

TENBURY TOWN COUNCIL 2016/2017 FS02

Minutes of the EXTRA ORDINARY MEETING OF TENBURY TOWN COUNCIL held on MONDAY 16TH MAY 2016 at 7.00pm in the Pump Rooms, off Teme Street, Tenbury Wells.

PRESENT: Mayor Cllr M. Willis, Cllrs S. Bowkett, M. Drummond, A. Eachus, J. Fielder, E. Hudson, J. Morgan, D. Patrick C. Rogers, E. Weston.

IN ATTENDANCE: Town Clerk, Assistant Town Clerk

APOLOGIES: Cllrs D. Ingram, M. Davies, S. Perry

2.1 APOLOGIES FOR ABSENCE

Cllrs D. Ingram, M. Davies and S. Perry.

2.2 DECLARATIONS OF INTEREST

None.

2.3 PUBLIC PARTICIPATION

None.

2.4 TO CONSIDER ANY AMENDMENTS TO STANDING ORDERS DEEMED NECESSARY

The Town Clerk stated that there was one amendment at 19b where the word 'the' was replaced with 'a'.

2.5 TO APPROVE STANDING ORDERS [AS AMENDED IN ITEM 11] FOR USE BY THIS COUNCIL FOR THE NEXT 12 MONTHS

RESOLVED that the Standing Orders be approved for use by this Council for the next 12 months. Approved document reference – TTC Standing Orders 06-05-2016.

2.6 TO CONSIDER ANY AMENDMENTS TO FINANCIAL REGULATIONS DEEMED NECESSARY

Cllr Patrick queried the approval levels for contracts and the Town Clerk stated that this was set at £60,000, however she would check with NALC to confirm that this level had not changed.

Subject to any amendments to the contract level, the financial regulations were agreed which was proposed by Cllr Fielder and seconded by Cllr Weston.

2.7 TO APPROVE FINANCIAL REGULATIONS [AS AMENDED IN ITEM 13] FOR USE BY THIS COUNCIL FOR THE NEXT 12 MONTHS

RESOLVED that Financial Regulations be approved for use by this Council for the next 12 months. Approved document reference – TTC Financial Regulations 06-05-2016.

2.8 TO ELECT THE CHAIR AND DEPUTY CHAIR OF THE COMMUNITY EMERGENCY SUPPORT TEAM [CEST] AND TO AGREE THE DATE OF THE NEXT MEETING OF THE CEST COMMITTEE

The Mayor explained to the Committee that the purpose of the CEST Committee was for Members to have plans in place if there was a disaster in Tenbury. The last disaster was the floods of 2007 where the Town Council was very much involved in organising sandbags to help those residents whose properties had flooded. It was established by the Town Council that adequate liability insurance at that time was not in place to cover Members of the Town Council and members of the public. Liability insurance cover was now in place.

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The Mayor stated that there was no CEST Meeting last year. MHDC has organised a Flooding Forum on the 24th and 25th June and Cllr Patrick recently attended a flooding meeting organised by MHDC which was to advise individual people how to check if they were in a flooding area and how they could best protect themselves from potential flooding. After some discussion it was agreed that the next CEST Meeting of the Town Council should be arranged following the Flooding Forum in June.

TO ELECT A CHAIR OF THE COMMUNITY EMERGENCY SUPPORT TEAM [CEST]

Cllr Willis was nominated as Chair by Cllr Weston, seconded by Cllr Eachus.

RESOLVED by ALL that Cllr Willis be elected as Chair.

TO ELECT A DEPUTY CHAIR OF THE COMMUNITY EMERGENCY SUPPORT TEAM [CEST]

Cllr Drummond was nominated as Deputy Chair by Cllr Willis, seconded by Cllr Fielder.

RESOLVED by ALL that Cllr Drummond be elected as Deputy Chair.

2.9 TO APPOINT A REPRESENTATIVE TO THE FOLLOWING OUTSIDE BODIES [IF STILL APPLICABLE]

RESOLVED to appoint representatives as follows:-

1. CALC Area Meetings [2 per year] Mayor and Deputy Mayor
2. Tenbury French Twinning – Cllr Weston
3. Regal Tenbury Trust – Mayor and Town Clerk
4. Tenbury Area Partnership – Mayor and Deputy Mayor
5. Tenbury Museum – Cllr Hudson
6. Tourist Information – Cllr Davies
7. Tenbury in Bloom – Cllr Fielder
8. Chamber of Trade – Mayor
9. Wheeler Charity – Cllr Drummond
10. Philip Baylies Trust – Mayor

2.10 TO REVIEW THE INVENTORY OF COUNCIL ASSETS 2016/2017

The Town Clerk tabled the Council's assets for 2016/2017. She explained that the assets are valued at the date shown and the insurance figure relates to the rebuild costs. The Internal Auditor had seen this document and did not have any comments.

Members requested that the Council's assets be revalued for more up-to-date insurance figures. Cllr Hudson stated that the insurance value for buildings and contents should also include professional fees of between 15-18% which should be added to the insurance amount.

That the Inventory of Council Assets for 2016/2017 be reviewed and updated for insurance purposes.

2.11 TO REVIEW COUNCIL PROCEDURES AND POLICIES IN RESPECT OF: COMPLAINTS; FREEDOM OF INFORMATION REQUESTS; DATA PROTECTION; DEALING WITH THE PRESS AND MEDIA; RISK MANAGEMENT AND INSURANCE; CODE OF CONDUCT AND OPENNESS AND TRANSPARENCY

The Town Clerk stated that these documents were set up last year and as there had been no issues in the past 12 months they should remain the same.

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That the Council procedures and policies should remain the same for the next 12 months.

2.12 TO RECEIVE AND APPROVE THE INTERNAL AUDITOR'S REPORT FOR YEAR ENDING 31ST MARCH 2016

The Town Clerk stated that the new Auditor Diane Malley had visited the Town Council and had carried out tests on the systems in place and had reviewed the internal controls.

The year end bank reconciliation based on the balance brought forward figure at the start of the year found there was a balance of £92 showing too much in the bank account. The whole of the year's receipts and payments were checked and the discrepancy could not be found which led the Auditor to the conclusion the discrepancy arose from an earlier year.

Cllr Bowkett asked how this can be resolved and the Town Clerk stated that an adjustment had been made to this year's cash book to balance the reconciliation.

Members congratulated the Town Clerk for her hard work in ensuring that the accounting records were of a high quality.

RESOLVED that the Internal Auditor's report for the year ending 31st March 2016 was reviewed and accepted.

2.13 TO APPROVE AND SIGN THE ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2016

The Town Clerk stated that the Annual Accounts had been updated and had been re-issued to all Members.

Cllr Eachus asked why there was large amounts of funds in the Council's deposit account when there were so many projects that the Council needed to spend the funds on. The Town Clerk explained that the deposit account/reserves account funds would be spent as projects were completed. The funds were earmarked to various projects and the Council could review this to see if they wished to allocate funding to other areas as and when necessary.

RESOLVED that the annual accounts for the year ended 31st March 2016 be approved. The accounts were duly dated and signed by the Mayor and the Clerk.

2.14 TO APPROVE AND SIGN THE ANNUAL GOVERNANCE STATEMENT 2015/2016 FOR THE ANNUAL RETURN 2015/2016

RESOLVED that the Annual Governance Statement for 2015/2016 be approved. The Annual Governance Statement were duly dated and signed by the Mayor and the Clerk.

2.15 TO APPROVE AND SIGN THE ACCOUNTING STATEMENT 2015/2016 FOR THE ANNUAL RETURN 2015/2016

RESOLVED that the Accounting Statement 2015/2016 be approved. The Accounting Statement were duly dated and signed by the Mayor and the Clerk.

2.16 CORRESPONDENCE FOR INFORMATION

None.

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2.17 COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA

Cllr Hudson requested that speeding issues at St Michael's be put on the Agenda, and Cllr Eachus requested that progress on remedial works Phase 1 of the Public Realm be added to the Agenda.

Meeting closed at 8.05 am.

Signed

Date