

Town Council
17th June 2019 at 7.00pm

Present: Councillors: T McMahon
D Abbott
J Carroll
C Copleston
D Dixon-Wilkinson
Y Farrell
S Goodchild
D Jones
R Morgan
A Slough
S Thorne
K Wattingham
T Welch

Vice Chair
(Arrived at 7.09)

Officers: Clare Evans
Louise Senior

Town Clerk
Head of Democratic Services

Public: 1

Apologies: Councillors: M S Kennedy

9945 APOLOGIES

Apologies were received from Cllr Kennedy.

9946 QUESTIONS FROM THE PUBLIC

A member of the public asked if the website should display the party allegiance of a member of council as it currently does not state which party he belongs to.

It was advised that the instruction had been taken directly from the councillor, however, the clerk advised that she would seek further clarification.

9947 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

9948 MINUTES

To approve the minutes of the meeting held on 15th May 2019.

Minute 9888 – Council Calendar for 2019/20

Members were requested to note that the Events Working Group had requested that the start time of the group be altered to 4pm to enable nominated members to more readily attend. Members were advised that the calendar would be amended accordingly. A query was raised on the accuracy of the minutes. Members queried the recording of votes, and why details had not been shown in the minutes. Members were advised that if a recorded

vote was required for the minutes, it must be requested at the time of voting. A requested vote had not been requested for the votes that were referred to.

It was queried why there was no ‘matters arising’ on the agenda. Members were advised that standing orders stated that this agenda item was only to confirm the accuracy of the minutes, therefore ‘matters arising’ had been removed.

Resolved: To approve the minutes of the meeting held on 15th May 2019 and for these to be signed by the Chairman.

9949 COMMITTEE AND SUB-COMMITTEE MINUTES

To receive the minutes of the following committees and consider any recommendations contained therein:

Corporate Services Committee	4 th March 2019
Community Services Committee	11 th February 2019
Environment & Leisure Committee	25 th February and 25 th March 2019
Planning Committee	11 th March, 1 st April, 23 rd April, 29 th April, 20 th May 2019
Town Partnership Committee	29 th January 2019

To receive the minutes of the following sub committee and consider any recommendations contained therein

Office Provisions Sub Committee	None presented
New Cemetery Sub-Committee	11 th March, 23 rd April 2019

It was confirmed that only minutes of Committees and Sub Committees which had been approved were under this item.

**Resolved: To receive the Minutes detailed above and to approve the recommendations contained therein as follows;
To approve the Co-Option Policy, Capability Policy, Local Government Pension Scheme: Review of Statement of Local Discretions and the Health & Safety at Work Policy.**

9950 TOWN MAYOR ANNOUNCEMENTS

Members received a verbal report on events that had been attended by the Town Mayor.

In the absence of the Mayor, the Deputy Mayor updated councillors on the Mayor’s attendance at events on behalf of the Town Council.

The Mayor had attended:

4th Go Houghton Anniversary Celebration
Minds Together meeting
Brown and White Opticians 90th Celebrations
DADS AGM
Houghton Together Music Event
Central Bedfordshire Council Cheering Volunteering Awards
Mayoral Investiture Ceremony at Luton Borough Council

The Deputy Mayor updated members on the events attended:

Brown and White Opticians 90th Celebrations
Houghton Together Music Event
Harpenden Town Council Annual Towns Meeting
Arm Benevolent Fundraising Event
Dunstable and District AGM

The Mayor and Deputy Mayor were congratulated for representing the town in such a positive manner.

9951 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED

Members provided verbal reports from meetings they had attended of outside organisations or from training courses they had attended on behalf of the Council.

Cllr Goodchild advised members that she had attended the members induction training offered by BATPC which had proven very informative and worthwhile.
Members were advised that she was delighted for the opportunity to be a part of SORTED.

Cllr Copleston advised members that she had felt honoured to attend a meeting at Hospice at Home. They had spoken of upcoming fundraising events which Cllr Copleston had informed them she would support their efforts where possible.

Cllr Morgan advised members that he had attended the New Councillor Training and had found this to be worthwhile, useful and very well conducted.

Cllr Thorne requested the opportunity to attend the training session on New Councillor Induction if there was a further session held this year.

Cllr McMahon had attended Houghton Hall Park Management Committee Meeting. Members were updated on the following:

- the people counters were being looked into in order to increase accuracy.
- there was to be a review of the business plan. The 5-year business plan looks at funding risks.
- a new car park machine had been installed.
- there had been an uplift in volunteers working in the kitchen garden, which had a positive effect on reducing the lone working hours of staff.
- Police had confirmed that this was set as a priority area at the Police Priority Setting Meeting as ASB had become an issue.
- A new initiative had been introduced by the Activities Officer in the foyer encouraging local crafters to sell their wares.

9952 YEAR END ACCOUNTS

Members received a report providing a brief outline of the year end accounting process.

Resolved: To note the report.

9953 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018 / 2019 ANNUAL INTERNAL AUDIT REPORT 2018/19

Members were advised that the internal auditor completed the audit on 6th June.

In accordance with Financial Regulation 2.3, Members were presented with the completed Annual Internal Audit Report and supporting paperwork as part of the Annual Governance & Accountability Return, for the year ended 31st March 2019.

Resolved: To approve the following action plan in response to the internal audit report:

- 1. To re-circulate to members details of the finance training being offered to encourage take-up.**
- 2. For all officers to be provided with a copy of the Financial Regulations and to receive a briefing on financial requirements.**
- 3. To approve the planned budget and precept setting process.**
- 4. To note the reserves policy, as already implemented, as part of Financial Regulations;**
- 5. To ensure that the impact of the use of reserves is factored into the budget setting process.**

9954 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018 / 2019 SECTION 1 - ANNUAL GOVERNANCE STATEMENT

In accordance with Financial Regulation 2.3, Members received a draft completed version of Section 1 – Annual Governance Statement of the Annual Governance & Accountability Return, for the year ended 31st March 2019.

Resolved: To approve Section 1 – Annual Governance Statement of the Annual Governance & Accountability Return for the year ended 31st March 2019.

**9955 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2018 / 2019
SECTION 2 – ACCOUNTING STATEMENTS**

In accordance with Financial Regulation 2.3, Section 2 – Members received Accounting Statements of the Annual Governance & Accountability Return for the year ended 31st March 2019.

Resolved: To approve Section 2 – Accounting Statements of the Annual Governance & Accountability Return for the year ended 31st March 2019 subject to external audit.

9956 CHAIRMANSHIP POLICY

Members were advised that the Corporate Services Committee considered an updated Chairmanship Policy on 10th June and had recommended to Town Council that the policy be approved.

Members were advised that there had been no amendments to the policy by the Corporate Services Committee.

It was considered desirable for this policy to be up to date at the commencement of the council year and as such it was presented for approval.

Resolved: To approve the Chairmanship Policy.

The Chairman declared the meeting closed at 7.30pm

Dated this day of 2019

Chairman