



**Tidworth Town Council
Leadership
May 2017**



Minutes of the Leadership Committee on 30th May 2017 in the Community Centre at 7pm

Attended Councillors B Pratt (BP) in the Chair, A Connolly (AC), M Connolly (MC), A Dawson (AD), S Slater (SS)		1.Apologies: None
Item	Agenda Item	Action by
2	Declaration of interest	
3	Minutes of March 2017 meeting Approved at April 2017 Full Town Council meeting	
4	<p>Finance Year End Accounts 2016 accounts had been circulated, it was noted that Christmas Lights needed to be removed from fixed assets, other than this the members were happy to recommend the year end accounts be approved at June 2017 full Town Council meeting. MC proposed 2016 Year End Accounts were approved, seconded by SS, carried.</p> <p>Investment The signatory issues have almost been resolved. The members are happy for the Clerk to get interest rates and will discuss as business between meetings so that a recommendation can be made to full Council at the next suitable full Town Council meeting.</p>	
5	<p>Policies and Reviews Standing Orders There are few amendments to be made, once these are in place the Clerk will circulate to all other members of the council and recommend that they are adopted at June 2017 full Town Council meeting. MC proposed that Standing Orders are adopted at June 2017 full Town Council meeting, seconded by SS, carried.</p> <p>Financial regulations All are in agreement with the amendments previously made and recommend that Financial Regulations are adopted at June 2017 full Town Council meeting. AD proposed that Financial Regulations are adopted at June 2017 full Town Council meeting, seconded by AC, carried.</p> <p>Risk Assessment The Risk assessment had been scrutinised, there are no changes to be made other than two action points to be put in place under</p>	

	<p>'Community Centre' there should be Fire Marshall training and COSH Data sheets for any chemicals stored on the premises.</p> <p>SS proposed that the Risk assessment is signed off for the year, seconded by AC , carried.</p> <p>The Clerk will investigate Fire Marshall training and will also invite regular users. Admin Assistant and Town Steward to be tasked with compiling a COSH data sheet file.</p> <p>Internal Audit</p> <p>No major concerns had been raised in the Internal Audit and the few action points raised were already in the process of being actioned.</p> <p>The Clerk has started to change the Bill for Payment process as there are less and less cheque payments, she has concerns that the accounts aren't always scrutinised as much as they should be by the members and will put together a proposal for a tighter procedure.</p> <p>AD proposed that the Internal Audit be signed off, seconded by BP, carried.</p>	CL
6	<p>Co-Options</p> <p>The members have concerns about the lack of interest in the current vacancies. They agreed to continue to promote the vacancies in the usual manner such as social media and word of mouth.</p> <p>They also recommended the Clerk emailed local groups and organisations letting them know that there were vacancies.</p>	CL
7	<p>Committee Reports</p> <p>Community Services: SS reported that some of the committee were concerned about where the fence at the Mortuary Chapel stopped. The Clerk explained that this was due to Aspire having offered to carry out a project and make a natural fence line with bushes along the front side. There has been a change of personnel and it may be that this has been forgotten about, she will chase Aspire but in the meantime get a quote for fencing.</p> <p>They also discussed the Shipton footpath issue and following on from a site visit are not too sure what the problem is. Although overgrown the path in question is walkable. The decision on whether to take action or not will be made at their next meeting.</p> <p>Community Engagement: AD reported that he had been on a site visit at St Mary's church and it was looking promising as a site for Wiltshire Wildlife's proposed community garden. Although the members have been happy to assist they are wary that people may assume that once in place the garden is the responsibility of the Town Council. The Clerk will send an email to the parties involved.</p> <p>Plans for the festival are coming along well and AJ (Event Organiser) will be invited to their next meeting.</p>	CL CL
8	<p>Town Clerks Report</p> <p>All issues have been raised as agenda items, however it was agreed that appraisals must be a priority. The Mayor will do the one due for the Clerk and the responsibility will then be handed over to the</p>	

	Deputy Mayor.	
9	<p>Correspondence</p> <p>The insurance is due renewal. Zurich, AON and WPS were asked to provide quotations. WPS declined to quote as they felt they could not match the other two companies. The quotes received were:- Zurich £1804.48 (not including premium charge) AON £1624.03 (not including premium charge)</p> <p>Although AON was less the members agreed that providing there was not a huge difference in excess the difference in quotes was minimal and it made sense to stay with the current provider Zurich.</p> <p>AD proposed that the insurance quote of £1804.48 from Zurich is accepted, seconded by AC, carried.</p>	BP/CL
10	<p>Date of the Next Meeting - TBC</p>	Agenda items to be submitted to the 7 days before meeting

There being no further business to discuss the meeting closed at 8.30pm.