



TIDWORTH TOWN COUNCIL AUGUST 2020



Minutes of the Town Council meeting held on Tuesday 4th August 2020 virtually on Google Meet at 7pm

<p>Attended C’Ilr’s M Connolly (in the Chair) (MC), S Anderton (SA), A Birch (AB). P Hedge (PH), H Jones (HJ), K Kataria (KK), D Neil (DN), E O’Connel (EO), G Paine (GP), D Wright (DW) Town Clerk (CL) K Mooney (KM) - Admin F Galvin, A Allen, D Ahern, D Kofitia, A Russell, Wayne</p>		<p>20/042 1 Apologies Cllr Slater (family), A Nicholls, E Stead Absent C’Ilr Arch Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.</p>
Item	Agenda Item	Action by
20/043	<p>2. Declaration of Interest (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations). NONE</p>	
20/044	<p>3. Public Questions: F Galvin was upset as he had heard that one of the Councillors had made derogatory comments about him and his involvement in the Clothing Exchange. MC said this was not the forum to discuss and invited him to have a meeting with himself and the Town Clerk.</p>	
20/045	<p>4. Minutes of Previous Meeting: Minutes of the Town Council meeting held on 7th July 2020 had been circulated. DN proposed that they were a true and accurate record, seconded by SA, carried. No matters arising.</p>	
20/046	<p>5/6. Wiltshire Councillors Report/Mayors Report On the Mayoral role MC reported that he had attended the end of a young lady aged nine run, she had run 32 miles during July for MND in memory of her Grandfather. She raised a magnificent £800.00 before gift aid. He had presented her with a certificate from the Council and she received a medal from the MND charity. Unfortunately, The Teen Café that he had helped set up a couple of years ago has ceased to operate as the lead person cannot continue for personal reasons. Several people have contacted him, and he has set up a group on messenger to see if they can</p>	

	<p>work with the present lead to take it over.</p> <p>On the Wiltshire Council side of things, he reported that the bus shelters in St Andrews Road need to be removed due to the new roundabout. They cannot be moved further up the road due to the impact they will have on the remaining trees on that road. He advised that he has suggested that request stops are placed on the road with just a sign and raised kerbs. Wiltshire, bus operators and MOD are content with this compromise.</p> <p>The Ram junction works are now complete. However, he said feels underwhelmed with the result. All that time, money and disruption for just one vehicle to turn right was not worth the disruption.</p>	
20/047	<p>7. Committee Reports</p> <p>Community Services</p> <p>SA reported on a virtual meeting held on 14th July 2020, minutes had been circulated and taken as read.</p> <p>SA proposed that they were a true and accurate record, seconded by PH, carried.</p> <p>SA proposed that £30.72 per month be added to the existing contract with Initial for the addition of extra hand towel dispensers and foam dispensers, seconded by PH, carried.</p> <p>The quote for the additional name on the War Memorial and the existing names to be re-written in black enamel.</p> <p>HJ proposed that £1118.40 be spent to add a name in black enamel and the re-enamelling of the other names, seconded by GP, carried.</p> <p>More durable COVID 19 advice signs are needed at the playparks.</p> <p>HJ proposed signs are purchased for £248.40 from Core Signs, seconded by PH, carried.</p> <p>Community Engagement</p> <p>DW reported on a virtual meeting held on 22nd July 2020, minutes had been circulated and taken as read.</p> <p>GP proposed that they were a true and accurate record, seconded by MC, carried.</p> <p>In light of the Festival being cancelled the members discussed an Open -Air Cinema, they agreed to put together a risk assessment and costings for this meeting.</p> <p>Numerous questions were asked regarding social distance and numbers.</p> <p>MC proposed that TTC hold an Open-Air Cinema to be held on 22nd August 2020 at a cost of £4500.00, seconded by SA, carried</p> <p>The annual photography competition was discussed and it was agreed that the four winners to be chosen to go on a Tidworth Postcard.</p> <p>MC proposed ordering 500 Tidworth postcards from Bulpitt print at a cost of £56.00, seconded by GP, carried.</p> <p>Tidworth Times advertising costs were discussed.</p> <p>GP proposed advertising cost changes to Half page - £50, Quarter page - £30, 8th of a page - £20, seconded by DN, carried.</p> <p>Policies and Procedures</p> <p>CL reported on a virtual meeting held on 22nd July 2020, minutes had been circulated and</p>	

taken as read.

HJ proposed that they were a true and accurate record, seconded by GP, carried.

The following policies were reviewed and recommended for adoption by the committee

Lone working

Proposed by HJ, seconded by GP, carried.

Equality and Diversity

Proposed by GP, seconded by SA, carried.

Investment

Proposed by PH, seconded by DN, carried.

Freedom of Information

Proposed by MC, seconded by HJ, carried.

Document and Data Retention

Proposed by GP, seconded by PH, carried.

Model Publication Scheme

Proposed by MC, seconded by GP, carried.

Playground Risk Management

Proposed by PH, seconded by HJ, carried.

Absence Management Policy

Proposed by HJ, seconded by GP, carried.

The next policies for review are – Health and Safety, Grants, Staff/Councillor Training.

Leadership

HJ reported on a virtual meeting held on 28th July 2020, minutes had been circulated and taken as read.

MC proposed that they were a true and accurate record, seconded by PH, carried.

The Internal Audit report had been circulated, all actions from the previous report have been actioned and there are no recommendations. The members all agreed that it was a fantastic report for the Council and recommend that it is approved by full Town meeting.

HJ proposed that the Internal Audit for 2019/20 is approved, seconded by MC, carried.

The Investment is due for renewal, CL had circulated a proposal with interest rates. The committee recommend that £650,000.00 remains with CCLA with the interest being paid monthly and that 2 separate deposits of £325,000.00 each are reinvested with Close Brothers at an interest rate of 0.70%.

Proposed by MC, seconded by SA, carried.

The Town Clerk has now completed 18 of 30 learning outcomes for her CiLCA course and would like to register.

MC proposed that the Town Clerk register her CiLCA portfolio at a cost of £350.00, seconded by GP, carried.

Following on from a complaint made about a data breach the ICO has concluded that there were some minor errors made and some information released was not handled correctly. This has been rectified in the meantime in that NO council business is conducted via personal emails and all Councillors have a @tidworthtowncouncil.gov.uk account and policies relating to the subject have been or are under review. The Committee noted that there has been no formal Data Protection or GDPR training for

	<p>either the staff or members.</p> <p>MC proposed that all staff carry out basic Data Protection training with the Town Clerk in the Role of Data Protection Officer partaking in more enhanced training as soon as possible and that after 2021 elections ALL councillors are to have Data Protection training, seconded by HJ, carried.</p>	
20/048	<p>8. Resolution to Adopt the Annual Governance Statement 2019/2020 in the Annual Return</p> <p>Had been circulated, no questions or issues were raised.</p> <p>Proposed by MC, seconded by DN, carried.</p>	
20/049	<p>9. Resolution to Adopt the Accounting Statement 2019/2020 in the Annual Return</p> <p>Had been circulated, no questions or issues were raised.</p> <p>Proposed by MC, seconded by PH, carried.</p>	
20/050	<p>10. Civic Centre</p> <p>The Business Case had been circulated to all members. It included a revised costing of the plan and schedule for the project. There had been some changes to the cost with some things having gone up from those that the Police QS, Ridge had provided, and some things have gone down. However, the overall costs are within the agreed funding envelope.</p> <p>The Police have provided its draft Business Case, which Leadership has seen. TTC's has been sent to Wiltshire Police. Wiltshire Police will seek PCC agreement on theirs on 12 August 2020.</p> <p>MC pointed out that this is a momentous point in the Civic Centre project. Agreeing to the Business Case will be committing to going to the next stage, which is to appoint further professionals to deliver the project and seek the completion of various surveys required for planning permission.</p> <p>He also advised that there have been negotiations regarding the split of costs for shared areas for both the build and ongoing revenue costs once the civic centre is open. The police wanted the split to be 77.2:22.8. They then amended to 71.9:28.1 but I suggested 70:30, which is acceptable in principle.</p> <p>The figures for the build for TTC will, therefore, be slightly different to that in the costs provided.</p> <p>MC Proposed that TTC approve the Business Case and supporting papers, seek tenders for the appointment of further professional experts to deliver the project as set out at Part J of the Business Case and seek the completion of outstanding surveys required for the planning application as set out in Part F of the Business Case, seconded by HJ, carried.</p>	

	<p>MC proposed that for shared costs, such as demolition, car park, groundworks etc, the split is 70:30 with TTC being the 70. The split should also be used within the HoTs for shared elements such as grounds maintenance of the site, car park repairs and insurance etc, seconded by HJ, carried.</p> <p>The Rural Community Energy Fund (RCEF) has funding for supporting renewable energy feasibility studies. £40K can be accesses for this. The Project team are in agreement this should be explored.</p>	
20/051	<p>11. Allotments</p> <p>There has been a site visit on the Riverbourne Corridor. Contact has been made with the Environment Agency to arrange them visiting the site to assess its suitability.</p>	
20/052	<p>12. Humber Lane Sports Pitches</p> <p>MC and CL had met with the Chair of TTFC both parties agreed that that a formal arrangement was needed. It was agreed that a long-term lease was required at a peppercorn rate. It has been established from the Wilts FA that a minimum lease of 25 years was required to enable funding from the Football Trust to be accessed by the football club.</p> <p>MC proposed that TTC instruct lawyers to produce a lease document between the Council and TTFC on a long-term lease at peppercorn rent for the Humber Lane pitches and the 5.5-acre plot when leased by TTC. The final length of the lease and amount of peppercorn rent to be negotiated between the parties, seconded by HJ, carried.</p>	
20/053	<p>13. Re-Opening of Community Centre</p> <p>Guidelines to be issued to users had been circulated to members and Health and Safety measures have been implemented.</p> <p>It was agreed that where possible smaller meetings could now take place physically.</p> <p>MC proposed that the guidelines are suitable and regular hirers can restart using the hall within the restrictions, seconded by HJ carried.</p>	
20/054	<p>14. Tesco Car Park</p> <p>Tesco have imposed 2 hour waiting restrictions in their car park. This has caused some annoyance and it is believed that part of the original planning stated that approximately 90 of the parking spaces belonged to the 'town'. The parking restrictions could have a negative impact on local businesses as their staff and customers will not be able to park.</p> <p>MC is making investigations regarding what the original agreement was and has contacted Tesco Head Office, he asked the members for support should legal advice be needed, all were in agreement.</p>	
20/054	<p>16. Correspondence and Updates - NONE</p>	
20/055	<p>17. Bills for Payment</p>	

	Bills for payment totalling £20,342.79 had been circulated. HJ proposed Bills for Payment totalling £20,342.79 be paid, seconded by DN carried.	
	<p>18. Co-Options <i>Members of the Public were asked to leave for this item.</i></p> <p>5 applications had been received and circulated. The members had a short discussion regarding the applicant's merits and all agreed each of them had skills to bring to the Council. A vote then took place:</p> <p>D Ahern – all in favour A Allen – all in favour D Kofitia – all in favour A Russell – All in favour E Stead – All in favour. The Town Clerk will let them all know they have been successful and will make arrangements for them to receive the appropriate paperwork.</p>	
20/056	<p>12. Date of next meeting 4th August 2020 @ 7pm</p>	Agenda items to be submitted to the Clerk 7 days before the meeting

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

Agreed as a true record..... M Connolly, Chairman