



Fairford Town Council

MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD ON THE 9TH MAY 2017

Membership:	Cllr Boulton	Cllr Bowen	Cllr Dallow
	Cllr Doherty	Cllr Dudley	Cllr Foxall
	Cllr Harrison	Cllr Hill	Cllr Hing
	Cllr McKinley	Cllr Roberts	Cllr Sanford
	Cllr Winney		

In Attendance: Vanessa Lawrence & Roz Capps (Clerks), District Cllrs Coakley and Andrews and one member of the public.

- 001 17/18 To elect the Town Mayor**
Cllr Dudley as Deputy Mayor for the past year reported that he felt that he could not take up the role of Mayor at the present time, as his circumstances have changed. He would, however, be able to continue as Deputy Mayor if the Council are in agreement. Following debate Cllr Sanford was also asked if she would consider staying on for a further year. Cllr Sanford said that she would not like to continue. Nominations were received for Cllr Boulton. It was **RESOLVED** to elect Cllr Boulton as Mayor. Proposed Cllr Dudley, seconded Cllr Hing – 9 in favour, 1 abstention.
- 002 17/18 To receive the Town Mayor’s Declaration of Acceptance of Office.**
Cllr Boulton’s Declaration of Acceptance of Office was received.
- 003 17/18 To elect the Deputy Mayor**
Cllrs agreed that Cllr Dudley should remain as Deputy Mayor. It was **RESOLVED** to elect Cllr Dudley as Deputy Mayor. Proposed Cllr Sanford, seconded Cllr Harrison – all in favour.
- 004 17/18 To receive the Deputy Town Mayor’s Declaration of Acceptance of Office**
Cllr Dudley’s Declaration of Acceptance of Office was received.
- 005 17/18 Apologies for absence**
Apologies were received from Cllr Bowen, Cllr McKinley, Cllr Dallow
- 006 17/18 Declarations of Interest in Items on the Agenda**
None received.
- 007 17/18 To remind Councillors to submit any changes to the Register of Interests to the Clerk, if applicable.**
The Clerk reminded Cllrs that any changes to their Register of Interests needs to be reported and a change of details form completed. Cllr Hing advised that he required a form.

ACTION: Clerk to send form to Cllr Hing.

008 17/18 To approve the Minutes of the Full Council meeting held on the 11th April 2017

It was **RESOLVED** to approve the Minutes of the Full Council meeting held on the 11th April 2017. Proposed Cllr Sanford, seconded Cllr Harrison – 9 in favour, 1 abstention.

009 17/18 Clerk's Report

The Clerk had previously circulated her report relating to matters dealt since the last meeting.

010 17/18 To consider and agree any changes for Committee and sub-committee membership:-

It was **RESOLVED** to make the following changes. Proposed Cllr Dudley, seconded Cllr Foxall – all in favour. The Committees will now be made up as follows:-

- **Planning Committee** – Cllr Dallow, Cllr Harrison, Cllr Hill, Cllr Sanford, Cllr Foxall - Cllr Boulton and Cllr Dudley (ex-officio members).
- **Finance Committee** – Cllr Hing, Cllr Bowen, Cllr Doherty, Cllr Foxall, Cllr Harrison – Cllr Boulton and Cllr Dudley (ex-officio members).
- **Works & Community Committee** – Cllr Bowen, Cllr Roberts, Cllr Doherty, Cllr Sanford, Cllr McKinley, Cllr Winney - Cllr Boulton and Cllr Dudley (ex-officio members).
- **Staffing Committee** – Cllr Doherty, Cllr Foxall, Cllr Bowen, Cllr Dallow, Cllr Winney - Cllr Dudley (ex-officio member).
- **Procedures Committee** – Cllr Bowen, Cllr Roberts, Cllr Harrison, Cllr Doherty - Cllr Boulton and Cllr Dudley (ex-officio members).

011 17/18 To consider and agree any changes of representatives to the following groups/organisations

It was **RESOLVED** to make the following changes. Proposed Cllr Sanford, seconded Cllr Doherty – all in favour. The representatives to the following groups/organisations will be made up as follows:-

- i. Palmer Hall Committee (1) – Cllr Roberts
- ii. Farmor's Endowed Trust(2) – Cllr Hing, Cllr Dudley
- iii. Fairford Community Centre Trustees (3)- Cllr Sanford, Cllr Bowen, Cllr Hill
- iv. Fairford Community Centre Management Committee (2) – Cllr Sanford, Cllr Bowen
- v. Cotswold Water Park (1) – Cllr Sanford
- vi. Fairford Air Base links (3) – Cllr Hing, Cllr Winney, Cllr Roberts
- vii. Gloucestershire Market Town Forum (1) – Cllr Doherty
- viii. Police link (1) – Cllr Dallow? Cllr Foxall
- ix. Fairford History Society (1) – Cllr Winney
- x. Access to the Countryside Committee (3) – Cllr Hill, Cllr Boulton, Cllr Sanford
- xi. River Coln Project Team (3) – Cllr Roberts, Cllr Hill, Cllr Boulton
- xii. FEAG (3)- Cllr Roberts, Cllr Hill, Cllr Boulton
- xiii. Youth Steering Group (1) – Cllr Doherty
- xiv. Lady Mico Trust (2) – Cllr Hing, Cllr Dudley
- xv. Neighbourhood Development Plan Steering Group (2) – Cllr Sanford, Cllr Harrison
- xvi. Patients Participation Group (1) – Cllr Sanford
- xvii. Fairford & Lechlade Business Club (1) – Cllr Harrison

- 012 17/18 To agree to adjourn the meeting for Public Participation, if members of the public are present - there is a 10 minute time limit).**
N/A – as no questions were asked.
- 013 17/18 To agree to reconvene the meeting following Public Participation, if applicable.**
N/A
- 014 17/18 Chairman’s Announcements**
None
- 015 17/18 To receive report from District Cllrs (see weekly bulletins e-mailed)**
Cllr Coakley reported on an extra item, which had not been previously circulated. `Purdah` was still applicable following the County Council elections, as a result of a General Election being called for June. The District Council’s AGM will take place in May, but the Full Council meeting has been put back until June because of the General Election. She also reported on `Scam` phonecalls circulating at the moment and the Clerk said that she would post this information on the website and on the facebook page.

ACTION: Clerk to post information relating to scam phone calls on the website and facebook page.

- 016 17/18 To receive report from County Cllr**
No report available in the Cllrs absence.
- 017 17/18 To receive reports from meetings/events attended**
None
- 018 17/18 To consider invitations to meetings (e-mailed)**
None received
- 019 17/18 To consider correspondence received (for information only e-mailed)**
Correspondence was considered, and no comments received.

FINANCE

- 020 17/18 To receive the Minutes of the Finance Committee meeting (draft)**
The Minutes of the Finance Committee meeting was received with no comment.

District Cllr Coakley left the meeting.

- 021 17/18 To approve retrospectively payments to end of April 2017**
It was **RESOLVED** to approve, retrospectively, payments to the end of April 2017. Proposed Cllr Doherty, seconded Cllr Hill – all in favour.
- 022 17/18 To receive most recent income & expenditure figures**
The most recent income & expenditure figures were received with no comment.

023 17/18 To consider and agree recommendation from the Finance Committee to approve the Annual Governance Statement 2016/17.

It was **RESOLVED** to agree recommendation from the Finance Committee to approve the Annual Governance Statement. Proposed Cllr Doherty, seconded Cllr Hing – 9 in favour, 1 abstention.

ACTION: Clerk to send documents to External Auditor

024 17/18 To consider and agree recommendation from the Finance Committee to approve the Accounting Statement, and Summary of Payments & Receipts for year ending 31st March 2017

It was **RESOLVED** to agree recommendation from the Finance Committee to approve the Accounting Statement and summary of payments and receipts. Proposed Cllr Doherty, seconded Cllr Hill – 9 in favour, 1 abstention.

ACTION: Clerk to send documents to External Auditor

025 17/18 To consider and agree payment of Internal Auditors Fees - £569.36.

It was **RESOLVED** to agree payment of Internal Auditors fees. Proposed Cllr Doherty, seconded Cllr Sanford – all in favour.

ACTION: Clerk to make payment

026 17/18 To consider and agree to renew insurance policy or to select an alternative company – details of quotes on Cllrs. webpage.

The Clerk circulated the details of the renewal costs and details of a quote from an alternative insurer. Following brief debate it was **RESOLVED** to remain with the current insurer and to accept the renewal premium. Proposed Cllr Dudley, seconded Cllr Foxall – all in favour.

ACTION: Clerk to renew insurance policy with AON

027 17/18 To consider and agree recommendation from Finance Committee to alter schedule of Finance meetings.

Following a brief discussion, it was **RESOLVED** to agree recommendation from the Finance to alter the schedule of Finance Committees to once a month if required. Proposed Cllr Hing, seconded Cllr Dudley – all in favour.

ACTION: Clerk to amend schedule of meetings.

028 17/18 To consider and agree recommendation from the Finance Committee to approve the Effectiveness of Internal Audit document.

It was **RESOLVED** to agree recommendation from the Finance Committee to approve the Effectiveness of Internal Audit document. Proposed Cllr Doherty, seconded Cllr Sanford – all in favour.

PLANNING
029 17/18

To receive the minutes of the Planning committee meetings held on 18th April and 2nd May 2017

The Minutes of the Planning Committee meetings held on the 18th April and 2nd May, were received with no comment.

WORKS & COMMUNITY

030 17/18 To receive the minutes of the Works & Community Committee Meeting held on 25th April 2017

The Minutes of the Works & Community Committee meeting were received with no comment.

031 17/18 To consider and agree funding towards summer activities.

Following debate it was **RESOLVED** to fund the summer holiday's activities programme for children, for no more than £2k. Proposed Cllr Dudley, seconded Cllr Foxall – all in favour. Cllr Doherty was asked to establish if CDC have any funds available for summer activities.

ACTION: Cllr Doherty to ascertain if funds available from CDC.

OTHER MATTERS

032 17/18 To consider and agree arrangements for the Annual Town Meeting on Thursday 25th May 2017

Following debate it was agreed to use the same format as last year. Cllrs also agreed to present a table detailing the roles and responsibilities of Town, District & County councils.

ACTION: Clerk to prepare a table of roles and responsibilities.

033 17/18 To remind Chairs to prepare a report for the Annual Town meeting.

The Clerk reminded the Chairs to submit their reports in advance of the meeting.

034 17/18 To consider extending the scope of delegated powers to other Committees.

Following debate it was agreed that this matter should be deferred to the Procedures Committee for consideration.

ACTION: Clerk to add this item to the Agenda for the next Procedures Committee meeting.

.....Chairman

.....2017