



Minutes of the Annual Council Meeting and Mayor Making Ceremony

11th May 2021

7.00pm Bollington Civic Hall

It was noted this meeting was hybrid due to socially distancing regulations.

Present:

Town Mayor Cllr John Stewart (JCS), Deputy Town Mayor Cllr Johanna Maitland (JM), Cllrs: Ken Edwards (KE), Helen Ellwood (HE), Mark Fearn (MF), Sara Knowles (SK), Roland Edwards (RE), James Nicholas (JN), Judy Snowball (JS), Amanda Stott (AS), Jon Weston (JW), Angela Williams (AW).

Julie Mason Town Clerk and Emma Bambrook Mayoral and Events Officer.

Members of the Public

Past Mayors; Mrs Sandra Edwards and Mr Andrew Langdon, the Mayor of Knutsford Cllr. Stewart Gardiner, Mr Andrew Maitland, Mrs Jennifer Vincent (incoming Youth Consort's Mum), new Youth Consort, Erin Vincent, Mrs Catherine Albright (outgoing Youth Consort's Mum) and outgoing Youth Consort, Luca Albright. Chaplain Charlotte Simpson.

8123. The Town Mayor Cllr John Stewart took the Chair and welcomed all to the meeting.

8124. Time for Reflection was provided by Charlotte Simpson (CS).

CS was a non-religious chaplain and wish to support the new Mayor in her new role in the ensuing year and embody inclusivity and diversity. It was a time for new beginnings and for reflection from the Council how they are all accountable for their decisions and the human impact from their decisions.

8125. To receive and approve apologies for absence.

Cllr S Pochin the Mayor from Cheshire East Council had sent her written apologies and best wishes to be read out.

8126. To receive and approve any declarations of Interest.

There were none.

8127. Election of the Town Mayor 2021-2022

The Town Mayor Cllr John Stewart formally invited the Council to elect the Town Mayor for the ensuing year: Cllr Johanna Maitland Town Mayor Elect.

It was proposed by Cllr Roland Edwards. It was seconded by Cllr Amanda Stott. It was **RESOLVED** unanimously that Councillor Johanna Maitland be appointed Town Mayor for the ensuing year.

8128. The Declaration of Acceptance of Office was read out and signed by

the Town Mayor Cllr Johanna Maitland and by the Town Clerk.

8129. The Town Mayor was invested with the Chain of Office by the retiring Town Mayor

8130. The Town Mayor's Consort Mr Andrew Maitland was invested with the Chain of Office by the retiring Town Mayor

8131. The Town Mayor Cllr Johanna Maitland took the Chair and gave thanks for her election.

8132. Presentation of Collarette and Bar

The Town Mayor presented the Past Town Mayor's Medallion to the Retiring Town Mayor

8133. A vote of thanks was given to the retiring Town Mayor Cllr John Stewart. It was proposed by Cllr Sara Knowles. It was seconded by Cllr Jon Weston

8134. A response was given by the retiring Town Mayor Cllr John Stewart thanking Councillors for their support

8135. Election of the Deputy Town Mayor 2021-2022

The Town Mayor Cllr Johanna Maitland formally invited the Council to elect and install the Deputy Town Mayor, Cllr John Stewart, in accordance with the resolution made at the January 2021 Council meeting (Minute 8079)

This was proposed by Cllr Angela Williams and seconded by Cllr Ken Edwards

It was **RESOLVED** to appoint Cllr John Stewart as the Deputy Town Mayor

8136. The Declaration of Acceptance of Office was read out and signed by the Deputy Town Mayor Cllr John Stewart and by the Town Clerk.

8137. The Town Mayor invested the Deputy Town Mayor with the Chain of Office.

8138. The Town Mayor appointed her Chaplain: Charlotte Simpson.

The Town Mayor's Youth Consort Luca Allbright invests the Town Mayor's Youth Consort, Erin Vincent, for the ensuing year and the Former Town Mayor presents a framed certificate to his former Youth Consort.

8139. To receive and Resolve to confirm the Minutes of the Council meeting held 06/04/20 (Minute Nos 8108-8122).

Resolved the minutes were approved as a true record.

8140. To receive updates from the Minutes.

There were no updates.

8141. To receive and Resolve to ratify the notes of a Meeting of Councillors and Members of the Public held 15/04/21.

Cllr JN proposed item number 6 was amended to “Two *recommendations* were made: as opposed to Two *decisions were made.*” and

1. That the Town Council’s Borough Councillors be asked to speak at CEC Special Council meeting on the 19th of April.” He wished the words “*and draw attention to the Town Council’s and community’s disquiet regarding;*” “was removed.

Cllr RE seconded this proposal.

Resolved the amendments to the item reference number 6 was approved by full Council.

It was noted that Cllr KE strongly disagreed with this amendment as the retired Clerk was not available to speak and the recording has been deleted. It was also noted these were not resolutions but agreements due to regulations surrounding the passing of HRH Prince Philip The Duke of Edinburgh.

8142. To receive the Declaration of Acceptance of Office forms signed by the newly elected councillors for East and Central Wards and signed by the Town Clerk.

Councillors Judy Snowball and Helen Ellwood signed their Declarations of Acceptance. These were then signed by the Town Clerk.

8143. To review and Resolve to adopt of the Committee Structure and Terms of Reference including delegation arrangements for Committees and Working Groups.

It was **RESOLVED** to accept the Committees, working Groups and Representatives structure and Terms of Reference for the forthcoming year.

8144. To determine and Resolve to approve the time and place of ordinary meetings of the Council and Committees up to and including the next annual meeting of the Council.

It was **RESOLVED** to approve the meeting dates, places and times for the forthcoming year.

8145. To Resolve to appoint members to the new Committees and elect a Chair to each.

Cllr JS requested that she was moved from Audit & Governance Committee and was a member of Planning & Town Development.

The Mayor explained this was not possible at this stage as two Ward Cllrs were required at the Planning and Town Development Committee, but she could still attend with no voting capacity.

It was **RESOLVED** to approve the appointment of members and chairs of Committees.

Planning and Town Development Committee

Chair: John Stewart
Helen Ellwood
Roland Edwards
Sara Knowles
Angela Williams
Ken Edwards

Finance & Grants Committee

Chair: Cllr Amanda Stott
Johanna Maitland
John Stewart
Mark Fearn
Jon Weston
Angela Williams

Audit & Governance Committee

Chair: Cllr Johanna Maitland
Roland Edwards
Judy Snowball
James Nicholas
Ken Edwards

Community & Environment Committee

Chair: Cllr Johanna Maitland
Mark Fearn
Roland Edwards
Sara Knowles
James Nicholas
Ken Edwards

Personnel & Asset Management Committee

Chair: Cllr Johanna Maitland
John Stewart
Jon Weston
Sara Knowles
Amanda Stott
Angela Williams

- 8146. To Resolve to appoint members to the new Working Groups.
It was RESOLVED to approve the appointment of Members to the Working Groups**

Transport & Travel Working Group

Mark Fearn
Roland Edwards
Jon Weston
James Nicholas

Business, Economy & Tourism Working Group

John Stewart
Johanna Maitland
Jon Weston

Sara Knowles
Amanda Stott
Ken Edwards

Bollington 2030 Working Group

Helen Ellwood
Roland Edwards
Judy Snowball
James Nicholas

Community Emergency Resilience Working Group

Mark Fearn
Helen Ellwood
Sara Knowles
Amanda Stott

Equality, Diversity & Inclusion Working Group

Johanna Maitland
Sara Knowles
Ken Edwards

Events Working Group

Johanna Maitland
John Stewart
Judy Snowball
Angela Williams

Corporate Plan Working Group

John Stewart
Johanna Maitland
Sara Knowles
Roland Edwards
Amanda Stott

8147. To review and Resolve to approve the Representation on or work with external bodies.

It was **RESOLVED** to approve the Representation to external bodies.

8148. To review and Resolve to adopt the Standing Orders including the Financial Regulations.

It was **RESOLVED** to adopt Standing Orders including the Financial Regulations.

8149. To review and Resolve to approve the Council's Complaints Procedure.

It was **RESOLVED** to approve the Council's Complaints Procedure.

8150. To review and Resolve to approve the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

It was **RESOLVED** to approve the Council's Data Protection and Freedom of Information policies.

8151. To review and Resolve to approve the Council's policy for dealing with the press/media.

It was **RESOLVED** to approve the Council's policy for dealing with the press/media.

8152. To receive the approved Budget Papers for 1/4/21-31/3/22.

It was **RESOLVED** to approve the Budget for 2021-22

8153. To Resolve to confirm that a dispensation request for a disclosable pecuniary interest and other interest from all Councillors has been received.

The Clerk confirmed that all councillors with the exception of Cllr KE had made their request for a disclosable pecuniary interest and other interest in order that they may participate in debates and vote at Council and Committee meetings in relation to the following:

- a. Setting the council tax or a precept under the Local Government Finance Act 1992 (or any subsequent legislation) or special expenses.
- b. School meals or school transport or travelling expenses where they are a parent or guardian of a child in full time education or a parent governor unless the matter relates specifically to the school which the child attends.
- c. An allowance, payment or indemnity given to members.
- d. Any ceremonial honour given to members.

It was agreed Cllr KE would return his copy within the next week.

8154. To Resolve to confirm that all Councillors consent to receiving council papers including Agendas by email.

It was confirmed that all Cllrs have consented to receiving papers by email unless requested.

8155. To Resolve to confirm the signatories on the Council's current bank accounts be the Members of the Finance & Grants Committee in addition to the RFO and Town Clerk.

It was **RESOLVED** to confirm that the signatories would be members of the Finance and Grants Committee and that mandates would be circulated after the meeting.

8156. To receive and Resolve to approve the Accounts for Payment dated 4/5/21. in the sum of £21,263.84.

These papers had been examined by the Town Mayor Cllr John Stewart and Chair of the Finance & Grants Committee Cllr Jon Weston.

It was **RESOLVED** to approve the Accounts for payment dated 4/5/21.

8157. To receive the Annual Governance and Accountability Return 2020/21 Part 3.

It was **RESOLVED** to receive Part 3 of the Annual Governance and Accountability Return 2020/21

8158. To receive and Resolve to approve the Annual Internal Audit Report 2020/21, part of the Annual Governance and Accountability Return 2020/21.

It was **RESOLVED** to approve the Annual Internal Audit Report 2021/21
This was signed by the Mayor and the Clerk.

8159. To receive and Resolve to approve Section 1 The Annual Governance Statement of the Annual Governance and Accountability Return 2020/21.

It was **RESOLVED** to acknowledge as members of Bollington Town Council that:

2. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
3. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
4. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
5. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
6. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
7. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
8. We took appropriate action on all matters raised in reports from internal and external audit.
9. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
10. Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

This was signed by the Mayor and the Clerk.

8160. To receive and Resolve to approve Section 2 The Accounting Statements 2020/21 of the Annual Governance and Accountability Return 2020/21 together with the supporting documents.

It was RESOLVED to approve Section 2 The Accounting Statements 2020/21 of the Annual Governance and Accountability Return 2020/21

This was signed by the Mayor and the Clerk.

8161. To receive and Resolve to approve the VAT Report ended 31/03/21

It was **RESOLVED** to approve the Vat Report ended 31/03/21.

8162. To receive the Town Mayor's announcements

All meetings are to be held at Bollington Town Hall unless otherwise stated.

Community & Environment Committee	18/05/21	7.00pm
Personnel & Asset Management Committee	19/05/21	10.00am
Planning & Town Development Committee	25/05/21	7.00pm
Audit & Governance Committee	26/05/21	10.00am
Finance & Grants Committee	07/06/21	10.00am
Council meeting	08/06/21	7.00pm
Planning & Town Development Committee	15/06/21	7.00pm
Community & Environment Committee	22/06/21	7.00pm

8163. To receive and note the Report from Cheshire East Councillors

The Report was received, and the contents noted.

8164. To receive the Resolve to approve the recommendations of the Reports. from the Council Committees:

a. Community Services & Environment 30/03/21

Minute 5. The Council **RESOLVED** to support the Art Trail initiative in principle and await further clarification when it was more developed.

b. Planning & Development Committee 20/04/21

The Minutes were received, and their contents were noted.

8165. To Resolve to discuss the confidential work of the Personnel Working Group in Part B under Standing Orders 3d – Exclusion of the Public.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part of all of a meeting shall be by resolution which shall give reasons for the public's exclusion

It was **RESOLVED** to move to part B to discuss the Personnel Minutes.

Appendix 1

8166. Date of Next Council Meeting: 8 June 2021 at 7.00pm at the Civic Hall

Appendix 1

Resolved the Clerk would gain evidence if it was procedure that the Clerks salary and the RFO were linked.

Resolved if the salary review could be resolved before August it would be preferable.

Resolved the newly appointed administrator would not be granted flexible working arrangements and reduced hours.