

Minutes of the ANNUAL COUNCIL MEETING of Uppingham Town Council held at the Town Hall, High Street East, Uppingham, Rutland – 7:30pm WEDNESDAY 23rd May 2018.

081/18 1 - Opening remarks: Cllr. Alec Crombie opened the meeting.

This meeting will be recorded and will be subsequently available for public listening.

We are soon to elect my successor and it is my earnest wish that they receive the same degree of support and respect that I have had the benefit of. I came into Local Government on the back of 40 years in the charity sector where consensus politics predominated. I have since discovered ‘real politique’ with its energising qualities. I suggest that disagreement can and should be constructive provided it is expressed temperately and with respect. And that it is underpinned by good faith. Not for nothing are the Nolan Principles enshrined in our Standing Orders. I wish my successor every good luck and thank you kindly for your support over the last two years.

082/18 2 - To elect the Town Mayor for the forthcoming year:

Miranda Jones was nominated by Alec Crombie and seconded by David Casewell. There being no other nominations, Miranda Jones was duly elected Mayor/Chair of Uppingham Town Council for the forthcoming year.

083/18 3 - To receive the declaration of acceptance of office for the elected Town Mayor:

Miranda Jones signed the declaration of acceptance. David Casewell proposed Council receive the declaration of acceptance of office for the elected Town Mayor. Seconded by Sam Findlay and unanimously agreed.

084/18 4. Opening Remarks from the New Mayor, Miranda Jones: I would like to thank Cllr. Crombie for the last two years of exemplary and inspirational service as Chair and Town Mayor. In his absence I would also like to thank Cllr. Steve Rozak for his service as Deputy Mayor. I am mindful that in one year local elections will take place and the Council may look very different to the way it does this evening. I hope we can enjoy this last year and work together for the good of the town. One of my aims is to build on the great work of our Clerk in raising the profile of this council in the hope that we can attract a new wave, and possibly, demographic, of Uppingham residents to stand as councillors in the next election.

085/18 5 – Attendance Register:

Cllr’s – David Ainslie, David Casewell, Alec Crombie, Lindsay Cooper, Claire Crowley, Christine Edwards, Sam Findlay, Miranda Jones, Ian Salt, Mark Shaw, and Cornelius Vincent-Enright.

Two attendees in the public gallery.

086/18 6 - Apologies for absence:

Received from Richard Reeve, Stephen Rozak, Ron Simpson and Peter Rees. Proposed by Christine Edwards these be accepted, seconded by Cornelius Vincent-Enright and unanimously agreed.

087/18 7 - Declaration of members interest and dispensations:

- Miranda Jones in item 10 at which point she would withdraw from the meeting.
- Miranda Jones declared a non-pecuniary interest in item 13e as a director and Chair of The Uppingham Partnership.
- David Casewell declared a non-pecuniary interest in item 13e as a member of The Uppingham Partnership.

088/18 8 - To elect the Deputy Mayor for the forthcoming year:
Miranda Jones proposed that David Casewell be nominated as Deputy Mayor, seconded by Cornelius Vincent-Enright. There being no other nominations David Casewell was duly elected as Deputy Mayor.

089/18 9 - To confirm the minutes of the full council meeting held on 24th May 2017:
Proposed by Sam Findlay these be approved, seconded by Cornelius Vincent-Enright and unanimously agreed.

Miranda Jones left the meeting at 7:39pm
090/18 10 - To confirm the amount of the Chairman's allowance in pursuance of section 15 (5) of The Local Government Act 1972:

Resolution: Proposed by Christine Edwards that the Chairman's allowance be approved at £650.00 under section 15 (5) of The Local Government Act 1972. Seconded by Cornelius Vincent-Enright and unanimously agreed.

Miranda Jones returned to room at 7:41pm

091/18 11 - Nominations for the following committees:

- a) Finance and General Purposes Committees**
David Ainslie, Christine Edwards, Sam Findlay, Stephen Rozak, Lindsay Cooper and Miranda Jones.
- b) Amenities Committee**
Miranda Jones, Peter Rees, Richard Reeve, Claire Crowley, Ian Salt, Alec Crombie, Cornelius Vincent-Enright, Stephen Rozak and David Casewell
- c) Planning Committee**
Miranda Jones, Peter Rees, Richard Reeve, Ian Salt, Alec Crombie, Stephen Rozak, Cornelius Vincent-Enright and David Casewell
- d) Staffing Committee**
David Ainslie, Alec Crombie, Lindsay Cooper, Mark Shaw, Ron Simpson and Sam Findlay
- e) Neighbourhood Plan Committee**
David Ainslie, David Casewell, Christine Edwards, Richard Reeve and Ron Simpson.

Ron Simpson joined the meeting at 7:49pm

Resolution: Proposed by David Casewell these are approved, seconded by Christine Edwards and unanimously agreed.

092/18 12 - Election of committee chair and vice chair for the following:

- a) Finance and General Purposes Committees**
Chair – Sam Findlay (Proposed by David Ainslie, seconded by Cornelius Vincent-Enright and unanimously agreed).
Vice Chair - Lindsay Cooper (Proposed by Christine Edwards, seconded by David Ainslie and unanimously agreed).
- b) Amenities Committee**
Chair – Peter Rees (Proposed by Miranda Jones, seconded by Cornelius Vincent-Enright and unanimously agreed).
Vice Chair – Alec Crombie (Proposed by Miranda Jones, seconded by Sam Findlay and unanimously agreed).
- c) Planning Committee**
Chair – Richard Reeve (Proposed by Cornelius Vincent-Enright, seconded by Miranda

Jones and unanimously agreed).

Vice Chair – Mark Shaw (Proposed by David Ainslie, seconded by Christine Edwards and unanimously agreed).

d) Staffing Committee

Chair – Lindsay Cooper (Proposed by Cornelius Vincent-Enright, seconded by Miranda Jones and unanimously agreed).

Vice Chair – Mark Shaw (Proposed by Ron Simpson, seconded by Miranda Jones and unanimously agreed).

093/18 13 - Consider members representing Council on various groups, organisations and community partnerships including:

- a) Uppingham in Bloom. **Nomination: Claire Crowley.** Proposed by Miranda Jones, seconded by David Casewell and unanimously agreed.
- b) Rutland and Parish Council Forum Working Group. **Nomination: David Casewell.** Proposed by Ron Simpson, seconded by Mark Shaw and unanimously agreed.
- c) Leicestershire & Rutland Association of Local Councils. **Nomination: Ron Simpson.** Proposed by Christine Edwards, seconded by Cornelius Vincent-Enright and unanimously agreed.
- d) Uppingham Twinning Association. **Nomination: David Ainslie.** Proposed by Christine Edwards, seconded by Ron Simpson and unanimously agreed.
- e) The Uppingham Partnership Ltd. **Proposed** by David Ainslie that this matter is deferred to 6th June Full Council, seconded by Mark Shaw, 10 in favour and 2 abstentions.
- f) Rutland Access Group. **Nomination: Alec Crombie.** Proposed by David Ainslie, seconded by Miranda Jones and unanimously agreed.
- g) Local Strategic Partnership Executive. **Nomination: Miranda Jones.** Proposed by Ron Simpson, seconded by Cornelius Vincent-Enright and unanimously agreed.
- h) WW1 County Working Group. **Nomination: David Casewell.** Proposed by Ron Simpson, seconded by Cornelius Vincent-Enright and unanimously agreed.
- i) Resilience Group. **Nomination: David Ainslie.** Proposed by Miranda Jones, seconded by Mark Shaw and unanimously agreed.

094/18 14 - Consider the report from Redwood Pryor Ltd, Council's independent internal auditor for the financial year ending 31st March 2018.

Resolution: Sam Findlay Proposed this reported is accepted with amendments and feedback to the internal auditor, seconded by Cornelius Vincent-Enright and unanimously agreed.

095/18 15 - Consider, review and confirmation of adoption of council's policies:

- a) Standing Orders (adopted 2nd May 2018) including Code of Conduct and Communications and Media Policy.
- b) Financial Regulations (adopted 1st November 2017)
- c) Financial Reserves Policy (adopted 5th April 2017)
- d) Financial Oversight Document (adopted 2nd December 2015)
- e) Financial & Management Risk Assessment (adopted 5th October 2016)
- f) Council's complaints procedure (adopted 1st November 2017)
- g) Equal Opportunities Policy (adopted 7th March 2018)
- h) Grant Aid Policy & Rules (adopted 2nd February 2018)
- i) Procedure for requests under the Freedom of Information Act 2000 including the Model Publication Scheme for Freedom of Information request charges by UTC

(adopted on 3rd May 2017).

- j) General Data Protection Regulation:
- i. Records Management & Retention Policy (adopted 2nd April 2018)
 - ii. Subject Access Request Policy (adopted 2nd April 2018)
 - iii. Uppingham Town Council Privacy Notices (General Privacy Notice & Privacy Notice for UTC Members and Staff - adopted 2nd April 2018)
 - iv. Data Protection Policy (new)
 - v. Data Breach Policy (new)
 - vi. Establishment of new email accounts for members of Council

Resolution (a): Proposed by David Ainslie these are adopted subject to the inclusion of the following in section 1.12.6 ‘In exceptional circumstances the Town Council may also authorise membership of the committee by an individual who is not representing any group, where that individual is judged to have the specific skills of value to the committee’. Seconded by Christine Edwards and unanimously agreed.

Resolution (b to i): Proposed by Ron Simpson these all be adopted (including 1.11.17 Financial Regulations as opposed to November 2014 as stated in agenda), seconded by David Ainslie, 11 in favour and 1 abstention.

Resolution (j i to iii): Proposed by Ron Simpson, seconded by Cornelius Vincent-Enright and unanimously agreed.

Resolution (j iv to v): Proposed by Ron Simpson, seconded by Cornelius Vincent-Enright and unanimously agreed.

Resolution (j vi): Proposed by David Ainslie that this topic is referred to the F&GP Committee, seconded by Sam Findlay and unanimously agreed.

096/18 16 - To consider the meeting schedule for 2018 & 2019 set out in the supporting document.

Resolution: Proposed by David Ainslie that the Full Council Meeting date in January 2019 is changed to 9th January 2019 and that these are approved, seconded by Mark Shaw, 11 in favour and 1 abstention.

097/18 17 - To consider the appointment of Chris Moses of Personnel Advice & Solutions as HR adviser to Uppingham Town Council.

Resolution: Proposed by Sam Findlay that Personnel Advice & Solutions continue to act as HR advisers to Council. Seconded by Lindsay Cooper, 11 in favour and 1 against.

098/18 18 - Appointment of an independent internal auditor for the coming financial reporting period to 31st March 2019:

- a) Richard Willcocks FCMA (Redwood Pryor Ltd). **Resolution:** Proposed by Sam Findlay that Redwood Pryor continue to act as independent internal auditor to Council. Seconded by Lindsay Cooper and unanimously agreed.

099/18 19 - To consider and complete The Annual Governance Statement (Section 1) for the year ended 31st March 2018.

Resolution: Proposed by Sam Findlay that all 8 items are ‘yes’ on the governance statement section 1, seconded by Mark Shaw, 11 in favour and 1 abstention.

100/18 **20** - To consider for approval the Accounting Statements (Section 2) and Accounts for the year ended 31st March 2018.

Resolution: Proposed by Sam Findlay that the accounting statements (section 2) are dully signed by the Chair, seconded by Cornelius Vincent-Enright and unanimously agreed.

Meeting closed at 9.09p.m.