

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD AT 8.00PM ON THURSDAY 6<sup>TH</sup> MAY 2021 VIA MICROSOFT TEAMS.

PRESENT

Deputy Chairman: Cllr H Whitaker

Cllrs: S Lees, M Beanland, K Booth, L A Clarke, P Oakes, Mrs J Sewart, M Sewart, Mrs N Wylie,

Cllr P Bailey joined at Item 16.

Officers in attendance: K McDowell (Deputy Clerk)

Prayers led by Senior Pastor Reuben Martin were said after item 3 due to his late connection to the meeting.

The Deputy Chairman opened the meeting and thanked everyone for attending.

1. To note if anyone attending, or present, at the meeting is making, or intends to make, an audio recording or film the meeting.

The Deputy Clerk confirmed that the meeting is recorded for the purpose of minute taking and the recording is deleted when the draft minutes are agreed. There were no other declarations of a recording of the meeting.

2. Election of Mayor for 2021/22

Cllr Mrs Sewart proposed that Cllr Podmore is elected as Mayor for a second term. In her speech, Cllr Mrs Sewart noted that Cllr Podmore has always had a great love of Poynton having been born and brought up here. His first term has been very difficult because of the pandemic but he has already set up Poynton Pledge and started to build up relationships with local business. It is only fair that he should have a term in "normal" circumstances to continue this work.

Cllr Simon Lees seconded the nomination for Mayor.

**RESOLVED: That Cllr Podmore is re-appointed as the Mayor in his absence (NC)**

The appointed Mayor, Cllr Podmore, will sign the formal declaration of acceptance of office before the Clerk as Proper Officer, w/c 10<sup>th</sup> May 2021.

The Deputy Clerk read out the Mayor's address.

### 3. Election of Deputy Mayor for 2021/22

Cllr Mike Sewart proposed Cllr Ms Whitaker as the Deputy Mayor for a second term. Councillors have heard in the Mayor's report what a help she has been and if her performance tonight is anything to go by we can be sure of a superb Chairman/Mayor we are going to have in the future.

Cllr Laurence Clarke seconded the nomination.

**RESOLVED: That Cllr Ms Whitaker is appointed as the Deputy Mayor (NC)**

The Deputy Clerk formally congratulated the Mayor and Deputy Mayor on their appointments.

*Senior Pastor Reuben Martin joined the meeting.*

### 4. Questions from members of the public

There were no members of the public in attendance. However, Cllr Beanland asked if the Council was aware of the new bus stops that have appeared along Chester Road. The Deputy Clerk advised she would ask the Operations Manager to investigate and revert back.

### 5. Apologies for absence

Cllrs Lee Podmore, Mrs J Saunders, D Belcher, M Blackie, and T Swatridge. Mrs S-J Gilmore, K Woolley.

### 6. Declarations of disclosable pecuniary or other interests

There were no declarations of disclosable pecuniary or other interests.

### 7. Approve the minutes of the Town Council meeting held on 22<sup>nd</sup> March 2021.

**RESOLVED: That the minutes of the Town Council meeting held on 22<sup>nd</sup> March 2021 are approved as an accurate record (NC)**

### 8. The Deputy Mayor proposed that an additional urgent item requiring a response to Cheshire East by 7<sup>th</sup> May 2021 should be added to the agenda under SO19(D)

**RESOLVED: That the item as described above should be added to the agenda (NC)**

### 9. To receive and consider a report from Cllr Booth on a response prepared for Cheshire East on views for potential funding for the reopening of the Town Centre & High Street which has a response date of 7<sup>th</sup> May 2021

Cllr Booth outlined the ideas as to what the Town Council could request from Cheshire East to fund.

**RESOLVED: That the report circulated just prior to and discussed at the meeting was received and should be submitted to Cheshire East as the Town Councils response and potential request for funding (if any should be available) (NC)**

10. To review the action log for 2020-21

**RESOLVED: That the action log for 2020-2021 was received. (NC)**

11. To note the action taken under SO51 to pursue parking enforcement powers with Cheshire East

Cllr Mrs N Wylie advised that officers were going to be trained mid-June with a view that they should be able to start using the powers July 2021.

**RESOLVED: That the action agreed under SO51 decisions were noted (NC)**

12. Appointment to Standing Committees

Community Order & Public Safety:

Cllrs Bailey, Belcher, Blackie, Gilmore, Oakes, Saunders, J Sewart, Swatridge, Whitaker Woolley, Wylie

Facilities, Infrastructure & Economic Development:

Cllrs, Bailey, Blackie, Booth, Clarke, Lees, Oakes, Jo Sewart, Mike Sewart, John Waterhouse

Finance & General Purposes:

Cllrs Beanland, Belcher, Clarke, Lees, Oakes, Saunders, Mike Sewart, Swatridge, Wylie.

Planning & Environment:

Cllrs Clarke, Beanland, Booth, Lees, Saunders, Swatridge, Waterhouse, Whittaker,

Management & Establishment – to be decided after agenda item 11 when Chairs have been appointed.

**RESOLVED: That the membership of the Committees is agreed as above (NC)**

11. Election of Chairmen and Vice-Chairmen of Standing Committees for 2021/2022

The following Committee Chairs & Vice Chairs were outlined by Cllr Mrs J Sewart:

Community Order & Public Safety

Chair: Cllr Mrs N Wylie

Vice Chair: Cllr Kenneth Woolley

Facilities, Infrastructure & Economic Development

Chair: Cllr Kevin Booth

Vice Chair: Cllr Simon Lees

Finance & General Purposes  
Chair: Cllr Mike Beanland  
Vice Chair: Cllr Peter Oakes

Planning & Environment  
Chair: Cllr Laurence Clarke  
Vice Chair: Cllr Ms Hayley Whitaker

Councillors discussed the vice chairmanship of COPS as Cllr Woolley has asked for a leave of absence. It was proposed that Cllr Mrs Jos Saunders would replace Cllr Woolley as vice chair and that Cllr Mrs Jo Sewart would contact Cllr Woolley to advise.

**RESOLVED: That the Chairmen and Vice Chairmen of the Standing Committees is agreed as above with the change to vice chair of COPS to Cllr Mrs Jos Saunders (NC)**

All Chairs become members of the Management & Establishment Committee with up to four other Councillors. Proposed membership is:  
Cllrs Wylie, Booth, Oakes (representing F&GP), Clarke, Mrs Jo Sewart, Ms H Whittaker, Podmore  
Chair: Cllr Mrs Jo Sewart  
Vice Chair: Cllr Mrs Nicky Wylie

**RESOLVED: That the membership, chair and vice chair of the Management and Establishment Standing Committees is agreed as above (N/C)**

12. Appointment of representatives of the Town Council to outside bodies for 2021/2022:

- a) Almshouses Trust and Warren Bulkeley Charities is Charles Gorst
- b) Neighbourhood Plan Steering Group is Cllr Lee Podmore
- c) Poynton Area Community Partnership is Cllr Mrs Nicky Wylie
- d) Poynton Show is Cllr Mrs Nicky Wylie
- e) Poynton Rotary is Cllr Ms Hayley Whitaker
- f) Projects 4 Poynton are Cllrs Beanland, Ms Whitaker and Mrs Wylie
- g) Twinning Association of Poynton (TAP) is Cllr John Waterhouse.

**RESOLVED: That the representatives of the Town Council to outside bodies for 2021/22 is agreed as above (NC)**

13. To receive and consider the internal audit report for 2020/2021 by JDH Business Services Ltd and to receive and note the action plan as prepared by the Responsible Financial Officer, (RFO)

The Deputy Clerk confirmed that the audit was completed on the 27<sup>th</sup> April 2021. The Internal Auditor completed the Internal Audit section of the annual return and identified no issues.

The Audit itself identified two items that need to be reviewed and the Clerk has prepared an action plan to address them.

- Review Financial Regulations to ensure that measures to mitigate supplier fraud is sufficiently covered.

- Zurich Insurance was shown as both a creditor and a pre-payment, when in fact it was neither. The Accountant will be asked to carry out a sense check of all the balance sheets next year to ensure that the error is not repeated.

The RFO will provide further details and updated to the F&GP Committee shortly.

The audit report was discussed and it was noted that there were a few unacceptable typos. The RFO is requested to raise this with the Internal Auditor.

**RESOLVED: That the internal audit report for 2020/2021 by JDH Business Services Ltd is received and approved subject to confirmation of the meaning of nfw (NC)**

14. To receive and consider the Town Council's Financial Statements and Annual Governance and Accountability Return (AGAR) 2020/21

a) To receive, approve and sign Section 1 – Annual Governance Statement 2020/2021.

Section 1 is the annual governance statement. There are nine assertions which the Town Council should consider, and if in agreement, approve. The governance statement has to be completed first, before the approval of the accounts. It needs to be approved by the full Council and signed by the Deputy Mayor and the Deputy Town Clerk. The Deputy Clerk advised the Town Council that a positive response for all nine statements is appropriate as follows and provided information on each assertion.

Assertion 1 – The Town Council has in place financial management and preparation of accounting statements.

Assertion 2 – Adequate systems of internal control including measures to prevent and detect fraud are in place.

Assertion 3 – The Town Council assures against actual or potential non-compliance.

Assertion 4 – Electors were provided proper opportunity during the year to exercise elector's rights.

Assertion 5 – The Town Council carries out an assessment of risk and takes steps to manage the risk including internal controls and insurance.

Assertion 6 – Effective systems of internal audit are in place.

Assertion 7 – Appropriate action is taken by the Council on all matters raised in internal and external reports.

Assertion 8 The Town Council considers whether any litigation, liabilities or commitments, events or transactions either during or after the year end will have a financial impact on the Town Council.

It was noted that litigation had been issued against the Council. However, the amount was relatively small at just over £3,000 and insurance will cover any award or legal fees and would not have a financial impact on the Town Council.

Assertion 9 Trust funds. The Town Council is not a managing trustee.

**RESOLVED: That the Annual Governance Statement in the Annual Return for 2020/2021 is approved and signed by the Deputy Mayor and Deputy Clerk (NC)**

b. To receive, approve and sign the Financial Statements (unaudited) for 2020/2021.

The Deputy Clerk confirmed that the Chair of Finance spotted a minor error on page 8 which stated that pension contributions had increased, when they had in fact stayed the same. The total quoted was correct. This has now been amended and a revised copy sent and approved to the auditor

**RESOLVED: That the Financial Statements for 2020/2021 are approved and signed by the Deputy Mayor and Responsible Financial Officer (NC)**

c. To receive, approve and sign Section 2 - Accounting Statements 2020/2021

**RESOLVED: That Accounting Statement in the Annual Return for 2020/2021 is approved and signed by the Deputy Mayor (NC)**

**Section 2** is the accounting statements for 2020/21. The statements are produced by our Accountant, DCK Beavers from the financial statement for the year ending 31st March 2021. They need to be approved by the full Council and have been signed by the Town Clerk in the role as RFO. That the accounting statements represent fairly the financial position of the Town Council and its income and expenditure is certified by the Clerk. Once these accounts are accepted, the Deputy Town Mayor will sign this section of the annual return.

**Section 3** is completed and signed by the external auditor, following their examination of the annual return and the documents that we have to send with it.

### **Inspection of accounts**

The Town Council must provide electors with the opportunity to inspect the accounts and other documents for 30 working days, including the first 10 working days of July. These will be put on the Town Council's website and made available in the Civic Hall on available from 14<sup>th</sup> June to 23<sup>rd</sup> July 2021. The Town Council must also publish on their website the following:

- A copy of the Accounting Statements accompanied by a declaration signed by the RFO stating that they are unaudited and subject to change.
- A copy of the Annual Governance statement
- A statement detailing the exercise of public rights.

d. Receive, approve and sign the Asset Register

**RESOLVED: That the Asset Register is approved and signed by the Deputy Mayor (NC)**

15. To approve the proposed schedule of meetings 2021-2022

**RESOLVED: That the Town Council calendar of meetings for 2021-2022 is approved subject to the removal of the meeting scheduled on 5<sup>th</sup> July 2021 which is not required (NC)**

16. To receive and consider the report from the Clerk on temporary arrangements for Town Council and Committee meetings and to agree the recommendations contained therein

*Cllr P Bailey joined the meeting during this item.*

**RESOLVED: That the report from the Clerk on temporary arrangements for Town Council and Committee meetings is received and the recommendations adopted (N/C)**

17. To agree the release of £4,210 from the Community, Order and Public Safety Earmarked reserves as requested by COPS for the purchase of a mobile CCTV Camera

**RESOLVED: That the £4,210 should be released from the Community, Order and Public Safety Earmarked reserves to purchase a mobile CCTV camera (9 for, 1 abstain)**

18. To consider and agree the Clerk's membership to SLCC

**RESOLVED: That the Clerk's SLCC membership of £346 is renewed was approved (NC)**

19. To consider and agree the Town Council's membership of ChALC

**RESOLVED: That annual membership of ChALC for £1470.04 is renewed was approved (NC)**

20. To consider requests for leave of absence

The current leave of absence for the following Councillors were noted and approved:

Cllr Mrs S-J Gilmore – until 22/09/2021

Cllr Mr M Blackie – until 23/09/2021

Cllr Mr D Belcher – until 21/06/2021

Cllr Mr T Swatridge – until 22/09/2021

The following new requests were considered and approved:

Cllr Kenneth Woolley - six months leave until 6<sup>th</sup> November 2021.

Cllr David Belcher - leave was extended until 6<sup>th</sup> November 2021.

**RESOLVED: That the leave of absences above were noted, considered and approved (NC)**

21. To receive and adopt the Minutes of Committees:

**RESOLVED:** That the minutes of the Community, Order and Public Safety Committee held on the 18<sup>th</sup> January 2021 and the resolutions contained therein be adopted by the full Council (N/C)

**RESOLVED:** That the minutes of the Facilities, Infrastructure and Economic Development Committee held on the 19<sup>th</sup> January 2021 and the resolutions contained therein be adopted by the full Council (N/C)

**RESOLVED:** That the minutes of the Planning and Environment Committee held on the 8<sup>th</sup> March 2021 and the resolutions contained therein be adopted by the full Council (N/C)

**RESOLVED:** That the minutes of the Planning and Environment Committee held on the 29<sup>th</sup> March 2021 and the resolutions contained therein be adopted by the full Council (N/C)

22. To consider any communication messages from this meeting.

- Election of the Mayor and Deputy Mayor
- Poynton shopping street is opening again
- Purchase of mobile CCTV camera

**RESOLVED:** That the communication messages arising from this meeting, as stated, are agreed (N/C)

Meeting end time: 9.05pm

Chair.....

Dated.....