

**MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD IN THE  
QUEEN ELIZABETH SCHOOL ON THURSDAY 17 MAY 2018**

PRESENT: Mrs S CONBOY (Town Mayor)  
Councillors: Mrs S WILSON (Deputy Mayor); G CAMPBELL; A HOOKER; C HYAMS; R MAHMOOD; P MALLEY; P MORGAN; Mrs M RADFORD; P RADFORD; R TAPLIN; C THOMAS; D UNDERWOOD; C VANE PERCY; G WILSON; Mrs S WORTHINGTON; J YOUNG

Town Clerk: Mrs M CRAMPTON  
Mace Bearer: Mr M WILLIAMS

12 members of the public were in attendance

**18/070 ELECTION OF TOWN MAYOR**

**ACTION**

CLLR SARAH CONBOY was formally elected as Town Mayor for the year 2018 to 2019.

**18/071 TO RECEIVE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

CLLR SARAH CONBOY signed and read her Declaration of Acceptance of Office, which was witnessed by the Town Clerk as Proper Officer.

**18/072 ELECTION OF DEPUTY TOWN MAYOR**

CLLR SARAH WILSON was formally elected as Deputy Town Mayor for the year 2018 to 2019.

*The outgoing Mayor and Deputy Mayor and the newly elected Deputy Mayor left the room and the newly elected Mayor and Deputy Mayor were escorted into the room in procession, led by the Mace Bearer.*

**18/073 TO RECEIVE THE DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

CLLR SARAH WILSON duly signed and read her Declaration of Acceptance of Office, which was witnessed by the Town Clerk as Proper Officer.

*THE MAYOR invited Reverend David Busk to lead the Council in prayer.*

**18/074 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

CLLR HOOKER: holiday; CLLR MORGAN: holiday; CLLR MACLEOD: personal

**18/075 DECLARATIONS OF INTEREST**

CLLR YOUNG: planning application 18/00743 proximity to home address.

**18/076 MINUTES OF PREVIOUS MEETING**

CLLR TAPLIN asked that two points in the draft minute for 18/060 be changed. The first paragraph was amended to include "along the A1198" and would now read "He confirmed the recently planted beech hedge would need watering along with the holly plants along the A1198." A further amendment was made to the final paragraph of minute 18/060 with the addition of "with the intention of completing the work by October 2018". The final sentence would now read "Further quotes would be obtained in August 2018 with the intention of completing the work by October 2018". Following agreement to make these amendments, the Minutes of the Town Council meeting held on 19 April 2018 were duly APPROVED and

signed as a complete and accurate record.

### **18/077 TOWN MAYOR'S ANNOUNCEMENTS**

THE MAYOR thanked CLLR TAPLIN for his support and service as Deputy Mayor in the past year and congratulated CLLR S WILSON on her appointment as Deputy Mayor.

THE MAYOR welcomed the new Council to their first meeting and said she was delighted to be re-elected to serve as MAYOR for another year and looked forward to working with everyone for the benefit of the town.

THE MAYOR reported that in the past year she had chosen to raise money for the young people in Godmanchester and she was pleased to present cheques to representatives from Godmanchester Baptist Church (for the Friday Night Project and Littlefoot Club); St Anne's School PSFA; Godmanchester Academy PTA; Friends of the Bridge Academy; Godmanchester District Guiding Association; 1<sup>st</sup> Godmanchester Scout Group; Ducklings Nursery.

THE MAYOR reported she had represented the town on 12 occasions since the last meeting.

### **18/078 PUBLIC PARTICIPATION SESSION**

Mr Thackray thanked the Town Council for their work over the past year and their support of GMCIB. He particularly thanked CLLR CAMPBELL for the wonderful outcome of the refurbishment of the QES.

Rev Busk took the opportunity to advise the Cllrs and members of the public of the plans to develop the interior of St Mary's Church which would provide a community space to be enjoyed by all. He hoped everyone would support the proposals and look out for future fund raising events for this ambitious project.

### **18/079 CONFIRMATION OF MEMBERSHIP OF PORTFOLIO GROUPS AND REPRESENTATIVES TO OUTSIDE ORGANISATIONS**

Membership of the four portfolio groups was AGREED. The Town Clerk asked that the Portfolio groups select a chair for their group and asked that a representative from each group was appointed to form a Personnel Group. The Town Clerk also asked that Cllrs come forward to form a group to support the Mayor's Fundraising activities throughout the year as the workload in the Town Office had increased and Cllr support to raise money for the Mayor's Charities was needed. The Town Clerk also asked Cllrs who had an interest in being involved in Twinning to contact the Business Group, and Cllrs interested in the skatepark project should contact Cllr Campbell.

All Cllrs

### **18/080 OUTSTANDING ACTIONS**

The report on outstanding actions was noted.

The Town Clerk would hasten responses on the provision of a PPA in respect of the new gate onto Judith's Field from the A1198, and hasten CCC for progress on the repairs to the wall between school land and the Non Conformist Burial Ground.

Town Clerk

Town Clerk

18/080.1 CLLR CAMPBELL presented a brief report on the skatepark. He proposed holding an open exhibition of the designs which had been submitted for a skatepark at Judith's Field. This public exhibition would be held at Judith's Field on 8<sup>th</sup> and 9<sup>th</sup> June and it would be made clear that there is no funding in place for this project at present. It was AGREED the exhibition could take place.

### **18/081 CORRESPONDENCE**

The list of correspondence received was noted.

Westley & Huff had revalued the Town Hall building and the Queen Elizabeth School. The Town Clerk would ensure our insurers were advised and the asset register was updated.

Town Clerk

### **18/082 FINANCIAL AND ACCOUNTS**

18/082.1 The list of payments to be made in Appendix 18/082.1 was APPROVED. The Town Clerk asked the Business Group to consider provision of a Town Council credit card as this month the Town Clerk had incurred £845 expenditure on her personal credit card for Town Council business.

18/082.2 Councillors noted receipt of a copy of the salary payments, Petty Cash Reconciliation for the period to 19 April, a copy of the budget report on the year to date, a copy of the monthly bank reconciliation approved by the CLLR TAPLIN. CLLR TAPLIN pointed out that dates were missing on the petty cash reconciliation. The Town Clerk would amend this document.

Business  
Portfolio

18/082.3 The Town Clerk advised that the current insurance cover from AON would cease on 31 May 2018. Four companies had been asked to provide a quote and following review of the details with CLLR TAPLIN it was recommended that the quote from Zurich in the sum of £3488.82 be accepted. It was noted that this was a 3 year agreement and the cost would remain capped subject to minor adjustment in the next two years in line with asset values. The Town Council AGREED to accept the terms of the Zurich quote. The Town Clerk would arrange for this payment to be made as soon as possible as the policy would commence on 1 June 2018.

Town Clerk

Town Clerk

### **18/083 BUSINESS REPORT**

CLLR UNDERWOOD presented a report which was noted. It was noted that with the General Data Protection Regulations (GDPR) coming into effect on 25 May 2018 the Town Office would be working towards ensuring all records held by the Town Council and data processed was compliant with the new regulations. CLLR UNDERWOOD proposed each Cllr was allocated a gov.uk email address for use on Council Business. CLLR MALLEY asked whether the existing email domain (gmccouncil.com) could be used to do the same thing. The Town Clerk would make enquiries. A decision was postponed to the next Town Council meeting.

Town Clerk

It was noted that the cheapest quote for window cleaning for the Town Hall and QES (inside and out) was £120 bi-monthly. This was AGREED and it was noted it would represent an overspend on the approved annual budget of £520 (£260 per building).

### **18/084 TIMEBANKING**

CLLR UNDERWOOD presented a report which was noted. Cllrs were advised that Mrs Susan Simpson had been appointed as Timebank Coordinator from 8<sup>th</sup> May 2018. She would work 10 hours a week and would be based in the Town Hall. Cllrs were encouraged to sign up to the timebank to support this Town Council initiative.

All Cllrs

### **18/085 ENVIRONMENT REPORT**

CLLR TAPLIN presented a report which was noted. The Environment Portfolio group would be fitting metal ties to the hanging baskets (once installed) to prevent theft. It was AGREED to cut back and remove broken branches in respect of trees on the Recreation Ground following recent strong winds.

18/085.1 CLLR CAMPBELL presented a report on the pollarding work to willows on the Recreation Ground. The Town Council were advised that contractors had been appointed to

pollard 7 willow trees along Queen's Walk following the loss of the large willow at the Mill Yard car park end of Queen's Walk in June 2017. Poor weather conditions had delayed the start of the work and two of the willows had been severely cut back which had raised alarm and concern from some residents. Work had been halted and CLLR CAMPBELL reported that this had been done because of the dramatic effect on the landscape of Queen's Walk at the height of the summer months together with the possible effect on wildlife and bird nesting at this time of year. The Town Clerk expressed concern that the work order had been placed for H&S reasons and if the work was to be delayed for several months, consideration should be given to the safety of pedestrians walking on Queen's Walk and using the children's play area. Following discussion it was AGREED to obtain an urgent independent assessment as to whether the work scheduled was urgent and not to be delayed or whether it could be postponed until late autumn.

Town Clerk

### **18/086 PLANNING APPLICATIONS AND CORRESPONDENCE**

The applications and correspondence set out in Appendix 18/086 were considered. The Town Clerk would advise HDC of the Council's recommendations.

Town Clerk

### **18/087 PROPERTY REPORT**

CLLR CAMPBELL presented a report which was noted. CLLR CAMPBELL reported that the final issues relating to the QES refurbishment project were in the process of being resolved. It was frustrating that the lock to the public toilet not working was one of these issues which had prevented the toilet from being open to the public.

CLLR CAMPBELL advised the old Town Council noticeboard would be removed once the new Town Council noticeboard had been installed during week commencing 28 May. The lower part of the old noticeboard would be left in place as protective bollards.

CLLR CAMPBELL reminded Cllrs that the official re-opening of the QES would take place on 7 June.

All Cllrs

CLLR CAMPBELL advised repairs to the Town Hall external brickwork had been completed.

**THE NEXT TOWN COUNCIL MEETING WILL BE HELD ON 21 JUNE 2018 IN THE TOWN HALL STARTING AT 7.30pm**

The meeting ended at 21.52

Mayor