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27 April 2021

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

You are hereby summoned to attend the Annual Meeting of Nantwich Town Council to be held through **Zoom on Wednesday 5<sup>th</sup> May 2021 at 6.30p.m** for the transaction of the business set out in the Agenda below.

**The Public and Press are welcome to attend the meeting.** Questions for Public Forum should be submitted to the Clerk in writing seven days prior to the meeting.

Samantha Roberts  
Town Clerk

**AGENDA OF NANTWICH TOWN COUNCIL MEETING**

**1. PRAYERS**

Prayers will be led by Reverend Dr Mark Hart.

**2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**3. DECLARATION OF DISCLOSABLE PECUNIARY 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.

**4. RETIRING MAYORS REPORT AND RETIRING SPEECH**

To receive a list of the Mayor's engagements and closing remarks as retiring Mayor.

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

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

**6. 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.

The retiring Mayor, Councillor Pamela Kirkham, will invest the new Mayor with the Chain of Office.

7. **DECLARATION OF ACCEPTANCE 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 his Consort and she will be invested with the Consort's medallion of Office.

8. **APPOINTMENT OF CHAPLAIN AND NOMINATION OF MAYOR'S GOOD CAUSES/CHARITIES**

The Mayor will inform the Town Council of the appointment of his Chaplain. The Mayor will inform the Town Council of the Mayor's good causes/charities for the year.

9. **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.

The Councillor will come forward to be invested by the new Mayor with the Medallion of Office. The Councillor will make a formal declaration of office and sign before the Town Clerk.

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10. **PUBLIC FORUM**

- 10.1. To receive a report from Police representatives and discuss policing issues in the town.
- 10.2. To receive representations from members of the public.
- 10.3. To receive any representations from the public on planning applications.
- 10.4. To receive any questions submitted in advance in writing.

11. **APPOINTMENT OF COMMITTEES AND PANELS FOR 2021/22**

To confirm the appointment of the following Committees and appoint Members to Committees and Panels of the Council.

The Town Council is asked to **RESOLVE** that Members are appointed to the various Committees and Panels of the Council, the existing membership from 2020/21 is as follows:

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

- (a) Policy Committee - 7 members  
Councillors Peter Groves (Chair), Penny Butterill (Vice Chair), Carole Thomas, David Marren, Andrew Martin, Phil Staley and John Statham
- (b) Finance Committee – 7 Members.

David Marren (Chair), John Statham (Vice Chair), Arthur Moran, Stuart Bostock, Stephanie Wedgwood, David Greaves and Phil Staley.

- (c) Staffing Committee – 6 Members  
Councillors Arthur Moran (Chair), Andrew Martin (Vice Chair), Stuart Bostock, Carole Thomas, Peter Groves and David Greaves.
- (d) Tenders Sub-Committee – 3 Members  
The Mayor and Chairs of Policy and Finance

## **12. 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. The existing membership from 2020/21 is as follows:

- (a) Nantwich Partnership  
Councillors Thomas and Staley  
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 Stuart Bostock and Stephanie Wedgwood
- (c) Nantwich Museum Trust  
Councillors Pam Kirkham and David Marren
- (d) Allotments Panel  
Councillors Stuart Bostock and David Marren.
- (e) Nantwich Civic Society  
Councillor Carole Thomas and John Statham
- (f) Nantwich Senior Citizens Committee  
Councillor Arthur Moran and Carole Thomas.
- (g) Trustees of Nantwich Consolidated Charities.  
Councillors Pam Kirkham and Councillor David Moran.
- (h) Litter Volunteer group  
Councillor David Greaves and Carole Thomas
- (i) Nantwich Food Festival Committee  
Councillors Stuart Bostock and John Statham

## **13. AUTHORISATION OF CHEQUES AND OTHER FINANCIAL DOCUMENTATION**

- (a) Any two Members on each cheque, on the Royal Bank of Scotland Treasurer's and Direct Reserve Account: -  
Authorised Signatories – Councillors Butterill, Marren 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  
Authorised Signatories – Any two of the three Councillors named above.
- (c) Nantwich Town Council Trading Account Royal Bank of Scotland  
Authorised Signatories – Any two of the three Councillors named above plus the Town Clerk.

(d) Authorisation for the direct debits as detailed in the attached document

The Council is asked to **RESOLVE** that any two of the [named] three signatories plus the Town 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 the Royal Bank of Scotland Town Council Charity Fund account. the Royal Bank of Scotland Nantwich Town Council Trading Account the Skipton Building Society account the CCLA Public Sector Property Fund and Local Authorities' Property Fund.

**14. STANDING ORDERS/FINANCIAL REGULATIONS**

To review and approve the attached Standing Orders and Financial Regulations for 2021/22.

**15. SCHEME OF DELEGATION**

To review and approved the attached Scheme of Delegation including committee terms of reference for 2021/22.

**16. 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.

**17. COUNCILLORS TRAINING**

To report on a programme of Councillor training.

**18. DATES OF MEETINGS**

To confirm the dates of meetings for the year 2021/22

**19. BOROUGH COUNCILLORS REPORTS**

To receive reports from Cheshire East Borough Councillors.

**20. REPORTS OF REPRESENTATIVES**

Members representing the Council on outside bodies or organisations are asked to report on matters of interest.

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