

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD AT 8.00PM ON THURSDAY 23rd MAY 2022 AT THE CIVIC HALL

PRESENT

Mayor up to item 3: Lee Podmore  
Deputy Mayor from item 3: Patrick Bailey

Cllrs: S Lees, M Beanland, K Booth, L A Clarke, P Oakes, Mrs J Sewart, M Sewart, J Waterhouse, J Saunders, T Swatridge

Officers in attendance: Haf Barlow (Clerk) K McDowell (Deputy Clerk)

*Prayers led by Senior Pastor Reuben Martin*

The Mayor 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 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 2022/23

Cllr Mrs Sewart proposed that Cllr Ms Hayley Whitaker is elected as Mayor of Poynton 2022/23. Unfortunately, Cllr Whitaker has been seriously ill and was unable to attend the meeting.

Cllr K Booth seconded the nomination for Mayor.

**RESOLVED: That Cllr Ms Hayley Whitaker is elected as the Mayor in her absence (NC)**

It is noted the appointed Mayor, Cllr Ms Haley Whitaker has been elected in her absence, and will sign the formal declaration of acceptance of office before the Clerk as Proper Officer, at a time to be arranged.

3. Election of Deputy Mayor for 2022/22

Cllr Mike Sewart proposed Cllr Patrick Bailey as the Deputy Mayor.

Cllr Simon Lees seconded the nomination.

**RESOLVED: That Cllr Patrick Bailey is appointed as the Deputy Mayor (NC)**

Cllr Lee Podmore formally congratulated the Mayor and Deputy Mayor on their appointments.

#### 4. Questions from members of the public

A member of the public spoke in relation to two trees falling at the rear of 236 Park Lane. adjacent to butchers' passage. Trees have fallen in June 2020 and December 2021. The incident in December 2021 caused damage to two cars.

It would appear from land registry documents that the land is owned by 75 Yew Tree Lane. The Town Clerk has met with the tree specialist from ANSA onsite. Whilst the tree specialist agreed that there was a tree which might come down, it was unlikely that this would be over the Butcher's Passage footpath and at present they do not deem that action is necessary. The Clerk had advised the member of the public to seek legal advice or advice from the CAB. CAB have indicated that Cheshire East should take action if the tree is a danger to footpath users.

**RESOLVED: That the matter is included on the next FIED Committee agenda and the Clerk write to the owner of 75, Yew Tree Lane asking if they would like to make representation when this matter is discussed by the FIED committee (NC)**

#### 5. Apologies for absence

Cllrs Mrs N Wylie, M Blackie, D Belcher, S-J Gilmore, H Whitaker.

#### 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 9<sup>th</sup> May 2022.

**RESOLVED: That the minutes of the Town Council meeting held on 9<sup>th</sup> May 2022 are approved as an accurate record (1 ABS)**

#### 8. To review the action log for 2021-22

**RESOLVED: That the action log for 2021-2022 was received. (NC)**

#### 9. Appointment to Standing Committees

Community Order & Public Safety:

Cllrs Bailey, Belcher, Blackie, Saunders, Swatridge, Waterhouse, Whitaker, Woolley, Wylie

Facilities, Infrastructure & Economic Development:

Cllrs Bailey, Blackie, Booth, Clarke, Lees, Oakes, Podmore, Saunders, M Sewart, Waterhouse

Finance & General Purposes:

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

Planning & Environment:

Cllrs Beanland, Booth, Clarke, Lees, Oakes, Saunders, Swatridge, Whitaker.

Management & Establishment

Cllrs Clarke, Oakes, Podmore, Saunders, J Sewart, Whitaker, Wylie

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

10. Election of Chairmen and Vice-Chairmen of Standing Committees for 2022/2023

The following Committee Chairs & Vice Chairs were outlined by Cllr Patrick Bailey

Community Order & Public Safety

Chair: Cllr Mrs N Wylie

Vice Chair: Cllr Mrs J Saunders

Facilities, Infrastructure & Economic Development

Chair: Cllr Kevin Booth

Vice Chair: Cllr Simon Lees

Finance & General Purposes

Chair: Cllr Peter Oakes

Vice Chair: Cllr Mike Beanland

Planning & Environment

Chair: Cllr Laurence Clarke

Vice Chair: Cllr M Beanland

**RESOLVED: That the Chairmen and Vice Chairmen of the Standing Committees is agreed as above (NC)**

11. Appointment of representatives of the Town Council to outside bodies for 2022/2023:

- a) Almshouses Trust and Warren Bulkeley Charities is Charles Gorst
- b) Neighbourhood Plan Steering Group is Cllr L Podmore
- c) North East Cheshire Community Partnership is Cllr Mrs N Wylie
- d) Poynton Show is Cllr Mrs N Wylie
- e) Poynton Rotary is Cllr Ms H Whitaker
- f) Projects 4 Poynton are Cllrs M Beanland, H Whitaker and Mrs N Wylie
- g) Twinning Association of Poynton (TAP) is Cllr J Waterhouse and Cllr P Bailey

**RESOLVED: That the representatives of the Town Council to outside bodies for 2022/23 is agreed as above (NC)**

12. To receive and consider the internal audit report for 2022/2023 by JDH Business Services Ltd and to receive and note the action plan as prepared by the Responsible Financial Officer, (RFO)

The auditor had noted one issue regarding the tendering process which will take place in the future. The Clerk confirmed that the procurement process will be undertaken in line with the Town Council's financial regulations and standing orders. The auditor made no further recommendations.

**RESOLVED: That the internal audit report for 2022/2023 by JDH Business Services Ltd is received and approved (NC)**

13. To receive, approve and sign Section 1 – Annual Governance Statement 2021/2022.

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 Town Clerk. The 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.

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

**RESOLVED: That the Annual Governance Statement in the Annual Return for 2021/2022 is approved and signed by the Deputy Mayor and Clerk (NC)**

14. To receive, approve and sign the Financial Statements (unaudited) for 2021/2022.

**RESOLVED: That the Financial Statements for 2021/2022 are approved and signed by the Deputy Mayor and Responsible Financial Officer (NC)**

15. To receive, approve and sign Section 2 - Accounting Statements 2021/2022

**Section 2** is the accounting statements for 2021/22. The statements are produced by our Accountant, DCK Beavers from the financial statement for the year ending 31st March 2022. 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 must 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 11<sup>th</sup> June to 2<sup>rd</sup> July 2022. 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.

**RESOLVED: That Accounting Statement in the Annual Return for 2021/2022 is approved and signed by the Deputy Mayor (NC)**

16. Receive, approve and sign the Asset Register

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

17. To receive and adopt the risk assessment as approved by the Finance and General purposes Committee

A member commented that it was an excellent report. It was noted that the Finance & General Purposes Committee had reviewed and approved the risk assessment.

**RESOLVED: That the Risk assessment is received and adopted as approved by the Finance and General Purposes Committee (NC)**

18. To approve the proposed schedule of meetings 2022-2023

**RESOLVED: That the Town Council calendar of meetings for 2022-2023 is approved (NC)**

19. To consider and agree the Clerk's membership of the SLCC

**RESOLVED: That the Clerk continues to be a member of the SLCC (NC)**

20. To consider and agree the Town Council's membership of CHALC.

**RESOLVED: That the Town Council continues to be a member of ChALC (NC)**

21. To receive an update on the Town Councils Strategic Plan Priorities for 2020-2023

**Resolved: That the update on the Town Councils Strategic Plan Priorities for 2020-2023 is received.**

22. To receive an update from the Clerk on events that will be taking place to mark Her Majesty the Queens Platinum Jubilee.

The Clerk spoke of the programme of events. This is a programme of all events taking place in Poynton over the Platinum Jubilee weekend. The programme of events will be printed on good paper and placed in the Town Council archive.

The Clerk drew the members attention to the exhibition displayed in the blue room.

A vote of thanks for the preparation and work towards the Jubilee weekend was proposed

**RESOLVED: That the update from the Clerk is received. That the Town Council thanks all involved in the Platinum Jubilee preparations. (NC)**

23. To consider a request for leave of absence for Councillor S-J Gilmore

A member proposed that a leave of absence be granted for 6 months

**RESOLVED: That a leave of absence be approved (NC)**

24. To receive and consider a letter from Brian Reed, Head of Democratic Services at Cheshire East in relation to the outcome of Community Governance Review

Cllr M Sewart spoke regarding the Community Governance Review. Cllr Sewart confirmed that the arrangements would be in place by the time of the elections 2023.

Poynton has officially gained 2 houses that were in Adlington but have been on the Poynton west and or Central Electoral Role since they were built in 1977.

Poynton Town Council will go down from 18 to 14 members.

**RESOLVED: That the letter from Brian Reed, Head of Democratic Services at Cheshire East is received (NC)**

25. To receive a report from the Twinning Association on their recent visit to Heybes

**RESOLVED: That the report be received (NC)**

26. To receive and adopt the Minutes of Committees:

**RESOLVED: That the minutes of the Community, Order and Public Safety Committee held on the 24<sup>th</sup> January 2022 and the resolutions contained therein be adopted by the full Council (NC)**

**RESOLVED: That the minutes of the Finance and General purposes Committee held on the 13<sup>th</sup> December 2021 and the resolutions contained therein be adopted by the full Council (NC)**

**RESOLVED: That the minutes of the Finance and General purposes Committee held on the 7<sup>th</sup> March 2022 and the resolutions contained therein be adopted by the full Council (NC)**

**RESOLVED: That the minutes of the Planning and Environment Committee held on the 31<sup>st</sup> January 2022 and the resolutions contained therein be adopted by the full Council (NC)**

**RESOLVED: That the minutes of the Planning and Environment Committee held on the 21<sup>st</sup> February 2022 and the resolutions contained therein be adopted by the full Council (NC)**

**RESOLVED: That the minutes of the Planning and Environment Committee held on the 14<sup>th</sup> March 2022 and the resolutions contained therein be adopted by the full Council (NC)**

**RESOLVED: That the minutes of the Planning and Environment Committee held on the 4<sup>th</sup> April 2022 and the resolutions contained therein be adopted by the full Council (NC)**

**RESOLVED: That the minutes of the Planning and Environment Committee held on the 25<sup>th</sup> April 2022 and the resolutions contained therein be adopted by the full Council (NC)**

27. To consider any communication messages from this meeting.

- Election of a new Mayor and Deputy Mayor
- Poynton Pedals
- Platinum Jubilee Weekend and a call for volunteers
- Twinning Association and the visit from Heybes

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

Meeting end time: 9:15pm

Chair.....

Dated.....