**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 Annual Town Council meeting held on 14th May 2019**

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| ***19/01/01*** | PresentCllr Buckley, Cllr Coiley, Cllr Cosby, Cllr Dunlop, Cllr Faddes, Cllr Houston, Cllr Hogben, Cllr Howes, Cllr Keefe, Cllr Messent, Cllr B Minshall, Cllr Morrissey, Cllr Palin, Cllr Jill Rhodes, Cllr John Rhodes, Cllr Roberts, Cllr Straine-Francis, Cllr Toth and Cllr Walton.In attendance: Hannah Marr (Community Engagement Officer) and Steve McQuade (Town Clerk) |
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| ***19/01/02*** | To elect the Town Mayor and sign the acceptance of office |
|  | Cllr Walton proposed that Cllr Minshall be elected as Mayor. Cllr Walton highlighted the fact that she had known Cllr Minshall since he was five, that he had joined the Town Council at its inception in 2013 and that he had served with distinction in a variety of roles including a year as Deputy Mayor. Cllr Walton commended Cllr Minshall to Council.Cllr Morrissey rose to second the proposal highlighting Cllr Minshall’s service to the Council in recent years and commending the outgoing Mayor Cllr Robert’s for his service to the Council over the past twelve months.Cllr Benn Minshall was then unanimously elected as Mayor. |
| ***19/01/03*** | To elect the Deputy Town Mayor and sign the acceptance of office |
|  | Cllr Straine-Francis proposed that Cllr Dunlop be elected as Deputy Mayor, highlighting his heritage in the North East, his football affiliations and his career as a union representative and service on Crewe and nantwich Borough Council. Cllr Straine-Francis also sent the good wishes of all present to Cllr Dunlop’s wife for her recovery from illness.Cllr Roberts then rose to second the proposal and commended Cllr Dunlop to Council.Cllr Dunlop was then unanimously elected as Deputy Mayor. |
| ***19/01/04*** | To confirm and sign the minutes of the meeting held on 26th Feb 2019Members approved the minutes of the previous meeting for signing by the Mayor. |
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| ***19/01/05*** | 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) |
|  | Cllr Jill Rhodes moved a resolution changing the order of business. This was approved by the meeting. |
| ***19/01/05*** | To receive and consider apologies for absence. |
|  | Apologies were received and accepted from Cllr Flude. |
| ***19/01/06*** | To note declarations of Members’ interests. |
|  | The Mayor declared a pecuniary interest in relation to items of expenditure in the payments schedule (Element Hosting). |
| ***19/01/07*** | To propose a vote of thanks and to present a past Mayor’s Medal to the outgoing Mayor. Cllr Brian Roberts to reply. |
|  | Cllr Minshall spoke to the meeting setting out the hard work that Cllr Robert’s had undertaken during his Mayoral year and members offered a vote of thanks for the service given to the people of Crewe and to the Town Council.Cllr Minshall highlighted Cllr Robert’s long career in the building industry, his work as Mayor for vulnerable people in Crewe, the support for the environmental improvements and the many happy memories he had left with the people of Crewe. Cllr Roberts replied thanking all those who had helped him fulfil his civic duties and especially his Deputy Cllr Simon yates and the previous mayors. Cllr Robert’s provided a resume of all the highlights of his year in office and his efforts to support as many good causes as possible. He especially thanked all the community groups that had welcomed and received him to so many events over the aps twelve months. Finally, he wished everyone and especially Cllr Minshall well for the year ahead.  |
| ***19/01/08*** | To receive an address from the Town Mayor |
|  | The new Mayor Cllr Minshall thanked everyone for all their support and welcomed new colleagues to their first meeting. He expressed pleasure to see so many friends and family in the public gallery.Cllr Minshall made special mention of his Gran, former Mayor and Cllr, Pam Minshall.Cllr Minshall recalled his service to the Council over the previous six years highlighting his pride to have held offices such as Deputy Mayor, Acting Leader, Deputy Leader and Chair of Community Plan Committee. Cllr Minshall singled out his pride in helping the community through the Council’s grants scheme which had released almost 100k in funding.Cllr Minshall thanked former Leader Cllr Simon Yates for his support and advice over the past four years.Summing up, Cllr Minshall, expressed his pride in Crewe and encouraged everyone to see the good in Crewe, recognise the strength of its people, businesses and extol the positive side of Crewe’s diversity. |
| ***19/01/09*** | Public ParticipationA period not exceeding 15 minutes for members of the public to ask questions or submit comments |
|  | The following points were made by members of the public and invited guests:* Simon Yates congratulated the Town Council in finally achieving the installation of the last Welcome to Crewe sign on Nantwich Road.
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| ***19/01/10*** | 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. |
|  | Cllr Jill Rhodes moved the above resolution which was approved by Council. |
| ***19/01/11*** | To note the minutes of Committee meetings held since Council in March: |
|  | * Planning Committee – No meeting since previous Council.
* Finance and Governance – 12th March (Draft)
* Town Development – 5th March (Draft)
* Community Plan – 11th March (Draft)
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|  | Members noted the minutes presented. |
| ***19/01/12*** | To consider and approve delegations to officers and members[[1]](#footnote-2) |
|  | The delegations as set out were approved. |
| ***19/01/13*** | To consider and approve the terms of reference of Committees The terms of reference as set out were adopted. |
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| ***19/01/14*** | To consider the approval of Committee structures and nominations to new and existing CommitteesThe nominations to committees and other positions were agreed as set out. |
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| ***19/01/15*** | To consider, review and approve Standing Orders and Financial Regulations[[2]](#footnote-3) |
|  | Standing Orders and Financial Regulations were adopted as set out. |
| ***19/01/16*** | To consider matters related to arrangements with and contributions to other authoritiesThere were no matters to determine. |
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| ***19/01/17*** | To consider and approve representations on outside bodies (see note at item 14):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 Community Plan Committee, plus one other member).

Members agreed to consider such matters at a later date except with regard to (4) which was approved. |
| ***19/01/18*** | To confirm the Council’s adoption of the Councillor Code of Conduct[[3]](#footnote-4) |
|  | Council adopted the Code of Conduct. |
| ***19/01/19*** | To consider and adopt the General Power of Competence and confirm that the Council meets the relevant criteria to do so[[4]](#footnote-5). |
|  | Council resolved to adopt the General Power of Competence. |
| ***19/01/20*** | 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. |
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| ***19/01/21*** | To approve current procedures relating to:1. Complaints procedures
2. Freedom of Information and Data Protection
3. Media relations
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|  | Members approved the matters set out above. |
| ***19/01/22*** | To consider and approve the dates of Council meetings as set out on the Council website. |
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| ***19/01/23*** | To confirm the names of bank signatories as the chairs of the committees (once confirmed) and the Mayor[[5]](#footnote-6). |
|  | Members confirmed the names of signatories as set out above. |
| ***19/01/24*** | To consider, approve and authorise signing of the annual governance statement 2018/19Members ***resolved*** that the statement should be signed. |
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| ***19/01/25*** | To receive and note the report (with responses) from the internal auditor.Members noted the auditor’s report and the responses made. |
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| ***19/01/26*** | To consider, approve and authorise signing of the Accounting Statements 2018/19  |
|  | Members ***resolved*** that the statement should be signed. |
| ***19/01/27*** | To consider and approve payments since the previous meeting as set out in the schedules *(****attached****)*:* 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 and approved the payments. |
| ***19/01/28*** | To delegate the production and publication of the Annual report to the Community Engagement Officer in consultation with the Leader. |
|  | Members agreed to the delegation as set out above. |
| ***19/01/29*** | To consider the Council’s risk register. |
|  | Members noted the content of the risk register. |
| ***19/01/30*** | To note the date of the next meeting – 23rd July 2019Members noted the date of the next meeting. |

**Meeting Closed: 19:45**

1. Available at <http://www.crewetowncouncil.gov.uk/wp-content/uploads/2015/02/8-Scheme-of-Delegation-to-Officers-and-Proper-Officer-Provisions-Current.pdf> [↑](#footnote-ref-2)
2. Available at <https://www.crewetowncouncil.gov.uk/eh-council-poldocs/> [↑](#footnote-ref-3)
3. Available at <http://www.cheshireeast.gov.uk/council_and_democracy/your_council/councillor_conduct.aspx> [↑](#footnote-ref-4)
4. All members were elected at the last Council elections and at least one employee is suitably qualified. [↑](#footnote-ref-5)
5. Existing signatories to remain authorised until committees appoint their Chairs (except where no longer serving members). [↑](#footnote-ref-6)