

Knutsford Town Council

Town Clerk: Adam Keppel-Green

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929 www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Town Council meeting held 4th May 2020 *Online, via Zoom*

A minute silence was held in memory of Barbara Austin, Mayor of Knutsford 1993-94 and 2004-05, who passed away on 29th April.

19/149 Present

Cllrs Malloy, Gardiner, Abel, Beswick, Dalzell, Forbes, Gray, Hamilton Coan, Houghton, McCulloch, Nicholson, Power and Robertson

In attendance: A Keppel-Green (*Town Clerk*)

19/150 To receive apologies for absence

No apologies were received.

19/151¹ To receive declarations of members' interests

Cllrs Malloy and Gardiner declared a pecuniary interest in 19/161 as likely recipients of the Mayor's Allowance. Cllr Gardiner declared a personal interest in 19/159 on the grounds of being known to a candidate for trustee. Cllr Nicholson declared a personal interest in 19/159 on the grounds of being known to all three candidates for trustees.

19/152 Public Participation

No members of the public wished to address the council.

19/153 To receive and confirm the minutes of the meetings held 2nd March and 23rd March

It was **RESOLVED** to approve the minutes subject to a typographical correction to minute 19/133 and a correction to 19/125 to state Cllr Hamilton Coan was present.

19/154 To note the minutes of committees which have been published since the previous ordinary meeting

The minutes were noted.

19/155 To discuss matters related to the impact of COVID-19 on the Knutsford community and agree any actions the council should take to support the community

Cllr Malloy highlighted the formation of *We Are Knutsford* and the work the group has been doing to support the Knutsford community including the significant number of volunteers who have come forward and encouraging those who need support from the group to request it.

¹ Cllr Gray joined the meeting at the start of this item.

19/156 To receive reports from and raise questions to Cheshire East Councillors

Cllr Abel referenced requests for Tatton Park to be opened for Knutsford residents and stated that as it was an attraction to the surrounding area Cheshire East Council had taken the decision that reopening was likely to draw visitors from a greater area but that as lockdown is eased he would press for it to open as soon as it was safe to do so. Cllr Gardiner indicated his support for this position.

Cllr Gardiner noted Cheshire East Council's role of distributing the business support grants and highlighted that he had been working with the Town Centre and Marketing Officer to accelerate the issue of grants where they had stalled.

19/157 To receive reports from members

Cllr Nicholson reported on attendance at a meeting of the Manchester Airport Joint Consultative Committee, noting that whilst the meeting had expected the new terminal to open by July this was now likely delayed and stating that it was reported that there had been a significant increase in National Express services to the airport from across the length of the country.

19/158 To receive an update in respect of the transfer of the council offices

The Town Clerk reported that the transfer documents had been received, reviewed by the members of the Council Offices sub-committee and that the council's solicitor had responded to Cheshire East Council on required changes.

19/159 To appoint trustees to the Charity of Marjorie Hurst

It was agreed to request that the charity provide an annual report of its activity. Cllr Power left the meeting.

It was **RESOLVED** to reappoint Valerie Young MBE, Simon Armstrong and Paul Baron as trustees for the 2020-2024 term.

Cllr Power re-joined the meeting.

19/160 To consider the approval of the sealing of leases

It was **RESOLVED**:

to approve the sealing of the following leases under the direction of the Assets and Operations Committee

- a. the new lease for 60 King Street
- b. the renegotiated lease for the public toilets with Danfo
- c. the leases for the commercial spaces within the public toilet buildings

And that during the period where social distancing requirements limit gatherings of

more than two people that Standing Order 58 be relaxed to authorise the seal to be applied by the Town Clerk with the Town Clerk and one member signing as witnesses.

19/161 To consider the impact of recent regulations with respect meeting arrangements, the appointment of the Town Mayor and elections

The arrangements for virtual meetings and the filling of the casual vacancy were noted.

Cllr Power left the meeting.

It was **RESOLVED** that:

- a. the council will not hold an annual meeting in May 2020
- b. the 2019/20 civic year be extended to November 2020
- c. subject to restrictions being lifted a Mayor Making ceremony be held at a date following Remembrance Sunday
- d. the Town Mayor to be elected in November 2020 be reappointed at the annual meeting required to be held in May 2021 which will be held in the format of an ordinary council meeting

It was noted that should the restrictions prohibiting a formal Mayor Making ceremony still be in force in November that an alternative proposal would be brought forward. Cllr Power re-joined the meeting.

Cllrs Malloy and Gardiner left the meeting and it was **RESOLVED** that Cllr Houghton preside in their absence. It was **RESOLVED** that the 2020/21 Mayor's Allowance be apportioned between the two members holding the office during the year.

Cllrs Malloy and Gardiner re-joined the meeting.

19/162 To consider revisions to Standing Orders

It was **RESOLVED** to:

- a. delete Standing Order 110b (exception from tendering for specialist services)
- b. amend the quorum for the Personnel Committee to four members
- c. insert "Elected members who have not yet taken office (i.e. during the period between the announcement of an uncontested election and the date of poll) shall not be permitted to remain after the public and press have been excluded" into Standing Order 94
- d. insert a new Standing Order 60 to state "Appointment to the following committees shall be subject to the member having undertaken adequate training: Finance Committee (Local Council Finance) Planning and Licencing Committee (The Planning System) Personnel Committee (Human Resources). The Town Council shall provide opportunity for such training to members annually."
- e. amend Standing Order 61 to state "The committee shall ensure that the member appointed as Chairman has undertaken adequate training in chairmanship prior to appointment"

19/163 To approve the Annual Governance and Accounting Records

It was **RESOLVED** to approve the Annual Governance Statement.
It was **RESOLVED** to approve the Annual Accounting Statement.

19/164 To note payments

The payments were noted.

19/165 To receive a report of Mayoral Duties

The Mayor reported on attendance as detailed below, expressing thanks to Cllr Coan for deputising and noting that due to the restrictions to prevent the spread of coronavirus, many events had been cancelled.

19/166 To consider the Actions Log

The log was noted, and it was agreed to set target dates for actions at the next meeting.

The condition of the site of St Helena's Church was noted and the Town Clerk undertook to write to Cheshire East Council requesting that it be given attention in due course.

19/167 Public Participation

No members of the public wished to address the council.

19/168 Member questions to the Town Clerk

The Town Clerk responded to questions from members stating that a letter had been posted to residents affected by the road closures necessary for the Makers Market to better understand any issues it causes; that the Town Centre and Marketing Officer was discussing economic recovery with local businesses and that proposals would be developed in due course; and that staff are supporting the work of *We are Knutsford* and that at the council's own workload increases and the pandemic over the support provided would change to the form that the council provides other third sector bodies in the town.

19/169 To note date of next meeting

The date was noted.