

MINUTES OF THE TOWN COUNCIL MEETING HELD AT 8.15PM ON MONDAY 5TH MARCH 2018 AT THE CIVIC HALL, POYNTON.

PRESENT

Chairman: Cllr Mrs J Sewart

Cllrs: M Beanland, L Berry, L A Clarke, C Gorst, Mrs R Horsman-Johnson, G King, H Murray, Mrs J Saunders, G Smith

Opening Prayer

62. 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.

63. Questions to the Mayor

There were no members of the public in attendance.

64. Apologies for absence

Cllrs Mrs S-J Gilmore, T Holbrook, I Hollingworth, Mrs Horsman-Johnson, M Sewart, L Podmore, Mrs T Lorde and Mrs N Wylie

65. Declarations of disclosable pecuniary or other interests

None.

66. Approve the minutes of the Town Council meeting held on 18th December 2017.

RESOLVED: That the minutes of the Town Council meeting held on 18th December 2017 are approved as an accurate record (NC)

67. Receive and note the Mayor's engagements/announcements.

The Town Council congratulated the Mayor on successfully achieving the second fundraising target.

RESOLVED: That the report is received with thanks (NC)

68. Receive and approve amendments to the Town Council's Financial Regulations, as recommended by Finance and General Purposes Committee on 22nd January 2018

The Town Council received the amended Town Council's Financial Regulations, as recommended by Finance and General Purposes Committee on 22nd January 2018. The Chair of F&GP reported that the financial regulations are based on the National Association of Local Councils (NALC) guidelines and have been adapted for use by the Town Council. It was confirmed that the delegation to the Clerk is clarified as stated in point 4.5.

RESOLVED: That the Town Council's Financial Regulations, as recommended by Finance and General Purposes Committee on 22nd January 2018, are received and amendments approved (NC)

69. Discuss arrangements for the Annual Town Assembly, taking place on 9th April 2018

The Clerk outlined the arrangements for the Annual Town Assembly, taking place on 9th April 2018.

RESOLVED: That the arrangements for the Annual Town Assembly, taking place on 9th April 2018 are agreed to proceed as in previous years (NC)

70. Review the delivery mechanisms and cost of issuing agenda packs

The Clerk spoke on the delivery mechanism and cost of issuing agenda packs to councillors with a view to considering how to make efficiencies in terms of cost and the impact on staff time. At present all councillors receive an electronic copy of the agenda pack and paper copies are printed and delivered to those councillors that request paper copies.

From discussion, members agreed to a gradual move to an electronic working practice however at present this is restricted due to issues such as access to electronic devices, the requirement for efficient wifi connectivity and the voluminous documentation required for some meetings. Members agreed the following next steps:

- Colour copying is not required; this should only be used in exceptional circumstances, for example, map printing.
- Printing of large documents is managed carefully.
- That the Clerk prepares a spreadsheet and councillors should denote their preferred method of receiving agenda packs; councillors are required to sign to confirm their preferred method of receiving the packs.
- Electronic agenda packs should ensure better ordered documentation.

- That there is a move towards electronic copies where possible.
- That printed agenda packs may be collected from the Civic Hall wherever possible.
- That there is a printed pack available to the committee Chair at the meeting.

A member requested that the legal requirement by the Clerk of providing documentation is explored.

RESOLVED: That the review of the delivery mechanisms and cost of issuing agenda packs is received. That the Clerk prepares a spreadsheet and councillors should denote their preferred method of receiving agenda packs; councillors will sign to confirm their preferred method. That the presentation of electronic agenda packs is considered (NC)

71. Receive and adopt the minutes of Standing Committees:

RESOLVED: That the minutes of the Facilities, Infrastructure and Economic Development committee meeting held on 13th November 2017 and the resolutions contained therein be adopted by full Council (NC)

RESOLVED: That the minutes of the Planning and Environment meeting held on 27th 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 November 2017 are withdrawn to obtain the necessary signatures (NC)

RESOLVED: That the minutes of the Finance and General Purposes committee meeting held on 11th December 2017 and the resolutions contained therein be adopted by full Council (NC)

RESOLVED: That the minutes of the Planning and Environment meeting held on 18th December 2017 and the resolutions contained therein be adopted by full Council (NC)

RESOLVED: That the minutes of the Planning and Environment meeting held on 8th January 2018 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 22nd January 2018 and the resolutions contained therein be adopted by full Council (NC)

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

It was noted that copies of minutes with a signature should not be circulated for security purposes.

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

- The success in meeting the second target of the Mayor's fundraising.
- The Civic awards and youth awards.

RESOLVED: That the communication messages as stated are agreed (NC)

Meeting end time: 8.40pm