

**MINUTES OF THE ANNUAL MEETING OF BURTON LATIMER TOWN
COUNCIL HELD AT BURTON LATIMER CIVIC CENTRE ON 01 MAY 2018**

Present: *Present: Town Councillors: M. Jerram (Town Mayor),
M. Brereton, J. Currall, J. Davies, C. Groome, R. Groome,
D. Miles-Zanger, M. Roche, J. Smith*

County Councillor: C. Smith-Haynes

Members of the Public: 1 no.

Public Forum:

J. Baynham (Church Street resident's spokesperson on traffic matters) – JB stated that it was nice to see Cllr Jerram following her recent operation; thanked Town Cllrs for their efforts in trying to help Church Street residents in resolving their traffic issues; appreciated BLTC's position in having no direct power to act; traffic volume is increasing and residents will continue to strive to get beneficial outcomes.

BLTC's response: Cllr R. Groome advised JB that Speedwatch will be carried out again in the summer holidays; training session to be held 09.40 – 13.00 on 14 July, volunteers welcome.

AM05/18/01 Appointment of Town Mayor/Chair 2018/2019

Cllr C. Groome proposed that, in accordance with the 'Council's Mayoral Election Procedure', Cllr Macdonald be appointed Burton Latimer Town Council's Town Mayor/Chair for 2018/19, seconded by Cllr Davies. **Resolved:** unanimously that Cllr Macdonald be appointed Burton Latimer Town Council's Town Mayor/Chair for 2018/19

AM05/18/02 Declaration of Acceptance of Office

Cllr Macdonald was not present at the meeting, therefore the 'Declaration of Acceptance of Office' will be dealt with at a later date. (see also reference to Minute AM05/18/02 'Declaration of Acceptance of Office' towards the end of the meeting).

AM05/18/03 Appointment of Deputy Town Mayor/Deputy Chair 2018/2019

Cllr C. Groome proposed that Cllr Davies be appointed to Deputy Town Mayor/Deputy Chair, seconded by Cllr R. Groome. The votes, taken by secret ballot, were as follows: For the proposal: 4, Against: 4, Abstentions: 1. The Chair's casting vote was against the proposal. Consequently, Cllr Davies was not elected to the role of Burton Latimer Deputy Town Mayor/Deputy Chair for 2018/2019.

Cllr Smith proposed that BLTC not have a Deputy Town Mayor/Deputy Chair for 2018/2019, seconded by Cllr Currall. Votes for the proposal: 4, Against 5, Abstentions: 0. **Resolved:** the proposal was not approved.

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Cllr Brereton proposed that the 'Appointment of Deputy Town Mayor/Deputy Chair' be placed on BLTC's June Agenda for further discussion/resolution, seconded by Cllr C. Groome. Votes for the proposal: 5 (out of 9 Cllrs). **Resolved:** that the proposal was approved, consequently the 'Appointment of Deputy Town Mayor/Deputy Chair' will be placed on BLTC's June Agenda for further discussion/resolution

Cllr Currall then proposed that, in the absence of the new Chair, Cllr Macdonald, Cllr Jerram continues to Chair the rest of the meeting, seconded by Cllr Miles-Zanger. Votes for the proposal: 6, Against: 0, Abstentions: 3. **Resolved:** that the proposal be approved - Cllr Jerram then Chaired the rest of the meeting.

AM05/18/04 Declaration of Acceptance of Office

Not applicable.

AM05/18/05 Apologies

Cllr Padget (holidays) – Cllr R. Groome proposed that the absence be approved, seconded by Cllr Roche. **Resolved:** unanimously that the proposal be approved.

Cllr Macdonald (family commitments) – Cllr Currall proposed that the absence be approved, seconded by Cllr Miles-Zanger. **Resolved:** unanimously that the proposal be approved.

Cllr Watts (family commitments) – Cllr Brereton proposed that the absence be approved, seconded by Cllr Davies. **Resolved:** unanimously that the proposal be approved.

AM05/18/06 Declarations of Interest

None.

Cllr Smith left the meeting at this point

AM05/18/07 Approval of Annual Meeting Minutes of 03 May 2017

Noted that the above Minutes were approved by the Town Council on 06 June 2017

AM05/18/08 Resolution: Approval of BLTC Minutes of 03 April 2018 & Action Points

Cllr C. Groome proposed that the above Resolution be approved, seconded by Cllr Roche. **Resolved:** unanimously that the proposal be approved. The Action Points from the meeting on 03 April 2018 were also updated

AM05/18/09 Police Matters

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None; no police presence.

AM05/18/10 Appointment of Representatives on Internal Committees/Groups & Outside Bodies

Some changes were made to the above, including adding the ‘Pride of Burton Latimer Group’ and S. 106 Monies Group and deleting the ‘Burton Latimer Health Centre Patient’s Forum’.

Cllr C. Groome proposed that the S. 106 Monies Group also lead on ‘Unitary Authority’ matters. **Resolved:** that the group be established with Cllrs Currall, R. Groome, Davies, Miles-Zanger and Jerram be added to the original s. 106 Monies Group membership.

Cllr Jerram to seek confirmation from Cllr Smith as to which groups she wanted to remain on/leave.

Agreed that the Clerk would make the agreed changes to the ‘Representatives List’ and the amended list (see below) would be included in the Minutes for final approval at BLTC’s June meeting.

Internal Committees/Groups

Planning Committee

Councillors: C. Groome, R. Groome, J. Davies, M. Brereton (**important: 2 more members required**)

Chair: agreed that Cllr Brereton will Chair the Committee.

Burton Latimer Sports and Leisure Group

Councillors: M. Jerram, R. Groome, N. Padget, M. Brereton

Chair (Cllr) to be elected by Leisure Group at first meeting

Events Steering Group (Business Liaison Forum now incorporated within ESG)

Councillors: Currall, R. Groome, M. Jerram

Events Leader to be elected by ESG at first meeting

Financial Monitoring Group

Councillors: M. Jerram, F. Macdonald, C. Groome, D. Miles-Zanger

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Chair: Cllr Macdonald

Civic Centre Management Board

Councillors: J. Currall, R. Groome, M. Jerram, N. Padget, F. Macdonald, J. Davies
M. Roche

Chair to be elected by CCMB at first meeting

Farmer's Market Steering Group

Councillors: R. Groome, J. Currall, M. Brereton, J. Davies

Lead Cllr to be elected by FMSG at first meeting

Pocket Park Management Board

Councillors: M. Jerram, R. Groome, M. Roche, F. Macdonald, C. Groome

Chair to be elected by PPMB at first meeting

Pride of Burton Latimer Group

Councillors: Davies, Jerram, R. Groome

Section 106 Monies/Unitary Authority Matters Group

Councillors: C. Groome, Macdonald, Brereton, Padget, Currall, R. Groome, Davies,
Miles-Zanger, Jerram

External Bodies (Kettering Borough Council)

Rural Forum (Representation- A6 Town Forum shall have Associate membership of the Forum and each shall be entitled to send a representative to the meetings. Such representatives may contribute fully to debate but shall have no voting rights.

Councillors: Single Cllr from A6 Towns to be determined by the A6 Towns Forum

A6 Towns Forum (Representation: Borough Cllrs for BL Ward (County Cllr for BL electoral division), 6 Town Cllrs for each Town Council)

Councillors: Any 4 plus the two indicated above..

External Bodies (Other)

Ancient Parish Charity 4 Years

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Councillors: R. Groome, M. Roche

United Education Foundation 4 Years

Councillors: R. Groome, C. Groome

Burton Latimer Heritage Society

Councillors: R. Groome, M. Roche

Highways Representative

Councillors: F. Macdonald, C. Groome

Parish Path & Tree Warden

Councillors: F. Macdonald, C. Groome

Flood Warden

Councillors: F. Macdonald

LANRAC

Councillors: C. Groome

CPRE

Councillors: C. Groome, M. Brereton (substitute)

(Note: NFT = No Fixed Term)

Community Payback Team

Councillors: Lead Cllr: F. Macdonald (Cllrs to liaise with Cllr Macdonald on a weekly basis),. Substitutes: Cllr M. Jerram

BL Twinning Association

Councillors: M. Jerram

Footnote: (i) Emphasis placed on Cllrs attending the groups they are members of – if unable to attend must arrange a substitute

The Clerk's recommendation that, in future years, Cllrs submit their requirements to the Clerk before the Annual Meeting (AM) to enable the Clerk to update the

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'Representative's List' and submit it to the AM as a final document., was agreed.

Cllr Macdonald joined the meeting at this point

AM05/18/11 Town Mayor's Allowance

Cllr Macdonald proposed that the above be reduced from £1000 to £750, seconded by Cllr C. Groome. **Resolved:** unanimously that the proposal be approved.

AM05/18/12 Financial Authority

Agreed that the existing authorised signatories (cheques, payment authorisation vouchers) remain unchanged i.e. the Clerk plus any 2 Cllrs from Cllrs Macdonald, Jerram and C. Groome.

AM05/18/13 Matters Referred from APM

None.

AM05/18/14 Resolution: Approval of Civic Centre Management Board Report

Cllr Macdonald proposed that the above Resolution be approved, seconded by Cllr R. Groome. **Resolved:** unanimously that the proposal be approved.

Additionally the following items of expenditure were approved:-

(i) Carpet Cleaning

Cllr Macdonald proposed that the lowest quote of £195 be approved, seconded by Cllr Currall. **Resolved:** unanimously that the proposal be approved.

(ii) Temporary Appointment of Cleaning Contractor (to cover regular cleaner's Holidays)

Cllr Davies proposed that the lowest quote of £262 be approved, seconded by Cllr Macdonald. **Resolved:** unanimously that the proposal be approved.

(iii) Proposed Changes to Coffee/Tea Making Facility

Cllr Macdonald proposed that the lowest quote of £1600 be approved, seconded by Cllr Miles-Zanger. **Resolved:** unanimously that the proposal be approved.

(iv) Proposed Purchase of Baby- Changing Shelf

Cllr Macdonald proposed that £115 be spent on the above, seconded by Cllr Currall. **Resolved:** unanimously that the proposal be approved.

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Also agreed that the specification and quotes for a new door, etc, from the Community Room accessing the tea- making facilities be forwarded to Town Cllrs for approval (funding source: grant application).

AM05/18/15 Resolution: Approval of Pocket Park Management Board Report

Noted. Cllr C. Groome advised Cllrs that a new ceiling (£12,000) will apply to BLTC's bid for a grant for grasscrete (PP paths) had been approved by the Fund. Cllr Groome to endeavour to submit the grant application by Friday 04 May.

Additionally (and separately) Cllr C. Groome informed Cllrs that he had been successful in obtaining grant funding of £1000 towards the cost of the proposed new bus shelter in Churchill Way.

AM05/18/16 Resolution: Approval of the Planning Minutes of 27 April 2017

Cllr C. Groome proposed that the above Resolution be approved, seconded by Cllr Macdonald. **Resolved:** unanimously that the proposal be approved.

AM05/18/17 Resolution: Adoption of Financial Regulations 2017

AM05/18/18 Resolution: Adoption of Standing Orders 2017

AM05/18/19 Resolution: Approval of Asset Register 2017

AM05/18/20 Resolution: Approval of Insurance Cover & Provider

Cllr Macdonald proposed that the above Resolutions AM05/15/17 to AM05/18/20 be approved, seconded by Cllr Currall. **Resolved:** unanimously that the proposal be approved.

AM05/18/21 Resolution: Approval of Council's/Employee's Membership of Other Bodies (ACRE, CPRE, NCALC, SLCC, ICO)

Cllr C. Groome proposed that the above Resolution be approved, seconded by Cllr R. Groome. **Resolved:** unanimously that the proposal be approved.

AM05/18/22 Resolution: Setting the Dates/Times/Place of Council Meetings for 2018/2019

Cllr C. Groome proposed that the dates and times detailed on the Annual Meeting's Agenda be approved, seconded by Cllr Miles-Zanger. **Resolved:** that the proposal be approved.

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AM05/18/23 Resolution: **To Appoint NCALC’s DPO as the Council’s Data Protection Officer**

AM05/18/24 Resolution: **To adopt the Data Protection Data Map**

AM05/18/25 Resolution: **To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy**

AM05/18/26. Resolution: **To adopt the Data Protection Privacy Notices**

AM05/18/27. Resolution: **To receive completed Data Security Compliance checklists from Town Councillors**

AM05/18/28. Resolution: **To note that the Town Council is already registered as a Data Controller with the Information Commissioners Office**

Cllr C. Groome proposed that the above Resolutions AM05/18/23 to AM05/18/28 be approved, seconded by Cllr Brereton. Resolved: unanimously that the proposal be approved

AM05/18/29. Resolution: **Approval of Accounts for Payment**

Cllr C. Groome proposed that the following payments be approved, seconded by Cllr Miles-Zanger. Resolved: unanimously that the Resolution be approved.

			£
Cheque No	102631	G. Sneddon (Clerk’s salary May 2018)	994.60
Cheque No	102632	HMRC (Tax & NI May 2018)	326.32
Cheque No	102633	NCALC (Memb. subscription 2018/19)	2254.03
Cheque No	102634	Zurich Insurance (Annual premium 2018/19)	908.46
Cheque No	102635	I. Partridge (CC window cleaning)	50.00
Cheque No	102636	W. Hunt (Reimb. website subscription)	51.19
Cheque No	102637	S.E. Gunn (cleaning CC April 2018)	149.00
Cheque No	102638	SLCC (membership renewal 2018/19)	147.00
Cheque No	102639	KBC (printing services)	62.21
Cheque No	102640	A Baillie (Hygiene) & Co. (cleaning materials)	15.57
Cheque No	102641	Drage Electrics (disconnect stat./ install light)	376.80
Cheque No	102641	Drage Electrics (replace fuse)	48.00

(Expenditure Powers: LGA 1972 s.111/133/LG (Misc. Provisions) Act 1976)

AM05/18/30. Resolution: **Approval of Appointment of Internal Auditor for 2018/2019**

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Cllr Currall proposed that the current NCALC Internal Auditor, David Linnell, be appointed for the 2018/2019 accounting year, seconded by Cllr Macdonald. **Resolved:** unanimously that the proposal be approved.

AM05/18/31. Highways Report (Cllr Macdonald)

Report noted and included in the 'Reports to Council'

AM05/18/32. Borough Council Matters of Interest

Reports noted and included in the 'Reports to Council'

AM05/18/33. County Council Matters of Interest

Report noted and included in the 'Reports to Council'

AM05/18/34. Town Councillors' Reports Submitted to BLTC

Reports noted and included in the 'Reports to Council'

AM05/18/35. Correspondence

35.1 Parking on Verges Station Road Update

(see Action Tracker)

AM05/18/36. Civic Centre Keyholder Records

Those Cllrs who are keyholders and not having done so already, are required to complete the pro-forma previously issued and return them to the Clerk as soon as possible.

AM05/18/37. BL Public Library

Cllr C. Groome made reference to the Minutes of the library group meeting of 11 April 2018 (previously distributed to BLTC). Cllrs agreed to Cllr Currall's suggestion that Lindsay Brown (Library Manager) be invited to BLTC's July meeting to give a presentation on the library's plans/objectives. Clerk to draft invitation letter (3DR).

AM05/18/38 Urgent Matters (with prior approval of Town Mayor)

None.

AM05/18/39. Media Releases - Press/Website/Twitter/Facebook

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Appointment of new Town Mayor/Chair of BLTC - Cllr Macdonald to expedite.

AM05/18/02 Declaration of Acceptance of Office

Cllr Macdonald, now being present at the meeting, signed and read out the 'Declaration of Acceptance of the Office' of Town Mayor/Chair of Burton Latimer Town Council for 2018/19. The Declaration was then signed by the George Sneddon (BLTC's 'Proper Officer')

AM05/18/38. Private & Confidential Items

38.1 Civic Centre – Potential New Tenant

Members of the public were excluded from the 'Private & Confidential' business of the meeting on the grounds that it involves items of business which include the likely disclosure of exempt information as defined by Paragraphs 1-7 of the Local Government (Access to Information) (Variation) Order 2006 in respect of Schedule 12A to the Local Government Act 1972.