



28 May 2015

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 Nantwich Civic Hall (Main Hall), Market Street, Nantwich on **Monday 15th June 2015 at 7.30 p.m.** for the transaction of the business set out in the Agenda below.

Ian H Hope

Ian H Hope
Town Clerk

PRESENTATION TO CHARITIES

The Mayor, Councillor Christine Farrall will make cheque presentations to her charities for the year, Nantwich in Bloom, Nantwich Museum and Nantwich Players.

AGENDA OF NANTWICH TOWN COUNCIL ANNUAL MEETING

1. PRAYERS

Prayers will be led by Reverend Barry Wilson.

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 Andrew Martin** be elected Mayor of Nantwich Town Council.*

The retiring Mayor, Councillor Christine Farrall, 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 Linda Martin** 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 Norma Simpson** 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 CHARITIES**

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

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

6. **VOTE OF THANKS TO RETIRING MAYOR**

A vote of thanks will be made to the retiring Mayor, Councillor Christine Farrall, and she will be presented with a Past Mayor's brooch.

7. **RETIRING MAYOR'S REMARKS**

Mrs Christine Farrall 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. The resumption will not be before 8.30 pm.

9. **WELCOME TO NEW COUNCILLORS**

The Mayor will welcome newly elected Councillors to the Town Council meeting.

10. **DECLARATIONS OF OFFICE**

Members will be requested to sign the declarations of office if they have not been completed.

11. **PUBLIC FORUM**

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

12. **CONFIRMATION OF MINUTES OF ANNUAL TOWN MEETING – 13 APRIL 2015**

To confirm the minutes of the Annual Town Meeting held on 13th April 2015. The Town Council is asked to **RESOLVE** that the Minutes of the Annual Town Meeting held on 13th April 2015, and of the Council Meeting of the same date, be confirmed as a correct record, approved and signed by the Mayor.

13. **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.

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

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

15. **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.

16. **APPOINTMENT OF COMMITTEES AND PANELS FOR 2015/16**

To confirm the appointment of the following Committees, approve their terms of reference and appoint Members to Committees and Panels of the Council.

The Town Council is asked to **RESOLVE**

- (a) That the following Committees are appointed
 - Policy Committee with 7 members
 - Finance Committee with 7 members
 - Staffing Committee with 6 members
 - Tenders Sub-Committee with 3 members
- (b) That the Terms of Reference of each Committee as outlined in Appendix B be adopted
- (c) That Members are appointed 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 - 7 members
Councillors Butterill, Bartram, Bowyer-Bates, Groves (Vice Chair), Lewis (Chair), Moran and Simpson.
- (b) Finance Committee . 7 Members.
Councillors Bostock, Bowyer-Bates, Hall, Kirkham (Vice Chair), Lewis, Marren (Chair) and Moran.
- (c) Staffing Committee . 6 Members
Councillors Bartram, Hall, Kirkham, Marren (Vice Chair), Moran (Chair) and Simpson.
- (d) Tenders Sub-Committee . 3 members
The Mayor and Chairs of Policy and Finance
- (e) Retail Working Group . 3 members
Councillors Lewis, Marren and Moran and Past Mayor, Mrs Christine Farrall.

17. **APPOINTMENT OF REPRESENTATIVES**

To appoint Members as the Council's representatives on various bodies.

Representatives generally hold a watching brief and are expected to report to Council any issues of significance.

- (a) Nantwich Partnership
Councillors Lewis and Hall.

NB - *Councillors who are also Cheshire East Councillors for Nantwich Wards are invited to Partnership meetings in that capacity i.e. Councillors Butterill, Groves, Martin and Moran.*

- (b) Nantwich in Bloom Committee
Councillors Simpson and Past Mayor Mrs Christine Farrall.
- (c) Nantwich Museum Trust
Councillors Kirkham and Simpson.
- (d) Allotments Panel
Councillors Bowyer-Bates, Butterill and Marren

- (e) Nantwich Civic Society
Councillor Hall and Past Mayor Mrs Christine Farrall.
- (f) Nantwich Senior Citizens Committee
Councillor Moran and Past Mayor Mr Graham Fenton.
- (g) Trustees of Nantwich Consolidated Charities.
Councillors Kirkham and Moran.
- (h) Litter Volunteer group
Councillor Lewis and Past Mayor Mrs Christine Farrall.

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, Lewis, Moran and Mr Graham Fenton 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 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 following

Councillors Butterill, Lewis, Marren and Moran and 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

be authorised to operate and sign documents and cheques in regard to the Royal Bank of Scotland Town Council Charity Fund account.

Any two of the following

Councillors Butterill, Lewis, Marren and Moran and the Clerk

be authorised to operate and sign documents and cheques in regard to the Royal Bank of Scotland Nantwich Town Council Trading Account

19. **CONFIRMATION OF MINUTES OF TENDERS SUB-COMMITTEE 15 APRIL 2015**
Council is asked to note the minutes and **RESOLVE** that the Recommendation contained in the above Minutes be accepted and approved.
20. **CONFIRMATION OF MINUTES OF FINANCE COMMITTEE 23 APRIL 2015**
Council is asked to note the minutes and **RESOLVE** that the Recommendations contained in the above Minutes be accepted and approved.
21. **ACCOUNTS 2014/2015**
To receive a report on the Audited Accounts for 2014/2015:-
- a Statement of Accounts
 - b Governance Statement
 - c Report of Variances (2013/2014 and 2014/2015)
- Council is asked to **RESOLVE** that the Accounts for 2014/2015 be approved and that the Annual Return for 2014/2015 be approved, signed by the Mayor and submitted to the External Auditor, BDO.
22. **DATES OF MEETINGS**
To approve the dates of Council and Committee meetings for 2014/15.
23. **BOROUGH COUNCILLORS REPORTS**
To receive reports from Cheshire East Borough Councillors.

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