



# Annual Town Council Meeting

## 10<sup>th</sup> May 2022

### The Winning Post, Moorends

## MINUTES

**Present:** Councillors C Ellis Town Mayor, S Durant Deputy Town Mayor. J Blackham, M Houlbrook, J Phillips, R Powell

### 1 ELECTION OF CHAIRMAN & TOWN MAYOR

**RESOLVED:** That Councillor Craig Ellis elected Chairman & Town Mayor for the ensuing year.

### 2 TOWN MAYOR'S ACCEPTANCE OF OFFICE.

**RESOLVED:** That Councillor Craig Ellis, signs the acceptance of office having been elected Chairman & Town Mayor for the ensuing year.

### 3 STATEMENT FROM THE RETIRING TOWN MAYOR

**RESOLVED:** That that the statement delivered by Councillor Craig Ellis, as retiring Town Mayor, be received and that he be congratulated on his year of office

### 4 APOLOGIES FOR ABSENCE

**RESOLVED:** That apologies for absence be received from Councillors G Ap Harri, C Blackham, A Cuttall, N Etherington, K Fox, M Phillips, R Porter, S Sweeting and M Williams.

### 5 ELECTION OF VICE CHAIRMAN & DEPUTY TOWN MAYOR

**RESOLVED:** That Councillor Susan Durant be elected Vice Chairman & Deputy Town Mayor for the ensuing year.

### 6 DEPUTY TOWN MAYOR'S ACCEPTANCE OF OFFICE

**RESOLVED:** That Councillor Susan Durant, signs the acceptance of office having been elected Vice Chairman & Deputy Town Mayor for the ensuing year.

### 7 TOWN MAYOR'S FUND

**RESOLVED:** That a sum of £3000 be determined for the Town Mayor's Fund for the ensuing year and that it be confirmed that the Town Mayor has sole discretion in determining which charitable and local bodies benefit.

### 8 COMMITTEE STRUCTURE AND TERMS OF REFERENCE

**RESOLVED:** That the committee structure and terms of reference remain unchanged for the ensuing year.

## **9 COMMITTEE MEMBERSHIP**

**RESOLVED:** That the committee membership remain unchanged for the ensuing year.

## **10 CALANDAR OF MEETINGS – 2022/2023**

**RESOLVED:** That the calendar of meetings be determined based on the existing policy of meetings being held on the second Tuesday of each month, excepting January 2023 (Precept meeting on third Tuesday) and that the council be in recess during the month of August.

## **11 GENERAL POWERS OF COMPETENCE**

**RESOLVED:** That having regard that all town Councillors have be subject to the election process and that the Locum Town Clerk is appropriately qualified the town council meeting the requirements to adopt the General Powers of Competence regulations.

## **12 STANDING ORDERS AND CODE OF CONDUCT**

**RESOLVED:** That the Standing Orders and Code of Conduct remain unchanged for the ensuing year.

## **13 FINANCIAL REGULATIONS**

**RESOLVED:** That the Financial Regulation remain unchanged for the ensuing year.

## **14 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED:** That the minutes of the following meetings be received and approved: -

12<sup>th</sup> April 2022

27<sup>th</sup> April 2022

## **15 PAYMENT OF ACCOUNTS**

**RESOLVED:** That approval be given for the payment of invoices, direct debits, and credit card as detailed on the schedules circulated to the meeting.

## **16 FINAL ACCOUNTS – YEAR ENDED 31<sup>ST</sup> MARCH 2022**

**RESOLVED:**

1. That the statement of the Unaudited Final Accounts for the year ended 31<sup>st</sup> March 2022, as prepared by DCK Financial Service Financial Services Ltd be received and approved.
2. That the report of the Locum Town Clerk be received and noted.
3. That arrangements for submitting the Annual Statement (AGAR) and meeting the requirements for the annual external audit, including placing the accounts on deposit for examination by local electors, as outlined by the Locum Town Clerk be noted and received.

## **17 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That press and public be excluded from the meeting due to the confidential nature of the remaining business to be transacted

## **18 REVIEW OF THE TOWN COUNCIL'S ADMINISTRATIVE FUNCTIONS.**

Councillor Craig Ellis, Town Mayor, Councillor Ron Powell, Chairman of Staffing & Complaints Committee and the Locum Town Clerk reported on the progress being made regarding the review and re-organisation of the management of the town council's administrative functions.

**RESOLVED:** That the reports be receive and noted and that existing approvals relating to the plenary powers granted to the Town Mayor & Deputy Town Mayor be continued.

## **19 BANK MANDATE – TSB CURRENT & ONLINE BANKING ACCOUNT**

**RESOLVED;** That arising from Minute 18 the following changed by made to the mandate relating to the online current account provided by TSB

1. In accordance with accordance with current Standing Orders and Financial Regulations, Matthew Gleadell (former town clerk) and Lisa Hall (former Administrative Assistant are to be removed as signatories from the above account held with TSB Bank PLC.
2. It be confirmed that Chris Geeson (Locum Town Clerk) and Councillor Susan Durant. are to be added as signatories.
3. It is hereby certified that this resolution is in accordance with the current Standing Orders and Financial Regulations of the Town Council

Signed as a true record

**Susan Durant**

Susan Durant (Deputy Town Mayor)  
In the absence of Craig Ellis (Town Mayor)  
At a meeting on the Town Council  
Held on 14<sup>th</sup> June 2022