MALTBY TOWN COUNCIL

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

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Dated: 27 December 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 05th January 2023 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 Malcolm Arnold	Cllr John Kirk
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

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 05th January 2023

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**
   To approve the draft minutes of the full town council meeting held on the 01st December 2022 (enclosed).

9. **Committee Minutes**
   To confirm the receipt of committee minutes previously circulated:
   - Extraordinary General Purposes 15 December 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.

10. Planning Applications

10.1 To receive notification of planning applications received from RMBC:

Planning Ref	Details and Site Location	Application Documents
RB2022/1806	Site: Phoenix Court 67 Blyth Road Maltby Details: Increase in height of part of building from 2 to 3 storeys to create 2 apartments with two additional apartments in the roof space (4 in total)	http://rotherham.planportal.co.uk/?id=RB2022/1806

10.2 To receive notifications of planning decision notices and appeals from RMBC (none received at the time of publishing the agenda).

11. Payments List and Budget Monitoring Report

11.1 To receive and approve the schedule of payments representing expenditure previously authorised and income banked (enclosed).

11.2 To receive the budget monitoring statement at month 7 of the financial year. This is up to date with all invoices posted on the sales ledger and issued to customers for use of the Edward Dunn Memorial Hall and the Sports Ground (enclosed).

12. Edward Dunn Refurbishment Working Party

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

12.2 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.

13. Free Let and Safeguarding Policies at Edward Dunn

To consider Safeguarding Policies and the requirement for Councillors and Staff DBS Checks. Copies of the RMBC safeguarding policy is enclosed and examples of three other policies adopted by other town/parish councils are enclosed for consideration. The Locum Clerk recommends that councillors discuss the content to be included in the policy and that further assistance is requested from RMBC to ensure that any policy developed/adopted is approved by RMBC.

14. Roll of Honour Update

To consider the quotes for the safety glass.

15. Warm Banks and Winter Warm Packs

15.1 To receive an update on the warm banks and to resolve any further actions.

15.2 To receive details relating to the sale of winter warm packs (flyer enclosed). Cllr McMahon to report on this item.

16. 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'.

17. Public Participation Policy

To consider the termination of the public participation policy and to resolve that councillor surgeries take place 30 minutes prior to the full council meetings on a rotational basis to allow members of the public to discuss issues with their local councillor. The updated Standing Orders to be considered at agenda item 19 restrict public participation to agenda items only as per NALC model standing orders. The public participation session in the updated Standing Orders is recommended to be restricted to 15 minutes only for the reasons set out below. The Locum Clerk recommends that as part of the changes, the 15-minute public participation on agenda items be extended to all committees of the council.

Reasons for recommendation:

1) Public participation at full council meetings witnessed by the Locum Clerk in the last six months have descended into disorderly conduct and council business cannot be transacted within the allocated meeting time. This has led to meetings being frequently adjourned and to be reconvened at a later date, items deferred and more recently police have been requested to attend. The meeting environment is hostile and disruptive throughout the meeting proceedings where the members of the public repeatedly interject to disrupt the business meeting of the council which is not acceptable. Council meetings are open to the public, they are not public meetings.
2) NALC Legal Briefing Note LTN 5E states:
    - When the public attend meetings, including attending remotely if the council so permits, they have no right to participate in them, unless permission is given. It is good practice for councils to set aside time (e.g. 15 or 20 minutes) at meetings for the public to make statements and ask questions. It is advisable for a council to permit public participation at meetings of the full council (and the meetings of committees) that are likely to be of most interest to the public e.g. a planning committee. Where members of the public are attending remotely a council should ensure that they can remotely contribute to the public participation. Councils are recommended to adopt standing orders to structure public participation sessions and may refer to NALC's model standing orders 3e-h. Standing orders may confirm that public participation at a meeting is restricted to items of business on the agenda for the meeting. Members of the public who wish to communicate about business which is not included in the agenda for a meeting may communicate with the council in alternative ways e.g. by written correspondence or attending councillors' surgeries.

18. Draft Policies to adopt

To consider and adopt the following policies recommended by the Locum Clerk (enclosed).

- Allowances, Travel and Subsistence Expenses Policy (For Members)
- Community Engagement Policy and Statement of Intent
- Document Retention and Disposal Policy [YLCA Model]
- Emergency Plan Policy
- Press and Media Policy [NALC Model]
- Policy for the effective management of recording at town council meetings [YLCA Model]

19. Draft GDPR Policies

To consider and adopt the GDPR Policies based on model documents. Documents to be follow.

- GDPR - Data Breach and Recording Form
- GDPR – Councillors Consent Form to Hold Information (Councillors)
- GDPR – Consent to hold Contact Information (General)
- GDPR – Allotment Tenants Privacy Notice
- GDPR – General Privacy Notice (to replace the Privacy Notice policy previously adopted and available on the town council website)
- GDPR – Information and Data Protection Policy
- GDPR – Subject Access Request Form
- GDPR – Email Contact Privacy Notice

20. Updated Standing Orders

To consider and adopt the updated Standing Orders and appendix which incorporates the list of current adopted policies and procedures. The Standing Orders have been updated to bring them in line with the Scheme of Delegation incorporating the committee terms of reference. The text highlighted in yellow identifies changes made by the Locum Clerk using the NALC model document.

21. Updated Financial Regulations

To update the Financial Regulations to incorporate the additional requirement to be inserted as Financial Regulation 4.1 (g). The authorisation relating to financial support was resolved at the full council meeting held on the 27 July 2022 (minute reference 2022/50).

- *That any requests for financial support within seven days of the disaster that fall within the criteria of 'Security, Safety and Accommodation' be authorised by the RFO under delegated authority for emergency payments (the costs to be met from the disaster emergency budget) and that after the seven day period an assessment on a case by case basis be undertaken by the councillors acting as welfare officers to identify additional needs.*

22. CIL Funding

To note the receipt of £8,077.60 of CIL funding received from RMBC and to consider projects to be funded under the CIL criteria. The money has been moved to an earmarked reserve on the accounting system (see enclosed documentation relating to the CIL criteria).

PARISH PAYMENTS 28 OCTOBER 2022 (RECEIPTS 01/04/22 TO 30/09/22)					
Application No	**Site Address**	**Proposal**	**Neighbourhood Zone**	**Amount**	**Received Date**
RB2020/1815	land East of Grange Lane Maltby	Application to vary condition 2 (approved plans) imposed by RB2016/1492	Maltby	**8,077.60**	13/09/2022

23. Draft Budget 2023/24

To receive the budget working document and precept calculation for 2023/24 prepared by the Locum Clerk/RFO. The precept calculation at 0% increase is to be confirmed by RMBC. If time allows after publication of the agenda, a final version of the first draft of the budget and budget report will be tabled at the meeting. The deadline date for submission of the precept to RMBC is 3rd February 2023 at the very latest (documents enclosed).

Note: The provisional council tax base provided by RMBC on 22/12/22 for Maltby TC was 4348.15. An adjustment of 173.93 was made for estimated collection rate at 96% reducing the tax base to 4174.22 (the figure used to calculate the precept based on the charge for a band D household 2022/23).

24. Bank Mandate Update

To receive an update on the change of signatories for all town council accounts and to resolve any actions:

- Lloyds Bank - the new Town Clerk/RFO has submitted a form to be added as a non-signatory to the accounts to enable online banking payments schedule to be set-up for payment. Cllrs McMahon and Tinsley have completed forms to access online banking which should enable online payments to be made. Cllr Kirk to complete mandate to access online banking.
- TSB Bank – Bank mandate to be submitted to TSB bank to remove former Cllrs Biggins and Sutton and for Cllrs McMahon, Stables and Tinsley to be added. The forms are with Cllr McMahon. Cllr Kirk is a current signatory to the accounts.
- The Hampshire Trust Bank – Update to be received from Cllr Kirk
- Cambridge and Counties Bank – Update to be received from Cllr Kirk
- United Trust Bank Ltd – Update to be received from Cllr Kirk

25. New Councillor Induction Training

To agree a date for the Locum Clerk to deliver new councillor induction training. It was resolved at the reconvened full council meeting held on the 14th August 2022 that the Locum Clerk delivers in-house new councillor induction training prior to the departure of the Locum Clerks contract. A date to be agreed on an evening or a Saturday.

26. Councillor Updates and Reports

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

26.2 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.

26.3 To consider restarting councillor surgeries.

27. 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).

28. Confidential Matter

To receive an update on a confidential matter following legal advice and to resolve the next steps.

Note: It was resolved at the last meeting that the council obtains legal advice and implements the associated actions following the legal advice and that all costs relating to this matter be authorised and met from the legal and professional fees budget

29. Items for Discussion at a Future Meeting

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

- Outcome of complaint (relating to the wall Edward Dunn)

30. Date of the Next Meeting

To confirm the date, time and venue of the next meeting scheduled for Thursday 02nd February 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).**