



Wadebridge Town Council

Minutes of the Annual Council meeting held on Wednesday 7 May 2014 at 6pm in the Victoria Room, Wadebridge Town Hall

Present : Cllrs; D Bassett, C Buchanan, P Chapman, E Gill, N Hawken, C Hewitt, H Hyland (arrived 6.05pm), A Jones, M Kendall, T Rush & P Starling. Cllr Wild was absent from the meeting. Cornwall Councillor Knightley arrived 6.58pm.

In Attendance : Mrs K Glidden-Rogers (Town Clerk) & Mrs B Collins (Minutes Clerk).

Housekeeping – The Mayor advised of evacuation routes in case of an emergency (there were no hazards to note) and reminded all those present that mobile phones and internet connections should be switched off.

001/14 Mayor Choosing Ceremony

- Election of Town Mayor 2014/15 – Cllr Chapman proposed that Cllr Rush is appointed Mayor 2014/15. Cllr Hewitt seconded.
*It was **RESOLVED** to appoint Cllr Rush as Mayor for the year 2014/15.*
- Mayor's Declaration of Office – Cllr Rush signed the Declaration of Acceptance of Office.
- Mayor's Oath of Allegiance, acceptance speech & notification of Civic Service – Cllr Rush swore the Oath of Allegiance and gave a short acceptance speech thanking his fellow Councillors for their support. Cllr Rush advised that the Civic Service will be held on Sunday 22 June 2014 at Egloshayle Church, 11am with a buffet reception in the Town Hall afterwards.
- Past Mayor's report for 2013/14 – Cllr Rush gave a short report outlining some of the key points from the previous year (copy attached).

002/14 Apologies were received from Cllr Pennington.

003/14 Election of Deputy Mayor 2014/15 – Cllr Buchanan proposed that Cllr Starling is appointed Deputy Mayor 2014/15. Cllr Kendall seconded.
*It was **RESOLVED** to appoint Cllr Starling as Deputy Mayor for the year 2014/15.*

004/14 Register of Interests :

- Councillors were reminded that they are required to review and update, if necessary, their current Register of Interest form and Form RI/1 – Sensitive Interests.

005/14 Declarations of Interest – Cllr Jones declared an interest in Agenda Item 21 as Chairman of Chamber of Commerce.

- 006/14 **Awarded Dispensations** - None.
- 007/14 **Year end reports from outside committee representatives** – Town Council representatives gave brief reports on their respective committees. (Where provided, reports are attached).
- 008/14 **Appointment of outside committee representatives 2014/15** – *it was RESOLVED to appoint a representative(s) to outside committees as set out below, subject to amendment :*
- Camel Trail Partnership – **Cllrs Jones & Starling (one voting right only)**
 - Chamber of Commerce – **Cllr Rush**
 - Wadebridge Children’s Advisory Board – **Cllr Starling**
 - Padstow Harbour Commissioners – **Cllr Bassett (Action : Office to check if representative required)**
 - Allotments Society (WAAGS) – **Cllr Kendall (Action : Office to check lease for representative requirement)**
 - Wadebridge Renewable Energy Network/Wadebridge Hub (WREN) – **Cllr Bassett**
 - Folk Festival – **Cllr Hewitt**
 - WYPAC – **Cllr Jones (Action : Office to obtain meeting details)**
 - CALC – **Cllr Bassett, Mayor & Town Clerk**
 - Informal Community Network – **Cllrs Jones & Bassett**
 - North Cornwall Group of Councils – **Cllr Bassett**

It was **agreed** that Minutes of meetings will be included within Correspondence section at Full Council.

- 009/14 **Town Council Committee Membership 2014/15** – A draft Committee membership schedule was circulated and agreed.
- It was RESOLVED that 2014/15 Committee Membership is as follows:*
- Planning – **Cllrs Bassett, Buchanan, Chapman, Gill, Hawken, Hewitt, Hyland, Jones, Kendall, Pennington, Rush & Starling**
 - Parks & Cemeteries – **Cllrs Bassett, Buchanan, Chapman, Gill, Hawken, Hewitt, Hyland, Jones, Kendall, Pennington, Rush & Starling**
 - Car Park & Traffic – **Cllrs Bassett, Buchanan, Chapman, Gill, Hawken, Hewitt, Hyland, Jones, Kendall, Pennington, Rush & Starling**
 - Town Hall – **Cllrs Buchanan, Gill, Hewitt, Hyland, Jones, Pennington, Rush, & Starling**
 - Communications – **Cllrs Buchanan, Jones, Pennington, Rush & Starling**
 - Finance & General Purposes – **Cllrs Bassett, Buchanan, Gill, Hawken, Hyland, Jones, Kendall, Pennington, Rush & Starling**
 - Staffing Committee (maximum capacity is six members to include the Mayor) – **Cllrs Buchanan, Chapman, Hawken, Hyland, Rush & Starling**
- 010/14 **Meetings** – A schedule of ordinary meetings of the Council had been previously presented to all Members.

- 011/14 **Minutes of Last Meeting** – *The Minutes of the meeting held on the 9 April 2014 were RESOLVED to be a true record of the meeting and were signed by the Mayor.*
- 012/14 **Public Participation** - None.
- Police update – Apologies had been received. Report not available.
- 013/14 **Town Clerk’s Report** – circulated to all Members for information.
- 014/14 **Committee meetings**
- a) Planning - *The Minutes of 23 April 2014 were RECEIVED.*
- b) To receive Minutes and adopt recommendations from:
- Parks and Cemeteries – *It was RESOLVED to receive the Minutes of 23 April 2014*
Recommendation from Committee :- P&C117/14 - Skatepark
- *It was RESOLVED that, if required, a new Flood Risk Assessment is obtained from H2OK at a cost of £650 plus vat.*
- Car Park & Traffic – *It was RESOLVED to receive the Minutes of 23 April 2014.*
Recommendation from Committee :- CP&T088/14 – Jubilee Car Park
- *It was RESOLVED that two sets of posts and signs are purchased at a cost of £230.78 each and additionally that one extra post is also purchased.*
- Town Hall – *It was RESOLVED to receive the Minutes of 23 April 2014.*
Recommendation from Committee :- TH050/14 – Room 11
- *It was RESOLVED that the Town Council’s office space is reorganised and extended to include Room 5 and that Room 11 is used as a general meeting space as discussed.*
- Communications – *It was RESOLVED to receive the Minutes of 23 April 2014.*
- Staffing – *It was RESOLVED to receive the Minutes of 28 April 2014.*
Recommendations from Committee :- S036/14 – Personnel Matters :
- Staff – ii. Digger Training –**
- *It was RESOLVED that the Assistant Head Groundsman and two Groundsmen undertake one day training at a cost of £385.*
- Staff – iii. Plumbing Training –**
- *It was RESOLVED that plumbing training is not required.*
- It was RESOLVED to receive the Minutes of 6 May 2014.*
Recommendations from Committee :- S043/14 – Personnel Matters :
- Staff – iii. Training –**
- a. **Administration Assistant** – Mentoring Award 2 – *It was RESOLVED that the free training is undertaken as presented.*
- b. **Town Clerk** – Award in Leadership & Management - *It was RESOLVED that the free training is undertaken as presented.*
- Staff – iv. HR Compliance Audit –**
- a. **Appraisal training** – *It was RESOLVED that Appraisal training is undertaken at a cost of approximately £1,300 for the Town Clerk, Senior Caretaker and Head Groundsman, and some, if not all of the Staffing Committee.*

015/14 Finance (Reports and Annual Return information circulated with Agenda)

- a) Payments of Accounts for April 2014 - A schedule of payments was circulated –
 - *It was **RESOLVED** to make payment of £34,217.11 as presented.*
- b) Internal Audit Reports – The Town Clerk advised Members of the Auditors comments in respect of reports dated 19 March and 29 April 2014. Members noted the action required in order to address the points raised.
- c) Annual Return and Supporting Statement 2013/14 – Cllr Hyland gave a brief précis of the documentation.
*It was **RESOLVED** to accept the Annual Governance Statement, the Annual Return and supporting notes & statements for 2013/14, the Mayor signed Sections 1 and 2.*

016/14 Correspondence – The following was noted :

1. **Local Enterprise Partnership** : Cornwall and Isles of Scilly LEP unveils £1 billion investment plan.
2. **Cornwall Council** : Information Bulletin, Thursday 3 April 2014.
3. **Cornwall Folk Festival in Wadebridge** : Letter of thanks for recent grant awarded.
4. **Wadebridge Foodbank / StoreHouse** : Tesco Summer Collection – This years Dates.
5. **Cornwall Council** : Letter regarding review of Polling Districts and Polling Places.
6. **Langueux** : Newsletter No. 274, April 2014.
7. **NALC** : Draft Programme, Making Localism Work, Thursday 18 September 2014, Bristol.
8. **Wadebridge Dementia Action Alliance** : Update e-mail from Tim Jones.

017/14 Planning

- a. **Applications** - *It was **RESOLVED** to make the following response :*
 - **PA14/02973** : Execs To The Estate of The Late Mrs R E Guest, The Retreat, Gonvena, Outline application for the erection of a dwelling. **NOT SUPPORTED - Members objected to access & safety issues and removal of trees. A site visit was requested.**

6.58pm, CC Knightley arrived.
- b. **Decisions** – None.
- c. **For Notification** – None.

018/14 Parish Members' Allowances (information circulated to Members) – Members discussed the options available.

- *It was **RESOLVED** that the 2014/15 Parish Members' Allowance continues as per 2013/14.*

To clarify - The Parish Member's Allowance for 2014/2015 is £10 per Full Council meeting and £5 per Committee meeting with the maximum councillor allowance being £186.41 per annum and a Chairman's allowance of £279.61 per annum. The allowance must be paid under the PAYE system and declared in the Annual report at the year end.

Those Councillors present agreed not to take the allowance. Cllr Pennington, who had given apologies, will be contacted separately regarding this matter.

Action : Office.

It was RESOLVED to adopt the Travel and Subsistence Allowance for 2014/15 as detailed (attached).

019/14 Middle Treworder Solar Farm Community Fund (e-mail circulated with Agenda) – Members considered the request for a Town Council representative.

- *It was RESOLVED to appoint Cllr Gill as the Town Council representative.*

Action : Town Clerk to notify.

020/14 Jubilee Car Park (e-mail circulated with Agenda) – Members considered two requests for free car parking :

- a. Mayplay weekend of 10/11 May 2014 – Members considered the request. Cllr Gill proposed *that free parking is not permitted*. Cllr Buchanan seconded. Cllr Hawken proposed the following amendment – *That free parking is not permitted but excess charges will not be issued*. Cllr Buchanan (as seconder) did not agree to the amendment.

Members voted on the original proposal.

- *It was RESOLVED that free parking is not permitted.*

Action : Town Clerk to notify.

- b. WW1 Event on 5 July 2014 – Request withdrawn.

021/14 Chamber of Commerce / Christmas Lights (e-mail circulated with Agenda) –

Cllr Jones left the meeting.

Members discussed an e-mail from Chamber of Commerce regarding Christmas lights.

- *It was RESOLVED that Wadebridge Town Council will take over responsibility for Christmas lights.*

Cllr Jones returned to the meeting.

Action : Town Clerk.

022/14 Annual Camel Canoe Race (e-mail circulated to Members)

- *It was RESOLVED that the overhead height barrier should be opened for the Annual Canoe event taking place on Sunday 25 May 2014.*

023/14 Egloshayle, St Breock and Wadebridge Neighbourhood Plan

a) **Meeting notes :**

- Steering Committee** – Notes of meeting held 18 March 2014 were **received**.
- Advisory Group** – Notes of meetings held 18 March 2014, 1 April 2014 & 15 April 2014 were **received**.

b) **Continued support –**

- *It was **RESOLVED** that Wadebridge Town Council continue to support the Neighbourhood Plan project including work submitted to date.*

The Town Clerk was asked to obtain similar confirmation from both Egloshayle and St. Breock Parish Councils including clarification of budget details.

Action : Town Clerk.

024/14 Dates of next meetings

Committees – Planning, Parks & Cemeteries, Car Parks & Traffic, Town Hall, Communication, F&GP, Staffing – Wednesday 21 May 2014, 7pm

Finance and General Purposes – Monday 2 June 2014, 7pm

Full Council Meeting – Wednesday 11 June 2014, 7pm

Civic Service – Egloshayle Church – Sunday 22 June 2014, 11am

Meeting closed at 7.26pm.

Signed as a True and Accurate Account :

..... **Chair :**

..... **Date :**