

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD AT 8.15PM
ON MONDAY 14TH MAY 2018 AT THE CIVIC HALL, POYNTON.

PRESENT

Chairman: Cllr Mrs S-J Gilmore

Cllrs: M Beanland, L A Clarke, C Gorst, T Holbrook, Mrs R Horsman-Johnson, Mrs S Horsman, G King, L Podmore, Mrs J Saunders, Mrs J Sewart, G Smith and Mrs Wylie

In attendance: L Osborn (Town Clerk), T Juss (Minute Taker)

Also present were 8 members of the public

Cllr M Sewart joined the meeting at 8.35pm

Opening Prayer

1. Election of Mayor and Deputy Mayor (see separate programme)

Cllr Beanland proposed Cllr Mrs Gilmore for election of Mayor. In his speech, Cllr Beanland noted that Cllr Gilmore has brought a dynamism to the role, a respect to herself and the Council and has attended many groups and achieved much during her term as Mayor. Cllr Gilmore has endeavoured to meet many groups across the village and has raised £4,100.

Cllr Mrs Saunders seconded the proposal for Mayor and commended Cllr Mrs Gilmore for her hard work which has helped raised the profile of many Council community groups and also attracted new members to the groups through her excellent work.

RESOLVED: That Cllr Mrs Gilmore is appointed as the Mayor (NC)

The appointed Mayor, Cllr Mrs Gilmore, signed the formal declaration of acceptance of office before the Clerk and Members of the Council. The Mayor then chaired the meeting from this point.

Cllr Mrs Saunders proposed Cllr Mrs Sewart as the Deputy Mayor. Cllr Beanland seconded the proposal for Deputy Mayor.

RESOLVED: That Cllr Mrs J Sewart is appointed as the Deputy Mayor (NC)

Following formal photographs the meeting resumed with the other items on the agenda.

2. Anyone attending or present at the Committee meeting declares that they are making, or intend to make, an audio recording 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 were no other declarations of a recording of the meeting.

3. Questions from members of the public

A resident, addressed the Council. The first question was in relation to the benches in the Heritage Garden and noted that the benches have been covered in flowers so the public have not be able to sit on the benches. Cllr Mrs Horsman from the Heritage Garden Working Group explained that flowers should not be placed on the benches. The purpose of the benches is seating. Cllr Mrs Horsman will pursue the matter with the Heritage Garden committee. Secondly, the resident raised her concern about the Northern train timetable which changes from 1st June 2018 and the timetables are no longer available in hard copy but can only be obtained by downloading them from the internet. The resident has written on the matter to David Rutley MP because not all residents have access to the internet. Cllr Clarke requested that the issue is included on the agenda of the next suitable meeting for consideration and also that a copy of the timetable is made available for residents at the reception desk at the Civic Hall.

RESOLVED: That issue of the train timetables is included on the agenda of the next suitable meeting for consideration. That hard copies of the timetables are made available for residents at the reception desk at the Civic Hall (NC)

4. Apologies for absence

Cllrs L Berry, I Hollingworth, T Lorde and H Murray.

5. Declarations of disclosable pecuniary or other interests

None.

6. Approve the minutes of the Town Council meeting held on 5th March 2018.

RESOLVED: That the minutes of the Town Council meeting held on 5th March 2018 are approved as an accurate record (NC)

7. Receive the immediate past Mayor's announcements.

The Mayor addressed the meeting that she was delighted and extremely proud to take up the role of Poynton Town Mayor from 15th May 2017. She has enjoyed representing Poynton when attending visits to other Towns and Parishes and has forged strong relationships with some of Poynton's neighbouring areas which has enabled the exchanges of ideas and encouraged mutual support.

It has also been a pleasure to raise funds for Living Well and Poynton Golden Memories. The Mayor has raised £4,100 and knows that the money will go a long way to helping both groups continue to provide their invaluable services. She thanked Mike, Helen and the Living Well Team, and Judy, Edith, Gerald and the Poynton Golden Memories Team for their friendship and support.

The Mayor said that the most valuable aspect of her year has been to meet and work with so many of Poynton's local volunteers and community groups. Poynton is very fortunate to have such an active volunteer base and the Mayor has tried to meet as many groups as possible; and in doing so, understand their role, how the Town Council/Mayor's role can assist them, and also to raise their profiles through the Mayor's Facebook page, the various talks given and the articles written for local publications.

The Mayor has opened events and facilities, been weeding and litter picking in the rain, been on patrol with the Police, danced, presented awards, met Santa, learned to ring handbells, judged competitions and probably made history by being the first woman to attend Men's breakfast wearing a false beard! There were many more events in addition.

The Mayor feels extremely fortunate to have had this opportunity and has learnt so much. To have members of the community say they are proud of what she has achieved is an incredible reward. The Mayor's biggest thank you therefore must be to the community of Poynton whose support and encouragement has been quite overwhelming.

RESOLVED: That the report is received (NC)

8. Receive the newly elected Mayor's announcements.

The Mayor spoke on her written report.

RESOLVED: That the report is received (NC)

9. Receive and approve an amendment to the Town Council's Standing Orders, as recommended by the Management and Establishment Committee on 5th March 2018 and in accordance with Standing Order 76

Cllr Mrs Sewart spoke on the amendment to the Town Council's Standing Orders, as recommended by the Management and Establishment Committee on 5th March 2018 and in accordance with Standing Order 76.

RESOLVED: That the amendment to the Town Council's Standing Orders, as recommended by the Management and Establishment Committee on 5th March 2018 and in accordance with Standing Order 76 is approved (NC)

10. Make the appointments of Members to the Standing Committees of the Council for 2018/2019

As circulated.

RESOLVED: That the appointment to Standing Committees for 2018/2019 as stated is approved (NC)

11. Elect Chairmen and Vice-Chairmen of Standing Committees of the Council for 2018/2019

Community, Order & Public Safety (COPS)
Mrs Nicky Wylie - Chairman
Geoff King - Vice Chairman

Facilities, Infrastructure & Economic Development (FIED)
Les Berry - Chairman
Mrs Jo Sewart - Vice Chairman

Finance & General Purposes (F&GP)
Charles Gorst - Chairman
Mike Beanland - Vice Chairman

Management & Establishment (M&E)
Ian Hollingworth - Chairman
Mrs Nicky Wylie - Vice Chairman

Planning & Environment (P&E)
Laurence Clarke - Chairman
Lee Podmore - Vice Chairman

RESOLVED: That the appointment of Chairmen and Vice-Chairmen to Standing Committees for 2018/2019 as stated is approved (NC)

Cllr M Sewart joined the meeting at 8.35pm

12. Make the appointment of Members and Chairmen to Task and Finish Groups for 2018/19

As circulated.

RESOLVED: That the appointment of Members and Chairmen to Task and Finish Groups for 2018/19 as stated is approved (NC)

13. Agree the appointments of representatives of the Town Council to the following outside bodies for 2018/2019:

- a) Air Training Corps (ATC) - Cllr Hollingworth
- b) Almshouses Trust and Warren Bulkeley Charities - Kathryn Prestwood
- c) Coppice Road Allotments Association - Cllr Murray
- d) Projects 4 Poynton - Cllr Beanland
- e) Poynton in Bloom (PIB) - Cllr Horsman
- f) Twinning Association of Poynton (TAP) - Cllrs Gilmore and Beanland
- g) Poynton Area Community Partnership - Cllrs Mrs Saunders and King.

Mrs Warrington of the Twinning Association of Poynton (TAP) addressed the Town Council and spoke on the annual report and provided an update highlighting the Garden Party planned for June 2018 at Middlewood House and there is a party of 20 due to visit Haybes on the annual commemoration of the First World War.

RESOLVED: That the appointment of representatives of the Town Council to outside bodies for 2018/19 as stated is approved (NC)

14. Consider and approve the Town Council calendar of meetings for 2018/2019

The Clerk spoke on the proposed calendar of meetings for 2018/2019 with three changes to the dates.

RESOLVED: That the Town Council calendar of meetings for 2018/2019 subject to the amendments is approved (NC)

15. Consider and confirm the re-appointment of bank signatories on the bank mandate

RESOLVED: That the re-appointment of bank signatories on the bank mandate is approved (NC)

16. Consider and approve the re-appointment of JDH Business Services as the internal auditor

The Clerk spoke on the written report by the Deputy Clerk on the re-appointment of JDH Business Services as the internal auditor.

RESOLVED: That the written report by the Deputy Clerk on the re-appointment of JDH Business Services as the internal auditor is received. That the re-appointment of JDH Business Services as the internal auditor for the financial year 2017/18 is approved. That the recommendation to explore Auditing Solutions Ltd and other alternatives is pursued by the Deputy Clerk (NC)

17. Receive and consider a report on the General Data Protection Regulation 2018 from the Town Clerk

The Clerk spoke in detail on the written report on the General Data Protection Regulation 2018.

Recommendations

That the Town Council:

1. Notes the report from the Clerk and the main requirements of the new Regulations and the impact of this on staffing resources
2. Permits the Town Clerk to approach ChALC to take on the data protection officer role for the Town Council
3. Adopts the documents as in agenda item 18
4. Agrees essential training and other costs be met for the officers and councillors and a programme be put in place
5. Recognises that the above measures should ensure the Town Council has strong evidence of attempting to be compliant with the GDPR
6. Recognises Cllr Charles Gorst, the Chair of Finance and General Purposes Committee, as the GDPR lead councillor to work with the Clerk and Deputy Clerk
7. Reviews compliance with GDPR at a future Finance and General Purposes committee meeting and Town Council as required

RESOLVED: That the report on the General Data Protection Regulation 2018 from the Town Clerk is received. That the recommendations from the report are approved with the addition for the Clerk to explore and obtain advice on how to liaise with a Youth Council / children under the GDPR (NC)

18. Receive and consider the adoption of Privacy notices, Information and data protection policy, Document retention policy and Subject access request policy

The Clerk spoke on each of the following policies:

- Privacy notices
- Information and data protection policy

- Document retention policy
- Subject access request policy

RESOLVED: That the Privacy notice for staff, councillors and role holders; Information and data protection policy; Document retention policy and Subject access request policy are deferred to a later time to allow members to consider the policies fully (NC)

RESOLVED: That the General Privacy notice is approved (NC)

RESOLVED: That an extraordinary Finance and General Purposes committee meeting is held on 21st May 2018 to focus on the General Data Protection Regulation 2018 (GDPR) with a training session for councillors to be held prior to the meeting. That the GDPR is progressed at the scheduled F & GP committee meeting on 4th June 2018. That there is a recommendation to the Town Council meeting due to be held on 18th June 2018 (NC)

19. Receive and adopt the Minutes of Committees

RESOLVED: That the minutes of the Community, Order and Public Safety committee meeting held on 20th November 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 15th January 2018 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 19th February 2018 and the resolutions contained therein be adopted by full Council (NC)

RESOLVED: That the minutes of the Management and Establishment committee meeting held on 29th November 2017 and the resolutions contained therein be adopted by full Council (NC)

RESOLVED: That the minutes of the Management and Establishment committee meeting held on 29th January 2018 and the resolutions contained therein be adopted by full Council (NC)

RESOLVED: That the minutes of the Management and Establishment committee meeting held on 4th April 2018 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 5th February 2018 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 12th March 2018 and the resolutions contained therein be adopted by full Council (NC)

RESOLVED: That the minutes of the Planning and Environment meeting held on 12th February 2018 and the resolutions contained therein be adopted by full Council (NC)

RESOLVED: That the minutes of the Planning and Environment meeting held on 5th March 2018 and the resolutions contained therein be adopted by full Council (NC)

RESOLVED: That the minutes of the Planning and Environment meeting held on 19th March 2018 and the resolutions contained therein be adopted by full Council (NC)

RESOLVED: That the minutes of the Planning and Environment meeting held on 16th April 2018 and the resolutions contained therein be adopted by full Council (NC)

Meeting end time: 9.15pm

Minutes approved

Signed (Mayor):

Date: