

MACCLESFIELD TOWN COUNCIL

Full Council

Minutes for the meeting held on Thursday, 21st May 2015 at 7.00pm in the Assembly Room, Macclesfield Town hall.

In attendance:

- Cllr L Durham
- Cllr M Hardy
- Cllr B Dooley
- Cllr J Jackson
- Cllr P Bolton
- Cllr M Sharrocks
- Cllr C Andrew
- Cllr N Puttick
- Cllr A Arnold
- Cllr G Jones
- Cllr A Harewood
- Cllr A Schofield

Also in attendance were Brian Reed (Cheshire East Council Head of Democratic Services), Lindsey Parton (Cheshire East Council Democratic Services Business Manager) and Pete Turner (Macclesfield Town Council Interim Clerk).

The meeting was commenced by Brian Reed, acting on behalf of the establishing authority, Cheshire East Council.

1. **To elect the Chairman of the Council for the forthcoming year**

Nominations were sought for the role of Chairman. Those nominated and seconded were:

- Cllr Liz Durham
- Cllr Janet Jackson

Following a show of hands, Cllr Liz Durham was elected as Chairman of Macclesfield Parish Council.

Resolved: That Cllr Liz Durham is elected as Chairman of Macclesfield

Parish Council

1.1 To receive the Chairman's Declaration of Acceptance of Office

The Chairman's declaration was received.

2. To consider the election of Vice-Chairman for the forthcoming year

Nominations were sought for the role of Chairman. Those nominated and seconded were:

Cllr Aliff Harewood

Following a show of hands, Cllr Aliff Harewood was elected as Vice-Chairman of Macclesfield Parish Council.

Resolved: That Cllr Aliff Harewood is elected as Vice-Chairman of Macclesfield Parish Council

2.1 To receive the Vice-Chairman's Declarations of Acceptance of Office

The Vice-Chairman's declaration was received.

3. To consider in principle the re-designation of Macclesfield Parish Council as Macclesfield Town Council

Councillors spoke in support of the re-designation of the authority to a Town Council, specifically reflecting the pride the town has in its mayoral heritage and the ambitions of the people of Macclesfield.

Resolved: That Macclesfield Parish Council be formally re-designated as Macclesfield Town Council.

The meeting was adjourned and the Chairman and Vice-Chairman retired to formally return as Mayor and Deputy Mayor and to give their re-designated declarations of office.

At the point of re-convening the meeting, Cllr M Hardy spoke to a proposal for a vote of thanks for Cllr Janet Jackson, the out-going mayor.

Resolved: The council formally recognised a vote of thanks to Cllr Janet Jackson for her very hard work as Mayor of Macclesfield.

4. To determine arrangements for a Civic Service to commemorate the designation of the Chairman and Vice-Chairman as the Mayor and

Deputy	Mayor
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Resolved: That the Mayor work with the Interim Mayor's Secretary to detail a Civic Ceremony and circulate the details to members at the earliest opportunity.

5. **To agree the appointment of the Council's Interim Clerk**

Resolved: That Pete Turner be confirmed as the Interim Town Clerk for Macclesfield Town Council.

6. **In accordance with The Local Government (Parishes and Parish Councils) (England) Regulations 2008, Reg.15, to note the transfer to the Council of the following matters owned, vested in, or exercisable by the Charter Trustees for Macclesfield**

- i. all property of whatever description;
- ii. all rights, liabilities, contracts or other written instruments of whatever description;
- iii. any legal actions or proceedings.

Councillors spoke on the aspects of asset and liability transfer. It was clarified that the Macclesfield Charter Trust took responsibility for the assets in 2009 and the trustees over that time had performed their role well and retained assets and civic ceremony that were a key element of Macclesfield's heritage. Members also comment that more should be done to make the assets more accessible to the people of Macclesfield so that they can be more readily on view to the public.

Resolved: That, in accordance with The Local Government (Parishes and Parish Councils) (England) Regulations 2008, Reg.15, the transfer to Macclesfield Town Council of the following matters owned, vested in, or exercisable by the Charter Trustees for Macclesfield be noted:

- i. all property of whatever description;
- ii. all rights, liabilities, contracts or other written instruments of whatever description;
- iii. any legal actions or proceedings.

7. **To adopt the Cheshire East Code of Conduct**

Resolved: That Macclesfield Town Council adopt the Cheshire East Council Code of Conduct.

8. **To adopt Standing Orders for the proper conduct of the Council**

Resolved: That Macclesfield Town Council adopt the Standing Orders as circulated and then continue to review them to ensure that they become entirely relevant to Macclesfield.

9. To establish such committees as the council may require.

Councillors discussed the suggested committee structure and clarified that it was important to get the structure right to enable the business of the council to be progressed as efficiently as possible. The size of each committee was also discussed.

Resolved: That each committee's size be restricted to 7 members

9.1 Finance Committee

Resolved: That this committee be created, formed with the following members:

Cllr C Andrew
Cllr L Durham
Cllr G Jones
Cllr B Dooley
Cllr M Hardy
Cllr A Harewood

9.2 Personnel Committee;

Resolved: That this committee be created, formed from the following members:

Cllr A Arnold
Cllr J Jackson
Cllr A Schofield
Cllr C Andrew
Cllr G Jones
Cllr B Dooley
Cllr M Sharrocks
Cllr N Puttick

9.3 Services Committee.

Resolved: That this committee be created, formed from the following members:

Cllr M Hardy
Cllr P Bolton
Cllr B Dooley
Cllr M Sharrocks
Cllr J Jackson

Cllr N Puttick
Cllr G Jones
Cllr A Arnold

10. To set dates for a calendar of council meetings

Cllrs discussed the circulated schedule of meetings.

Resolved: That the schedule of meetings be approved with the amendment that the meeting of Full Council on 9th June 2015 be changed to a meeting of the Services Committee to allow for all committees to have met prior to the next Full Council meeting.

11. To agree the process for Management of Finance and Risk including:

11.1 The adoption of Financial Regulations;

Resolved: That the Financial Regulations be adopted as circulated and that the Finance Committee continue to review and propose amendments to them to ensure that they reflect the specific needs and ambitions of Macclesfield Town Council.

11.2 Receipt of the draft Budget for the first year;

Resolved: That the draft budget be approved.

11.3 Establishment of council bank account and signatories;

Resolved: That Barclays Bank be appointed as the Council's bank and an account be established.

11.4 Appointment of Responsible Financial Officer (RFO);

Resolved: That the clerk to the council is also designated as the Responsible Financial Officer

11.5 To request the Finance Committee to consider the adoption of an accounting system;

Resolved: That the RBS Software package of for financial and asset management is acquired and implemented for the council.

11.6 To agree the procedure for securing an Internal Auditor;

Resolved: That locally-based auditors be contacted to establish if there is a suitably experienced specialist that can be appointed.

11.7 To consider the preparation of the council's Risk Assessment;

Resolved: That the clerk manage the production of a draft corporate risk assessment, to be initially reviewed at Full Council on 7th July 2015.

11.8 To consider the appointment of the council's insurers and further to agenda item 6 to make arrangements for the custody, insurance and security of the historic and ceremonial regalia and property transferred to the parish council.

Resolved: That Zurich be appointed as insurers to the council based on the circulated quotations.

12. To consider training requirements for New Councillors

Item 15 was considered prior to Item 12.

Resolved: That the schedule of training be received and that members inform the clerk of training they wish to access and return their completed the skills audit to the clerk.

13. To Agree the Process for the Management of Staff and Office Matters including:

13.1 Initial staffing structure;

Resolved: That the clerk provide a report to the Personnel Committee for consideration, to include a draft staffing structure, job descriptions and person specifications.

13.2 Recruitment and Induction of permanent staff;

Resolved:

- i. That the Personnel Committee be given the delegated power to approve the recruitment of a permanent Town Clerk.
- ii. That the Personnel Committee be given delegated power to approve the recruitment process for all permanent staff.
- iii. That the Personnel Committee be given the delegated power to approve the job descriptions, person specifications and gradings for all permanent staff.

13.3 Office accommodation and equipment

Resolved:

- i. That the Finance Committee be delegated to consider appropriate

- office accommodation for recommendation to Full Council
- ii. That the Finance Committee be delegated authority to authorise the purchase of office equipment and resources as required.

14. Transfer of Assets and Services from Cheshire East Council

Brian Reed introduced the item with the following Cheshire East Council statement:

“Cheshire East Council and the Parish Council are working together to effect the transfer of assets and services from Cheshire East. This is a continuation of the programme of the transfer of assets and services already adopted by existing Town and Parish Councils within Cheshire East, over the past few years.”

An agenda item on this matter will be brought forward for consideration at the earliest opportunity, when an officer from Cheshire East Council will be invited to attend.”

Councillors discussed the issue of asset transfer and commented that that details of any asset transfer from Cheshire East need to be made available to Macclesfield Town Council as soon as possible for proper consideration. It was also highlighted that the community of Macclesfield should be consulted on what services and assets they want the council to consider and to be fully informed of the consequences of both accepting delegated services as well as declining them.

It was requested from Brian Reed, as the Cheshire East officer present, that he seeks a full and prompt response from his colleagues at Cheshire East Council.

Resolved: That the Cheshire East statement be noted.

15. To Agree Membership of the Cheshire Association of Local Councils

Item 15 was considered prior to Item 12.

Resolved: That Macclesfield Town Council takes the opportunity to become members of ChALC

16. To note any correspondence received

Resolved: The circulated emails were noted.

17. To consider Items for the next agenda

Items to be included in the next full council agenda:

- i. To establish a working group to progress the establishment of a council website and the development of the Council's communications strategy. **Lead: Cllr J Jackson**
- ii. To acquire display boards to support the town's commemoration of World War One. **Lead: Cllr J Jackson**
- iii. To consider the relocation of Macclesfield War Memorials currently housed outside of the town. **Lead: Cllr J Jackson**
- iv. That the Town Council formally adopts a Fair Trade policy. **Lead: Cllr A Harewood**

18. Time and place of next Meeting

Tuesday July 7th, 7pm, The Assembly Room, Macclesfield Town Hall

Meeting closed at 7.55pm

Cllr LD & PT