

# Crewe Town Council Town Council Meeting

1 Chantry Court  
Forge Street  
Crewe  
Cheshire  
CW1 2DL

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)



28<sup>th</sup> July 2020

To: **Members of Crewe Town Council**

Dear Councillor,

You are summoned to attend the meeting of Crewe Town Council to be held at **7.00pm** on **Tuesday 4<sup>th</sup> August 2020**. The meeting will take place remotely via Zoom.com and a link to the meeting will be sent to you. The meeting will also be broadcast on the Council's youtube.com channel.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Pete Turner', written in a cursive style.

Pete Turner  
Town Clerk

## Agenda

1. To receive and consider apologies for absence
2. To note declarations of Members' interests
3. To confirm and sign the minutes of the Crewe Town Council Meeting held on 31<sup>st</sup> March 2020  
**(document attached)**
4. Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments

Any members of the public wishing to participate in public participation during the meeting should email [townclerk@crewetowncouncil.gov.uk](mailto:townclerk@crewetowncouncil.gov.uk) before **9am** on **Tuesday 4<sup>th</sup> August 2020** providing their name, email address and an indication of the subject of their question or comment. An invitation to join the Zoom meeting will be provided

Any members of the public wishing to submit a comment or question in writing, please submit this by email to [townclerk@crewetowncouncil.gov.uk](mailto:townclerk@crewetowncouncil.gov.uk) before **9am** on **Tuesday 4<sup>th</sup> August 2020** for inclusion in the meeting

5. To receive a report from the Town Mayor and Deputy Town Mayor in relation to civic engagements attended between 26<sup>th</sup> February 2020 and 3<sup>rd</sup> August 2020

6. To receive updates from Committee Chairs in relation to meetings held since the previous Crewe Town Council meeting on 31<sup>st</sup> March 2020:-

- Committee: Finance and Governance

Chair: Councillor Jill Rhodes

Meetings held: Monday 28<sup>th</sup> May 2020 (*minutes attached*); 30<sup>th</sup> June 2020 (*minutes attached*)

Items for consideration:

- i. It was resolved to recommend to Council that the Responsible Financial Officer be authorised to establish variable direct debits for mobile phones and utilities. (*information attached*)
- ii. To approve the removal of historic debtors from the accounts as recommended by committee

- Committee: Operations and Improvement

Chair: Councillor Jamie Messent

Meetings held: Monday 6<sup>th</sup> July 2020 (*minutes attached*)

Items for consideration:

- i. As recommended by the Operations & Improvements Committee relating to Architectural Heritage Funding
- ii. To confirm the acceptance of the Architectural Heritage Fund and use of the associated town council match funding for 2020/21 as submitted in the funding application.
- iii. To make provision for continued match funding in 2021/22 and 22/23 budgeting
- iv. Approval of Job Description and Person Specification to be delegated to the Town Clerk in consultation with members of the Personnel Committee (as per Terms of Reference).
- v. To ensure that financial regulations are followed with regard to grants income, partnerships and reporting

- Committee: Marketing and Events

Chair: Councillor Joe Cosby

Meetings held: Tuesday 14<sup>th</sup> July 2020 (*minutes attached*)

Items for consideration:

- i. As recommended by the Marketing and Events Committee, to approve the awarding of the Lumen delivery contract to Blackpool Council, as the successful competitive tender, for delivery of the amended COVID-19 event format, at a contract value of up to £52,000
- ii. As recommended by the Marketing and Events Committee, to approve a £30,000 payment to Fleetwood Festival of Transport for the delivery of performing arts content, production crew, production support and evaluation by their SpareParts project team for TrAction 2021 within this financial year (2020/21 – TrAction Event budget cost centre). The payment will cover the whole delivery of the SpareParts content for TrAction 2021 with the exception of an extra £5,000, conditional to programming choices to be agreed at a later date.

- Committee: Planning

Chair: Councillor John Rhodes

Meetings held: Tuesday 23<sup>rd</sup> June 2020 and Tuesday 21<sup>st</sup> July 2020 (*minutes attached*)

Items for consideration: **None**

- Committee: Community Plan  
 Chair: Councillor Tom Dunlop  
 Meetings held: Monday 27<sup>th</sup> July 2020 (*minutes attached*)  
 Items for consideration:
  - i. As recommended by the Community Plan Committee, to adopted the revised Grants Scheme Policy
  - ii. To establish the Grants Working Group and its Terms of Reference
  - iii. As recommended by the Community Plan Committee, to establish a COVID-19 Community Response Fund totalling £20,000 using funds in the Grants Scheme Budget and that the Grants Working Group has delegation to facilitate, administer and distribute these funds
  - iv. As recommended by the Community Plan Committee, to establish a Community Project Commissioning Process totalling £40,000 from the Community Plan Budget and should additional support be needed to facilitate and administer to process, delegation is given to bring in external support
  
- Committee: Personnel  
 Chair: Councillor Jill Rhodes  
 Meetings Held: None  
 Items for consideration: **None**

7. To note any updates from members having attended external meetings
  
8. To note, consider and approve payments year to date (1/4/20 to 30/6/20) to the value of £126,563 as shown in the Income and Expenditure Report  
**(attached)**
  
9. To approve the Council's Annual Governance and Accountability Return (AGAR) and Internal Audit Report as recommended by the Finance and Governance Committee  
**(attached)**
  
10. To consider and approve governance documentation associated with the newly adopted and developing council constitution, considering at this meeting the following draft documents:
  1. Addendum to Standing Orders 2020;
  2. Business Continuity Plan 2020;
  3. Business Plan;
  4. Committee Terms of References for Planning & Environment, Community Plan, Finance & Governance; Marketing & Events and Operational & Improvements Committees.**(attached)**
  
11. To consider the onward Accountancy Support Contract with recommendation to appoint a provider  
**(attached)**
  
12. To approve the annual subscription to the Cheshire Association of Local Councils (ChALC)  
**(attached)**
  
13. To consider the request for payment submitted on behalf of ChALC  
**(attached)**
  
14. To consider and note the budget setting schedule for the 2021/22 budget  
**(attached)**

15. To consider the Human Resources and Health and Safety professional support contract(s) *(attached)*
16. It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 16 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.
17. As recommended by the Operations & Improvements Committee relating to the Streetscene Improvement Officers
  - i. To ensure further funding for this financial year to cover salaries until 31<sup>st</sup> March 2021
  - ii. Consideration to budget appropriately for continuity of service for the remaining term of this council to the end of 2022/23.
18. To note the date of the next meeting of **Crewe Town Council** as **Thursday 29<sup>th</sup> September 2020** at **7pm**. Location and meeting format to be confirmed subject to Covid-19 restrictions and considerations.

# Crewe Town Council

## Town Council Meeting

1 Chantry Court  
Forge Street,  
Crewe  
CW1 2DL

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



### Minutes of the meeting held on 31st March 2020

**Present** Councillors, Cosby, Howes, Messent, Minshall, Palin, Jill Rhodes and John Rhodes.

In attendance: Rob MacKenzie. Acting Town Clerk

**19/7/01 To receive and consider apologies for absence**

Apologies were received and accepted from Councillors Angier Buckley, Coiley, Dunlop, Faddes, Hogben Houston, Morrissey, Proffit, Straine-Francis Toth and Walton (All coronavirus precautions)

**19/7/02 To note declarations of Members' interests**

Councillor Minshall declared an interest in Item 11 (payments)

**19/7/03 It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 4 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.**

It was resolved under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 4 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

**19/7/04 Confidential Item: to consider Staffing matters including recommendations from the interview panel to confirm the appointment of the new Town Clerk**

Members resolved:

1. To confirm the appointment of Mr Pete Turner to the post of Town Clerk from 1st July 2020 on the salary recommended in the report.
2. To note the resignation of the Deputy Town Clerk and to include the cover of his duties in the forthcoming staffing review.
3. In the eventuality of the Deputy Town Clerk being unable to continue his duties for any reason, that Mr Peter Cooper be appointed Acting Town Clerk and Proper Officer until the new Town Clerk takes up his post.

Chairman's Initials.....

***The Meeting was re-opened to the public and press***

**19/7/05 To consider a proposal from the Leader of the Council**

Members resolved to approve the recommendations in subsequent agenda items as set out in the minutes below and the meeting was closed

**19/7/06 To confirm and sign the minutes of the meeting held on 3<sup>rd</sup> March 2020**

The minutes of the previous meeting were agreed and signed as an accurate record.

**19/7/07 To accept apologies from all Councillors in accordance with the Local Government Act 1972 s85(1) for long term absence due to precautions and restrictions arising from the Covid-19 outbreak.**

Members **resolved** to approve all absences from councillors for reasons connected with the Covid-19 (Coronavirus) or other illness during the present crisis.

**19/7/08 To consider a report on the conduct of Council business during the Covid-19 outbreak.**

Members **resolved** to:

- 1) Approve the calendar of meetings for 2020/21
- 2) Suspend all meetings until further notice
- 3) Delegate decisions to the Town Clerk in accordance with the revised Terms of Reference/Delegation proposed in Agenda Item 9.
- 4) Delegate to the Town Clerk decisions relating to the deployment, re-deployment or furloughing of staff.
- 5) Extend all current appointments of councillors to formal offices of the Council until the next annual meeting can be held.

**19/7/09 To consider the adoption of revised terms of reference for full Council**

Members **resolved** to adopt the revised terms of reference and delegation for Council.

**19/7/10 To receive updates from Committee Chairs in relation to meetings held since the previous Crewe Town Council meeting on 3<sup>rd</sup> March 2020:-**

- The draft minutes of Marketing and Events Committee were noted and it was **resolved** to invite tenders for the management of the programme for Lumen 2020 totalling £52,000
- The draft minutes of Personnel Committee on 9<sup>th</sup> March 2020 were noted

**19/7/11 To note, consider and approve payments since the previous Crewe Town Council Meeting as set out in the schedule attached**

Members approved the payments

Chairman's Initials.....

**19/7/12 To note and consider the year to date financial summary for the Town Council and arrangements for the financial year end.**

Members resolved

1. To note the financial report
2. To give delegated authority to the Responsible Financial Officer to create Earmarked reserves for outstanding commitments and a Covid-19 Emergency fund

**19/7/13 To consider delegation in relation to Data Protection Privacy Notices**

Members **resolved** to delegate periodic updates of all categories of Privacy notices to the Town Clerk.

**19/7/14 To adopt a revised Digital and IT Policy**

Members resolved to adopt the revised Digital and IT Policy

**19/7/15 To adopt a revised Document Management Policy**

Members resolved to adopt the revised Document Management Policy

**19/7/16 To approve a revised financial and business risk assessment in accordance with the Risk Management Scheme adopted at the last meeting and a Covid-19 risk assessment which will be updated as the situation and guidance develops.**

Members **resolved** to approve the Financial and Business Risk assessment and the Covid-19 Risk assessment.

**Meeting closed: 7.05 p.m.**

Chairman's Initials.....