



WINTERTON TOWN COUNCIL

52 West Street, Winterton, Scunthorpe,
North Lincolnshire. DN15 9QF

Phone: 01724 488085 or email clerk@wintertoncouncil.co.uk

Minutes of the Annual Meeting of Winterton Town Council held on Tuesday 15th May, 2018 at 7.30pm in the Old School Hall, West Street, Winterton.

Present:

Cllr V. Mumby (Mayor)

Cllr D. Johnson (Deputy Mayor)

Cllr J. Davey

Cllr M. Foster

Cllr J. Kemp

Cllr L. Langton

Cllr P. McCartan

Cllr P. Mumby

Cllr J. Ramseyer

Ward Cllrs E. Marper and R. Ogg
c.2 Members of the Public

Prior to the meeting, Prayers were led by Pastor M. Joyce.

Public Participation:

The following matters were raised by/on behalf of members of the public:

- A resident informed the Town Council of his intention to form a board of Trustees to purchase the Old Institute building on the High Street with funding from Winterton 2022 and Wren, making the building a community asset for the people of Winterton.

Cllr P. McCartan thanked them for bringing this to the attention of the Council and asked that the Council been kept up to date on the progress of the project and wished them well with the venue.

Cllr P. McCartan awarded the Men in Sheds project with £250 raised in his Mayoral year, through various events. The money was raised through various events to support groups in Winterton that tackle loneliness. Mr Hotchin, accepted the donation on behalf of the group and gave thanks to Cllr P. McCartan.

1805/1 Cllr P. McCartan welcomed Councillors for the final time as the Mayor of Winterton and gave thanks for his time as Mayor. He highlighted to members, Cllr M. Harrison had been absence from the Council for over six months and asked that Council offer Cllr M. Harrison, an extension if required, to allow her to make a full recovery before returning to Council.

1805/2 Election of Mayor
The Council considered nominations for 2018/19 Mayor.
Resolution: Cllr V. Mumby was duly appointed as Mayor. The Declaration of Acceptance of Office was signed and read to the meeting.

1805/3 Election of Deputy Mayor
The Council considered nominations for 2018/19 Deputy Mayor.
Resolution: Cllr D. Johnson was duly appointed as Deputy Mayor. The Declaration of Acceptance of Office was signed and read to the meeting.

1805/4 Apologies
Apologies for absence were received from Cllrs B. Bridge, I. Cawsey, L. Cawsey, P. Coath, and D. Muldown.

1805/5 Declaration of Interests / Dispensations
a. Interests
Cllr L. Langton
1805/18 OSH Prejudicial Representative to the OSH
Cllr V. Mumby
1805/18 Mayoral Allowance Prejudicial Mayor
b. No dispensations were requested/granted.

1805/6 Minutes of Previous Meeting
The Council considered the Minutes of the WTC Full Meeting held on 15th April, 2014 (forwarded 14/5/14)
Resolution: That the Minutes be signed as a true and accurate record subject to the following amendment:
Cllr J. Ramseyer asked that the following information be documented in the minutes.

Further, looking at this and the licence, there is a list of items to do:

- 1. Apply for change to the licence from committee to personal licence holder**
- 2. Apply for change to the licence for the purpose of storing alcohol on the premises**
- 3. Create a menu to display**
- 4. Prepare a bar area**
- 5. Create Challenge 25 signage**
- 6. Post the licence and schedule in the Pavilion**
- 7. Create a refusal register**
- 8. Designate a smoking area to include appropriate signage**
- 9. Create a policy, or set of rules for the service alcohol to include:**

Storage of alcohol

Serving alcohol

Refusing Service

Age verification

Security

Requirement for training to include initial and annual

- 10. To support the policy/rules, write a set of procedures to include:**

**Security - Opening
Security - Locking Up
Serving Alcohol
Age Verification
Refusal Register Entries**

11. Once the policy/rules and procedures are developed, you will be able to map Enabling Objectives, Training Objectives and Training points. With the Training points you can develop your training package and subsequent assessment tool/s"

- 1805/7 Report from Ward / North Lincs. Councillors
a. The Council considered suspension of the meeting to hear the Ward Councillors' Report.
Resolution: That the meeting be suspended.
Ward Cllr R. Ogg reported on behalf of the Ward Councillors. (Available to view at www.wintertoncouncil.co.uk on receipt)
ACTION: Clerk
- b. There were no actions arising from the report.
- 1805/8 Mayor's Allowance
Cllr V. Mumby declared a Prejudicial Interest and left the room. Cllr D. Johnson took on the role as Chair in the absence of the Mayor.

The Council considered the amount of the 2018/19 Mayor's Allowance in pursuance of section 15(5) of the Local Government Act 1972.
Resolution: That the sum of £380.00 be awarded.
ACTION: Clerk
- 1805/9 Annual Return
The Council considered the Annual Return and 2017/18 Statement of Accounts.
Resolution: That the 2017/18 Annual Return and Statement of Accounts were approved, completed and signed.
ACTION: Clerk
- 1805/10 Declaration of Interests Forms
Councillors reviewed their current Declaration of Interest Forms and completed a new form as required.
- 1805/11 Council Documentation
The Council considered the following Council Documents for adoption/review:
(i) Appendix G: Standing Orders
(ii) Appendix H: Financial Regulations
(iii) Appendix I: Asset Register
(iv) Complaints Procedure
(v) Media Policy

Appendix G: Standing Orders
The model document Standing orders and been amended to include GDPR.
Cllr J. Ramseyer asked that Council consider including the following point into standing orders:
 - serve on councillors by delivery or post at their residences or by email

authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and

- Provide the agenda and all tabled items 4 clear days (1 day prior to the statutory requirement) to ensure all councillors have received all the documentation within the correct period of time.

Resolution: The Council agreed to adopt the model standing orders with the additional points.

ACTION: Clerk

Appendix H: Financial Regulations

The Council reviewed the existing Financial Regulations and acknowledged there were no changes to the regulations.

Resolution: That the Financial Regulations be adopted.

ACTION: Clerk

Appendix I: Asset Register

Resolution: That the Asset Register be adopted.

ACTION: Clerk

Appendix J: Complaints Procedure

Resolution: That the Complaints Procedure be adopted.

ACTION: Clerk

Appendix K: Media Policy

Resolution: The Council adopted the Media Policy.

ACTION: Clerk

1805/12

Dates of Meetings

The Council considered the dates and times of ordinary meetings of Council and its committee's for the ensuing year.

Resolution: That the dates were agreed and will be distributed.

ACTION: Clerk

1805/13

Committees

a. The Council considered the appointment of members to serve on the under-mentioned committees:

(i) Personnel

Resolution: That the following Councillors were appointed:

Cllr I. Cawsey

Cllr P. Coath

Cllr J. Kemp

Cllr L. Langton

Cllr J. Ramseyer

(ii) Policy & Finance

Resolution: That the following Councillors were appointed:

Cllr B. Bridge

Cllr I. Cawsey

Cllr L. Cawsey

Cllr P. Coath

Cllr M. Foster

Cllr J. Kemp

Cllr L. Langton

- (iii) Property
Resolution: That the following Councillors were appointed:
Cllr M. Foster
Cllr L. Langton
Cllr J. Kemp
Cllr P. McCartan
Cllr D. Muldown
Cllr P. Mumby

- a. The Council considered the appointment of a Chair and Vice Chair of each committee.

Resolution: The Council agreed to appoint the following Councillors:

Personnel

Resolution: The Council appointed Cllr I. Cawsey as Chair and Cllr L. Langton as Vice Chair.

Policy and Finance

Resolution: The Council appointed Cllr I. Cawsey as Chair and Cllr P. Coath as Vice Chair.

Property

Resolution: The Council appointed Cllr P. Mumby as Chair and Cllr P. McCartan as Vice Chair.

1405/8

Working Groups

The Council considered the appointment of members to attend the following working group meetings (*for recommendation only*):

- (i) Neighbourhood Plan
- (ii) In Bloom
- (iii) The Grangefield Estate
- (iv) Risk Management
- (v) Emergency Planning
- (vi) WW1 Centenary Event
- (vii) Winterton 2022 Partnership

Resolution: That the following were appointed:

- (i) **Neighbourhood Plan**
Cllr P. Mumby
Cllr P. McCartan
Cllr L. Langton
- (ii) **In Bloom**
Cllr L. Cawsey
Cllr M. Foster
Cllr B. Bridge
- (iii) **The Grangefield Estate Committee**
Cllr M. Harrison
Cllr P. McCartan
- (iv) **Risk Management**
Cllr J. Ramseyer
- (v) **Emergency Plan**
Cllr B. Bridge
Cllr M. Harrison
- (vi) **WW1 Centenary Event**
Cllr M. Foster
Cllr J. Kemp
- (vii) **W2022 Partnership**
Cllr J. Davey
Cllr P. McCartan

1805/15

Terms of Reference

The Council considered its current Terms of Reference for committees and working groups.

Resolution: Committees and Working groups to review their terms of reference at their next meeting and put forward any recommendations to full council to consider.

ACTION: Clerk

Terms of Reference to be reviewed at the April meeting each year going forward, ready for approval at the May meeting.

1805/16

Outside Bodies

The Council considered the appointment of members to the under-mentioned outside bodies:

- (i) Landfill Liaison
- (ii) NATS
- (iii) The Old School Hall
- (iv) Senior Citizens Forum
- (v) Winterton 2022
- (vi) ERNLLCA / NLC Town and Parish Council Liaison

Resolution: That the following Councillors were appointed:

- | | |
|--|--|
| (i) Landfill Liaison | Cllr J. Kemp |
| (ii) NATS | Cllr D. Muldown,
Cllr J. Ramseyer
Cllr L. Langton |
| (iii) The Old School Hall | Cllr L. Langton |
| (iv) Senior Citizens Forum | Cllr P McCartan |
| (v) Winterton 2022 | Cllr J. Kemp |
| (vi) ERNLLCA / NLC
T&PC Liaison | Cllr V. Mumby
Cllr D. Johnson |

1805/17

Outside Bodies

Councillors received a report from appointed representatives for the following groups:

a. W2022

Cllr J. Kemp reported that the Steering Group had approved funding for the WW1 Centenary weekend Event and for the hard landscaping around the sculpture in the cemetery.

The Sculpture Trail is to be launched next week and will run through to September, when an auction will be held in the Church. The proceeds from the auction will then be split between three local charities or community groups. If anyone has any ideas of deserving groups, please pass the information onto the Clerk, who will forward the details to W2022.

b. NATs

No update

c. Landfill Liaison

Cllr J. Kemp reported on the recent liaison meeting. The minutes to be forwarded to Councillors.

d. Town and Parish Liaison

Cllr P. McCartan reported on the Town and Parish Liaison meeting at NLC. The meeting included an update on pot hole repairs and a summary of the winter service.

1805/18

Accounts

a. **APPENDIX A:** The Council received Notification of Accounts Paid by the Town Clerk under devolved authority LGA 1972.

b. **APPENDIX B:** The Council considered the Schedule of Payments for April.

Resolution: That all payments be made as detailed.

ACTION: Clerk

c. **APPENDIX C:** To receive notification of accounts paid by the Town Clerk under devolved authority LGA 1972, in relation to the Community Pavilion.

d. **APPENDIX D:** Schedule of Payments relating to the Community Pavilion.

Resolution: No payments to be made.

ACTION: Clerk

e. **APPENDIX E:** The Council received 2017/18 Summary of Spend to date – for information only.

f. **APPENDIX F:** The Council received the Summary of Spend and Bank Reconciliation up to 30th April 2018.

1805/19

Agenda for next and future meeting

The following items were requested:

- Risk Management Policy
- ERNLLCA
- Reduction in the number of Councillors.

It was suggested that an extraordinary meeting be called to specifically discuss the reduction in Councillors and how it will affect the Council.

Resolution: An extraordinary meeting to be called in September to discuss the reduction in Councillors and how it will affect the Town Council.

ACTION: Clerk

1805/20

Meeting Dates

The date and time of the next Full Town Council meeting was confirmed as (subject to any change in circumstances):

Tuesday 19th June, 2018 at 7.30pm

in the Old School Hall, West Street, Winterton.