

Minutes of the Annual Council Meeting of Uppingham Town Council held at the Town Hall, High Street East, Uppingham, Rutland – 7.30pm WEDNESDAY 15th May 2019.

030/19 1 - Opening Remarks:

Miranda Jones welcomed everyone to the meeting and reminded members that the meeting would be recorded and published to the Town Council website after the meeting.

Miranda Jones specifically welcomed Cllr. Lucy Lewin and Cllr. Liz Clarke whom both join us for the first time after the election. Congratulations to you both. Personally, I think it's best we put the election behind us and focus on the future. But I would like to say to the 'Working Together for Uppingham' group, well done on supporting members of the community who wanted to stand for election and congratulations on delivering two new members for Council. I won't be standing for Mayor this coming year and would like to thank everyone who has supported me, it's one for my memoirs.

031/19 2 - To elect the Town Mayor for the forthcoming year:

Nomination 1: David Casewell. Proposed by Miranda Jones and seconded by Richard Reeve. 9 votes in favour.

Nomination 2: David Ainslie. Proposed by Christine Edwards and seconded by Mark Shaw. 5 votes in favour.

David Casewell was duly elected as Chair for the coming year.

032/19 3 – To receive the Declaration of Acceptance of Office – elected Town Mayor.

Resolution: Proposed by Miranda Jones and seconded by Cornelius Vincent-Enright that the declaration is received. Unanimously agreed.

033/19 4 - Chairman's opening remarks.

Thank you everyone for your support. I hope the outcome doesn't reflect a split in the Council as I like Dave, believe we have to form a bond together and hope there is a determination that particularly with the work on the Strategic Plan; which I think is so important. And we did say in that Strategic Plan work, we would do something to try and resolve matters. I think if we can rely on Dave to help push the Strategic Plan forward, it will be an important document that we can rally around. I hope that will take place.

Secondly if I appear a little bit all over the shop, I've not long been back in the country. Thirdly, this year is going to be a difficult one to start with as we adjust to temporary Clerking arrangements. I think the first couple of months will be 'steady as you go' until we find our feet again.

034/19 5 - Attendance register and apologies for absence.

David Casewell, Miranda Jones, Mark Shaw, David Ainslie, Liz Clarke, Cornelius Vincent-Enright, Alec Crombie, Lindsay Cooper, Richard Reeve, Sam Findlay, Lucy Lewin, Stephen Rozak, Christine Edwards and Ron Simpson.

Apologies received from Peter Rees. **Resolution:** Proposed by Christine Edwards that these are accepted, seconded by Cornelius Vincent-Enright.

035/19 6 - Declaration of members' interests and dispensations.

- Miranda Jones declared non-pecuniary interests in items 13a and 13d

- Ron Simpson declared a non-pecuniary interest in 13i, 17c and 17d as a director of LRALC
- David Casewell declared a non-pecuniary interest in item 13d as a member of Uppingham Town Partnership.

036/19 7 - To elect the Deputy Mayor for the forthcoming year.

Nomination 1: Stephen Rozak. Proposed by David Casewell and seconded by Richard Reeve. 7 votes in favour.

Nomination 2: David Ainslie. Proposed by Christine Edwards and seconded by Mark Shaw. 6 votes in favour.

Stephen Rozak was duly elected as Deputy Chair for the coming year.

037/19 8 - To confirm the minutes of the Annual Council Meeting held on 23rd May 2018.

Resolution: Proposed by Cornelius Vincent-Enright that the minutes are approved, seconded by Sam Findlay, 13 in favour and 1 abstention.

David Casewell left the meeting for the next item at 7.44pm and handed over to Deputy Chair Stephen Rozak.

038/19 9 - To confirm the amount of the Chairman's allowance in pursuance of section 15 (5) of The Local Government Act 1972.

Resolution: Proposed by Richard Reeve that the allowance is approved at £650.00, seconded by Cornelius Vincent-Enright, 12 in favour and 1 abstention.

David Casewell re-joined the meeting at 7.45pm

039/19 10 - Statement from the outgoing Clerk.

Neil Wedge thanked members for their support over the last four and a half years and asked that they consider the contents of his exit interview in the coming weeks and months. He thanked them for their generosity with the gifts presented earlier.

040/19 11 - Review of Scheme of Delegation for Uppingham Town Council and receive nominations for the following committees:

- a) Finance and General Purposes Committee
- b) Amenities Committee
- c) Planning Committee
- d) Staffing Committee
- e) Neighbourhood Planning Advisory Group

Chair attends as ex-officio on all committees except Staffing.

Finance & General Purposes Committee:

David Ainslie, Lindsay Cooper, Cornelius Vincent-Enright, Sam Findlay, Christine Edwards, Stephen Rozak.

Amenities Committee:

Alec Crombie, Lucy Lewin, Miranda Jones, Cornelius Vincent-Enright, Richard Reeve, Peter Rees, Stephen Rozak.

Planning Committee:

Alec Crombie, Richard Reeve, Mark Shaw, Cornelius Vincent-Enright, Liz Clarke, Stephen Rozak.

Staffing Committee:

Alec Crombie, Lucy Lewin, Mark Shaw, Miranda Jones, David Ainslie, Lindsay Cooper, Cornelius Vincent-Enright, Liz Clarke, Sam Findlay, Stephen Rozak, Ron Simpson.

Neighbourhood Planning Advisory Group (5):

Liz Clarke, Richard Reeve, Christine Edwards, Stephen Rozak, Ron Simpson.

Resolution: Proposed by David Casewell that all the above appointments to committees are adopted, seconded by Christine Edwards and unanimously agreed.

Note: Scheme of Delegation to remain as is and be reviewed by the new Clerk after their appointment.

041/19 12 - Election of committee chair and vice chair for the following:

- a) Finance and General Purposes Committee
- b) Amenities Committee
- c) Planning Committee
- d) Staffing Committee
- e) Neighbourhood Planning Advisory Group (Chair only)

Finance & General Purposes Committee:

Chair – Sam Findlay. Proposed by Lindsay cooper and seconded by Alec Crombie.

Deputy Chair Nomination 1: David Ainslie. Proposed by Christine Edwards and seconded by Mark Shaw. 6 votes in favour.

Deputy Chair Nomination 2: Lindsay Cooper. Proposed by Sam Findlay and seconded by Richard Reeve. 7 votes in favour.

Deputy Chair – Lindsay Cooper duly appointed.

Amenities Committee:

Chair – Peter Rees. Proposed by Miranda Jones and seconded by Stephen Rozak.

Deputy Chair – Miranda Jones. Proposed by Alec Crombie and seconded by Cornelius Vincent-Enright.

Planning Committee:

Chair – Richard Reeve. Proposed by Alec Crombie and seconded by Cornelius Vincent-Enright.

Deputy Chair – Stephen Rozak. Proposed by Richard Reeve and seconded by Cornelius Vincent-Enright.

Staffing Committee:

Chair – Lindsay Cooper. Proposed by Sam Findlay and seconded by Cornelius Vincent-Enright.

Deputy Chair – Lucy Lewin. Proposed by David Ainslie and seconded by Ron Simpson.

Neighbourhood Planning Advisory Group (NPAG):

Chair Nomination 1: Jane Lang. Proposed by Richard Reeve and seconded by Cornelius Vincent-Enright. 8 votes in favour.

Chair Nomination 2: Chris Merricks. Proposed by Christine Edwards and seconded by Mark Shaw. 4 votes in favour.

2 abstentions.

Chair of NPAG – Jane Lang

042/19 13 - Consider members representing Council on various groups, organisations and community partnerships including:

- a) Uppingham in Bloom – **Liz Clarke**
- b) Rutland and Parish Council Forum Working Group – **Cornelius Vincent-Enright**
- c) Uppingham Twinning Association – **David Ainslie**
- d) The Uppingham Partnership Ltd - **Cornelius Vincent-Enright**
- e) Rutland Access Group – **Alec Crombie**
- f) WW1 County Working Group – *no longer required*
- g) Resilience Group – **Ron Simpson**
- h) James Thorpe Charity (Ayston Road) – **Richard Baines** (non-Council member representative)
- i) LRALC AGM (15th June 2019) – **David Casewell**
- j) RCC Bus User Group and 747 Parishes Group – **Stephen Rozak**

043/19 14 - Consider the report from Redwood Pryor Ltd, Council's independent internal auditor for the financial year ending 31st March 2019.

Resolution: Proposed by David Ainslie that this item is deferred until next Council meeting, seconded by Christine Edwards and unanimously agreed.

044/19 15 - Consider, review and confirmation of adoption of council's policies:

- a) Standing Orders (adopted 3rd Oct 2018) including Code of Conduct and Communications and Media Policy. **Resolution:** Proposed by Ron Simpson that the two suggested amendments are adopted and the change in 'members' to 'representatives' is not altered and that the new Clerk undertakes a review of the Standing Orders after appointment. Seconded by David Ainslie and unanimously agreed.
- b) Financial Regulations (adopted 1st Nov 2017)
- c) Financial Reserves Policy (adopted 5th April 2017)
- d) Financial Oversight Document (adopted 2nd December 2015)
- e) Financial Oversight Document (adopted 2nd December 2015)
- f) Financial & Management Risk Assessment (adopted 5th October 2016)
- g) Council's complaints procedure (adopted 1st November 2017)
- h) Equal Opportunities Policy (adopted 7th March 2018)
- i) Grant Aid Policy & Rules (adopted 6th February 2019)
- j) 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).
- k) 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 (adopted 2nd April 2018)

v. Data Breach Policy (adopted 2nd April 2018)

Resolution: Proposed by Ron Simpson that items b) to k) are approved ‘en bloc’, seconded by Cornelius Vincent-Enright and unanimously agreed.

045/19 16 - To consider the meeting schedule for 2019 & 2020 set out in the supporting document.

Resolution: Proposed by David Casewell that the schedule is adopted with the flexibility required over the coming weeks and months with members being updated as soon as possible with firm dates, seconded by David Ainslie and unanimously agreed.

046/19 17 - To consider the appointment of:

- a) Chris Moses of Personnel Advice & Solutions as HR adviser to Uppingham Town Council. **Resolution:** Proposed by Richard Reeve, seconded by Sam Findlay, 8 in favour, 1 against and 4 abstentions.
- b) Richard Willcocks FCMA (Redwood Pryor Ltd) as an independent internal auditor for the coming financial reporting period to 31st March 2020. **Resolution:** Proposed by Sam Findlay, seconded by Cornelius Vincent-Enright, 12 in favour, and 2 abstentions. **Cllr. Ron Simpson left the room at 8:30pm.**
- c) LRALC as advisers to Uppingham Town Council. **Resolution:** Proposed by Lindsay Cooper that LRALC are appointed as Council advisers, seconded by Cornelius Vincent-Enright, 11 in favour and 2 abstentions. *Note: Small working group consisting of Lindsay cooper, Ron Simpson and David Casewell to explore options for future support and training provision.*

Cllr Ron Simpson re-joined the meeting at 8:35pm

047/19 18 - To consider adopting the General Power of Competence for the new council term.

Resolution: Proposed by David Ainslie and seconded by Cornelius Vincent-Enright that Council adopt the General Power of Competence having met the relevant criteria. Unanimously agreed.

048/19 19 - To consider and complete The Annual Governance Statement (Section 1) for the year ended 31st March 2019.

Resolution: Proposed by David Casewell that the Annual Governance Statement (Section 1) is approved to 31st March 2019, seconded by Miranda Jones, 13 in favour and 1 abstention.

049/19 20 - To consider for approval the Accounting Statements (Section 2) and Accounts for the year ended 31st March 2019.

Resolution: Proposed by Cornelius Vincent-Enright that the Accounting Statements (Section 2) is approved to 31st March 2019, seconded by Sam Findlay and unanimously agreed.

Meeting closed: 8.50pm