

MINUTES OF THE TOWN COUNCIL MEETING HELD AT 8.05PM ON MONDAY 13<sup>TH</sup> MARCH 2017 AT THE COUNCIL CHAMBER, CIVIC HALL, POYNTON.

PRESENT

Chairman: Cllr Mrs S Horsman

Cllrs: M Beanland, L Berry, L A Clarke, Mrs S-J Gilmore, T Holbrook, I Hollingworth, Mrs R Horsman-Johnson, M Sewart (arrived at 9.20pm), G King and L Podmore

*Opening Prayer*

65. Anyone attending or present at the Committee meeting declares that they are making, or intend to make, an audio recording and/or film the meeting

The shorthand assistant confirmed that the meeting is recorded for the purposes of minute taking and the recording is deleted within a week when the draft minutes are produced. There was no other declaration at the meeting.

66. Questions to the Mayor

There were no questions to the Mayor. There were no members of the public in attendance.

67. Apologies for absence

Cllrs C Gorst, H Murray, Mrs T Lorde, Mrs J Saunders, Mrs J Sewart, G Smith and Mrs N Wylie.

68. Declarations of disclosable pecuniary or other interests

None.

69. Approve previous meeting minutes

**RESOLVED: That the minutes of the Town Council meeting held on 9<sup>th</sup> January 2017 are approved as an accurate record (NC)**

## 70. Mayor's Engagements/Announcements

As attached.

**RESOLVED: That the report is received (NC)**

## 71. To receive and consider the interim internal audit report, 2016/17

The Clerk spoke on the interim internal audit report, 2016/17 noting the following points:

- The focus of the interim report is on documentation.
- The interim internal audit report, 2016/17 has been received and reviewed by the Finance & General Purposes committee on 6<sup>th</sup> February 2017.
- The Finance & General Purposes committee recommended the implementation of a document retention policy. The Clerk has obtained a model policy from the auditor and will develop this for the purposes of the Town Council.
- The Clerk will explore how best to store paper documentation.
- The Chair will sign each individual page of the payment schedule to confirm as read.
- The Town Council risk assessment needs to be updated to include disaster, recovery and business continuity issues.
- A scanning process to store paper documentation needs to be started.
- The Town Council agree to have two cheque signatories.

A member noted that it is important that any insurance documents are retained indefinitely, including the company name and policy numbers.

**RESOLVED: That the interim internal audit report, 2016/17 is received (NC)**

## 72. Receive and consider a report and project plan on developing a civic pride strategy from Cllr Mrs Sarah-Jane Gilmore

Cllr Mrs Sarah-Jane Gilmore spoke on the report and project plan on developing a civic pride strategy as received by members.

The aim of the project is to promote community spirit, encouraging working together including various groups.

From the review of the report members suggested the following:

- To explore sponsorship for printing the logo for display.
- To consider amending the colour on the logo from black to a brighter colour.

**RESOLVED: That the report and project plan on developing a civic pride strategy from Cllr Mrs Sarah-Jane Gilmore is received and approved (NC)**

73. Discuss arrangements for the Annual Town Assembly, taking place on 10th April 2017.

The Clerk spoke on the arrangements for the Annual Town Assembly, taking place on 10th April 2017.

Members agreed the following:

- Each committee Chair to write an entry for the report.
- To provide a report from councillors who are representatives of outside bodies.
- To include a report from the Poynton Area Community Partnership by Cllr King.
- To publicise the assembly as in previous years.
- To retain the format of the assembly as in previous years.
- To include photographs in the annual report.
- Councillors to arrive at 7.30pm.

**RESOLVED: That arrangements for the Annual Town Assembly, taking place on 10th April 2017, as noted are approved (NC)**

74. Receive and adopt the minutes of Standing Committees

**RESOLVED: That the minutes of the Management and Establishment committee meeting held on 28<sup>th</sup> November 2016 and the resolutions contained therein be adopted by full Council (NC)**

**RESOLVED: That the minutes of the Facilities, Infrastructure and Economic Development committee meeting held on 5<sup>th</sup> December 2016 and the resolutions contained therein be adopted by full Council (NC)**

**RESOLVED: That the minutes of the Community, Order and Public Safety committee meeting held on 12<sup>th</sup> December 2016 and the resolutions contained therein be adopted by full Council (NC)**

**RESOLVED: That the minutes of the Planning and Environment meeting held on 19<sup>th</sup> December 2016 and the resolutions contained therein be adopted by full Council (NC)**

**RESOLVED: That the minutes of the Finance and General Purposes committee meeting held on 19<sup>th</sup> December 2016 and the resolutions contained therein be adopted by full Council (10 for, 1 abstention)**

**RESOLVED: That the minutes of the Planning and Environment meeting held on 9<sup>th</sup> January 2017 and the resolutions contained therein be adopted by full Council (NC)**

**RESOLVED: That the minutes of the Planning and Environment meeting held on 16<sup>th</sup> January 2017 and the resolutions contained therein be adopted by full Council (NC)**

**RESOLVED: That the minutes of the Facilities, Infrastructure and Economic Development committee meeting held on 23<sup>rd</sup> January 2017 and the resolutions contained therein be adopted by full Council (NC)**

**RESOLVED: That the minutes of the Community, Order and Public Safety committee meeting held on 30<sup>th</sup> January 2017 and the resolutions contained therein be adopted by full Council (NC)**

**RESOLVED: That the minutes of the Planning and Environment meeting held on 6<sup>th</sup> February 2017 and the resolutions contained therein be adopted by full Council (NC)**

**RESOLVED: That the minutes of the Planning and Environment meeting held on 13<sup>th</sup> February 2017 and the resolutions contained therein be adopted by full Council (NC)**

75. Consider and agree any communication messages arising from this meeting

The following communication messages were agreed:

- Civic Pride Strategy
- Annual Town Assembly

The meeting concluded: 9.45pm