



Whiteley Town Council

Minutes of the Annual General Meeting of the above Council to be held in the Council Rooms at Meadowside Leisure Centre, Whiteley on Monday 11th May 2015 at 7.15pm.

Councillors present: Mike Evans (Chairman), David Jenkins (Vice-Chairman), Vivian Achwal, Colin Bielckus, Malcolm Butler, Hazel Croft-Phillips, Brenda Hatch, Martin Neal, Tasmin Smith, Pat Thew.

Three members of the public, Town Clerk Nicki Oliver

- 1. To elect a Chairman of the council for the ensuing year** Mike Evans elected.
- 2. To elect a Vice-Chairman of the council for the ensuing year** David Jenkins elected.
- 3. To receive the Chairman's and Councillors' declarations of acceptance of office** Received.
- 4. To receive apologies for absence** John Butter, District Councillor Sam Newman-McKie, County Councillor Patricia Stallard.
- 5. To approve absence of councillors following agreement of acceptable reasons for absence** Agreed that illness and bereavement would be noted as acceptable reasons for absence. Members were reminded by the Clerk that they have been elected to a statutory body and have a legal duty to attend meetings.
- 6. To receive declarations of interest on agenda items** None.
- 7. To adjourn meeting to allow participation by members of the public.**
Resident Colin Putman reported that the Angelica Way play area is not being adequately maintained by Winchester City Council, too long between grass cuts, cut grass needs to be removed. Mr Putman also noted that music from the leisure centre is too loud at times. Mr Putman thanked the Shopping Centre managers for monitoring the parking which is working well. An update on the work to add lanes to Junction 9 slip roads was requested. The Chairman advised that Highways England have said work has been delayed until June.

Past President of The Rotary Club of Whiteley, John Hall, congratulated the councillors on their election and said he looked forward to working with the core re-elected councillors on events for the Whiteley community.

The Chairman thanked Mr Hall and noted that the Fireworks and Meadowside Music Festival couldn't take place without the help of Rotary volunteers.

7.1 Report from the Safer Neighbourhood Team and to receive any concerns from residents No report this month. Whiteley is part of Winchester Rural East, the Safer Neighbourhood Team is based at Bishops Waltham, out of Neighbourhood policing hours response teams will attend on a 'whoever is nearest' basis.

7.2 Report from County Councillor Report circulated prior to meeting.

7.3 Reports from District Councillors No report. Councillors noted that the landscaping work carried out by Winchester City Council's contractors is very poor quality.

7.4 Chairman's announcements

The Chairman thanked Clerk Nicki Oliver for organising a successful Annual Assembly.

8. To resume the meeting to consider the following agenda items:

8.1 To approve and sign the minutes of Full Council 13th April 2015 **Minutes approved and signed.**

8.2 To receive a report and recommendations from the Strategic Development and Policy Committee **The Chairman and Clerk have been briefed on proposed changes to the phasing for North Whiteley. Details are not yet public. A meeting with the North Whiteley Consortium and neighbouring parishes is being arranged.**

8.3 To receive a report and recommendations from the Recreation and GP Committee.

8.3.1 To receive minutes of meeting held 22nd April 2015 **Minutes received.**

8.3.2 Proposal to install an additional 6m storage cabin on the recreation ground to house event equipment for the sum of £1,965 + VAT **Resolved.**

8.4 To receive a report and recommendations from the Planning Committee (Cllr Jenkins)

8.4.1 To receive minutes of meeting held 22nd April 2015 **Minutes received.**

8.5 To receive a report and recommendations from the Transport and Highways Committee

8.5.1 To receive minutes of meeting held 22nd April 2015 **Minutes received.**

8.6 To receive a report and recommendations from the Finance Committee (Cllr Bielckus)

8.6.1 To receive minutes of meeting held 22nd April 2015 **Minutes received.**

8.6.2 To approve accounts for audit as follows:

1. Receipts and payments accounts 2014/15
2. Asset register April 2015
3. Supporting statement 2014/15
4. Action Plan to improve effectiveness of internal controls and risk assessment procedures 2015/16
5. Annual Governance Statement 2014/15 **Resolved.**

8.7 To review Standing Orders' requirements:

- i. Review of delegation arrangements to committees, sub-committees, staff and other local authorities **The operation structure of the Town Council was reviewed.**
- ii. Review the terms of reference for committees – proposal to add the following terms: core skills training to be completed before appointment to Recreation and GP, Finance and Highways Committees, planning training to be completed (or within last four years) before appointment to Planning Committee **Agreed to add training requirements to Committee Terms of Reference.**
- iii. Appointment of members to existing committees **Appointments agreed.**
- iv. Appointment of any new committees **No new committees proposed.**
- v. Appointment of chairmen of committees **Appointments agreed.**
- vi. Review and adoption of standing orders and financial regulations **All councillors have received hard copies of Standing Orders adopted 28th July 2014 and Financial Regulations adopted 5th January 2015. No further amendments required.**
- vii. Review of arrangements with other local authorities **No current arrangements.**
- viii. Review of representation on or work with external bodies and arrangements for reporting back **Representatives appointed.**
- ix. To consider whether to exercise the General Power of Competence **The Power is available to use if required.**
- x. Review of inventory of land and assets including building and office equipment **Schedule of assets included with annual accounts.**
- xi. Review of the Council's and staff subscriptions to other bodies **Reviewed when the precept is agreed.**
- xii. Review of the Council's complaints procedure **Copies of the adopted policy circulated. No amendments proposed.**
- xiii. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 **Copies of the adopted policy circulated. No amendments proposed.**
- xiv. Determine the time and place of ordinary meetings of the Full Council up to an including the next AGM of the Council **Dates of meetings to the end of the year circulated, dates for 2016 will be circulated shortly.**

8.8 Report from the Whiteley Voice Editor (Clerk) **Copy for the June edition required before the end of May.**

8.9 Report on the Town Council social networking sites (Cllr Jenkins)
Membership of the Voice4Whiteley Facebook group continues to grow, members that do not comply with the guidelines are removed as are inappropriate posts.

8.10 Report on the Town Council website (Clerk) **Website is being updated as necessary.**

8.11 Reports from Councillors/Clerk on recent meetings attended
Monday Dawnus Cinema update meetings (Chairman) **The cinema is due to open during October half term.**
10th April WCC Strategic Planning regarding Local Plan Part 2 (Cllrs Evans & Jenkins, Clerk) **The Town Council has sought clarity over the future of the Solent 2 SINC and the undeveloped areas of the business park. WCC has agreed to add further policies to confirm the planning status of these areas.**
17th April Meadowside Music Festival planning meeting (Cllrs Evans, Jenkins, Smith, Thew, Clerk) **Plans are going well, there is a very good line up of musicians for the event.**

8.12 To receive training and development plans for 2015/16 from all councillors
Plans circulated to all councillors, to be completed and returned at the June meeting.

8.13 Reports and evaluation of training and development sessions attended by Councillors/Clerk
28th April Lantra Awards Basic Tree Survey & Inspection Course (Cllrs Butter, Jenkins & Smith) **Councillors reported that the course by Dale Training was very well run, covering legalities of land ownership, survey and inspection processes and information on diseases.**

9. Recent correspondence List circulated prior to meeting.

10. To note current bank balances

Bank balances 11th May 2015	
Treasurers ac	£4,606
Instant access ac	£371,711
Total	<u>£376,317</u>
Of this balance £167,916 is the Whiteley Fund	

11. Accounts for payment It was resolved to pay accounts shown on page 5.

Meeting closed 9.04pm.

Signed

Date.....

Whiteley Town Council

Accounts for payment May 2015

No	chq/BACS	Recipient	Amount	Notes *reimburse Clerk
1	BACS	LHL	£2,847.17	Business rates recovery, TC gain of £4,977 + reduced rates for at least next two years
2	BACS	Richard Frampton	£80.00	Mount and install bird scarers at Mollison play area
3	BACS	Buchanan	£492.00	Hire of chairs and tables for Assembly
4	BACS	WCC	£504.00	Council rooms April
5	BACS	WCC	£504.00	Council rooms May
6	BACS	Mike Evans	£142.75	Chairman's expenses/travelling
7	BACS	Whiteley Primary School	£100.00	Annual Assembly expenses contribution
8	BACS	Henry Cort	£100.00	Annual Assembly expenses contribution
9	BACS	Fresh to Desk	£700.00	Annual Assembly catering
10	BACS	OCS	£3,026.28	April as contract
11	BACS	Parrs	£140.00	*Litter pickers for volunteers
12	BACS	Makro	£12.92	*Cups / table covers for Assembly & office
13	BACS	Tesco	£85.33	*Refreshments for Assembly/meetings
14	BACS	WH Smith	£6.99	*Copy paper for office
15	BACS	Printerbase	£149.02	*Colour laser printer for clerk's office
16	BACS	Local Council Review	£17.00	*Subscription to NALC publications
17	BACS	Nicki Oliver	£893.78	*Clerk's salary May
18	BACS	Home as office	£27.83	*Clerk's expenses May
19	BACS	Telephone and internet	£41.67	*Clerk's expenses May
20	BACS	Travelling	£90.40	*Clerk's travelling/expenses 14.4 - 11.5.14
21	BACS	HCC	£325.77	Employer/employee pension
		Total	£10,286.91	