



**Minutes of the Meeting of Kirton in Lindsey
Town Council held on Wednesday 24th May
2017 at the Town Hall, High Street, Kirton in
Lindsey at 7.00pm.**

Members Present: Cllr Kathy Cooper (Mayor), Cllr Billy Boyd,
Cllr Geoff Cossey, Cllr Maggie Davies, Cllr Pat Frankish, Cllr Karen
Gunn (part), Cllr Paul Kelly, Cllr Andrew Kofoed, Cllr Joy Kofoed and Cllr Jack
Startin

1 Member of the Public

Madeleine Goudie – Town Clerk and Neil Taylor-Matson – Assistant Town Clerk

Public Participation:

No matters were raised.

1705/1 Election of Chair

The Council considered nominations for Chair of the Council.

**RESOLUTION: Cllr Kathy Cooper was duly nominated, seconded and elected as
Chair of Kirton in Lindsey Town Council 2017/18.**

1705/2 Election of Vice-Chair

The Council considered nominations for Vice-Chair of the Council.

**RESOLUTION: Cllr Joy Kofoed was duly nominated, seconded and elected as Vice-
Chair of Kirton in Lindsey Town Council 2017/18.**

1705/3 Vote of thanks

a. The Council placed on record its grateful thanks to Councillor Kathy Cooper for her service as Mayor of Kirton in Lindsey during the past municipal year and for the able, courteous and impartial manner in which she has conducted the proceedings of the Council.

b. The Council placed on record its grateful thanks to Councillor Pat Frankish for her service as Deputy Mayor of Kirton in Lindsey during the past municipal year and for being an outstanding ambassador for the town at the many functions she attended.

1705/4 Apologies

Apologies for absence were received from Cllr Tony Kidder, Cllr Sam Layzell, Cllr David Garritt, Ward Cllr Trevor Foster and Ward Cllr Neil Poole.

1705/5 Declarations of Interests / Dispensations

a. The following declarations of interest were made:

- Cllr Kathy Cooper Personal 1705/15g Mayor of the Council
- Cllr Pat Frankish Personal 1705/14(i) Neighbour

b. No dispensations were sought or granted.

1705/6 Minutes of the Previous Meeting

a. The Council considered the Minutes of the Kirton in Lindsey Town Council Meeting held on Wednesday 26th April, 2017 (*forwarded 19/5/17*)

RESOLUTION: That the minutes were duly approved and signed.

b. The Council received the Minutes of the Finance, General Purpose & Planning Meeting held on 15th April, 2017 (*forwarded 19/5/17*).

1705/7 Committee Members

The Council received nominations and elected to the following committees:

- General, Finance, Purpose and Planning

RESOLUTION: That Cllr Geoff Cossey, Cllr Paul Kelly, Cllr Pat Frankish, Cllr Maggie Davies and Cllr Andrew Kofoed were appointed to the Committee.

- Promoting Kirton

RESOLUTION: That Cllr Pat Frankish, Cllr Maggie Davies and Cllr Andrew Kofoed were appointed to the Committee.

- Personnel and Disciplinary

RESOLUTION: That Cllr Paul Kelly, Cllr Pat Frankish and Cllr Maggie Davies were appointed to the Committee.

1705/8 Representation to External Bodies

To receive nominations and elect members to the following bodies:

- (i) KLASSIC

RESOLUTION: That Cllr Kathy Cooper was duly appointed

- (ii) Diamond Jubilee Town Hall Trustees (DJTH)

RESOLUTION: That Cllr Paul Kelly was duly appointed

- (iii) NATS

RESOLUTION: That Cllr Pat Frankish was duly appointed

- (iv) Allotments Society

RESOLUTION: That Cllr Jack Startin and Cllr Andrew Kofoed were duly appointed

- (v) Voting delegates for ERNLLCA District Committee

RESOLUTION: That Cllr Jack Startin and Cllr Kathy Cooper were duly appointed

- (vi) Kirton In Bloom

RESOLUTION: That Cllr Maggie Davies was duly appointed

- (vii) Promoting Kirton Working Group

RESOLUTION: That Cllr Maggie Davies was duly appointed

- (viii) Other

- Patient Participation Group (Kirton in Lindsey Surgery)

RESOLUTION: That Cllr Maggie Davies was duly appointed

1705/9 Policies & Procedures

a. To review/adopt the following Policies & Procedures as recommended by the FGP&P Committee (no amendments):

- (i) Standing Orders – to be held over to June Meeting

- (ii) Financial Regulations – to be held over to June Meeting

RESOLUTION: No amendments made; held over for adoption at the June Meeting.

- (iii) Code of Conduct

- (iv) Publication Scheme

- (v) Financial Risk Assessment

- (vi) Member/Officer Protocol

- (vi) Member Development Policy

RESOLUTION: That all the above Policies were approved and duly adopted/reviewed.

b. To review/adopt the following Policies & Procedures as recommended by the FGP&P Committee (with amendments):

- (vii) Scale of Charges
- (viii) Grant Awarding Policy
 1. Community Pot Application Form
 2. Budgeted Grants Application Form
 3. Grant Awarding Policy

RESOLUTION: That all the above Policies were approved and duly adopted with amendments.

c. To review the following Policies as adopted during 2016/17:

- (x) Equal Opportunities (March 2017)
- (xi) Health & Safety Policy (December 2016)
- (xii) Child Protection
- (xiii) Safeguarding Adults
- (xiv) Grievance Policy
- (xv) Disciplinary Policy

RESOLUTION: That all the above Policies were approved and duly adopted.

d. The Council considered the Council's Asset Register and Insurance requirements.

RESOLUTION: That the Clerk be delegated the authority to update the Asset Register and seek best value Insurance.

1705/10 Report from Ward Councillors

- a. No Ward Councillors were present.
- b. No report received

1705/11 Mayor's & Delegate's Report (for information only unless specified)

The Council received a report from the Mayor.

- Cllr Kathy Cooper informed Council that discussions with NLC members regarding land are postponed due to purdah and recommenced after the general election in June.

1705/12 Highways

The Council considered speed restrictions within the Town.

RESOLUTION: That the Clerk submit a letter to NLC requesting Ings Lane to be altered to a 'Quiet Lane' following the Transport Act 2000.

1705/13 Council Office

The Council received an update on the proposal to move the Town Council office to the Town Hall.

- Cllr Kathy Cooper informed council that a letter is now being written concerning the approved terms and conditions with a timeframe of late August/early September 2017 in consideration.

1705/14 Planning/Consultations

To consider the following Planning Application:

- (i) Application No: PA/2017/673
- Proposal: Listed building consent to replace three first and second floor windows
- Location: 27 High Street, Kirton in Lindsey, DN21 4LX
- Applicant: MR John Kershaw

(information forwarded 18/05/17)

RESOLUTION: That the Town Clerk submit 'No Objection' to this planning application.

1705/15 Finance

a. The Council received notification of accounts paid by the Locum Town Clerk under devolved authority LGA1972 (*forwarded 19/5/17*)

b. The Council considered accounts for payment (*forwarded 19/5/17*)

RESOLUTION: *That the accounts be duly paid.*

c. The Council received the Finance Report and Bank Reconciliation (*forwarded 19/5/17*)

d. The Council received 4th Quarter End of Year Budget check, Bank Reconciliation and Statement of Account (*forwarded 19/5/17*)

e. The Council considered the 2017/18 Reserves Statement.

RESOLUTION: *That the document was duly approved.*

f. To approve end of year donations to the Mayor's Charities 2016/2017.

This matter was deferred to the June Full Council Meeting pending further information.

g. To approve Mayoral Allowance 2017/18.

RESOLUTION: *That the Council approved £650 as per 2016/17*

h. The Council considered the 2016/17 Annual Governance Statement. (*forwarded 12/5/17*)

RESOLUTION: *That the statement was duly completed, approved and signed.*

i. The Council considered the 2016/17 Annual Return.

RESOLUTION: *That the Annual Return was duly completed, approved and signed.*

j. The Council received the Internal Auditors Report. (*forwarded 19/5/17*).

k. The Council considered an additional 50 hours for A Grounds to complete Clerk's handover, finance and procedure files.

RESOLUTION: *The Council approved an additional 50 hours.*

1705/16 Agenda for next and future Meetings

To take note of any items for the next or future Agenda.

- Community Emergency Plan
- Disposal of Assets
- Highways

1705/17 Date of next Meeting

The Council confirmed the date, time and location of the next meeting as (subject to any change in circumstances):

**Wednesday 28th June, 2017 at 7pm
in the Town Hall, High Street, Kirton in Lindsey**