

MINUTES of the ANNUAL MEETING of WINSLOW TOWN COUNCIL held on THURSDAY 2nd MAY 2013,
At 7pm in the Council Chamber at 28 High Street, Winslow.

	<p>Present: Cllrs Barry (Chairman), Castle, Cawte, Chambers, Eatwell, Gibbs, Knight, Payne, Reeves and Wiseman (as indicated) Apologies: Cllrs Monger (long standing commitment) & van de Poll (holiday) Clerk: B Bradford No Members of the press or public were present throughout the meeting</p>
13/60	<p>Election of Chairman RESOLVED that Cllr Barry be Chairman for the forthcoming year, who wished to place on record Council's thanks for all the hard work undertaken by the outgoing Chairman, Cllr Monger. Election of Deputy Chairman Only one nomination was forthcoming for a member not present, therefore this item was deferred.</p>
13/61	<p>Declarations of Interest in matters to be discussed: Personal: Cllrs Castle & Payne - as representatives to the Friends of Winslow Youth Centre and Cllr Barry in respect of his membership of the Bowls Club. Consideration of Applications for Dispensation – none received</p>
13/62	<p>Minutes of Meeting 4th April 2013 RESOLVED that the minutes be signed as a true record Matters Arising: none</p>
	<p>Items Deferred: none</p>
13/63	<p>Report of the Amenities Committee Members noted the circulated draft minutes of the meeting on 16th April and that Winslow has entered the Bucks Best Kept Village competition. Support of residents and all town organisations will be directly sought by Cllrs Barry and Castle. There had been report of a fall in the Public Hall car park, repairs and white lining are being arranged. RESOLVED that should the selected contractor not be available to do the works in the very short term, the contractor who submitted the next best quote be commissioned to undertake the work.</p>
13/64	<p>Report of the Development Committee Members noted the circulated draft minutes of meetings on 17th April and that there would be no further meeting until 29th May. RESOLVED that the Deputy Clerk, with the Chairman be delegated to review members' comments on applications relating to 13/00861/APP 14 Market Square and 13/00974/APP 33 High Street and to respond to AVDC accordingly. Winslow Neighbourhood Plan an update from the steering group had been circulated to all.</p>
13/65	<p>Report of the Events Committee Although there will be no meeting until Monday 20th May, the new website will be launched, with further development to follow, once it has been tested www.winslowtowncouncil.gov.uk/home by all Members. When launched important documents relating to the Neighbourhood Plan may be uploaded and accessible to the general public. Cllr Wiseman joined the meeting</p>
7.25pm 13/60	<p>Election of Deputy Chairman RESOLVED that Cllr Wiseman be Deputy Chairman for the forthcoming year.</p>
13/66	<p>Report of the Resources Committee The Committee had not met but Cllr Barry and the Clerk had attended the Friends April meeting. This had been useful and the alignment of future FoWYC & Resources meetings is now agreed: FoWYC will meet on the 2nd Thursday of the month, Resources on the 3rd Thursday of the month. Cllr Barry reported from the Sports Club AGM where a new Chairman had been elected.</p>
13/67	<p>Business of the Annual Council Meeting The Working Party had not met due to other pressures on the members' time. All documents had been circulated with this agenda. <u>Delegation arrangements:</u> RESOLVED no changes currently required <u>Committee Terms of Reference</u> RESOLVED no changes currently required <u>Committee Membership:</u> RESOLVED as follows: Amenities: Cllrs Castle, Chambers, Eatwell, Gibbs, Monger and Wiseman Development: Cllrs Cawte, Knight, Payne, Reeves, van de Poll and Wiseman Events: Cllrs Cawte, Knight, Payne and Wiseman Resources: Castle, Chambers, Eatwell, Knight, Reeves and van de Poll</p>

Awards Working Group: The Mayor and Cllr Gibbs

New Committees RESOLVED that no new committees are required

Standing Orders, Financial Regulations RESOLVED that no further amendments required

Arrangements with, and contributions to, expenditure incurred by other local authorities RESOLVED that the scheduled payment of £5,500 to AVDC to retain free car parking in Greyhound Lane Car Park be authorised and that the payment of £5,000 of transition funding to Friends of Winslow Youth Centre for the current financial year be delegated to Resources Committee.

Representation on external bodies and reporting arrangements RESOLVED as follows:

Rogers Free School Trustees – Cllr Wiseman

Aylesbury Vale Association of Local Councils – Cllr Barry

Chamber of Trade – Cllr Payne

Winslow Charities – Cllrs Cawte and Wiseman

Buckingham South Neighbourhood Action Group – Cllr Gibbs (it was noted that Cllr Barry is, in a private capacity, the Chairman of this forum)

Winslow and District Local Area Forum – Cllr Cawte to be the voting member for WTC, the forum is intended to attract the attendance of the general public.

Winslow & District Community Bus – Cllr Cawte (it was noted that Cllr Cawte is, in a private capacity Chairman of this forum, and Cllr Eatwell is also a trustee)

North Bucks Parishes Planning Consortium – Cllr van de Poll

Local Councils Planning Liaison Group – Cllr Payne

Buckingham Winslow & District Citizens Advice Bureau – Cllr Reeves

Winslow Public Hall – Cllr Knight

Winslow Sports Club – Cllrs Barry, Eatwell and Reeves

Friends of Winslow Youth Centre – to be determined by Resources Committee

General Power of Competence – Council is not currently able, and has no need, to adopt this power.

Review of Inventory of land and assets The Asset Register had been circulated and considered accurate subject to confirmation of the Winslow Sports Club insurance valuation taking account of recent increases in building costs and the CCTV system valuation for the RBL site being reviewed in the light of the new cameras sited on the Public Hall.

Review arrangements for insurance cover Noted again the extensive review at last renewal and due at next renewal (31st August) when 3 year contract with current insurer ends.

Review of all memberships of other bodies RESOLVED that current subscriptions continue to be relevant and should be renewed when due for:

AVALC, BALC , Bucks Playing Fields Association, Information Commissioner, North Bucks Parishes Planning Consortium and Society of Local Council Clerks.

Policies for: Complaints, Handling Requests for Information under the FoI Act 2000 & Data Protection Act 1998, and Dealing with the Press RESOLVED these continue to be relevant and appropriate to Councils current needs.

Dates, Times and place of meetings RESOLVED that these remain per the current schedules with an additional meeting for determination of Precept on Thurs 21st November at 7pm and the Annual Town Meeting on Thursday 24th April 2014 at 7.30pm (venue to be confirmed).

Rents payable and Receivable RESOLVED that the following remain appropriate:

Payable:	AVDC re 28 High Street Offices	£100pa
	AVDC re Market Square for Farmers Market	nil
	Estate of Sir Edward Tomkins re Bowling Green	£1pa (cheque not cashed 2010-13)
Receivable:	GVA - Orange mast on Rec.	£5,323pa
	Winslow Bowls Club re Bowling Green	£1pa
	Winslow Cricket Club (ground rent for sight screens)	£4pa
	Winslow Scouts ground rent for Scout Hut	£5pa
	Winslow Sports Club - Rec Ground & Clubhouse	£575 pa (2014-15)
Other Charges:	FM stall rental (reviewed by Events Committee since last ACM)	£25pm
	AVDC for cleaning ground floor of 28High Street	£160pm

Further RESOLVED that the offer from AVDC to renew the license to occupy the storage facility at the rear of 28 High Street for a further 2 years at peppercorn rent, be accepted on the understanding that WTC would meet the legal costs, which would not exceed £400.

Further RESOLVED to delegate to the Clerk to negotiate with MBM Enterprises a more reasonable increase in monthly rent for FM Trailer storage rather than the proposed 117%.

Other Policies/Procedures reviewed by Working Party: RESOLVED no amendments required to:

	<p>Signage & Flyposting Grievance Procedure (incl. Dignity at Work/Bullying and Harassment Policy) Grants Policy Policy for dealing with abusive, persistent or vexatious complaints and complainants.</p> <p>Financial Reserves Policy Disciplinary Procedure</p>
13/68	<p>Correspondence: Noted: 2 items of resident correspondence related to recent Gladman exhibitions Considered: Sir Thomas Freemantle Free School: Members noted having been informed on 14th April that the consultation had been reopened for two weeks due to the proposed expansion of the 3 form entry to a 4 form entry for 2013 only. RESOLVED that Cllr Reeves draft, and circulate to all members, a suitable response to the Headmaster and other appropriate officers. Boundary Commission Consultation on the Review of AVDC Councillor Numbers and constituencies. Letter to be circulated and a response co-ordinated from Members' responses by the Clerk prior to closing date of June 3rd.</p>
13/69	<p>Clerk's Report Considered: Service of Summons by email: RESOLVED that this remains the most appropriate method of service for WTC. Councillor Allowances: Members considered once again the appropriateness of current arrangements and RESOLVED that they remain unchanged at £nil for the current financial year. Chairman's Allowance: RESOLVED to increase by £120 to £360pa and to make payment quarterly in advance. Annual Return 2013: Having considered the Annual Governance Statement and year end Annual Return, Balance Sheet, Trial Balance, Statutory Income & Expenditure Account, Reserves Reconciliation, Cash & Investment Reconciliation, Asset Register and Significant Variances document RESOLVED that the Chairman sign the Annual Return. S106 Summary of funds held and notification of payment to AVDC in respect of the Old Vicarage. Members noted the circulated schedule indicating that currently £405,026 is held by AVDC for use in Winslow for off-site leisure, and the various timescales applying to individual sums. Earmarked Reserves: RESOLVED that the £19,000 Community EMR be reallocated £10,000 to Youth Centre EMR and £9,000 remain in Community EMR (per minute 13/10). Internal Audit: Noted that this is scheduled for 13th May. Mayoral Regalia: Members noted that the repairs had been completed and that this individual item had now been added to the Asset Register at an appropriate level.</p>
13/70	<p>Reports from Outside Bodies: Chamber of Trade: met on Monday 15th April, more members are to assist with Farmers Market. AVALC: Cllrs Barry, Castle and Cawte are to attend the Reinvigorated Communities event scheduled for Sat 29th June, 10.30am to 1pm at Quainton Village Hall, the Community Bus, Friends of Winslow Youth Centre and Friends of Winslow Library have been invited to join them with displays and to talk about their successful projects.</p>
13/71	<p>Payments for signature: Members noted the payment listing below and RESOLVED to authorise that cheque payments for May totalling £16,722.61 be signed by Cllrs Castle and Reeves. Also noted that revised salary standing order instructions and two urgent cheques had been signed since the last meeting as detailed in the listing. Further noted that the Bowling Green ground rent cheque for 2010-12 incl had not been cashed, so had been written back and reissued with the sum due for 2013 added.</p>
13/72	<p>Annual Town Meeting Members noted the circulated draft minutes and that there were no issues arising to be addressed.</p>
13/73	<p>Items For Information: none</p>
13/74	<p><i>Meeting Closed at 8.35pm</i></p> <p>Signed: (Chairman) at Meeting (date):</p>