**Crewe Town Council**

**Town Council Meeting**

1 Chantry Court

Forge Street

Crewe

CW1 2DL

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

Tel: 01270 756975

**Minutes of the meeting held on 10th May 2018**

|  |  |
| --- | --- |
| ***18/1/01*** | Present |
|  | Cllrs Bailey, Brookfield, Houston, Maroni, B Minshall, P Minshall, John Rhodes, Roberts, Straine-Francis, Walton, D Yates and S Yates.In attendance: Sinead Wheeler (Admin Support Officer), Hannah Marr (Community Engagement Officer) and Steve McQuade (Town Clerk)  |
| ***18/1/02*** | To elect the Town Mayor and sign the acceptance of office |
|  | Cllr Straine-Francis proposed the election of Cllr Roberts as Mayor, the item being seconded by Cllr Bailey was approved by Council. |
| ***18/1/03*** | To elect the Deputy Town Mayor and sign the acceptance of office |
|  | Cllr Brookfield proposed the election of Cllr Simon Yates as Deputy Mayor, the item being seconded by Cllr Walton was approved by Council. |
| ***18/1/04*** | To confirm and sign the minutes of the meeting held on 13th March 2017  |
|  | The minutes of the previous meeting were agreed and signed as an accurate record. |
| ***18/1/05*** | To consider a resolution from the Leader of Council to vary the order of business from that set out in Standing Orders so as to enhance the civic procedures (revised order set out on this agenda) |
|  | Members ***resolved*** as set out above |
| ***18/1/06*** | To receive and consider apologies for absence. |
|  | Apologies were received and accepted from Cllrs Johnson, Jill Rhodes and Hickson. |
| ***18/1/07*** | To note declarations of Members’ interests. |
|  | Cllr B Minshall declared a pecuniary interest in relation to an item on the payment schedule (Element Hosting). Cllr P Minshall declared a non-pecuniary interest in relation to an item on the payment schedule (Element Hosting).Cllr Diane Yates declared a pecuniary interest as a recipient of a reimbursement. |
| ***18/1/08*** | Cllr Benn Minshall to propose a vote of thanks and to present a past Mayor’s Medal to the outgoing Mayor. Cllr Diane Yates to reply. |
|  | Cllr B Minshall thanked the Mayor for the incredible, diligent and passionate work for Crewe and its residents during 2017/18. Cllr Minshall was thanked for the support given to her charities[[1]](#footnote-1) and the special effort made to support the homeless in the town over the past twelve months.Cllr Minshall then presented the past Mayor’s Medal to Cllr Diane Yates.In reply Cllr Diane Yates expressed her joy at having been able to undertake the role. The year had provided so many amazing and fantastic events with great moments, but also moments of sadness due to the hardship that some people in Crewe still encounter. Cllr Yates summed up saying Crewe has a great historic legacy and it is a privilege to now be part of the heritage.Diane expressed her pride in working towards addressing the challenges of homelessness. The Mayor thanked those working in this area and to all the others who contribute to the life of the town.Diane congratulated Cllr Roberts on his election and wished him well for the year ahead. |
| ***18/1/09*** | To receive an address from the Town Mayor |
|  | Cllr Roberts thanked Cllr Diane Yates for all the hard work as Mayor and promised to continue her good work in the area of homelessness. He planned to support homeless charities and others associated with disability and vulnerability.Brian assured all in the audience that he will work his hardest for the people of Crewe. |
| ***18/1/10*** | Public ParticipationA period not exceeding 15 minutes for members of the public to ask questions or submit comments |
|  | The following statements and comments were made:* Mrs C Jones asked a question about whether the Mayor would also be supporting people with mental health disabilities. Cllr Roberts confirmed he would champion that cause.
 |
| ***18/1/11*** | To consider a resolution from the Leader or Deputy Leader to approve subsequent agenda items as set out on the agenda and to request that the Mayor close the meeting. |
|  | Members ***resolved*** the following items as set out below. |
| ***18/1/12*** | To note the minutes of Committee meetings held since Council in March: |
|  | * Planning Committee – 27th March (Final) and 24th April (Draft)
* Strategic Steering Group – None
* Finance and Resources – 20th March (Draft)
* Economic Development – None
* Community and Environment – None
* Community Plan – 27th March (Draft)
 |
|  | Members noted the minutes as presented. |
| ***18/1/13*** | To consider and approve delegations to officers and members |
|  | Members approved the schedule of delegation. |
| ***18/1/14*** | To consider and approve the terms of reference of Committees  |
|  | Members approved the terms of reference. |
| ***18/1/15*** | To consider the approval of Committee structures and nominations to new and existing Committees  |
|  | Members ***resolved*** to approve the Committee structure. |
| ***18/1/16*** | To consider, review and approve Standing Orders and Financial Regulations |
|  | Members approved Standing Orders and Financial Regulations. |
| ***18/1/17*** | To consider matters related to arrangements with and contributions to other authorities |
|  | There were no resolutions necessary. |
| ***18/1/18*** | To consider and approve representations on outside bodies:1. The Local Area Partnership or equivalent (up to 2 members)
2. Cheshire Association of Local Councils (2 members)
3. Crewe Town Allotment Federation (2 members)
4. Crewe Pledge (Chair of Economic Development Committee, plus one other member).

Members approved the papers presented at the meeting. |
| ***18/1/19*** | To confirm the Council’s adoption of the Councillor Code of Conduct |
|  | Members confirmed the adoption of the code of conduct. |
| ***18/1/20*** | To consider and adopt the General Power of Competence and confirm that the Council meets the relevant criteria to do so. |
|  | Members ***resolved*** to adopt the General Power of Competence. |
| ***18/1/21*** | To review, consider and approve matters related to:1. The inventories of land, assets and office equipment (copies available from the Clerk prior to the meeting)
2. Provision of Insurance cover (copies of current schedule available from the Clerk prior to the meeting).
3. Officer and Member membership of other bodies – Town Clerk, Deputy Town Clerk and Marketing/Events officer’s Membership of the SLCC.
4. Affiliation to Cheshire Association of Local Councils.
 |
|  | Members approved the matters set out above. |
| ***18/1/22*** | To approve current procedures relating to:1. Complaints procedures
2. Freedom of Information and Data Protection
3. Media relations
 |
|  | Members ***resolved*** to approve the procedures set out above. |
| ***18/1/23*** | To consider and approve the dates of Council meetings as set out on the Council’s website. |
|  | Members noted the dates of future meetings. |
| ***18/1/24*** | To confirm the names of bank signatories as the chairs of the committees (once confirmed) and the Mayor. |
|  | Members ***resolved*** as set out above. |
| ***18/1/25*** | To consider, approve and authorise signing of the annual governance statement 2017/18  |
|  | Members ***resolved*** to approve the signing of the governance statement. |
| ***18/1/26*** | To receive and note the report (with responses) from the internal auditor  |
|  | Members ***resolved*** to accept the report and to ratify the responses. |
| ***18/1/27*** | To consider, approve and authorise signing of the Accounting Statements 2017/18 Members ***resolved*** to approve the accounting statement. |
|  |  |
| ***18/1/28*** | To consider and approve payments since the previous meeting as set out in the schedules:* Previous meeting to year end (Cashbook 1)
* Previous meeting to year end (Cashbook 4)
* Year to date (Cashbook 1)
* Year to date (Cashbook 4)
 |
|  | Members noted the schedules which were signed by the Mayor. |
| ***18/1/29*** | To delegate the production and publication of the Annual Report to the Town Clerk in consultation with the Leader. |
|  | Members ***resolved*** that the production of the Annual Report is delegated as described above |
| ***18/1/30*** | To consider the Council’s risk register  |
|  | Members reviewed the risk register  |
| ***18/1/31*** | To consider the adoption of a policy on the General Data Protection Regulations  |
|  | Members ***resolved*** to adopt the policy and asked that Finance and Governance review the document in line with other recommendations related to GDPR that would be submitted by the external advisor. |
| ***18/1/32*** | To note the date of the next meeting – 12th June 2018Members noted the date of the next meeting. |

**Meeting Closed: 17:35**

1. Firstly CLIMB; Children Living with Inherited Metabolic Diseases and secondly homelessness including YMCA, Salvation Army, LATH and St. Luke’s Hospice. [↑](#footnote-ref-1)