# MALTBY TOWN COUNCIL

Edward Dunn Memorial Hall,
Tickhill Road,
Maltby, S66 7NQ

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Dated: 24 November 2022

## NOTICE OF A MEETING

**To Members of the Town Council,**

You are respectfully summoned to attend a meeting of the Full Town Council to be held at the Edward Dunn Memorial Hall, Tickhill Road, Maltby on **Thursday 01st December 2022 at 6.30pm** for the purpose of transacting the business set out in the attached agenda.

**Signed:** *S Kauser*
**Ms Safia Kauser - Locum Town Clerk**

| Council Members | |
|---|---|
| Cllr Chris McMahon [Chairperson] | Cllr Andrew Laird [Vice-Chair] |
| Cllr Richard Bailey | Cllr Alex Laird |
| Cllr Joy Bradford | Cllr John Lines |
| Cllr Dianne Caster | Cllr Pauline Heaps |
| Cllr Carl Crossland | Cllr James Rodgers |
| Cllr Ann Dickinson | Cllr Lynda Stables |
| Cllr Diann Fitzgibbons | Cllr Adam Tinsley |
| Cllr Joanne Fox | Cllr Sean Toalster |
| Cllr John Kirk | X1 vacancy |

This meeting is open to the public by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1.

**MALTBY TOWN COUNCIL**

**Full Town Council Meeting – Thursday 01st December 2022**

# AGENDA

1. **Chairmans Opening Remarks**
   To receive the Chairmans opening remarks.

2. **Apologies for absence**
   To receive and approve apologies and reason for absence.

3. **Declarations of Interests**
   Members are invited to declare disclosable pecuniary and other interests on items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.
   Note: In accordance with the Standing orders: Unless a member has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter the item in which they have a disclosable pecuniary interest and may return to the meeting after it has considered the matter in which (s)he had the interest.

4. **Dispensations for Disclosable Pecuniary Interests**
   To receive notification of dispensations granted in respect of the items on the agenda. Dispensation requests shall be granted by the Proper Officer following guidance from the Council's dispensation policy.

5. **Public Participation [Limited to a maximum of 30 minutes]**
   5.1 To allow members of the public to make representation on items on the agenda in accordance with Standing Order 3e.

   5.2 To allow members of the public to raise issues not itemised on the agenda in accordance with the Public Participation policy.

6. **Reports from Borough Councillors and Invited Guests**
   To receive reports from borough councillors representing the Maltby East and West wards.

7. **Exclusion of the Press and Public**
   To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential information.

8. **Minutes**
   8.1 To approve the draft minutes of the Extraordinary town council meeting held on the 24th October 2022 (previously circulated).

   8.2 To approve the draft minutes of the Extraordinary town council meeting held on the 09th November 2022 (enclosed).

9. **Remembrance Day Working Group**
   To receive an update from the working party following the recent Remembrance Day parade.

**10. Committee Minutes**

To confirm the receipt of committee minutes previously circulated:

- Events Reconvened Meeting (approved) 27 October 2022 (enclosed)
- General Purposes (Draft) 10 November 2022 (to follow)
- Sports Ground (Draft) 15 November 2022 (to follow)
- EO Events (Draft) 22 November 2022 (to follow)
- EO Finance and Staffing (Draft) 22 November 2022 (to follow)

Note: Minutes are available on the town council website. Members are required to confirm the receipt of committee minutes. Any amendments to the draft committee minutes can only be made at the next relevant committee meeting where the meeting is required to confirm the accuracy of the minutes as a true record of proceedings.

**11. To Ratify the Committee Recommendations Brought Forward**

11.1 EO Finance and Staffing Committee held on the 22 November 2022:

RECOMMENDATION: That the Asset Register Policy be adopted by the full town council (copy enclosed).

11.2 EO Finance and Staffing Committee held on the 22 November 2022:

RECOMMENDATION: That the Risk Assessment Policy and Corporate Risk Assessment Register be adopted by the full town council (copy enclosed).

11.3 To agree any further changes to the Asset Register Policy, Risk Assessment Policy and Corporate Risk Assessment Register.

11.4 EO Finance and Staffing Committee held on the 22 November 2022:

RECOMMENDATION: That Councillor Alex Laird be appointed as the Key-Holder for the Edward Dunn Memorial Hall and to be provided with the keys handed back by former Cllr Donna Sutton.

11.5 EO Finance and Staffing Committee held on the 22nd November 2022 :

RECOMMENDATION: That the model Councillor Officer Protocol (drafted by the Civility and Respect Project) be adopted and to replace the existing protocol on Councillors/Town Clerk/ Employee Relations (copy enclosed)

**12. Planning Applications**

12.1 To receive notification of planning application received from RMBC:

| Planning Ref | Details and Site Location | Application Documents |
|---|---|---|
| RB2022/1679 | Construction of a new office Location: Aven Industrial Park, AC Marine Aggregates Tickhill Road | https://rotherham.planportal.co.uk/?id=RB2022/1679 |
| RB2022/1685 | Discharge of condition 3 imposed by RB2022/0217 Lambcote Meadows Grange Lane | https://rotherham.planportal.co.uk/?id=RB2022/1685 |

12.2 To receive notifications of planning decision notices and appeals from RMBC (none received).

12.2 To receive notifications of planning decision notices and appeals. Appeal letter enclosed.

**13. Emergency Delegation**

To note the emergency expenditure incurred by the Clerk in accordance with Financial Regulation 5.5 relating to the immersion heaters at the Sports Ground. £230.70 authorised relating to new immersion switches and additional authorised works estimated at £589.10 relating to changing 11 contactors that control the immersion. Further details will be reported at the meeting.

**14. Payments List**

To receive and approve the schedule of payments representing expenditure previously authorised. Payments schedule to be tabled.

**15. Scheme of Delegation Incorporating Committee Terms of Reference**

To consider adopting the Scheme of Delegation drafted by the Locum Town Clerk. This document if adopted will replace the existing Scheme of Delegation and Committee Terms of Reference. [document to follow]

**16. Freedom of Information and Complaints**

16.1 To consider adopting the Freedom of Information Policy based on the YLCA template. This policy if adopted will replace the existing Freedom of Information Policy. The councils existing Publication Scheme will continue to remain adopted. (copy enclosed).

16.2 To consider adopting the FOI Vexatious Requests/Complaints Policy based on the YLCA template (copy enclosed).

16.3 To consider appointing a member to assist the Clerk with FOI requests.

16.4 To receive and consider the FOI log and complaints received from a group of residents and former councillors. The Clerk advises that the council considers resolving that a refusal notice be issued as there is a strong likelihood that the requests are being made intentionally to cause harassment, distress to the Proper Officer, divert resources and to disrupt the workings of the council. The Clerk further advises that the complaint be dealt with in accordance with the Vexatious Requests/Complaints Policy.

16.5 To receive an update on the complaint considered by the complaints panel comprising of Cllrs Bailey, Caster and Lines relating to the Wall at the Edward Dunn.

16.6 To receive details of new complaints received and to appoint panels if required.

**17. Internal Controls Policy and Checklist**

17.1 To consider adopting the internal controls policy drafted by the Locum Clerk and the checklist based on the YLCA template (to follow).

17.2 To appoint a third member of the council to carry out a review of the internal controls. Cllr Lines and Bradford have previously been appointed by the council. The control checks and report would need to be considered prior to the financial year end 31 March 2023.

**18. Sports Ground Deep Clean**

To consider authorising the costs of a deep clean of the changing rooms at the Sports Ground. This item was raised at the Sports Ground meeting held on the 15th November.

**19. Standing Orders**

19.1 To consider agreeing and amending Standing Orders, in the interests of openness, fairness and forward thinking, to ensure that position of Chair and Vice-Chair of each committee and working party will not be held by the existing Chair and Vice-Chair of the council bearing in mind they are entitled to attend and vote at all such meetings as members. This motion was passed at the last meeting to be placed on this agenda for consideration.

19.2 To consider delegating responsibility to the Locum Clerk to update the Standing Orders and to draft an index of adopted policies to be appended to the Standing Orders.

**20. Free Let and Safeguarding Policies at Edward Dunn**

To receive an update on the draft Safeguarding Policy and to consider the requirement for Councillors and Staff DBS Checks.

**21. Defibrillators**

21.1 To buy or contribute towards the purchase of a defibrillator for the residents of Stone. Cllr Joy Bradford to report on this item.

21.2 To receive an update on the installation of the defibrillator at Craggs school area and to authorise any associated costs for mounting the defib and electrician costs. Cllr Tinsley to report on this item.

**22. Roll of Honour Update**

To consider the quotes for the safety glass.

**23. Warm Banks**

To consider warm banks. It was resolved at the last meeting that Cllr Fitzgibbons and Tinsley undertake further research into warm banks and that consideration be given to co-ordinating this locally.

**24. Horticultural Society**

To resolve the next steps to implement the motion passed by the council at the meeting held on 01 September 2022. Minute reference 2022/96 'That the council be involved in assisting with setting up a separate organisation to be called 'The Horticultural Society' and that they become responsible for organising the show and that the town council supports the Horticultural Society by sponsoring the show'.

**25. Foodbank Flooding**

To consider authorising the costs of a Hose, water pump and a wet/dry vac used to assist with the recent flooding at the Foodbank. The asset can be donated to the Foodbank or retained by the council. This request has been submitted by Cllr Tinsley. The Locum RFO advises that the costs can be met by the Disaster/Emergency Fund.

Note Costs:

- Hose - £16.99; Water pump £69.99; Wet/Dry Vac £39.99

**26. Edward Dunn Refurbishment Working Party**

26.1 To receive the minutes of the Edward Dunn Refurbishment Working Party meeting held on the 27th October 2022 (enclosed).

26.2 To ratify the recommendation brought forward: That the Edward Dunn Refurbishment Working Party recommends that the full town council considers the proposals brought forward:

a) That a full rebuild of the Edward Dunn Memorial Hall including a demolition of the building is agreed as per architect plans (estimated cost of £2.5m including VAT)
b) That a planning application be submitted for the plot of land at the back of the Edward Dunn Memorial Hall and that the costs associated with the planning application be authorised (estimated in the region of £3,000).
c) That a Feasibility Study be undertaken for the Edward Dunn Memorial Hall Rebuild project and associated costs be authorised.
d) That a consultant be appointed to prepare a business plan following the completion of the feasibility study. The business plan to incorporate proposed timescales and costings/projections of income and expenditure. That a project risk assessment be undertaken in accordance with the Financial Regulations.
e) That a public consultation takes place.

**27. Councillor Updates and Reports**

27.1 To receive reports from town councillors who have attended recent meetings or events on behalf of the Town Council including representation on external bodies.

27.2 To receive an update from former Cllr Webster on the Mental Health Support Group drop-in sessions funded by the town council and to review the arrangements.

27.3 To consider restarting councillor surgeries.

**28. Town Clerk/RFO Update**

To ratify the recommendation brought forward by the Finance and Staffing committee at the meeting held on the 22nd November 2022:

- That the new Town Clerk officially takes up the position of the Proper Officer, Town Clerk and Responsible Financial Officer on the 01 January 2023 following paid training to commence from the 18 December 2022 and that the Locum Town Clerk, Proper Officer and RFO be retained by the Town Council with a termination date of 31st January 2023 and that the job title be changed to Locum Clerk and Assistant Responsible Financial Officer as per revised job description agreed by the Finance and Staffing committee (job description to be tabled) and that consideration be given to re-engaging the employee on a new contract if necessary as a safeguard for business continuity purposes in the event that the council requires a Locum Town Clerk/RFO in the near future.

**29. Locum Clerk Correspondence Report**

To consider any correspondence or communication brought forward by the Locum Clerk not otherwise specifically relating to items being considered by the town council committees (report to follow).

**30. Items for Discussion at a Future Meeting**

To notify the Clerk of any agenda items for inclusion at a future meeting.

- Draft Budget 2023/24

**31. Date of the Next Meeting**

To confirm the date, time and venue of the next meeting scheduled for Thursday 05th January 2023 at 6.30pm, Edward Dunn Memorial Hall, Maltby.

***A Councillor is at risk of prosecution for committing criminal offences in s.34 of the 2011 Localism Act if they, without dispensation, participates or votes on a matter being considered in which they have a disclosable pecuniary interest (s.31(4) of the 2011Act). Or written notification of such DPI has not already been given to the Monitoring Officer and the member does not provide written notification of the interest to the Monitoring Officer with 28 days of the meeting (ss.31(2) and (3) of the 2011 Act. Or they knowingly or recklessly provide false or misleading information about the above (s.34 (2) of the 2011 Act).**