

Market Drayton Town Council

**Minutes of The Annual Council meeting
held at The Town Hall, Frogmore Road on Thursday 11 May 2023 at 7.30pm.**

PRESENT: Councillors: R. Aldcroft (Mayor), B. Chapman, M. Erwin, R. Hughes, W. Love, T. Manton, I. Nellins, A. Sanderson, and M. Whittle.

ABSENT: Councillor J. Beckett and T. Beckett.

In Attendance: 6 members of the public present, and 5 members of the public listened to the meeting via Teams.

Clerks: Sue Thomas, Town Clerk and Kate Harvey, Assistant Clerk.

The Mayor welcomed everyone to the meeting and thanked the staff and members for their hard work and support over the last Civic year. The year has been very challenging with the Queen passing and the Coronation of the King which has created a lot of extra work and confirmed he has attended over one hundred functions during his time as Mayor.

1.C Election of Town Mayor for the municipal year 2023/24

Councillor Manton proposed, Councillor Hughes seconded to **nominate Councillor Aldcroft.**

Council Whittle proposed, Councillor Love seconded to **nominate Councillor Sanderson.**

There were no further nominations.

It was **RESOLVED:**

With 5 votes for Councillor Aldcroft; 4 votes for Councillor Sanderson:

To duly elect Councillor Aldcroft as Town Mayor for the municipal year 2023/24.

The Town Mayor was presented with the Chain of Office and signed a Declaration of Office.

The Mayor thanked members for their support in electing him as Mayor.

2.C Election of Deputy Town Mayor for the municipal year 2023/24

Councillor Hughes proposed, Councillor Manton seconded to **nominate Councillor Chapman.**

Councillor Whittle proposed, Councillor Sanderson seconded to **nominate Councillor Sanderson.**

There were no further nominations.

It was **RESOLVED:**

With 5 votes for Councillor Chapman; 4 votes for Councillor Sanderson:

To duly elect Councillor Chapman as Deputy Mayor for the municipal year 2023/24.

The Deputy Mayor signed a Declaration of Office.

3.C Apologies for absence

A statement was read out by the Mayor as to why Councillor J Beckett and T Beckett were not attending the meeting. Both Councillor J Beckett and T Beckett requested not to be appointed to any positions of chairs / vice chairs / mayor / deputy mayor or be a representative on any outside bodies.

Members **NOTED** the statement from Councillors J. Beckett and T. Beckett.

4.C Disclosable Pecuniary Interests

- i. To receive any disclosable Interests - Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.
- ii. To consider any applications for Dispensations under s33 of the Localism Act 2011.

Councillor Nellins requested a dispensation under item 21.C to speak but not vote on all matters relating to The Royal British Legion.

Councillor Hughes proposed, Councillor Manton seconded, and it was **RESOLVED:**

To grant Councillor Nellins a dispensation to discuss but not vote on all matters relating to The Royal British Legion.

5.C Public Session

No members of the public had expressed a wish to speak at the meeting.

6.C Minutes

Councillor Aldcroft proposed, Councillor Chapman seconded, and it was **RESOLVED:**

To agree and adopt the minutes of the of a meeting of Market Drayton Town Council held on 20 April 2023.

7.C Appointments of Standing Committees Chairman and Vice Chairman

The Chair asked for nominations for Chairman and Vice Chairman for the standing committees for the ensuring Civic year 2023/24:

i) Planning - Chairman

Councillor Manton proposed, Councillor Nellins seconded to **nominate Councillor Chapman.**

Councillor Whittle proposed, Councillor Sanderson seconded to **nominate Councillor Whittle**

There were no further nominations.

It was **RESOLVED:**

With 6 votes for Councillor Chapman; 2 votes for Councillor Whittle:

To duly elect Councillor Chapman as Chairman of the Planning Committee for the municipal year 2023/24.

Planning – Vice Chairman

Councillor Hughes proposed, Councillor Chapman seconded to **nominate Councillor Manton.**

There were no further nominations.

It was **RESOLVED:**

To duly elect Councillor Manton as Vice Chairman of the Planning Committee for the municipal year 2023/24.

ii) Community and Governance - Chairman

Councillor Manton proposed, Councillor Hughes seconded, to **nominate Councillor Nellins.**

There were no further nominations.

It was **RESOLVED:**

To duly elect Councillor Nellins as Chairman of the Community and Governance Committee.

Community and Governance – Vice chairman

Councillor Sanderson proposed, Councillor Whittle seconded to **nominate Councillor Sanderson.**

There were no further nominations.

It was **RESOLVED:**

To duly elect Councillor Sanderson as Vice Chairman of the Community and Governance Committee for the municipal year 2023/24.

iii) Services and Facilities - Chairman

Councillor Chapman proposed, Councillor Aldcroft seconded to **nominate Councillor Manton.**

There were no further nominations.

It was **RESOLVED:**

To duly elect Councillor Manton as Chair of the Services and Facilities Committee for the municipal year 2023/24.

Services and Facilities - Vice Chairman

Councillor Manton proposed, Councillor Aldcroft seconded to **nominate Councillor Hughes.**

Councillor Love proposed, Councillor Sanderson seconded to **nominate Councillor Sanderson.**

There were no further nominations.

It was **RESOLVED:**

With 5 votes for Councillor Hughes; 4 votes for Councillor Sanderson:

To duly elect Councillor Hughes as Vice Chairman of the Services and Facilities Committee for the municipal year 2023/24.

iv) Finance and General Purposes - Chairman

Councillor Whittle proposed, Councillor Sanderson seconded to nominate **Councillor Erwin.**

Councillor Erwin declined the nomination due to work commitments.

Councillor Erwin proposed, Councillor Manton seconded to nominate **Councillor Hughes.**

There were no further nominations.

It was **RESOLVED:**

To duly elect Councillor Hughes as Chair of the Finance and General Purposes Committee for the municipal year 2022/24.

Finance and General Purposes – Vice chairman

Councillor Hughes proposed, Councillor Chapman seconded to nominate **Councillor Manton.**

1 member of the public left the Chamber.

There were no further nominations.

It was **RESOLVED:**

To duly elect Councillor Manton as Vice Chair of the Finance and General Purposes Committee for the municipal year 2023/24.

8.C Personnel Committee and Personnel Appeals Committee

After a short discussion, Councillor Chapman proposed, Councillor Whittle seconded and it was **RESOLVED:**

Membership of the following committees:

- **Personnel Committee Councillors, Aldcroft, Erwin, Hughes, Love, Nellins, and Whittle**
- **Personnel Appeals Committee Councillors, J. Beckett, T. Beckett, Chapman, Manton, Sanderson, and the newly elected councillor.**

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Initial: 

9.C Appointment of any New Committee

No new Committees were appointed.

10.C Appointment of Representatives on Outside Bodies

After a short discussion, Councillor Whittle proposed, Councillor Manton seconded and it was **RESOLVED**:

To appoint the following representatives to the outside bodies.

1. **Market Drayton Community Enterprise - Councillor Aldcroft.**
2. **Emergency Planning – Councillor Aldcroft.**
3. **RAF Shawbury Helicopter Noise Liaison Group – Councillor Manton.**
4. **Shropshire Association of Local Councils Area Committee - Councillors Aldcroft and Whittle.**
5. **Market Drayton Sports Association - Councillors Chapman and Hughes.**
6. **Walkmill Meadows group – Councillors Love and Manton.**
7. **Market Drayton Carnival Committee – Vacant for new Councillor.**
8. **The Grove School Community Steering Group – Councillors Aldcroft and Manton.**
9. **Pezanas Twinning Association – Vacant.**

11.C REVIEW OF POLICIES

- i) **Financial Regulations**
- ii) **Standing Orders**

Documents were circulated prior to the meeting.

The clerk said the amendments were minimal and highlighted in red.

Councillor Whittle proposed, Councillor Manton seconded, it was **RESOLVED**:

To agree and adopt the Financial Regulations and Standing Orders.

12.C Schedule of Meetings


Councillor Chapman proposed, Councillor Hughes seconded and it was **RESOLVED**:

To approve the schedule of ordinary meetings for the 2023/24 Civic year.

13.C Delegation and Terms of Reference for Committees:

Documentation was circulated prior to the meeting.

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Initial: 

Councillor Hughes proposed, Councillor Chapman seconded and it was **RESOLVED:**

To agree the delegation arrangements and terms of references for the following standing committees.

- i) **Finance and General Purposes**
- ii) **Services and Facilities**
- iii) **Planning**
- iv) **Personnel**
- v) **Community and Governance**

14.C Budget 2023/24

Documentation was circulated prior to the meeting.

Councillor Hughes proposed, Councillor Manton seconded and it was **RESOLVED:**

To agree the financial budget for 2023/24.

15.C Earmarked Reserves 2023/24

Documentation was circulated prior to the meeting.

Councillor Chapman proposed, Councillor Hughes seconded and it was **RESOLVED** with 1 abstention:

To agree the Earmarked Reserves for 2023/24.

16.C Signatories on the Council's bank account

Councillor Erwin proposed, Councillor Whittle seconded and it was **RESOLVED:**

The Council's bank account signatories to be:

Councillor Aldcroft, Manton and Hughes, Town Clerk and Assistant Clerk.

Councillor T. Becket to be taken off the bank signatory.

17.C Financial Regulations

A discussion was had on Section 2.2 Accounting and Auditing section of the Financial Regulations to appoint a new member to sign off the monthly reconciliation's accounts.

Councillor Manton proposed, Councillor Sanderson seconded and it was **RESOLVED:**

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Initial: 

For Councillor Erwin to sign off the monthly reconciliation's accounts.

18.C Annual Internal Audit Report 2022/23 (Final)

A member of public left the Chamber.

Documentation was circulated prior to the meeting.

Councillor Manton thanked the staff for their hard work in completing the audit.

There were no questions were asked.

Councillor Nellins proposed, Councillor Manton seconded, and it was **RESOLVED:**

- I. To agree and approve the Annual Internal Audit Report 2022/23 - Final.
- II. To agree and approve the Annual Governance and Accountability Return 2022/23 Form 3, Page 3.

19.C Section 1 – Annual Governance Statement 2022-23

Documentation was circulated prior to the meeting.

No questions were asked.

Councillor Hughes proposed, Councillor Manton seconded, and it was **RESOLVED:**

To approve the Annual Governance Statement 2022-23.

The Mayor and Clerk signed the Annual Governance Statement.

20.C Section 2 – Accounting Statement 2022-23

Documentation was circulated prior to the meeting.

No questions were asked.

Councillor Nellins proposed, Councillor Whittle seconded, and it was **RESOLVED:**

To approve the Accounting Statement 2022-23.

The Mayor and Assistant Clerk/RFO signed the Accounting Statement.

21.C The Royal British Legion

Documents from The Royal British Legion Branch were circulated prior to the meeting.

Members considered granting The Royal British Legion – Market Drayton Branch The Freedom of the Town.

Members agreed that The Royal British Legion have given a lot of support to veterans and their families within the town over several years; allowing the branch to have The Freedom of the Town would be a way of acknowledging and thanking all those involved.

Councillor Whittle proposed, Councillor Hughes seconded, and it was **RESOLVED** with 2 abstentions:

To grant The Royal British Legion – Market Drayton Branch The freedom of The Town.

22.C Place Plans

Documents were circulated prior to the meeting.

Shropshire Council are consulting on the Place Plan for a period of twelve weeks which started on 17 April 2023. Members have been sent information regarding the Place Plan and considered setting up a Working Group to discuss further.

Councillor Chapman proposed, Councillor Sanderson seconded and it was **RESOLVED:**

To set up a Place Plan Working Group to consider suitable projects to be included in the Place Plan.

Working Group members to be Councillor: Aldcroft, Hughes, Love, Nellins, Manton and Whittle.

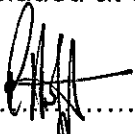

The Working Group recommendations to be presented to the next meeting of the Community and Governance Committee

23.C For Information:

Members **NOTED** the following information:

- Neighbourhood Fund - £30,096.12 has been received from Shropshire Council.
- Work on Dalelands Play area has started.
- Please Note: Members are responsible for keeping their Declaration of Interests up to date and this includes the interests of family members.
- Tender documents have not been produced for the electrical work at Greenfields as the working group are waiting for an updated electrical report from Market Drayton Sports Association showing the balance of the work to be carried out.

The meeting concluded at 8.16 pm.

Chairman:  Date: 20th July 23  .
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