

Town Council
15th May 2019 at 7.15pm

Present:	Councillors:	M Kennedy D Abbott J Carroll C Copleston D Dixon-Wilkinson Y Farrell S Goodchild D Jones T McMahon R Morgan A Slough S Thorn K Wattingham T Welch	Town Mayor
	Officers:	Clare Evans Louise Senior	Town Clerk Head of Democratic Services
	Also in attendance:	Mrs Meryl Dolling Mr Michael Dolling Cllr Sid Abbott Mrs Heather Abbott Cllr Clive Palmer Mrs Rosie Palmer Cllr Mark Rivers	High Sherriff of Bedfordshire Mayor of Dunstable Mayoress of Dunstable Mayor of Leighton-Linslade Mayoress of Leighton-Linslade Deputy Mayor of Luton
	Public:	40	

9881 ELECTION OF THE TOWN MAYOR

The retiring Town Mayor, Cllr Wattingham, invited nominations for the position of Town Mayor for the period May 2019 to May 2020.

Nominee:	Cllr Abbott	Nominated by:	Cllr Carroll
		Seconded by:	Cllr McMahon

Nominee:	Cllr Kennedy	Nominated by:	Cllr Slough
		Seconded by:	Cllr Dixon-Wilkinson

There were no other nominations.

Those in Favour of electing Cllr Abbott as Town Mayor: 3
Those in Favour of electing Cllr Kennedy as Town Mayor: 9

On being put to the vote Cllr Kennedy was duly elected.

The new Town Mayor read and signed the 'Declaration of Acceptance of Office'. The new Town Mayor retired to receive the Chain of Office from the retiring Town Mayor.

At this point the new Mayor adopted his role as Chairman and thanked councillors for giving him the opportunity and gave an acceptance speech.

In his speech the Mayor thanked attendees, expressing his pride in becoming elected with further thanks to his family and the retiring Mayor. The Mayor was invited to choose a consort, Tracey Kennedy was nominated. The Mayoress accepted the consort badge.

A vote of thanks to the retiring Mayor was invited.

Cllr Thorne proposed a vote of thanks to the retiring town mayor, Cllr Wattingham, with a special acknowledgment for all his fundraising achievements.

Cllr Kennedy, on behalf of the Town Council presented Cllr Wattingham with the Past Mayors Badge in appreciation of the services provided during the course of his mayoral year to the Town Council and its community.

The retiring Town Mayor replied and thanked fellow councillors, staff and the community for their support. Councillor Wattingham announced that fundraising during the course of his year had raised a total of £8,749 and £2800 was donated to each of his chosen charities, Headway, Kids in Action and the 1st & 3rd Scouts. The remainder of the money raised was donated to McMillan Cancer Support in memory of the late Robin Hines. The Town Mayor, Cllr Kennedy, welcomed his appointment and announced that his charities for the year were yet to be decided, but would like to focus on charities within Houghton Regis.

9882 ELECTION OF THE DEPUTY MAYOR

The Town Mayor invited nominations for the position of Deputy Mayor for the period May 2019 to May 2020.

Nominee:	Cllr Wattingham	Nominated by:	Cllr Farrell
		Seconded by:	Cllr Dixon-Wilkinson
	Cllr McMahon	Nominated by:	Cllr Carroll
		Seconded by:	Cllr Abbott

Those in favour of electing Cllr Wattingham as Deputy Town Mayor: 4
Those in favour of electing Cllr McMahon as Deputy Town Mayor: 7

On being put to the vote Cllr McMahon was duly elected as the new Deputy Town Mayor.

The new Deputy Mayor read and signed the 'Declaration of Acceptance of Office' and received the Chain of Office from the Town Mayor.

9883 DECLARATION OF ACCEPTANCE OF OFFICE

Members were advised that all Declarations of Acceptance of Office had been signed and submitted.

9884 APOLOGIES

None.

9885 QUESTIONS FROM THE PUBLIC

None.

9886 SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

9887 MINUTES

To approve the minutes of the meetings held on 25th March and 11th April 2019.

Matters arising from the Minutes.

Resolved: To approve the minutes of the meetings held on 25th March and 11th April 2019 and for these to be signed by the Chairman.

9888 COUNCIL CALENDAR FOR 2019/20

Members received the draft Council Calendar, including meeting dates, member training and briefing dates, and council and civic event dates, for 2019/20.

Recommendation: To approve the Council Calendar for 2019/20.

9889 COMMITTEE FUNCTIONS & TERMS OF REFERENCE

In accordance with Standing Order 4.j.iii. Council was required to review its delegation arrangements to committees and sub committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub Committees and Working Groups of the Council.

The approved Committee Functions & Terms of Reference were reviewed at the Town Council meeting held on the 25th March 2019. The amendments suggested were discussed and considered suitable.

Subsequent to this meeting further revisions were suggested, as follows:

Town Partnership Committee

The Terms of Reference of the Town Partnership Committee were considered at the meeting on 30th April. Revised terms of reference relating to the Committee had been included as agreed at the meeting. Members were requested to note that they remain to be formally approved by Central Bedfordshire Council. There was some discussion at the meeting over the chairmanship of the Committee. It was agreed that this would alternate between a CBC member and a HRTC member on an annual basis but that this would be a local level agreement and not reflected in the terms of reference.

Disciplinary, Grievance and Appeals Sub Committee

The revised Committee Functions & Terms of Reference were presented for formal approval.

Resolved: To approve the Committee Functions & Terms of Reference.

9890 COMMITTEE, SUB-COMMITTEE & WORKING GROUP MEMBERSHIP

Members are requested to:

1. Nominate and approve membership on the Town Council's Committees, Sub Committees, Working and other Groups;
2. To appoint Chairs of Standing Committees accordingly.

The following summarises the committee structure and associated membership:

Standing Committees

Corporate Services Committee	7 members
Environment & Leisure Committee	7 members
Community Services Committee	7 members
Planning Committee	7 members

Joint Committees

Town Partnership Committee	8 members (4 Town Cllrs & 4 CBC Cllrs)
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Sub-Committees

Complaints Sub-Committee*	3 members
Complaints Appeal Sub-Committee*	3 members
Personnel Sub-Committee	4 members
Disciplinary, Grievance & Appeals Sub-Committee*	3 members (To be appointed as required)
New Office Provisions Sub Committee	5 members
Proposed New Cemetery Sub Committee	6 members

Working Groups

Events Working Group	7 members (up to)
Pride of Houghton Awards Working Group**	3 members
Combating Crime Working Group	5 members

Steering Groups

Houghton Regis Neighbourhood Plan	5 members
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* To be appointed when the need arises

** To comprise Members who do not sit on Events Working Group

Members considered membership on the Town Council's Committees, Sub-Committees, Working and other groups. The membership list was presented to members with the exception of Corporate Services Committee and Personnel Sub-Committee and was agreed en bloc.

Members requested a 5 minute recess at 7.50pm to discuss the associated memberships to the Corporate Services Committee and Personnel Sub-Committee. Meeting reconvened at 7.55pm.

After discussion, members agreed the Corporate Services Committee and Personnel Sub-Committee memberships as written.

Members discussed the appointment of Chairs of Corporate Services Committee, Environment & Leisure Committee, Community Services Committee and Planning Committee.

Chair of Corporate Services Committee

Nominee: Cllr Jones Nominated by: Cllr K Wattingham
Seconded by: Cllr Thorn

Members in favour of electing Cllr Jones as Chair of Corporate Services **Committee: XX**

On being put to the vote Cllr Jones was elected as Chair of Corporate Services Committee.

Chair of Environment & Leisure Committee

Nominee: Cllr Dixon-Wilkinson Nominated by: Cllr Slough
Seconded by: Cllr Welch

Nominee: Cllr McMahon Nominated by: Cllr Carroll
Seconded by: Cllr Abbott

Members in favour of electing Cllr Dixon-Wilkinson as Chair of Environment & Leisure Committee: 5

Members in favour of electing Cllr McMahon as Chair of Environment & Leisure Committee: 8

On being put to the vote Cllr McMahon was elected as Chair of Environment & Leisure Committee.

Chair of Community Services Committee

Nominee: Cllr Wattingham Nominated by: Cllr Farrell
Seconded by: Cllr Thorn

Members in favour of electing Cllr Wattingham as Chair of Community Services Committee: 13

On being put to the vote Cllr Wattingham was elected as Chair of Community Services Committee.

Chair of Planning Committee

Nominee:	Cllr Carroll	Nominated by:	Cllr Abbott
		Seconded by:	Cllr Thorn
Nominee:	Cllr Dixon-Wilkinson	Nominated by:	Cllr Slough
		Seconded by:	Cllr Copleston

Members in favour of electing Cllr Carroll as Chair of Planning Committee: 4

Members in favour of electing Cllr Dixon-Wilkinson as Planning Committee: 10

On being put to the vote Cllr Dixon-Wilkinson was elected as Chair of Planning Committee.

Resolved:

- 1. To approve membership on the Town Council's Committees, Sub-Committees, Working and other Groups as attached;**
- 2. To appoint Chairs of Standing Committees accordingly.**

9891 REPRESENTATIVES ON OUTSIDE ORGANISATIONS

The Town Council was invited to appoint representatives to outside organisations to act as a link between the Town Council and the organisation.

Members received the list of outside organisations with details to which the Council was invited to appoint representatives for 2019/20.

Reporting Mechanisms

Members who were appointed as representatives were requested to attend meetings of the organisations and to report to them items / issues of relevance from Houghton Regis Town Council and in turn to report back to the Town Council or the specified committee on the activities of the organisation. There was a standing item on Town Council agendas to facilitate this.

Resolved:

- 1. To appoint the councillor representatives for the listed outside organisations for 2019/20; as attached.**
- 2. To note the reporting back mechanism as set out.**

9892 STANDING ORDERS

In accordance with Standing Order 4.j.vii. Council was required to review its Standing Orders.

The approved Standing Orders were reviewed at the Town Council meeting held on the 25th March 2019. The amendments suggested were discussed and considered suitable. As such the attached revised Standing Orders were presented for formal approval.

Resolved: **To approve Standing Orders.**

9893 FINANCIAL REGULATIONS

In accordance with Standing Order 4.j.vii. Council was required to review its Financial Regulations.

Financial Regulations are ‘the “standing orders” of a local council that regulate and control its financial affairs and accounting procedures’.

The approved Financial Regulations were reviewed at the Town Council meeting held on the 25th March 2019. The amendments suggested were discussed and considered suitable. As such the attached revised Financial Regulations were presented for formal approval.

Resolved: To approve Financial Regulations.

9894 SCHEME OF DELEGATION

In accordance with Standing Order 4.j.v. Council was required to review its Scheme of Delegation.

The Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer, Council and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed.

The approved Scheme of Delegation was reviewed at the Town Council meeting held on the 25th March 2019. The amendments suggested were discussed and considered suitable.

Subsequent to this meeting, a further revision was suggested.

As such the attached revised Scheme of Delegation was presented for formal approval.

Resolved: To approve the Scheme of Delegation.

9895 GENERAL POWER OF COMPETENCE

In order for the Town Council to continue to use the General Power of Competence it needs to resolve that it meets the eligibility criteria (specified below) as contained in Section 1 of the Localism Act 2011:

- At least 2/3 of Members were elected at ordinary elections or at a by-election
- The clerk holds the following recognised qualifications
 - (i) The Certificate of Higher Education in Local Policy;
 - (ii) The CiLCA module on the General Power of Competence

Resolved: To confirm that Houghton Regis Town Council meets the eligibility criteria for the General Power of Competence as contained in Section 1 of the Localism Act 2011.

The Chairman declared the meeting closed at 8.08pm

Dated this 17th day of June 2019

Chairman

DRAFT