

Wisbech Town Council



Wisbech Town Council Annual Meeting

You are hereby summoned to attend the Annual Meeting of Wisbech Town Council, to be held in the Council Chamber on Friday 18 May 2018 at 12 noon for Mayor-making, and to stand adjourned to 7.30 pm on Monday 21 May 2018 for transaction of the remainder of the items of business on the Annual Meeting agenda.

Detailed Order of Proceedings for Mayor-Making will be available in the Council Chamber on Friday 18 May.

Members of the press and public are welcome to attend both parts of the Annual Meeting.

Please note that the Mayor Making will commence at 12 noon with no period set aside for public participation. The continuation meeting will commence at 7.30 pm with 15 minutes set aside for public participation (where residents who so require are able to raise issues relating to matters over which the council has duties, powers or influence).

If there is no public participation at 7.30 pm, the main meeting will commence at that time.

AGENDA

18 May 2018

Members and guests to be seated by 11.45 am in the Council Chamber, to await the Mayoral party – please see seating plan.

The Mayor will open the meeting.

1. To receive members' apologies for absence.
2. Election of Chairman of the Town Council (to be known as Town Mayor) for the municipal year 2018/19 – see Order of Proceedings.
3. Election of Deputy Chairman of the Town Council (to be known as Deputy Town Mayor) for the municipal year 2018/19 – see Order of Proceedings.
4. Members are called upon to adjourn the meeting until 7.30 pm on Monday 21 May 2018.

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21 May 2018

5. To receive members' apologies for absence.
6. To receive members' declarations of disclosable pecuniary, non-disclosable pecuniary or non-pecuniary interests in relation to any agenda item (see guidance notes at the end of the agenda).
7. Vacancy in the membership of Wisbech Town Council – further to minute 181/17, to note that an election to fill the vacancy in membership of the council will take place on 7 June 2018. There are three candidates for the one seat available.
8. Signatories to Wisbech Town Council's Bank Accounts – to authorise a number of councillors to act in this capacity (It is RECOMMENDED that those signatories be the Chairman of the Town Council (Town Mayor), Vice-Chairman of the Council (Deputy Mayor), Leader of the Council and the Chairmen of the Council's Committees; in each case of authorisation, one of the signatories must be the Mayor, Deputy Mayor, Leader of the Council or the Chairman of the Policy and Resources Committee).
9. Clarion Housing - further to minute 150/17, to receive a further update from representatives of Clarion Housing in relation to issues raised by members regarding the association's properties in Wisbech.
10. Cambridgeshire Constabulary - to receive information from the local policing team in relation to recent incidents of crime and disorder.
11. Wisbech Access Study – to consider the work of the Wisbech Access Strategy (WAS) and the results of the public consultation held in November 2017 and recommend the short-term package of measures for approval to the Business Board/ Cambridgeshire and Peterborough Combined Authority (Councillor Oliver will present this item to council; a copy of the written report to the Cabinet at Fenland District Council has been forwarded to members).
12. Cambridgeshire County Council – to receive information in relation to County Council activities relevant to Wisbech.
13. Fenland District Council – to receive information in relation to District Council activities relevant to Wisbech.
14. To confirm and sign the minutes of the meeting of Wisbech Town Council held on 23 April 2018.
15. Minutes of committees – to receive, for information, the minutes of committee meetings held since the last meeting of the Town Council, as follows:
 - (1) Planning and Community Infrastructure Committee of 23 April 2018 (circulated previously)
 - (2) Staffing Committee – 30 April 2018 (attached)
 - (3) Assets Management Committee – 8 May 2018 (to be circulated in advance of the meeting)
 - (4) Planning and Community Infrastructure Committee of 8 May 2018 (attached).

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16. Appointment of committees for the municipal year 2018/19 – to appoint members to the following committees:

- Policy and Resources Committee
- Planning and Community Infrastructure Committee
- Assets Management Committee
- Staffing Committee
- Community Events and Festivals Committee
- Wisbech Castle Management Committee
- Wisbech Market Place Management Committee (this is a new committee, which will have included within its Terms of Reference the responsibility for delivery of a scheme of enhancement to the Market Place).

NOTE: Working parties and task groups may be constituted if necessary, with membership determined by the parent committee.

17. Dates of meetings – to agree the dates of meetings of Wisbech Town Council and its committees for the municipal year 2018/19 (a draft calendar of meetings is attached).

18. Wisbech Town Council accounts 2017/18 - to consider the Annual Return 2017/18, for submission to the council's Internal Auditor.

19. Leader of the Council's Report – to receive information from the Leader of the Council on matters affecting the town.

20. Cambridgeshire and Peterborough Association of Local Councils (CAPALC) – to consider the annual invitation from CAPALC for Wisbech Town Council to become a member of the association, at a cost of £1,390.15 for the municipal year 2018/19.

21. Reports (if any) from the council's representatives on outside bodies.

22. Correspondence - to be informed of correspondence received by the council which is of relevance to members.

23. Noticeboard/Information update – to be informed of any such information.

24. Date of next meeting - to note that (subject to approval at agenda item 17) the next meeting of Wisbech Town Council is scheduled for 25 June 2018 at 7.30 pm, at the offices of Wisbech Town Council.

Members of the Town Council: Councillors Balsevics, Miss Cobb, Mrs Cox, Hill, Hodgson, Miss Hoy, Human, Lynn, Mrs MacRae, Maul, Oliver, Miss Oliver, Rackley, Schooling, Tibbs, Tierney and Wing (plus one vacancy).

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Agenda issued and published (on 14 May 2018) by:

A handwritten signature in black ink, appearing to read 'T Jordan'.

Mr T Jordan, MILCM
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NOTES:

The Council Chamber is situated on the first floor of the Town Hall and access is available via a stair-lift if required. However, if wheelchair access is required, please contact the office, on 01945 461333, so that the necessary arrangements (the installation of temporary ramping) can be made.

Members of the public, representatives of the press and councillors may film, audio-record, take photographs and use social media to report on meetings as they take place and the council shall make reasonable provision for this to happen. Those who wish to report on meetings in this way are advised to contact the Town Clerk in advance of the meeting so that any arrangements, if necessary, can be made. Further information regarding the situation is displayed on a notice at the entrance to the Council Chamber.

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Guidance for the public attending Town Council meetings

Open Forum

A period not exceeding 15 minutes is made available at the beginning of the meeting, where residents so require, to raise issues relating to matters over which the council has duties, powers or influence.

There is no facility for a dialogue between members of the public and councillors during a meeting of the Town Council. If an issue raised by a member of the public during the Open Forum is the subject of an item on the agenda for the meeting, the comments of the member of the public may be taken into account by the council when discussing that item. If that is not the case, the matter could, if members consider appropriate, be the subject of an item on the agenda for a future meeting.

The Open Forum section of the agenda is not a mechanism for members of the public to make personal attacks upon members of Wisbech Town Council. Furthermore, if a member of the public is of the opinion that a Wisbech Town Councillor has, through his or her actions, brought the office of councillor into disrepute, the member of the public should refer the complaint to the Monitoring Officer at Fenland District Council; not raise it publicly at a meeting of the Town Council.

Recording of meetings

Members of the public, representatives of the press and councillors may (under the provisions of the Local Government and Accountability Act 2014 and the Openness of Local Government Bodies Regulations 2014) film, audio-record, take photographs and use social media to report on meetings as they take place and the council shall make reasonable provision for this to happen.

The legislation and regulations allow the recording, broadcasting and use of social media to report on council, committee and sub-committee meetings if conducted in a non-disruptive manner during the course of the meeting. Such rights do not extend to the recorded material being used: out of sequence; in a way that misinterprets the proceedings; in a manner that misinterprets the views of those speaking at the meeting.

This means that there is a possibility that proceedings at this meeting are being recorded in some way by persons in attendance.

The Chairman of the meeting (Town Mayor) has the right to ask any person to leave a meeting or to suspend a meeting if the actions of those in attendance, including councillors, are deemed to be sufficiently disruptive to impede the business of the meeting.

Disturbance to meetings

The council's Standing Orders state that "If a member of the public interrupts the proceedings of any meeting, the Chairman (Town Mayor) may, after warning, order that the person(s) be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

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Exclusion of the public from meetings for confidential items of business

To exclude the public (including the press) from a meeting of the Council, it is necessary for the following proposition to be moved and adopted "that, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting for item number(s), which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) as indicated"

Notes on members' interests

Disclosable Pecuniary Interests

- (1) Members are required to declare any disclosable pecuniary interest and, unless the member has obtained a dispensation, he or she cannot discuss or vote on the matter at the meeting and must leave the room whilst the matter is being debated or voted on.
- (2) A member has a disclosable pecuniary interest if it
 - (a) relates to him or her, or
 - (b) is an interest of -
 - (i) the member's spouse or civil partner; or
 - (ii) a person with whom the member is living as husband and wife; or
 - (iii) a person with whom the member is living as if civil partners and the member is aware that the other person has the interest.
- (3) Disclosable pecuniary interests include -
 - (a) any employment or profession carried out for profit or gain;
 - (b) any financial benefit received by the member in respect of expenses incurred carrying out his or her duties as a member (except from the Council);
 - (c) any current contracts with the Council;
 - (d) any beneficial interest in land/property within the Council's area;
 - (e) any licence for a month or longer to occupy land in the Council's area;
 - (f) any tenancy where the Council is landlord and the member (or person in (2)(b) above) has a beneficial interest;
 - (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

Other Interests

- (4) If a member has a non-disclosable pecuniary interest or a non-pecuniary interest, he or she is required to declare that interest but may remain and participate in discussion and voting.
- (5) A member has a non-disclosable pecuniary interest or a non-pecuniary interest where -
 - (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of the member or a member of his or her family or a person with whom the member has a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which the member has been elected or otherwise of the authority's administrative area, or
 - (b) it relates to or is likely to affect any of the descriptions referred to above but in respect of a member of the councillor's family (other than specified in (2)(b) above) or a person with whom the member has a close association and that interest is not a disclosable pecuniary interest.