

## 2015 ANNUAL MEETING TENBURY TOWN COUNCIL

Minutes of the **ANNUAL MEETING OF TENBURY TOWN COUNCIL** held on **THURSDAY 14<sup>th</sup> MAY 2015 at 7.00pm** in the Pump Rooms, off Teme Street, Tenbury Wells.

**PRESENT:** Mayor Cllr M. Willis, Deputy Mayor Cllr D. Ingram, Cllrs S. Bowkett, M. Drummond, J. Fielder, E. Hudson, J. Morgan, D. Patrick, S. Perry, C. Rogers, E. Weston.  
Cllr M. Davies (joined after item 1.12)

**IN ATTENDANCE:** Town Clerk, 3 members of the public

### 1.1. To elect the Mayor (Chair of the Council) for 2015/2016

Cllr Willis was nominated as Chairman and Mayor by Cllr Drummond, seconded by Cllr Bowkett . There were no other nominations.

**RESOLVED** by **ALL** that Cllr Willis be elected as Chairman & Mayor for 2015/16.

### 1.2. To receive the Mayor's Declaration of Acceptance of Office

Cllr Willis read aloud and duly signed the Declaration of Acceptance of Office which was then witnessed by the Clerk.

Cllr Willis thanked Members for electing him for a second term as Mayor and said he looked forward to continuing the work started last year. The Mayor announced that his nominated charities for the year would be Tenbury NILS, Tenbury & District Museum Society and Tenbury Transport Trust.

### 1.3. Apologies for Absence

None

### 1.4. Declarations of Interest

None

### 1.5. To confirm the Minutes of the Town Council meeting held on 13th April 2015 and Extraordinary Town Council Meeting held on 27th April 2015

The minutes of the meeting, held on 13th April 2015 and 27th April 2015, were confirmed and signed by the Chairman as a true and correct record of proceedings.

### 1.6. To receive the Minutes and approve the resolutions of the meetings of the Planning Committee held on 13th and 27th April 2015 and the Finance & Staffing Committee held on 20th April 2015

The Minutes of the meeting were received and resolutions approved.

### 1.7. To consider any amendments to Standing Orders deemed necessary.

Members considered proposals to amend Paragraphs 3 .r to include allowance for alternative voting methods in and to remove Paragraphs 4 d. xii & xii which duplicated information in the scheme of delegation and agreed that they should be made as proposed.

**RESOLVED** to amend Paragraph 3.r of Standing Orders to allow for voting other than by show of hands and to delete Paragraphs 4 d. xii & xii as their intent was duplicated in the Scheme of Delegation.

### 1.8. To approve Standing Orders (as amended in item 7) for use by this Council for the next 12 months.

**RESOLVED** that Standing Orders as amended at 1.7 above be approved for use by this Council for the next 12 months. *Approved document reference - TTC Standing Orders 14/05/15.*

### 1.9. To consider any amendments to Financial Regulations deemed necessary.

No amendments were deemed necessary.

### 1.10. To approve Financial Regulations (as amended in item 9) 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 14/05/15*

## 2015 ANNUAL MEETING TENBURY TOWN COUNCIL

### **1.11. To Co-Opt two members to the remaining unfilled seats on the Town Council following the uncontested Ordinary Election of 11 members on 7th May 2015.**

Four candidates had put their names forward for co-option.

Ms Maggie Davies

Mr Alan Eachus

Mr Wally Rogers

Ms Carol Zimmerman

All were local residents and eligible to stand. All application details submitted by each candidate had been circulated to members ahead of the meeting.

**RESOLVED** that voting on this matter be carried out by paper ballot

Ballot papers were given out and the Clerk reminded members that a candidate could only be co-opted if they received an overall majority of the votes cast and that in the event of a split vote the candidate with the lowest number of votes would be ruled out and subsequent rounds of voting would take place until candidates had received an overall majority of the votes. Members were asked to cast votes for their two preferred candidates.

In the first ballot **Ms Maggie Davies** and **Mr Alan Eachus** received **10 votes each**; being an overall majority of the votes cast by the eleven ordinarily elected members; so were thus co-opted as members of the Town Council. Ms Davies was in attendance at the meeting and was therefore asked to complete her Declaration of Office and join the meeting forthwith. Mr Eachus was not able to be present for the meeting and would be asked to complete the necessary formalities and attend at the next possible meeting to take his place on the Council.

### **1.12. To receive co-opted Members Declarations of Acceptance of Office**

Ms Davies duly signed the Declaration of Acceptance of Office which was then witnessed by the Clerk. Cllr Davies then joined the meeting.

### **1.13. To Elect the Deputy Mayor**

Cllr Ingram was nominated as Deputy Mayor by Cllr Drummond, seconded by Cllr Weston. There were no other nominations.

**RESOLVED** by all that Cllr Ingram be elected as Deputy Mayor for 2015/16.

### **1.14. To review and approve the Council Scheme of Delegation and confirm terms of reference for all Standing Committees**

Members had reviewed the Scheme of Delegation (Attached Appendix A) and agreed that it was in order and that the terms of reference for the Standing Committees contained therein were correct.

**RESOLVED** that the Scheme of Delegation be approved for use by this Council for the next 12 months

### **1.15. To appoint members to the Council's Standing Committees**

Members preferences for each Committee had been collated and it was proposed that committees be formed as below. This gave each Member their first choice of committee and most members their second choice as well. The two newly co-opted members filled remaining seats.

#### **1.15.1 Facilities**

Cllrs M. Drummond, A. Eachus, J. Fielder, E. Hudson, D. Ingram, D. Patrick, S. Perry, C. Rogers, M. Willis (Mayor)

#### **1.15.2 Planning**

Cllrs S. Bowkett, M. Drummond, A. Eachus, E. Hudson, D. Ingram, J. Morgan, C. Rogers, E. Weston

#### **1.15.3 Finance & Staffing**

Cllrs S. Bowkett, M. Davies, J. Fielder, J. Morgan, D. Patrick, S. Perry, E. Weston, M. Willis (Mayor)

**RESOLVED** that membership of the Council's Committees for 2015/16 be as proposed at points 1.15.1 thru 1.15.3 above.

## 2015 ANNUAL MEETING TENBURY TOWN COUNCIL

### 1.16. 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.

Cllr Willis was nominated as Chairman by Cllr Drummond, seconded by Cllr Weston. There were no other nominations. Cllr Fielder was nominated as Deputy Chairman by The Mayor, seconded by Cllr Ingram. There were no other nominations. It was suggested that the next meeting be agreed at a later date.

**RESOLVED** that Cllr Willis and Cllr Fielder be elected as Chair and Deputy Chair of CEST respectively meeting date to be arranged.

### 1.17. 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 & Deputy Mayor)
2. Tenbury French Twinning Committee – The Mayor
3. Regal Tenbury Trust (Mayor & Town Clerk)
4. Teme Tenbury & Events Committee - Cllr Patrick
5. Tenbury Area Partnership (Mayor & Deputy Mayor)
6. Tenbury Museum - Cllr Hudson
7. Tenbury Community Pool Ltd - Cllr Morgan
8. Tourist Information - Cllr Davies
9. Tenbury in Bloom - Cllr Fielder
10. Chamber of Trade - Cllr Willis
11. Wheeler Charity - Cllr Drummond
12. Tenbury Welfare Trust - vacancy to be investigated further – situation was unclear due to recent departure of Revd. Lording
13. Tenbury Primary School - Cllr Perry

### 1.18. To review the inventory of Council Assets 2015/16

The Clerk apologised that this had not been circulated in time for due consideration and it was agreed that this item be deferred to the next meeting

### 1.19. 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 & Transparency.

The Clerk apologised that these items had also not been circulated in time for due consideration and it was agreed that this item be deferred to the next meeting

### 1.20. To receive the schedule of meetings for the Council year 2015/16

Members noted the schedule which had been circulated. Attached Appendix B

### 1.21. Correspondence for Information

Letter of thanks for support from the Regal Tenbury Trust.

Letter from Tenbury NILS requesting funding support – to be considered by Finance & Staffing

Report from the Internal Auditor – to be considered by Finance & Staffing

### 1.22. Councillors' reports and items for future agenda

Cllr Drummond - Consideration some form of badges to designate members of the council when involved in civic events. Cllr Drummond said would carry out further research before making a proposal to Council.

Meeting closed at 8:01 pm

Signed .....

Date .....

# Tenbury Town Council



## Terms of Reference of Committees and Scheme of Delegation

## **1. Council Functions**

The following matters are to be dealt with by the Full Council:

- 1.1. Approval of Budget and setting the Precept.
- 1.2. Approval of the Annual Return and Audit of Accounts.
- 1.3. Authorisation of borrowing.
- 1.4. Adopting or changing Standing Orders, Financial Regulations or Scheme of Delegation.
- 1.5. Making of Orders under any statutory powers.
- 1.6. Making, amending or revoking By-laws.
- 1.7. Appointment of Standing Committees.
- 1.8. Matters of principle or policy not delegated to a committee.
- 1.9. Appointing Council representatives to outside bodies.
- 1.10. Appointment or dismissal of the Town Clerk.
- 1.11. All other matters which must, by law, be reserved to the full Council.

## **2. Delegation to Committees**

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council.

### **2.1. All Committees**

- 2.1.1. Appointment of Sub-Committees.
- 2.1.2. Appointment of Working Groups.

### **2.2. Planning Committee**

Membership shall be 8 members of the Council.

Meetings should have 4 members to be quorate.

#### **2.2.1. Terms of Reference**

To make with all planning matters on behalf of the Council

#### **2.2.2. The Committee is delegated to deal with:-**

- 2.2.2.1. Planning applications.
- 2.2.2.2. Highways & traffic matters.
- 2.2.2.3. Street naming.
- 2.2.2.4. Local and regional plans and planning policy
- 2.2.2.5. Neighbourhood Planning if any

### **2.3. Finance & Staffing Committee**

Membership shall be 8 members of the Council. Committee members shall always include the Mayor and the Chair of any Standing Committee with budgetary responsibility.

Meetings should have 4 members to be quorate.

#### **2.3.1. Terms of Reference**

To advise the Council as to its financial and economic policies and to oversee all staffing matters.

#### **2.3.2. The Committee is delegated to deal with:-**

- 2.3.2.1. All matters relating to finance, unless specifically reserved by Council.
- 2.3.2.2. Regular review of budget position.
- 2.3.2.3. Consideration of annual budget request of all standing committees for recommendation to Council.
- 2.3.2.4. Review of Financial Regulations for recommendation to Council.
- 2.3.2.5. Review of Audit procedures
- 2.3.2.6. Grants and donations
- 2.3.2.7. All matters relating to personnel. (Matters which require confidentiality and have a referral to appeal MUST be delegated to a Sub-Committee).
- 2.3.2.8. Training of Councillors & staff
- 2.3.2.9. General day-to-day administration.
- 2.3.2.10. Civic & ceremonial activities.
- 2.3.2.11. Electoral matters.

### **2.4. Facilities Committee**

Membership shall be 9 members of the Council. The Mayor shall always be a member of this Committee.

Meetings should have 4 members to be quorate.

The meeting shall appoint a lead Councillor or Councillors to oversee four main areas:

The Burgage; Palmers Meadow; The Pump Rooms & Regal and All Other Facilities

#### **2.4.1. Terms of Reference**

To manage and control buildings, parks, recreation grounds, public walks and public open spaces, including trees in the ownership of the Council.

#### **2.4.2. The Committee is delegated to deal with:-**

- 2.4.2.1. The Pump Rooms
- 2.4.2.2. The Regal
- 2.4.2.3. The Burgage – including Pavilion, Bowling Green, Tennis Courts, Children's play areas
- 2.4.2.4. Palmers Meadow - including Rugby & Football Pitches, Skate Park, Car Park, Changing Rooms
- 2.4.2.5. The Cemetery
- 2.4.2.6. Seating, dog & litter bins, bus shelter
- 2.4.2.7. Street lighting
- 2.4.2.8. Events
- 2.4.2.9. Community support

### **3. Delegation to Officers**

#### **3.1. Town Clerk**

The Town Clerk shall be the Proper Officer of the Council as defined in law.

- 3.1.1. Issue all statutory notifications.
- 3.1.2. Receive declarations of acceptance of office.
- 3.1.3. Receive and record notices disclosing pecuniary interests.
- 3.1.4. Receive and retain documents and plans.
- 3.1.5. Hold the Council's Seal and apply it to documents as approved.
- 3.1.6. Sign notices or other documents on behalf of the Council.
- 3.1.7. Receive copies of By-laws made by principal authority.
- 3.1.8. Certify copies of By-laws made by the Council.
- 3.1.9. Sign summons to attend meetings.
- 3.1.10. Ensure compliance with Standing Orders and Financial Regulations.
- 3.1.11. Manage all Town Council staff, either directly or indirectly.
- 3.1.12. Manage the provision of Council services, buildings, land and resources.
- 3.1.13. Incur expenditure in an emergency up to £1,500 whether budgeted or not.
- 3.1.14. Power to act on behalf of the Council in an urgent situation, subject to consultation with the Mayor and Deputy Mayor of the Council OR the Chairman and Vice Chairman of a Committee as deemed appropriate in the circumstances.
- 3.1.15. To deal with dispensation requests from Members under the Code of Conduct.
- 3.1.16. Day to day management of land, buildings and other resources.
- 3.1.17. Project development for consideration by relevant committee.
- 3.1.18. Management of maintenance contracts.
- 3.1.19. Matters specifically delegated by Council or Committee.

#### **3.2. Responsible Financial Officer**

The Clerk shall be the Responsible Finance Officer as defined in law.

- 3.2.1. Proper administration of the Council's financial affairs.
- 3.2.2. Determine accounting policies, records and control systems.
- 3.2.3. Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.2.4. Arrange insurance.
- 3.2.5. Authorisation of expenditure within budget.
- 3.2.6. Matters specifically delegated by Council or Committee.

### **4. Other Delegation**

#### **4.1. Mayor and Deputy Mayor of the Council**

- 4.1.1. Discuss day to day business of the Council with the Town Clerk.
- 4.1.2. Act as day to day supervisor of the Town Clerk.
- 4.1.3. Undertake the Town Clerk's performance management on behalf of the Council.

### **5. Review of Delegation**

Review shall normally take place on an annual basis.

Prepared by: Dawn G. Worgan M.A. (Oxon)

Date: MAY 2015

For adoption by Council: 14<sup>th</sup> May 2015

For Review: May 2016

# Tenbury Town Council Meetings Schedule 2015

issued 29/04/2015

KEY	<b>FULL COUNCIL</b>	Annual Town Meeting	FACILITIES	Planning & Finance
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January	February	March	April	May	June
1 Th New Year's Day	1 Su	1 Su	1 We	1 Fr	1 Mo <b>FULL COUNCIL</b>
2 Fr	2 Mo <b>FULL COUNCIL</b>	2 Mo <b>FULL COUNCIL</b>	2 Th	2 Sa	2 Tu
3 Sa	3 Tu	3 Tu	3 Fr Good Friday	3 Su	3 We
4 Su	4 We	4 We	4 Sa	4 Mo Early May Bank Hol.	4 Th
5 Mo <b>FULL COUNCIL</b>	5 Th	5 Th	5 Su	5 Tu	5 Fr
6 Tu	6 Fr	6 Fr	6 Mo Easter Monday	6 We	6 Sa
7 We	7 Sa	7 Sa	7 Tu	7 Th <b>ELECTIONS</b>	7 Su
8 Th	8 Su	8 Su	8 We	8 Fr	8 Mo
9 Fr	9 Mo	9 Mo Amenities & Premises	9 Th	9 Sa	9 Tu
10 Sa	10 Tu	10 Tu	10 Fr	10 Su	10 We
11 Su	11 We	11 We	11 Sa	11 Mo Old Council retires	11 Th Cllr TRAINING
12 Mo Amenities & Premises	12 Th	12 Th	12 Su	12 Tu New Council begins	12 Fr
13 Tu	13 Fr	13 Fr	13 Mo <b>FULL COUNCIL</b>	13 We	13 Sa
14 We	14 Sa	14 Sa	14 Tu	14 Th <b>New Council AGM</b>	14 Su
15 Th	15 Su	15 Su	15 We	15 Fr	15 Mo FACILITIES
16 Fr	16 Mo	16 Mo	16 Th	16 Sa	16 Tu
17 Sa	17 Tu	17 Tu	17 Fr	17 Su	17 We
18 Su	18 We	18 We	18 Sa	18 Mo	18 Th
19 Mo	19 Th	19 Th	19 Su	19 Tu	19 Fr
20 Tu	20 Fr	20 Fr	20 Mo Annual Town Meeting & Finance	20 We	20 Sa
21 We	21 Sa	21 Sa	21 Tu	21 Th	21 Su
22 Th	22 Su	22 Su	22 We	22 Fr	22 Mo
23 Fr	23 Mo Planning & Finance	23 Mo	23 Th	23 Sa	23 Tu
24 Sa	24 Tu	24 Tu	24 Fr	24 Su	24 We
25 Su	25 We	25 We	25 Sa	25 Mo SpringBank Hol.	25 Th
26 Mo Planning & Finance	26 Th	26 Th	26 Su	26 Tu Planning & Finance	26 Fr
27 Tu	27 Fr	27 Fr	27 Mo Planning & XTC	27 We	27 Sa
28 We	28 Sa	28 Sa	28 Tu	28 Th Cllr TRAINING	28 Su
29 Th		29 Su	29 We	29 Fr	29 Mo Planning & Finance
30 Fr		30 Mo Planning & Finance	30 Th	30 Sa	30 Tu
31 Sa		31 Tu		31 Su	

July	August	September	October	November	December
1 We	1 Sa	1 Tu Planning & Finance	1 Th	1 Su	1 Tu
2 Th	2 Su	2 We	2 Fr	2 Mo <b>FULL COUNCIL</b>	2 We
3 Fr	3 Mo	3 Th	3 Sa	3 Tu	3 Th
4 Sa	4 Tu	4 Fr	4 Su	4 We	4 Fr
5 Su	5 We	5 Sa	5 Mo <b>FULL COUNCIL</b>	5 Th	5 Sa
6 Mo <b>FULL COUNCIL</b>	6 Th	6 Su	6 Tu	6 Fr	6 Su
7 Tu	7 Fr	7 Mo <b>FULL COUNCIL</b>	7 We	7 Sa	7 Mo <b>FULL COUNCIL</b>
8 We	8 Sa	8 Tu	8 Th	8 Su	8 Tu
9 Th	9 Su	9 We	9 Fr	9 Mo FACILITIES	9 We
10 Fr	10 Mo	10 Th	10 Sa	10 Tu	10 Th
11 Sa	11 Tu	11 Fr	11 Su	11 We	11 Fr
12 Su	12 We	12 Sa	12 Mo	12 Th	12 Sa
13 Mo	13 Th	13 Su	13 Tu	13 Fr	13 Su
14 Tu	14 Fr	14 Mo FACILITIES	14 We	14 Sa	14 Mo Planning & Finance
15 We	15 Sa	15 Tu	15 Th	15 Su	15 Tu
16 Th	16 Su	16 We	16 Fr	16 Mo	16 We
17 Fr	17 Mo	17 Th	17 Sa	17 Tu	17 Th
18 Sa	18 Tu	18 Fr	18 Su	18 We	18 Fr
19 Su	19 We	19 Sa	19 Mo	19 Th	19 Sa
20 Mo	20 Th	20 Su	20 Tu	20 Fr	20 Su
21 Tu	21 Fr	21 Mo	21 We	21 Sa	21 Mo
22 We	22 Sa	22 Tu	22 Th	22 Su	22 Tu
23 Th	23 Su	23 We	23 Fr	23 Mo	23 We
24 Fr	24 Mo	24 Th	24 Sa	24 Tu	24 Th
25 Sa	25 Tu	25 Fr	25 Su	25 We	25 Fr Christmas Day
26 Su	26 We	26 Sa	26 Mo Planning & Finance	26 Th	26 Sa Boxing Day
27 Mo Planning & Finance	27 Th	27 Su	27 Tu	27 Fr	27 Su
28 Tu	28 Fr	28 Mo Planning & Finance	28 We	28 Sa	28 Mo Substitute Day
29 We	29 Sa	29 Tu	29 Th	29 Su	29 Tu
30 Th	30 Su	30 We	30 Fr	30 Mo Planning & Finance	30 We
31 Fr	31 Mo AugustBank Hol.		31 Sa		31 Th

This is a proposed schedule of meetings - dates may change and additional meetings may be added as necessary. Agendas confirming date and time will be issued 6 days ahead of each meeting. Visit [www.tenburytown.org.uk](http://www.tenburytown.org.uk) for more information