

AMERSHAM TOWN COUNCIL

MINUTES OF THE ANNUAL STATUTORY MEETING

**HELD ON MONDAY 12 MAY 2014**

**PRESENT:**

Councillor Mrs L. Walsh – Town Mayor  
Councillor Mrs A. Lamont – Deputy Town Mayor  
Councillor Mrs D I Allen  
Councillor Mrs J. Heydon  
Councillor Mrs V G Head  
Councillor H. Newton  
Councillor MJ Phillips  
Councillor A. Seymour  
Councillor N. Shepherd  
Councillor H. Trevette  
Councillor M. Vivis  
Councillor A. Williams

**IN ATTENDANCE:** Mrs Janet Wheeler (Town Clerk)

1. **APOLOGIES:**

Councillor M Lacey  
Councillor A. Emmett  
Councillor Mrs M. Harker OBE

Councillor N. Shepherd gave a speech on the highlights of his year as the Mayor of Amersham. He attended 130 events and enjoyed all occasions as our Town's representative.

2. **ELECTION OF TOWN MAYOR:**

Nominations were invited for the election of the Town Mayor for the year 2014-2015.

It was	Proposed	Councillor M. Vivis
	Seconded	Councillor Mrs D. Allen

**RESOLVED** that **COUNCILLOR MRS LIZ WALSH** be elected **TOWN MAYOR** for the civic year 2014-2015.

Councillor Mrs Liz Walsh thanked Councillors for electing her to serve as Mayor of Amersham with a short acceptance speech. She awarded Cllr Nigel Shepherd with the past Mayor's Badge.

3. **DECLARATION OF ACCEPTANCE OF OFFICE:**

The Mayor signed the Declaration of Acceptance of Office.

4. **ELECTION OF DEPUTY TOWN MAYOR:**

It was Proposed Councillor M.J. Phillips  
Seconded Councillor A. Williams

**RESOLVED** that Councillor Mrs A. Lamont be elected Deputy Town Mayor for the civic year 2014-2015.

Cllr Mrs A. Lamont thanked the Councillors for electing her to serve as Deputy Town Mayor.

5. **APPOINTMENT OF COMMITTEES:**

It was **RESOLVED** that the Standing Committees membership shall be as follows:

5a) **COMMUNITY SERVICES COMMITTEE MEMBERSHIP**

Councillor A. Emmett  
Councillor Mrs J. Heydon  
Councillor Mrs V G Head  
Councillor Mrs A. Lamont (*Ex officio as Deputy Town Mayor*)  
Councillor A Seymour  
Councillor N. Shepherd  
Councillor H. Trevette  
Councillor Mrs L Walsh (*Ex officio as Town Mayor*)  
Councillor M. Vivis

5b) **PLANNING AND FOOTPATHS COMMITTEE MEMBERSHIP**

Councillor Mrs DI Allen  
Councillor A. Emmett  
Councillor Mrs M Harker OBE  
Councillor M D Lacey  
Councillor Mrs A. Lamont (*Ex officio as Deputy Town Mayor*)  
Councillor H G Newton  
Councillor MJ Phillips  
Councillor N. Shepherd  
Councillor Mrs L. Walsh (*Ex officio as Town Mayor*)  
Councillor T. Williams

5c) **FINANCE AND GENERAL PURPOSES COMMITTEE MEMBERSHIP**

Councillor Mrs D. Allen  
Councillor Mrs J. Heydon  
Councillor Mrs VG Head  
Councillor MD Lacey  
Councillor Mrs A. Lamont (*Ex officio as Deputy Town Mayor*)  
Councillor HG Newton  
Councillor MJ Phillips  
Councillor A. Seymour  
Councillor H. Trevette  
Councillor M. Vivis  
Councillor Mrs L. Walsh (*Ex officio as Town Mayor*)  
Councillor A Williams

5d) **Personnel Appeals Committee**

It was RESOLVED that the Personnel Appeals Committee should be the Vice Chairman of the Standing Committees. It was also AGREED that substitutes would be invited to take the place of any Member who could not attend.

5e) **Disciplinary and Grievance Committee**

It was agreed the membership shall be determined as or when required.

5f) **Policy Development Group**

Membership of the Policy Development Group to be confirmed as required.

**The Council Meeting was adjourned to allow the Standing Committees to conduct the following business.**

6a. **COMMUNITY SERVICES COMMITTEE:**

(i) Election of Chairman

It was	Proposed	Councillor Mrs J. Heydon
	Seconded	Councillor Mrs A. Lamont

**RECOMMENDED** that Councillor A. Seymour be appointed Chairman.

(ii) Election of Vice Chairman

It was	Proposed	Councillor N. Shepherd
	Seconded	Councillor M. Vivis

**RECOMMENDED** that Councillor Mrs J. Heydon be appointed Vice Chairman.

(iii) **Appointment of Heritage Day Sub-Committee.**

It was RECOMMENDED that this Sub-Committee should be: A. Emmett; H. Trevette; Mrs V. Head; Mrs J. Heydon and A. Seymour. The Town Mayor and Deputy Town Mayor are ex-officio members.

(iv) **Appointment of Christmas Sub-Committee.**

It was RECOMMENDED that this Sub-Committee should be: H. Trevette; Mrs D. Allen; Mrs J. Heydon and A. Seymour. The Town Mayor and Deputy Town Mayor are ex-officio members.

(v) **Appointment of Britain in Bloom Sub-Committee.**

It was RECOMMENDED that this Sub-Committee should be: H. Trevette; Mrs D. Allen, Mrs J. Heydon and A. Seymour. The Town Mayor and Deputy Town Mayor are ex-officio members.

6b. **PLANNING AND FOOTPATHS COMMITTEE:**

(i) Election of Chairman

It was	Proposed	Councillor MJ Phillips
	Seconded	Councillor A. Williams

**RECOMMENDED** that Councillor H. Newton be appointed Chairman.

(ii) Election of Vice Chairman

It was	Proposed	Councillor N. Shepherd
	Seconded	Councillor H. Newton

**RECOMMENDED** that Councillor Mrs A. Lamont be appointed Vice Chairman.

6c. **FINANCE AND GENERAL PURPOSES COMMITTEE:**

(i) Election of Chairman

It was	Proposed	Councillor MJ Phillips
	Seconded	Councillor A. Seymour

**RECOMMENDED** that Councillor M. Vivis be appointed Chairman.

(ii) Election of Vice Chairman

It was	Proposed	Councillor M. Vivis
	Seconded	Councillor MJ Phillips

**RECOMMENDED** that Councillor A. Williams be appointed Vice Chairman.

(iii) **Appointment of Establishment Sub Committee.**

It was **RECOMMENDED** that this Sub-Committee should be: A. Williams; H. Newton; H. Trevette; Mrs V. Head. The Town Mayor and Deputy Town Mayor are ex-officio members.

(iv) **Appointment of Grants Sub Committee.**

It was **RECOMMENDED** that this Sub-Committee should be: Mrs D. Allen; Town Mayor; Deputy Town Mayor and Chair of F&GP Committee.

(v) **Appointment of Communications Sub Committee.**

It was **RECOMMENDED** that this Sub-Committee should be: H. Trevette; A. Emmett; A. Williams. Town Mayor and Deputy Town Mayor are ex-officio members.

(vi) **Approval of signatories for the Bank Mandate.**

It was	Proposed	Councillor MJ Phillips
	Seconded	Councillor A. Seymour

**RECOMMENDED** that the Bank Mandate should be signed by any two Councillors and the Town Clerk, Mrs J. Wheeler.

(vi) **Appointment of Internal Auditor**

It was	Proposed	Councillor M. Vivis
	Seconded	Councillor A. Williams

**RECOMMENDED** that the internal auditor for the 2014-2015 financial year should be Mr Kevin Rose of Internal Audit and Compliance Ltd (IAC).

**The Council reconvened.**

7. **RATIFICATION OF APPOINTMENT OF COMMITTEE CHAIRMEN:**

It was **AGREED** to approve the appointment of the Committee Chairmen.

8. **APPOINTMENTS TO OUTSIDE BODIES:**

It was **RESOLVED** that the appointments as Town Council representatives to the following organisations be approved:

Amersham and District Community Association	Councillor Mrs V Head
Citizens Advice Bureau	Councillor Mrs L. Walsh
Local Area Forum	Councillor Mrs J. Heydon

GE Healthcare Liaison Committee	Councillor Mrs A. Lamont
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Amersham Common Village Hall	Councillor H. Newton - Deputy
<u>Town and Village Centre Revitalisation</u>	Councillor H. Newton
Amersham Action Group (Amersham on the Hill)	Councillor Mrs L. Walsh
Amersham Old Town	Councillor A. Seymour
Youth Centre	Councillor A. Emmett
The Amersham Band	Councillor H. Trevette
Amersham & Wycombe College Liaison	Councillor M. Vivis
Amersham & District Residents Assoc	Councillor MJ Phillips
	Councillor H. Trevette

The Office would write to these organisations to confirm the appointments. ACTION: JP

9. **COUNCIL AND COMMITTEE MINUTES:**

a) **Council Minutes**

It was	Proposed	Councillor Mrs A. Lamont
	Seconded	Councillor N. Shepherd

**RESOLVED** that the Minutes of the Council Meeting held on 17 March 2014 be confirmed as a true record and signed by the Mayor.

b) **Planning and Footpaths Minutes**

It was	Proposed	Councillor H. Newton
	Seconded	Councillor Mrs D. Allen

**RESOLVED** that the Minutes of the Planning and Footpaths Committee Meetings held on 23 March, 14 and 28 April 2014 be accepted and the recommendations therein be adopted.

c) **Finance and General Purposes Minutes**

It was	Proposed	Councillor A. Williams
	Seconded	Councillor MJ Phillips

**RESOLVED** that the Minutes of the Finance and General Purposes Committee Meeting held on 31 March 2014 be accepted and the recommendations therein be adopted.

d) **Community Services Committee Minutes**

It was	Proposed	Councillor A. Seymour
	Seconded	Councillor Mrs V. Head

**RESOLVED** that the Minutes of the Community Services Committee Meeting held on 07 April 2014 be accepted and the recommendations therein be adopted.

There were no matters arising.

10. **TO RATIFY THE INVOICES ISSUED BY LITTLE CHALFONT PARISH COUNCIL:**

The costs linked to the change of ownership of Westwood Lodge from 2007 had already been approved some time ago. Now the lease was ready to sign, the Town Council wanted to confirm their acceptance of these sums.

It was Proposed Councillor MJ Phillips  
Seconded Councillor A. Williams

**RESOLVED to**

To approve payment the invoice 1739 Backdated rent in respect of The Lodge – 01 April 2012 – 31 March 2014 @ £400 total £9600.00; invoice 1740 Costs on Westwood Lodge total £9,529.20. ACTION: JW/AA

11. **TO APPROVE THE RENEWAL OF BALC MEMBERSHIP:**

The Town Clerk spoke of the excellent support from the County Branch over the past year.

It was Proposed Councillor M. Vivis  
Seconded Councillor A. Seymour

**RESOLVED to**

Approve the renewal of membership at a cost of £1,818.24. ACTION: JW/AA

12. **APPROVAL OF THE EAR-MARKED RESERVES SPEND FOR 2013-2014:**

This was a year of major purchases and a full report detailing our reserves spend was circulated to all Councillors. Three major cash movements included the payment for the Outdoor Fitness Gym; the emergency payment for new server and computers; and the loan for the purchase of the Town Council offices at Flint Barn Court.

The Councillors noted the movements and the report.

13. **TO CONSIDER THE RESIDENTS' REQUEST FOR A TRAFFIC REVIEW IN RAANS ROAD:**

It was AGREED that the Town Council could not consider the matter until the full report from the Police was available. The Police were liaising with Transport for Bucks.

ACTION: JW

14. **APPROVAL OF THE 0.45P PER MILE CLAIM FOR MEMBERS AND OFFICERS:** The sum of 45p per mile was inline with the recommended claim from Bucks County Council and BALC.

It was Proposed Councillor Mrs V. Head  
Seconded Councillor A. Williams

**RESOLVED to**

Accept the mileage claimable rate of 0.45p per mile.

15. **TO RECEIVE AN UP-DATE ON THE MARKET HALL CLOCK TOWER:**

The Councillors were briefed on the various experts who had been up the scaffolding to view the clock tower. The consensus from the reports was that work needed to be done to refurbish and strengthen the clocktower. There was no immediate danger in the structure. The repairs were quoted between £40,000 - £60,000 and grants would be sought. There followed a discussion on the other work that needed doing to Market Hall. The view was that it would be better to get as large a grant as possible to do more restoration rather doing bit piecemeal.

It was AGREED to appoint Surveyor, Stephen Crawley, to project manage the work in the Clock Tower. ACTION: JW

16. **TO RECEIVE AN UP-DATE ON THE NEW DEPOT ORGANIZATION AND THE CONTRACT WORK:** A report had been prepared by Mark Richardson and Depot Manager, Paul Isom. The Councillors noted the contents and thanked the Depot for their hard work.

17. **MATTERS FOR REPORT:**

(i) **BCC** –Councillors were reminded of the Parish Conference which would be held on 27 May 2014 at Green Park from 6pm. The Town Clerk would take bookings for Councillors who wished to attend. Cllr Phillips mentioned the possible gifting of some land for community allotments.

(ii) **CDC** – There was nothing new to report.

(iii) **OTHER MATTERS FOR REPORT:** Cllr Phillips stated his concern over the Round Table’s plans to replace the Carnival with a Beer and Music Festival. Cllr Mrs Head stated her concern over the lack of consultation. The Scout Groups and Schools were disappointed that the procession had also been thrown out without consultation. The Town Clerk was asked to ensure she got the relevant paperwork from Round Table concerning insurance, risk assessment, copies of food hygiene certificates; Event Management Plan and other information in order for the event to take place.

The meeting closed at 9.34pm.

Chairman ..... Date .....