**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 3rd March 2020**

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| **Present** | Councillors Angier, Faddes, Hogben, Messent, Minshall, Proffit, Jill Rhodes, John Rhodes, Toth and Walton.  In attendance: Rob MacKenzie. Acting Town Clerk |
|  | The Council observed a minute’s silence in memory of Councillor Brian Roberts |
|  | **To receive and consider apologies for absence** |
|  | Apologies were received and accepted from Councillors Buckley (ill health), Howes (work commitments), Houston (volunteering commitment), and Palin (work commitments) |
|  | **To note declarations of Members’ interests** |
|  | 1. Councillor Minshall declared an interest in Item 10 (payments) 2. Cllr Straine-Francis declared an interest in Item 8 (Community Plan Committee minutes regarding the Air Cadets) 3. Councillor Cosby declared an interest in item 18 (contract with CVCSE). |
|  | **To confirm and sign the minutes of the meeting held on 7th January 2020** |
|  | The minutes of the previous meeting were agreed and signed as an accurate record. |
|  | **Public Participation** *A period not exceeding 15 minutes for members of the public to ask questions or submit comments.* |
|  | No questions of comments were made. |
|  | **To receive a report from the Town Mayor and Deputy Mayor in relation to civic engagements attended**  Cllr Minshall updated members on civic engagements undertaken since the previous meeting. |
|  | **To receive the declaration of Acceptance of Office for the new Councillors for the Crewe West and Crewe St Barnabas Wards and to resolve to grant either Member whom is absent from the meeting until 3rd April 2020 to sign their declaration** |
|  | Members welcomed Councillors Angier and Proffit to the Council. |
|  | **To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:**   * **Finance and Governance** (Councillor Jill Rhodes) minutes of meeting held on Monday 24th February 2020 (draft)   Members noted the minutes and **resolved** to approve the changes to the Financial Regulations appended to the draft minutes.   * **Operations and Improvement** (Councillor Jamie Messent) minutes of the meeting held on Monday 20th January 2020 (draft)   Members noted the minutes and **resolved** that £10,000.00 be allocated from within the existing budget to support a Spring event to animate the town centre in the Easter Holidays   * **Marketing and Events (**Councillor Joe Cosby)(draft) minutes of meeting held on Tuesday 21st January 2020   Members noted the minutes and endorsed the decision to allocate £6400 from the budget for the trees in municipal square.   * **Planning (**Councillor John Rhodes) minutes of the meeting held on Tuesday 14th January 2020and Tuesday 11th February 2020 (draft).   Members noted the minutes.   * **Community Plan** (CouncillorTom Dunlop) minutes of the meetings held on Monday 27th January 2020 and Thursday 20th February 2020 (draft)   Members noted the minutes and that 95 (Crewe) Squadron Air Cadets will receive their new Squadron Colours on Wednesday 29th April 2020. Members agreed that the recommendation in minute 19/7/13 be considered later in the meeting.   * **Personnel** (Councillor Jill Rhodes) draft minutes of the meeting held on 28th January 2020   Members noted the minutes and **resolved** to adopt the revised Officer Code of Conduct. Members agreed that the recommendation in minute 19/1/9 be considered later in the meeting |
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|  | **To note any updates from members having attended external meetings.**  Members provided the following update:   * Councillors Jill Rhodes, Messent and Minshall attended a meeting with the leader of Cheshire East Council about a number of matters including progress with Royal Arcades, Towns Fund, Future High Streets Fund and enforcement |
|  | **To note, consider and approve payments since the previous meeting as set out in the schedule below.**  Members approved the payments. |
|  | **To note and consider the year to date financial summary**  Members noted the financial summary. |
|  | **To consider nominating a member to the vacancy on Planning Committee**  Councillor Angier, Hogben, and Proffit were appointed to the Planning Committee |
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|  | **To consider the procurement and delivery of decorative hoardings around the Royal Arcade** |
|  | Members **resolved** to accept the transfer of funds from Cheshire East Council for the decoration of the hoardings around Royal Arcades, subject to confirmation that the responsibility for ongoing maintenance will not fall to the Town Council, and authorised officers to undertake a procurement exercise in accordance with the Town Council’s Standing Orders for Procurement. |
|  | **To consider the adoption of a revised Information and Data Protection Policy** |
|  | Members resolved to adopt the revised Information and Data Protection policy. |
|  | **To consider the adoption of Risk Management Scheme** |
|  | Members resolved to adopt the Risk Management Scheme. |
|  | **To consider a report from the Cheshire Association of Local Councils related to the draft strategy for the Council** |
|  | Members resolved to:   1. Approve the draft Corporate Strategy for consultation purposes subject to a greater emphasis on the Council taking the lead and on public transport, 2. Delegate authority to the Acting Town Clerk in consultation with ChALC, to amend the draft as indicated in 1 above, together with the inclusion of text to explain the consultation process, and the production of a response survey. 3. Put the consultation draft Strategy on the Council website and publicise the consultation through social media, send it to the CVS, community and voluntary groups, the business community and other networks |
|  | **It is recommended that Committee 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.** |
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|  | **To consider a recommendation from the Community Plan Committee to enter into a contract for the support of the work undertaken by A Vision for Crewe – Crewe’s Community Plan** |
|  | Members **resolved** to appoint CVCSE on the terms recommended by the Community Plan Committee for three months in the first instance with an agreement in principle to extend the contract by a further three months under delegation to the Proper Officer, and that standard tendering procedures would not apply in accordance with Financial Regulations 11.1a)(vii) and 4.1 in view of the organisation’s specialist knowledge and unique position with the community , voluntary and faith sector in Crewe. |
|  | **To consider a recommendation from the Personnel Committee to enter into a contract for the support of events and other activities** |
|  | Members **resolved** to enter into a contract with Ms Rigby for the services of an Events officer on the terms set out, and that the procedures for contracts need not apply in accordance with paragraph 11.1 of the Financial Regulations in this case because it is a specialist service and genuine competition is not available. |
|  | **To note the date of the next meeting** |
|  | Members noted the date of the next meeting as Thursday 14th May 2020. |

**Meeting closed: 20.30**