



**Tidworth Town Council  
Leadership  
May 2019**



Minutes of the Leadership Committee on 28<sup>th</sup> May 2019 in the Community Centre at 7pm

<b>Attended</b> Councillors S Fell (SF) in the Chair, A Connolly (AC), M Connolly (MC), B Pratt (BP), S Slater (SS) Town Clerk (CL)		<b>1. 19/001L Apologies:</b> <b>C’llr S Anderton- prior engagement.</b> Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted. <b>MC proposed that the apologies were accepted, seconded by SS, carried.</b>
<b>Item</b>	<b>Agenda Item</b>	<b>Action by</b>
19/002L	<b>2. Declaration of interest – NONE</b> (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	
19/003L	<b>3. Minutes of March 2019 meeting</b> Approved at April 2019 Full Town Council meeting, no matters arising.	
19/004L	<b>4. Civic Centre</b> AC reported that the meeting with the Police had been a robust meeting. The following professionals have now been employed VAT, Technical Advice and Project Management. A legal professional has been approached but there has not been a response as of yet. The Police have enquired about purchasing the land that their part of the building will be on. All agree that they would rather a long lease with a peppercorn rent. It is hoped that the Pre- application for Planning will be submitted by September 2019 with it being likely that the full application will be submitted this time next year. There will be a cost involved and the members agreed that TTC should pay 50% of this. <b>MC proposed that TTC pay 50% of the planning application costs, not exceeding £5000.00, seconded by BP, carried.</b>	
19/005L	<b>5. Website</b> In line with ‘Best Practice’ and new GDPR guidelines BP explained that all Councillors should have a Town Council specific email address. Honeystone who provide and support the website have provided a quote of £1077.00 exc VAT to provide this service with support. The members are aware that they have already paid a premium for the website and have asked the Clerk to request more details.	

18/006L	<p><b>6. Committees</b></p> <p>CL reported that several members had put themselves forward to join Projects and the new Policies and Staffing Committee. Services and Engagements to nominate one member each at their next meeting.</p>	
18/007L	<p><b>7. Finance</b></p> <p><b>Asset Register</b> – This has now been completed the CL said this was thanks to AN and SA. The members have reviewed this and are happy to recommend that TTC adopt the completed Asset Register.  <b>Proposed by BP, seconded by SS, carried.</b></p> <p><b>Financial Risk Assessment</b> – This had been circulated to members and the Town Clerk advised there were no amendments and all previous recommendations were now in place. The members recommend that the Financial Risk Assessment is adopted for 2019/20.  <b>Proposed by SS, seconded by AC, carried.</b></p> <p><b>Year End Accounts</b> – A draft had been received but with errors and missing information, further details in the next agenda item.</p>	
18/008L	<p><b>8. Audit</b></p> <p>Unfortunately, the Internal Audit had not been completed due to errors and lack of information in the Year End Accounts. CL explained what some of these had been. It was hoped that the Auditor could return the next day but the reports supplied by the Accountant were still not sufficient. There were also other minor accounting issues. This means that an Extra Ordinary meeting will need to be called. The members agreed that this was a shame as it was not due to any fault of TTC or the Town Clerk. The members have requested that the Town Clerk contact the accountants to let them know what the issues are.</p>	
19/009L	<p><b>9. HR Report Update</b></p> <p>This has only just been received so not all members had a chance to digest it. However, AC and BP highlighted the major issues and what TTC need to do to now move forward. The report has not cost as much as expected so any left over money will be used for the Town Clerk and the company to focus on working on Policies which had been highlighted as a weakness. All were happy in general with the report. AC commended the company saying they had exceeded expectations.</p>	
19/010L	<p><b>10. Tidworth Times</b></p> <p>Following on from Community Engagement the Town Clerk has expressed concerns that it is still not clear who is ‘in charge’ of the publication and has suggested that there are some kind of Terms of Reference written. All are in agreement that ALL Councillors should have input and the RG is to remain Editor. KM’s creative input is appreciated and improvement has been noted however it is ultimately the members decision as to what goes in it.</p>	

19/011L	<p><b>11. Committee Reports</b></p> <p><b>Community Engagement</b></p> <p>AC reported on the meeting held on 21<sup>st</sup> May 2019.</p> <p>Nominations for Policies and Staffing Committee have been deferred due to not all members being present.</p> <p>New Era are now no longer available for Halloween. SS has volunteered to provide a disco for the event.</p> <p>Prizes for photography to remain as last year, £50 Amazon voucher for under 16's category, £100 Amazon voucher for 17 and over.</p> <p>Tidworth in Bloom prizes will be discussed by Committee members via email before June's full town council meeting.</p> <p>The Committee have suggested that GP should make the Christmas Lunch a community led event. Although the council supports the idea of a Christmas lunch for the elderly and vulnerable members of the community, there are already similar events being put on by local groups. This would also mean excessive use of the Admin staff's time so close to the Christmas event. Community Engagement would be happy to offer support by way of a grant and the use of Tidworth Community centre with no charge.</p> <p>The Committee have recommended that each Councillor should be responsible for an article in each issue of Tidworth Times either by writing one or requesting one to be written by a local business/group/organisation.</p> <p>The implementation of a Youth Council was agreed as a good idea. BP will lead with this.</p> <p><b>Town Clerk</b></p> <p>Now that AN has completed a full year with TTC as per her objectives the Town Clerk will book her onto her ILCA course. This will be at a cost of £99.00 exc VAT.</p>	
19/012L	<p><b>12. Correspondence/AOB</b></p> <p>Devolution of Services was briefly discussed one possible option was the Children's Centre but MC has received reassurances that this is not in danger of being closed.</p>	
19/013L	<p><b>13. Date of next meeting</b></p> <p style="text-align: center;"><b>TBC</b></p>	<p>Agenda items to be submitted to the Clerk 7 days before meeting</p>

**There being no further business  
to discuss the meeting closed at 8.45pm.**