



1st May 2013

**To: The Mayor and Members of Nantwich Town Council**

You are hereby summoned to attend the Meeting of Nantwich Town Council to be held in the Council Chamber at Brookfield Hall, Shrewbridge Road, Nantwich on **Monday 13<sup>th</sup> May 2013 at 7.00 p.m.** for the transaction of the business set out in the Agenda below.

*Ian H Hope*

Ian H Hope  
Town Clerk

Prior to the meeting, the Mayor, Councillor Graham Fenton, will make a presentation of cheques to his charities for the year, Nantwich Weaver Rotary Club, St Luke's Hospice and Elim Missionaries.

**AGENDA OF NANTWICH TOWN COUNCIL ANNUAL MEETING**

**1 PRAYERS**

Prayers will be led by Pastor Michelle Nunn.

**2 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**3 ELECTION OF MAYOR**

To elect a member of the Town Council to be Mayor of Nantwich Town Council to hold office until the next Annual Meeting of the Council.

*It will be moved and seconded that **Councillor John Lewis** be elected Mayor of the Nantwich Town Council.*

*The retiring Mayor, Councillor Graham Fenton, will invest the new Mayor with the Chain of Office.*

*The Mayor will make a formal declaration of acceptance of office before the Town Clerk and the assembled Council and then take the Chair and respond to his election.*

*The new Mayor will introduce **Mrs Pauline Lewis** who will be his Consort and she will be invested with the Consort's Medallion of Office.*

**4 ELECTION OF DEPUTY MAYOR**

To elect a member of the Town Council to be Deputy Mayor of the Town Council to hold office until the next Annual Meeting of the Council.

*It will be moved and seconded that **Councillor Christine Farrall** be elected Deputy Mayor of the Council.*

*The newly-appointed Deputy Mayor will come forward to the dais to be invested by the new Mayor with the Medallion of Office.*

5 **APPOINTMENT OF CHAPLAIN AND NOMINATION OF MAYOR'S CHARITY**

The Mayor will inform the Town Council of the appointment of the Chaplain.

The Mayor will inform the Town Council of the Mayor's charity for the year.

6 **VOTE OF THANKS TO RETIRING MAYOR**

A vote of thanks will be made to the retiring Mayor, Councillor Graham Fenton, and he will be presented with a Past Mayor's brooch.

7 **RETIRING MAYOR'S REMARKS**

Councillor Graham Fenton will make closing remarks as retiring Mayor.

8 **ADJOURNMENT**

Following the formalities of the appointment of the new Mayor and Deputy Mayor, there will be a short adjournment before proceeding with the remainder of the Council business. Light refreshments will be available.

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9 **PUBLIC FORUM**

Public Forum is an opportunity for question and comment by the public.

10. **CONFIRMATION OF MINUTES OF ANNUAL TOWN MEETING**

To confirm the minutes of the Annual Town Meeting held on 8<sup>th</sup> April 2013. The Town Council is asked to **RESOLVE** that the Minutes of the Annual Town Meeting held on 8<sup>th</sup> April 2013, and of the Council Meeting of the same date, be confirmed as a correct record, approved and signed by the Mayor.

11. **DECLARATION OF INTERESTS**

Members are asked to declare any disclosable pecuniary interests relating to items on the agenda in accordance with the Council's adopted Code of Conduct.

12. **CLERK'S REPORT AND CORRESPONDENCE**

The Town Clerk to report on correspondence and matters of urgency.

13. **CONFIRMATION OF MINUTES OF FINANCE COMMITTEE 1 MAY 2013**

Council is asked to note the minutes and **RESOLVE** that the Recommendations contained in the above Minutes be accepted and approved.

14. **PLANNING CONTROL**

Applications for Planning Permission . notification of planning applications by Cheshire East Council upon which comments are to be made (see list attached as Appendix A). The applications will be displayed at the meeting for inspection.

15. **APPOINTMENT OF COMMITTEES AND PANELS FOR 2013/14**

To appoint Members to the various Committees and Panels of the Council.

The Town Council is asked to **RESOLVE** to appoint Members to the various Committees and Panels of the Council as recommended below.

***NB - The Mayor of the Council sits ex-officio on all Panels and Committees.***

- (a) Policy Committee - 6 members  
*Councillors Butterill (Vice Chair), Farrall, Fenton (Chair) Hopkins, Moran and Martin.*
- (b) Finance Committee . 5 Members.  
*Councillors Farr, Fenton, Martin, Marren (Chair) and Moran (Vice Chair).*
- (c) Town Plan and Partnership Committee . 5 Members.  
*Councillors Butterill, Hopkins (Chair), Fenton, Marren (Vice Chair) and Simpson.*
- (d) Grants and Awards Committee . 4 Members  
*Councillors Butterill, Farrall (Chair), Hutton and Fenton (Vice Chair).*
- (e) Staffing Committee . 6 Members  
*Councillors Butterill (Vice Chair), Cooper, Farr, Marren, Martin (Chair) and Simpson.*
- (f) Staffing Panel . 4 Members  
To be appointed by the Staffing Committee as and when required.
- (g) Retail Group . 3 members  
*Councillors Farrall (Chair), Marren and Moran (Vice Chair).*
- (h) Freedom of Information Committee . 2 Members  
*Mayor of the Council (Deputy Mayor if Mayor is unavailable) and Chairman of Policy (Vice Chair if Chair unavailable).*
- (i) Quality Status Working Group . 5 Members  
To be appointed by the Council as and when required.
- (j) Nantwich Town Watch Committee . 4 Members  
To be appointed by the Council as and when required.

**16. APPOINTMENT OF REPRESENTATIVES**

To appoint Members as the Council's representatives on various bodies. The current representatives are listed. Representatives generally hold a watching brief and are expected to report to Council any issues of significance.

- (a) Nantwich in Bloom Committee  
*Councillors Farrall and Simpson.*
- (b) Nantwich Museum Trust  
*Councillors Hutton and Simpson.*
- (c) Allotments Panel  
*Councillor Butterill.*
- (d) Crewe Police Division . Local Consultative Committee  
*To be nominated by Watch Committee as and when required.*
- (e) Nantwich Civic Society  
*Councillor Farrall.*

- (f) Nantwich Senior Citizens Committee  
*Councillors Fenton and Moran.*
- (g) Trustees of Nantwich Consolidated Charities.  
*Councillors Farr and Moran.*
- (i) Litter Volunteer group  
*Councillor Farrall and the Mayor, Councillor Lewis.*
- (j) Nantwich Town Transport Group  
To be appointed by the Council as and when required.

**18 AUTHORISATION OF CHEQUES AND OTHER FINANCIAL DOCUMENTATION**

- (a) A total of four signatories required . any two Members on each cheque, on the Royal Bank of Scotland and Treasurer's and Direct Reserve Account:-

*Current Authorised Signatories – Councillors Butterill, Fenton, Lewis and Moran on the Royal Bank of Scotland current (Treasurer's) account and, where necessary, the Royal Bank of Scotland Direct Reserve account.*

- (b) Mayor's (or Chairman's) Charity Fund Account Royal Bank of Scotland Nantwich:-

*Current Signatories – Any two of the four Councillors named above.*

- (c) Nantwich Town Council Trading Account Royal Bank of Scotland Nantwich:-

*Current Signatories – The Town Clerk.*

The Council is asked to **RESOLVE** that

any two of the [named] four signatories plus the Clerk be authorised to operate and sign documents and cheques in regard to the Royal Bank of Scotland Nantwich Town Council current (Treasurer's) account and, where necessary, the Royal Bank of Scotland Direct Reserve account

and

any two of the [named] signatories be authorised to operate and sign documents and cheques in regard to the Royal Bank of Scotland Town Council Charity Fund account.

and

any two of Councillor D Marren, Councillor A Moran and the Town Clerk be authorised to operate and sign documents and cheques in regard to the Royal Bank of Scotland Nantwich Town Council Trading Account

**19** **ACCOUNTS 2012/2013**

To receive a report on the Audited Accounts for 2012/2013:-

- a Statement of Accounts
- b Governance Statement
- c Report of Variances (2011/2012 and 2012/2013)

Council is asked to **RESOLVE** that the Accounts for 2012/2013 be approved and that the Annual Return for 2012/2013 be approved, signed by the Mayor and submitted to the External Auditor, BDO.

**20** **CHESHIRE POLICE YOUTH AMBASSADOR**

To consider a representation regarding the appointment of a Cheshire Police Youth Ambassador.

**21** **REPORTS OF REPRESENTATIVES**

Members representing the Council on outside bodies and organisations are requested to make a brief report on matters of interest.

- END .