

**Minutes of a Meeting of the Town Council held remotely on
Tuesday 8 December 2020 at 8 pm**

Present: Councillors D. Mills (Chairman); N. Al-Sanjari; J. Anderson; K. Baker; D. Bragg; S. Brindley; A. Chadwick; J. Cheng; M. Doyle; M. Forrer; K. Gilder; A. Heap; C. Jewell; T. McCann; M. Nagra; B. Rowland; J. Sartorel; R. Skegg; B. Soane; A. Swaddle; P. Wicks

Officers present: D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; L. Matthews, Committee Officer;

Also present: 1 member of the public

Before the start of the meeting a maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.

Before opening the meeting, the Town Mayor asked for a minute's silence in memory of Councillor John MacNaught.

38. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Green, Rahmouni and Smith.

39. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

40. **MINUTES OF COUNCIL MEETING HELD ON 23 JUNE 2020**

The Town Mayor presented the minutes of the Council meeting held on 23 June 2020. These minutes had been amended as requested at the Council meeting on 29 September 2020 (minute number 28).

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 23 June 2020 and that they be signed by the Mayor as a correct record.

Voting: For: 13 Against: 0 Abstentions: 1

41. **MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD ON 21 JULY 2020**

The Town Mayor presented the minutes of the Extraordinary Council meeting held on 21 July 2020. These minutes had been amended as requested at the Council meeting on 29 September 2020 (minute number 29).

RESOLVED:

- ◆ To approve the minutes of the Extraordinary Council meeting held on 21 July 2020 and that they be signed by the Mayor as a correct record.

Voting: For: 15 Against: 0 Abstentions: 2

42. **MINUTES OF COUNCIL MEETING HELD ON 29 SEPTEMBER 2020**
The Town Mayor presented the minutes of the Council meeting held on 29 September 2020.

Minute No. 32: Minutes of the Urgency Committee held on 22 September 2020

A view was expressed that there should be a regular review of the Council's finances and that Members would be better informed if this happened at the end of each month with agendas sent to all Members. Councillor Baker pointed out that this was not the appropriate point in the meeting to discuss this matter as the business of this item was to consider the accuracy of the minutes.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 29 September 2020 and that they be signed by the Mayor as a correct record.

Voting: For: 13 Against: 0 Abstentions: 3

43. **COMMITTEE REPORTS**

43.1 **Minutes of the Planning and Community Committee: 6 October 2020**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 6 October 2020.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 6 October 2020.

Voting: For: 16 Against: 0 Abstentions: 2

43.2 **Minutes of the Extraordinary meeting of the Strategy and Resources Committee: 27 October 2020**

Councillor Baker presented the minutes of the Extraordinary Strategy and Resources Committee meeting held on 27 October 2020.

RESOLVED:

- ◆ To receive the minutes of the Extraordinary Strategy and Resources Committee meeting held on 27 October 2020.

Voting: For: 15 Against: 0 Abstentions: 2

43.3 **Minutes of the Planning and Community Committee: 3 November 2020**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 3 November 2020.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 3 November 2020.

Voting: For: 15 Against: 0 Abstentions: 3

43.4 **Minutes of the Leisure Services Committee: 17 November 2020**

Councillor Bragg presented the minutes of the Leisure Services Committee meeting held on 17 November 2020.

Minute No. 22a: Just Around the Corner charity (JAC)

A request was made that this minute be amended to indicate that Sam Milligan had stated that JAC had not seen any evidence of drug use in Woodley, but had smelt drugs.

Minute No. 22b: Just Around the Corner charity (JAC)

In response to a question asking why the letter received from JAC, regarding their service level agreement, had not been considered by the Strategy and Resources Committee on 24 November, Councillor Baker said that the Strategy and Resources agenda for 24 November had been very long and it had not been possible to discuss this matter. The suggestion received from JAC would be considered at a future meeting of the Strategy and Resources Committee.

Minute No. 23: Community Youth Partnership

In reply to a request for an update on the progress of the youth survey, the Town Clerk said that she had been advised by Councillor Al-Sanjari that the survey had been sent out to schools, but that the schools were very busy operating under the current pandemic situation and the survey had not yet been made available to students. Councillor Al-Sanjari added that this was partly because schools were minimising the contact students had with computers on site, in order to limit the spread of Covid-19. Councillor Baker asked whether the rest of the Council and the Community Youth Partnership could see the contents of the survey and Councillor Al-Sanjari refused to agree to that. After further discussion, Councillor Al-Sanjari said that she would discuss this matter with the Town Clerk.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 17 November 2020.

Voting: For: 15 Against: 0 Abstentions: 4

43.5 **Minutes of the Strategy and Resources Committee: 24 November 2020**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 24 November 2020.

Minute No. 30

Councillors who were not members of the Strategy and Resources Committee and who had not been able to speak on the motion put forward by Councillor Rowland, proposing the setting-up of a Financial Review Sub-Committee, now gave their views on this matter. In reply to questions, the Town Clerk informed Members that the membership of the Urgency Committee was set out in the Council's standing orders (S.O. 8) and explained that meetings of the Urgency Committee were not public meetings.

Minute No. 38: Councillors' Financial Liability

The Town Clerk had circulated the full response received from NALC regarding Councillors' financial liability, as had been requested at the meeting. In response to a further request, she agreed to circulate the 2 emails referred to in the NALC response.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 24 November 2020.

Voting: For: 16 Against: 0 Abstentions: 3

- ◆ To adopt the Treasury Management Strategy 2021/22.

Voting: For: 15 Against: 0 Abstentions: 4

- ◆ To approve the schedule of meetings for the 2021/22 municipal year, as attached at **Appendix A**.

Voting: For: 16 Against: 0 Abstentions: 2

43.6 **Minutes of the Planning and Community Committee: 1 December 2020**

Councillor Wicks presented the minutes of the Planning and Community Committee meeting held on 1 December 2020.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 1 December 2020.

Voting: For: 14 Against: 0 Abstentions: 3

44. **MINUTES OF URGENCY COMMITTEE HELD ON 5 OCTOBER 2020**

Councillor Baker presented report No. FC 5/20, the minutes of the Urgency Committee meeting held on 5 October 2020, in which it was noted that the draft consultation seeking residents' views on the level of Town Council tax increase that households would support for the 2021/22 financial year had been provided to all Councillors for comment before it was distributed to all households in Woodley.

In reply to a question, The Town Clerk informed members that the draft report on the results of the consultation was currently being finalised by the consultant and would be reported to the Urgency Committee when it was available. Further discussion followed about the purpose of the consultation.

RESOLVED:

- ◆ To receive the minutes of the Urgency Committee meeting held on 5 October 2020 (Report No. FC 5/20).

Voting: For: 14 Against: 0 Abstentions: 5

45. **MINUTES OF URGENCY COMMITTEE HELD ON 9 NOVEMBER 2020**

Councillor Baker presented report No. FC 6/20, the minutes of the Urgency Committee meeting held on 9 November 2020.

At this point in the meeting, in response to a claim by Councillor Doyle that Councillor Forrer had not been raising his hand to the camera to vote on some matters, but had been counted as voting on all matters, Councillor Bragg said that he had seen Councillor Forrer voting on each occasion. Councillor Doyle called Councillor Bragg a liar. Councillor Baker insisted that Councillor Doyle withdraw the accusation as his language was in breach of the Councillors' Code of Conduct and Councillor Doyle subsequently withdrew the word "liar" and said he would replace it with the phrase "you are very much mistaken".

In reply to a question, the Town Clerk reported that the application to the Public Works Loan Board to extend the payment dates of the Council's seven annuity loans had been made 2 weeks ago, but an acknowledgement of receipt had not yet been received. She informed Members that NALC was very concerned about the scheme to extend Council loans as the full terms of the scheme had still not been announced and it was not known whether the final payment date would be extended or whether repayments would still be required to be made to meet the original payment dates following the payment holiday. The Town Clerk had written to the two Woodley Members of Parliament to ask for their help in establishing the terms of the loan extension scheme and would make further attempts to obtain clarification from the Public Works Loan Board.

RESOLVED:

- ◆ To receive the minutes of the Urgency Committee meeting held on 9 November 2020 (Report No. FC 6/20).

Voting: For: 14 Against: 0 Abstentions: 5

46. **MINUTES OF URGENCY COMMITTEE HELD ON 17 NOVEMBER 2020**

Councillor Baker presented report No. FC 7/20, the minutes of the Urgency Committee meeting held on 17 October 2020.

As the time was approaching 10pm, there was discussion about whether the meeting should be extended to allow the most important items on the agenda to be considered, or whether an extraordinary meeting should be called to finish the items on the agenda that could not wait until the next scheduled Council meeting.

47. It was proposed by the Chairman and

RESOLVED:

- ◆ To complete the discussion of Agenda Item 9 - Minutes of the Urgency Committee meeting held on 17 November 2020 - before proceeding to consider the agenda items that could not wait until the next scheduled Council meeting.
- ◆ That as the business would not be finished by 10pm, the meeting continue until 10:30pm in order to allow the most important agenda items, as advised by the Town Clerk, to be considered.

48. Consideration of Agenda Item 9 - Minutes of the Urgency Committee meeting held on 17 November 2020 - continued.

RESOLVED:

- ◆ To receive the minutes of the Urgency Committee meeting held on 17 November 2020 (Report No. FC 7/20).

Voting: For: 16 Against: 0 Abstentions: 3

49. The Chairman asked the Town Clerk to advise which were the most important agenda items that needed to be considered at this meeting. The Town Clerk advised that the following items could not wait until the next scheduled Council meeting:

Agenda Item 10: Audit 2019/20

Agenda Item 11: Request for leave of absence

Agenda Item 12: Committee membership

Agenda Item 14: Capital Programme

Agenda Item 15: Outstanding debts owed to the Council

The agenda items were considered in that order.

50. **AUDIT 2019/20**

The Town Clerk presented the audited Annual Governance and Accountability Return for 2019/20.

RESOLVED:

- ◆ To receive the external auditor's opinion on the audit of the 2019/20 Annual Governance and Accountability Return.

Voting: For: 19 Against: 0 Abstentions: 1

- ◆ To adopt the audited Annual Governance and Accountability Return for 2019/20.

Voting: For: 18 Against: 0 Abstentions: 0

- ◆ To note that the Notice of Conclusion of Audit had been displayed on public noticeboards at the Oakwood Centre and on the Council's website from 16 November 2020.

51. **REQUEST FOR LEAVE OF ABSENCE**

RESOLVED:

- ◆ To grant Councillor Rahmouni's request for leave of absence for six months due to poor health.

Voting: For: 19 Against: 1 Abstentions: 0

52. **COMMITTEE MEMBERSHIP**

- a) Following the death of Councillor MacNaught, and having been duly nominated, it was

RESOLVED:

- ◆ That Councillor Sartorel be appointed to the Planning and Community Committee.

- b) Following the granting of leave of absence to Councillor Rahmouni, and having been duly nominated, it was

RESOLVED:

- ◆ That Councillor Gilder be appointed to the Leisure Services Committee to replace Councillor Rahmouni.

53. **CAPITAL PROGRAMME 2020/21**

The Deputy Town Clerk presented Report No. FC 8/20 and informed Members that the list of projects was shorter than usual this year as the Council did not have the funds to take on more projects.

RESOLVED:

- ◆ To note Report No. FC 8/20.
- ◆ To approve the 2020/21 Capital Programme as set out in **Appendix B**.

Voting: For: 15 Against: 0 Abstentions: 5

54. **OUTSTANDING DEBTS OWED TO THE COUNCIL**

Members noted the two small debts owed to the Council and suggested that the Town Clerk try making a claim for these debts through the Small Claims Court.

55. **OAKWOOD CENTRE**

The Town Clerk informed Members that the Woodley Covid Support Group and the Friendship Alliance had withdrawn their request for free use of a room at the Oakwood Centre on 23 December to prepare packages of food and gifts for local families, as alternative premises had been found.

56. As the time had reached 10:30pm, the remainder of the business set out in the agenda was unable to be completed.

Meeting closed at 10:30 pm

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| SCHEDULE OF MEETINGS - 2021/22 |
|---------------------------------------|

All Council and Committee meetings are held on Tuesdays. Planning Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

| PLANNING & COMMUNITY | LEISURE SERVICES | STRATEGY & RESOURCES | FULL COUNCIL |
|--|--------------------------------|-------------------------------------|--|
| <u>2021</u> 18 May 15 June | <u>2021</u> 1 June (SH) | <u>2021</u> 8 June | <u>2021</u> Annual Meeting: 11 May 22 June |
| 13 July 10 August (SH) 7 September | 31 August (SH) | 14 September | 28 September |
| 5 October 2 November 30 November | 16 November | 23 November | 7 December |
| <u>2022</u> 4 January 1 February | <u>2022</u> 18 January | <u>2022</u> 25 January | <u>2022</u> 8 February |
| 1 March 29 March 26 April | 12 April (SH) | 19 April (SH) | Town Electors: 8 March Annual Meeting: 10 May |

(SH = School Holidays)

SCHOOL TERM DATES

2021 Monday 19 April to Wednesday 21 July
Wednesday 1 September to Friday 17 December
(NOTE: Training days - to be agreed)

Half Term: 31 May - 4 June
Half Term: 25 October - 29 October

Good Friday: 2 April 2021
WBC Elections: 6 May 2021

2022 Tuesday 4 January to Friday 8 April
Monday 25 April to Thursday 21 July
(NOTE: Training days - to be agreed)

Half Term: 21 - 25 February
Half Term: 30 May - 3 June

Good Friday: 15 April 2022
WBC Elections: 5 May 2021

| CAPITAL PROJECTS | Allocation | Status | Comment | Works Required |
|---|---------------|-------------------------|-------------------|---|
| Signs | 1,000 | | Annual allocation | |
| Seats | 1,200 | | Annual allocation | |
| Litter bins | 400 | | Annual allocation | |
| Dog bins | 400 | | Annual allocation | |
| Pathway repairs | 5,000 | | Annual allocation | |
| | | | | |
| Ground reinforcement - Memorial Ground | 3,000 | Project carried forward | | To reinforce grass under the informal path/desire line across Memorial Ground and standing area by War Memorial |
| Replacement locks and keys - Allotment site | 2,500 | | | Replace locks and keys with non-copiable key profile |
| | | | | |
| Buildings & Facilities Fund allocation | 10,000 | Sinking fund | | |
| Playground equipment fund allocation | 5,000 | Sinking fund | | |
| | | | | |
| Sub total | 28,500 | | | |

| FUNDED BY | |
|--------------------------------------|---------------|
| Carry forward balance from 2019/20 | 32,868 |
| 2020/21 budget allocation | 0 |
| Total funds available 2020/21 | 32,868 |
| Capital Programme Balance | 4,368 |

| SINKING FUNDS | | Allocation | Total in fund |
|-----------------------------|--------|------------|---------------|
| Buildings & Facilities fund | 34,579 | 10000 | 44,579 |
| Playground Equipment fund | 22,662 | 5000 | 27,662 |