

**Minutes of the Annual Council Meeting of Uppingham Town Council held remotely by ZOOM
Conference Call, WEDNESDAY 1ST JULY 2020 - DRAFT**

019/20 1 - CHAIR'S OPENING REMARKS

The Mayor, David Casewell, welcomed everyone to the meeting and reminded members that the meeting would be recorded and available to members and to the public after the meeting.

David noted that there was a member of the public present who wished to speak. No provision for public to speak at an Annual Council Meeting exists, but it was agreed that out of courtesy the member of public would be allowed to make a brief presentation following the Chair's opening remarks as an amended agenda item (1b)

David Casewell confirmed he would not be standing for Mayor for the forthcoming year. He thanked everyone for their support throughout the year and commented on the honour of having served as Mayor for Uppingham during an extraordinary year, which saw an outgoing Clerk, a locum Clerk and welcomed a new Clerk, with the challenges that has brought alongside the challenges for the community of dealing with the Coronavirus global pandemic. He said:

"The Covid outbreak has had a dreadful health impact and subsequent effect upon the town. UTC has had to cope with the requirements of lock down moving from no meetings, through audio meetings to emerge into an era of zoom meetings. My thanks to Councillors for embracing whatever technology has been used.

I need to offer great thanks to Debbie our Clerk and Kellie our Assistant who have demonstrated great fortitude and flexibility moving to working from home with all the challenges that this brings. Thankyou! Next year will bring Debbie all the challenges and stress of 'CILCA' and I wish her well in this endeavor. My thanks are also due to all the chairs of Committees and working groups who are the backbone of the progress of council activity

And finally, my great thanks go to my very hard-working deputy Mayor Steve Rozak who gave me great 'hands on' support during the year. Thanks Steve!"

020/20 1b - PUBLIC SPEAKING – AN OPPORTUNITY FOR THE PUBLIC TO SPEAK VIA ZOOM IN ACCORDANCE WITH STANDING ORDERS 2.3.4-2.3.9

One member of the public was present and addressed the Council briefly regarding bicycle racks in the town requesting support from the Central Government Covid Fund.

021/20 2 – TO ELECT THE TOWN MAYOR FOR THE FORTHCOMING YEAR

Nomination 1 – Stephen Rozak. Proposed by David Casewell, seconded by Alec Crombie.

Cllr Stephen Rozak was nominated unopposed and duly declared Mayor for the forthcoming year.

022/20 3 – TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE – ELECTED TOWN MAYOR

Resolution: Due to the remote nature of the meeting, it was not possible to receive the signed declaration. It was proposed by David Casewell and unanimously agreed to consider the declaration virtually signed by recorded acceptance, with arrangements in place to physically sign the document on Friday 3rd July 2020.

023/20 4 – CHAIRMANS OPENING REMARKS

"Thank you all for your support in me becoming Mayor. It's a great privilege to be Mayor for the town of Uppingham and I will try not to let everyone down. I would like to thank Dave Casewell, Debbie, Kellie and the backroom staff for all the work they have put in in the last year, particularly in the last 4 months with Covid-19. The number of new procedures, processes, technology you/we have had to handle is quite

astounding in such a short period of time. On top of this Debbie is only just reaching her first anniversary with us – well done to you all.

So onto this year.

My first priority for the year is get a hair cut next week!!

But seriously I think its' going to be a year of consolidation as well as looking forward at things to come.

I am going to try as best as I can to bring the Council together more to work as one to achieve our many challenges we will have. Each and every one of us has expertise and skills they bring to Council and I will try and use them as best I can – it will not be easy for us all and we may not get all the way there but we must make keep trying.

Well we should start with Covid-19 – it has not gone away and will be with us for the foreseeable future. We as a council will have to manage what comes our way as best we can and get used to the new normal. We have a few projects/activities under way that need to be managed and completed this year and we have a few longer term issues to start to think about.

Short term objectives and ideas to name a few:

- Get the council offices back open and running
- Continue to support the town with Covid-19 and its impact on them
- Understand the impact of Covid-19 on our finances
- Tod's piece play area work
- Town centre public toilets work plus how we integrate it into our working routines

Some strategic ones:

- 5 year strategic plan
- How we use our CIL money
- Work towards completing out NP
- Start the work on finding a tenant for our land on the Bloors development

So a busy time lies ahead and there will be others ideas that you bring to my attention that I have not listed here. So finally thank you again for your support and I will try and work towards achieving things for the people, businesses and organisations supporting this great town of ours.”

Stephen Rozak also noted an agenda amendment and proposed an addition to the Agenda:

*Item 17 – A late amendment to the Agenda item wording. Amendment agreed and accepted unanimously.
Item 21 – UTC have been asked to respond to RCC by the 17th July 2020 on Statement of Community Involvement – Second Review. It was proposed to add to the Agenda as item 21b –Amendment agreed and accepted unanimously.*

5 – ATTENDANCE REGISTER AND APOLOGIES FOR ABSENCE

024/20

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

Richard Reeve attended initially but left the meeting at 1955 due to technical problems.

Clerk Deborah Bettles and Deputy Clerk Kellie Sabin were also present.

NPAG Chair Chris Merricks joined the meeting via audio and video reception only at 2000.

Resolution: It was proposed by Stephen Rozak, seconded by Cornelius Vincent Enright and unanimously agreed that apologies were accepted from Richard Reeve due to technical problems.

025/20 6 – DECLARATION OF MEMBERS' INTERESTS AND DISPENSATIONS

- David Ainslie, Miranda Jones, David Casewell, Cornelius Vincent-Enright, Peter Rees and Ron Simpson all declared a non-pecuniary interest in item 20a – Finance and General Purposes minutes reference to Grant Aid, as members of organisations applying for Grant Aid
- Ron Simpson declared a non-pecuniary interest in items 16b and 12h as a director of LRALC, and also in item 16c.

026/20 7 – TO ELECT DEPUTY MAYOR FOR THE FORTHCOMING YEAR.

Nomination 1 – Liz Clarke. Proposed by Stephen Rozak, seconded by Cornelius Vincent-Enright.

Cllr Liz Clarke was nominated unopposed and duly declared Deputy Mayor for the forthcoming year.

0027/20 8 – TO CONFIRM THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 15TH MAY 2019

Resolution: It was proposed by Cornelius Vincent-Enright, seconded by David Casewell and unanimously agreed to confirm the minutes of the Annual Council Meeting, 15th May 2019

Stephen Rozak left the meeting by being placed in a 'virtual waiting room' by the Clerk for the next item and handed over to Deputy Chair Liz Clarke.

0028/20 9 – TO CONFIRM THE AMOUNT OF THE CHAIRMAN'S ALLOWANCE IN PURSUANCE OF SECTION 15(5) OF THE LOCAL GOVERNMENT ACT 1972

Resolution: It was proposed by Liz Clarke, seconded by Christine Edwards and unanimously agreed that the Chairman's allowance is approved at £650.00.

Stephen Rozak was re-admitted to the meeting by the Clerk.

029/20 10 – TO REVIEW THE SCHEME OF DELEGATION FOR UPPINGHAM TOWN COUNCIL AND RECEIVE NOMINATIONS FOR THE FOLLOWING COMMITTEES:

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

The Chair, Stephen Rozak, attends ex-officio on all Committees except Staffing.

FINANCE AND GENERAL PURPOSES COMMITTEE:

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

AMENITIES COMMITTEE:

David Casewell, Liz Clarke, Miranda Jones, Lucy Lewin, Richard Reeve, Cornelius Vincent-Enright, Peter Rees, Alec Crombie = Stephen Rozak

STAFFING COMMITTEE:

Lindsay Cooper, Miranda Jones, Lucy Lewin, David Ainslie, Sam Findlay, Ron Simpson, Alec Crombie, Mark Shaw

PLANNING COMMITTEE:

David Casewell, Liz Clarke, Christine Edwards, Richard Reeve, Cornelius Vincent-Enright, Peter Rees, Alec Crombie, Mark Shaw + Stephen Rozak

NPAG:

Ron Simpson, Miranda Jones, Christine Edwards, Cornelius Vincent-Enright, Stephen Rozak

Resolution: It was proposed by David Ainslie, seconded by Christine Edwards and unanimously agreed that the all the appointments to Committees as stated are accepted.

030/20 11 – ELECTION OF COMMITTEE CHAIR AND VICE CHAIR FOR THE FOLLOWING:

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

FINANCE AND GENERAL PURPOSES COMMITTEE:

CHAIR:

Sam Findlay. Proposed by David Ainslie, seconded by Cornelius Vincent-Enright. **Unanimously agreed and duly appointed as Chair of Finance and General Purposes, unopposed.**

VICE CHAIR:

David Ainslie. Proposed by Christine Edwards, seconded by Lucy Lewin. **Unanimously agreed and duly appointed as Vice-Chair of Finance and General Purposes, unopposed.**

AMENITIES COMMITTEE:

CHAIR:

Miranda Jones. Proposed by David Casewell, seconded by Cornelius Vincent-Enright. **Unanimously agreed and duly appointed as Chair of Amenities, unopposed.**

VICE CHAIR:

Peter Rees. Proposed by David Casewell, seconded by Cornelius Vincent-Enright. **Unanimously agreed and duly appointed as Vice Chair of Amenities, unopposed.**

STAFFING COMMITTEE:

CHAIR:

Nomination 1 - Lucy Lewin. Proposed by Stephen Rozak, seconded by Cornelius Vincent-Enright. 10 votes in favour.

Nomination 2 – Mark Shaw. Proposed by Christine Edwards, seconded by Ron Simpson. 3 votes in favour.

Lucy Lewin duly appointed as Chair of Staffing.

VICE CHAIR:

Nomination 1 – Mark Shaw. Proposed by Lucy Lewin, seconded by Christine Edwards. 7 votes in favour.

Nomination 2 – Lindsay Cooper. Proposed by Cornelius Vincent-Enright, seconded by Peter Rees. 8 votes in favour with Stephen Rozak holding the casting vote.

Lindsay Cooper duly appointed as Vice-Chair of Staffing.

PLANNING COMMITTEE:

CHAIR:

Richard Reeve. Proposed by Cornelius Vincent-Enright, seconded by Stephen Rozak, **Unanimously agreed and duly appointed as Chair of Planning, unopposed.** Note: In the absence of Richard Reeve, Mark Shaw withdrew from his nomination for this role.

VICE CHAIR:

Mark Shaw. Proposed by Lucy Lewin, seconded by Christine Edwards. **Unanimously agreed and duly appointed as Vice-Chair of Planning, unopposed.**

NPAG:

CHAIR:

Resolution: It was proposed by David Ainslie, seconded by Christine Edwards and agreed (12 in favour, 2 abstentions) that Chris Merricks be confirmed as Chair of the Neighbourhood Planning and Advisory Group (NPAG), as recently elected by the Group.

031/20 12 - TO CONSIDER MEMBERS REPRESENTING COUNCIL ON VARIOUS GROUPS, ORGANISATIONS AND COMMUNITY PARTNERSHIPS:

- a) Uppingham in Bloom – **Miranda Jones**
- b) Rutland and Parish Council Forum Working Group – **Cornelius Vincent-Enright**
- c) Uppingham Twinning Association – **Peter Rees**
- d) Uppingham Partnership – **Lucy Lewin**
- e) Rutland Access Group – **Miranda Jones**
- f) Emergency Committee – **Ron Simpson**
- g) James Thorpe Charity (Ayston Road) – **Richard Baines** (non-Council member representative)
- h) LRALC AGM – **Stephen Rozak**

032/20 13 – TO CONSIDER THE REPORT FROM REDWOOD PRYOR LTD., COUNCIL’S INDEPENDENT INTERNAL AUDITOR FOR THE FINANCIAL YEAR ENDING 31 MARCH 2020

Resolution: It was proposed by Sam Findlay, seconded by Alec Crombie and unanimously agreed to receive the report from the Internal Auditor. Outgoing Mayor David Casewell also requested that his congratulations to the Clerk and Deputy Clerk for their work toward the Internal Audit in extraordinary times be formally noted, especially given the ‘Good’ standard achieved which is the highest possible.

033/20 14 – TO CONSIDER, REVIEW AND CONFIRM THE ADOPTION OF COUNCIL’S POLICIES:

- a) Standing Orders (adopted 15th May 2019) 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 and Management Risk Assessment (adopted 5th October 2016)
- f) Complaints Procedure (adopted 1st November 2017)
- g) Equal Opportunities Policy (adopted 7th March 2018)
- h) Grant Aid Policy and Rules (adopted 6th February 2019)
- i) Procedure for Requests under the Freedom of Information Act 2000 including Model Publication scheme for Freedom of Information Request Charges by UTC (adopted 3rd May 2017)
- j) General Data Protection Regulation:
 - i. Records Management and Retention Policy (adopted 2nd April 2018)
 - ii. Subject Access Request Policy (adopted 2nd April 2018)
 - iii. UTC 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: It was proposed by Ron Simpson, seconded by David Casewell and unanimously agreed that items a) to j) are approved ‘en bloc’ without any amendments.

- 034/20 15 - TO CONSIDER THE MEETING SCHEDULE FOR 2020 AND 2021 AS SET OUT IN THE SUPPORTING DOCUMENT**
Resolution: It was proposed by Lucy Lewin, seconded by Christine Edwards and unanimously agreed to accept the meeting schedule with a note to set dates for the Annual Town Meeting and the Annual Council Meeting 2021 at Full Council in August 2020.
- 035/20 16 – TO CONSIDER THE APPOINTMENT OF:**
a) Richard Willcocks FCMA (Redwood Pryor Ltd) as an independent internal auditor for the coming financial reporting period to 31 March 2021.
Resolution: It was proposed by Sam Findlay, seconded by Cornelius Vincent-Enright and unanimously agreed to appoint Richard Willcocks as Internal Auditor.
- b) LRALC as advisors to Uppingham Town Council
Resolution: It was proposed by Christine Edwards, seconded by Mark Shaw and agreed (13 in favour, 1 abstention by dispensation) to continue to appoint LRALC as advisors to Uppingham Town Council
- c) Chris Moses of Personnel Advice and Solutions Ltd as HR advisor to the Town Council
Resolution: It was proposed by Cornelius Vincent-Enright, seconded by Peter Rees and unanimously agreed to continue to appoint Personnel Advice and Solutions Ltd as HR Advisor to the Council.
- 036/20 17 – TO NOTE THE CONTINUATION OF THE COUNCIL'S GENERAL POWER OF COMPETENCE**
Resolution: It was proposed by David Casewell, seconded by Cornelius Vincent-Enright and unanimously agreed that the Council notes that it continues to meet the relevant criteria to be able to exercise the General Power of Competence.
- 037/20 18 – TO CONSIDER AND COMPLETE THE ANNUAL GOVERNANCE STATEMENT (AGAR) (Section 1) FOR THE YEAR ENDED 31 MARCH 2020**
Resolution: It was proposed by David Casewell, seconded by Peter Rees and unanimously agreed that the AGAR statement section 1 is completed with 'Yes' responses to all questions 1-8, and 'N/A' to question 9 – as individually notified by Stephen Rozak. The Chair and Clerk to sign the document at the most appropriate moment.
- 038/20 19 – TO CONSIDER FOR APPROVAL THE ACCOUNTING STATEMENTS OF THE AGAR (Section 2) AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2020**
Resolution: It was proposed by Cornelius Vincent-Enright, seconded by Sam Findlay and unanimously agreed to approve the Accounting Statements (Section 2), and for Chair and Clerk to sign the document at the most appropriate moment.
- 039/20 20 – TO RECEIVE REPORTS FROM COMMITTEES OR MEETINGS OF UPPINGHAM TOWN COUNCIL AND APPROVE NECESSARY ACTIONS:**
a) Finance and General Purposes Committee – including:
i. Approval of recommendations to Full Council regarding the Covid Fund and administration thereof, as per minute FGP13/20
Resolution: It was proposed by Sam Findlay, seconded by Cornelius Vincent-Enright and unanimously agreed to receive the minutes of the Finance and General Purposes Committee meeting, 24 June 2020.
Resolution: It was proposed by Sam Findlay, seconded by Stephen Rozak and agreed (13 in favour, 1 abstention) to approve the recommendations to Full Council to establish a Covid Fund in the amount of £5000 and the administration thereof. Action: for the Clerk to email all eligible retailers re the Covid Fund and to send out an application form.

b) Neighbourhood Planning Advisory Group (NPAG)

Resolution: It was proposed by David Casewell, seconded by David Ainslie and unanimously agreed to receive the minutes of the NPAG meeting, 18 June 2020.

c) Emergency Committee – items relevant to Uppingham Town Council

Ron Simpson provided a verbal report and requested feedback from all, asking all to remain alert.

d) Covid Group – regarding the safe opening of retail units in Uppingham

Liz Clarke provided a verbal report.

Resolution: It was proposed by David Casewell, seconded by Christine Edwards and unanimously agreed to receive the verbal report.

040/20 21- a) TO CONSIDER ANY CURRENT PLANNING APPLICATIONS AND MAKE RECOMMENDATIONS TO RUTLAND COUNTY COUNCIL:

• **2020/0631/CAT**

Resolution: It was proposed by Mark Shaw, seconded by Christine Edwards and agreed (10 in favour, 4 abstentions) that this application be recommended for approval.

• **2020/0603/LBA**

Resolution: It was proposed by Mark Shaw, seconded by Christine Edwards and agreed (13 in favour, 1 abstention) that this application be recommended for approval.

• **2020/0584/FUL**

Resolution: It was proposed by Mark Shaw, seconded by Christine Edwards and agreed (12 in favour, 2 abstentions) that this application be recommended for approval.

041/20 21 - b) TO CONSIDER A REVIEW OF STATEMENT OF COMMUNITY INVOLVEMENT FROM RCC

Resolution: It was proposed by David Ainslie, seconded by Cornelius Vincent-Enright and unanimously agreed that the Clerk be empowered to respond to RCC with the following response:

'Uppingham Town Council has no objections to the proposed Statement of Community Involvement 2nd review, produced in June 2020 for consultation. We would still like to see physical copies of important and pertinent documents and would offer the Uppingham Town Hall as an appropriate location to view such documents. UTC would urge RCC to consider reviewing this Statement once the Covid-19 situation has passed.'

042/20 22- CORRESPONDENCE

- Letter from Jane Lang re independent member of the Neighbourhood Planning and Advisory Group. It was agreed to defer this matter as an agenda item for the next Full Council meeting.

Meeting closed at 9.45pm

Next Full Council meeting scheduled for 5th August 2020 at 7.30pm, via Zoom.