPOINTMENT OF CHAIRMEN OF STANDING COMMITTEES

These were **RESOLVED** nem. con. as follows:

Community & Environment Committee

Cllr. Farrell (proposed /seconded Cllrs. Taylor and Battle).

Resources and Amenities Committee

Cllr. Wootton (proposed /seconded Cllrs. Farrell and Farrow).

Planning Committee

Cllr. Richardson (proposed /seconded Cllrs. Jones and Mason).

16/10 **APPOINTMENTS TO OUTSIDE BODIES**

There was also a composite proposal for the majority of representations on outside bodies from Cllr. Farrell, seconded Cllr. Jones which involved no change or general member agreement.

One exception was in the position of Hub Management Committee, where Cllr. Taylor wished to not be reappointed. Cllr. Farrow (proposed /seconded Cllrs. Farrell and Breeze) was **APPOINTED** rather than Cllr. Jones (proposed /seconded Cllrs. Battle and Mason) by 4 votes to 3 of those voting. The summarised **AGREED** proposals were:

Grammar School Endowment Foundation	Cllrs. Farrell and Wootton
Simon Lord Digby Trust	Dave Simkin
Patient Reference Group	Dave Simkin
North Warwickshire Citizens' Advice Bureau	Cllr. Breeze
Coleshill Town Band	Bill Richards
Coleshill in Bloom	Cllr. Jones
Coleshill Traffic Management Group	Cllr. Battle
Coleshill Parish Trust Fund	Cllr. Farrell, Cllr. Ferro & Mr. P. Buckingham
Neighbourhood Plan Steering Committee	Bill Richards, Barry Gascoigne and Cllr. Richardson
Community Hub Management Committee	Cllrs. Farrell, Farrow and Wootton
Love Coleshill	Cllr. Mason
WALC Representative	Cllr. Battle

The proposal was voted for en bloc and **CARRIED** nem. con.

16/11 **MINUTES OF THE MEETING HELD 14 APRIL 2016**

These were proposed to be adopted by Cllr. Jones, seconded by Cllr. Richardson and **ACCEPTED** by those present, without amendment.

16/12 **PARTICIPATION OF THE PUBLIC**

Two residents had expressed concerns to Cllr. Taylor that the puffin crossing for Coventry Road was progressing without any consultation. Cllr. Jones advised that Cllr. Fowler intended a full consultation. The Mayor expressed the view that there were other projects that better merited support from the County Member's allowance fund. Cllr.

Wootton informed the meeting that Cllr. Fowler and any interested residents were to be invited to the next Planning Committee meeting to discuss the puffin crossing.

16/13 **TO APPROVE THE PREVIOUS MINUTES**

The minutes of the Planning Committee meetings of 4 May were proposed by Cllr. Richardson and seconded by Cllr. Battle and were then **AGREED** to be adopted.

16/14 **SECURITY MEASURES - IMPROVEMENTS TO MEMORIAL PARK (IMP)**

Cllr. Farrell tabled a proposal to spend £23,310 on security measures at the Memorial Park, from council reserves, seconded by Cllr. Breeze. These IMP aspects would have been part of Phase II of the project but were being brought forward as a result of the travellers' visit and also malicious vehicle damage to the upper football pitch by other drivers. It was important that the Phase I budget for IMP was not consumed on security enhancement, thereby leaving reduced funding for the tangible play equipment items, most expected by residents. Security measures entailed new metal fencing to match the bollards design style and a gate to the top field that could not be lifted off, as was the case with the current one.

The need for security improvement was supported by Cllr. Jones but he was not happy with not being familiar with the full specification, the fact that local companies had not been invited to tender and with Jack Moody Landscaping's general level of costs. Cllr. Farrell's response was that the recent tendering had been based on itemised item pricing from which JML was the selected contractor. Any details of local suppliers could be passed to the Town Clerk for forwarding to Moore Environment.

Cllr. Mason noted that a coded lock was to be ordered for the tennis court and enquired as to how the code issue would operate. Cllr. Farrell advised that the coded lock was being ordered but the use of it was still for determination.

The motion was **AGREED** nem. con.

16/15 **REQUEST FOR FINANCIAL SUPPORT FROM THE COLESHILL CARNIVAL COMMITTEE**

The Town Clerk informed members that the Carnival Committee wish for Ms. Beth Robinson to speak on its behalf.

Cllr. Wootton queried the standing orders and if they required reports to be circulated at least 3 days in advance as this report was distributed only 2 days earlier (despite her request at the last meeting for early receipt of any support documentation). Cllr. Jones believed that standing orders only required the agenda to be circulated at least 3 days in advance. The Town Clerk confirmed that the agenda had been distributed in the required timescale and that it did indicate a request for funding by the Carnival Committee would be raised and so there was compliance with standing orders. He also agreed that the previous meeting had expressed the need for early receipt of support documentation. Members voted on whether to allow the item's discussion and Cllr. Jones called for a named vote. From those voting:

For discussion of the item: Cllrs. Battle, Jones, Mason and Richardson (4)

Against discussion of the item: Cllrs. Breeze, Farrow and Taylor (3)

Further discussion agreed. The Mayor highlighted that council funding of outside bodies was normally with due reference to a constitution and accounting statements and none had been submitted in this case. She also recounted that the previous carnival committees had not received Town Council funding. Cllr. Farrell was concerned that many voluntary organisations might feel justified in making applications at future meetings if this grant was allowed. In his view, the application document did not make it clear of the costs applied for, the process of how funds were to be applied and there were no details of bank account or constitution held by the Carnival Committee. He proposed the decision be deferred to the next meeting of the Grants Advisory Committee.

Cllr. Mason supported the immediate agreement of funding support. Cllr. Wootton felt all members wanted the carnival to take place but that the council should respect the overall interest of taxpayers. She enforced the suggestion to defer a decision to the next meeting of the Grants Committee and stated that this would provide an audited process and avoid continual funding requests from organisations during the year. However, she did acknowledge that there were sometimes extraordinary circumstances that merited emergency grant payments.

Cllr. Jones highlighted that the Grants Committee would not meet until after the 2016 carnival date and also that the Carnival Committee had both a bank account and a constitution. He requested Ms. Robinson be allowed to make the presentation and said the Town Clerk knew a couple of weeks ago her name had been communicated and it was a question for him as to why she was not named on the agenda.

{Addendum: the Town Clerk was informed by Cllr. Jones' email of Ms. Robinson being put forward to speak only on Monday 16 May, which was three days after the agendas were hand delivered to all members on Friday 13 May, so this assertion was incorrect}.

The Mayor said that the communicated agenda item referred to Member consideration only and that the item for public participation had been earlier in the agenda. A vote on the proposal (seconded by Cllr. Breeze) that the decision be deferred to the next meeting of the Grants Advisory Committee was then taken. Cllr. Jones called for a named vote. From those voting:

For deferment: Cllrs. Breeze, Farrell, Farrow and Taylor (4)

Against deferment: Cllrs. Jones and Mason (2)

The item was **DEFERRED**.

16/16 **REVIEW OF FINANCIAL PROCEDURES**

The Financial Procedures were last reviewed in January 2015 and a copy was circulated to this meeting. Members were content that no large scale changes were required and that the next review might be taken by the Resources and Amenities Committee in the forthcoming year. Proposed by Cllr. Farrell, seconded Cllr. Richardson and **AGREED** nem. con.

16/17 **REVIEW OF RISK MANAGEMENT SUMMARY**

A draft copy was considered of the current Risk Management Summary (last reviewed in June 2015). Best practice suggested that it should be reviewed annually and members

were content with the latest summary being accepted. It was proposed by Cllr. Farrell, seconded Cllr. Richardson that the next review be undertaken by the Resources and Amenities Committee within the next 12 months. **AGREED** nem. con.

16/18 CONFIRMATION OF COMPLIANCE WITH THE OPENNESS OF LOCAL BODIES REGULATIONS

These regulations make provision to allow members of the public to report and commentate on public meetings of local government. Proposed by Cllr. Farrell, seconded Cllr. Richardson and **ADOPTED** unanimously.

16/19 TOWN CLERK REPORTS

The Town Clerk had been advised that Cllr. Fowler was arranging a Transport Management Group meeting for 1 June at the Old Market Hall. This would be 2 p.m. or 6 p.m. depending on the preferred timing by those taking part.

The meeting closed at 9:20 p.m.



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Town Mayor