



WINCANTON TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD ON MONDAY 3RD AUGUST 2020 VIA ZOOM AND STREAMED LIVE ON YOUTUBE

OFFICER IN ATTENDANCE: Muriel Cairns, Deputy Town Clerk

MEMBERS PRESENT: Councillors Shelbourn Barrow (Chairman), Walters, Vagg, Rodgers, Hearne, Hinks, Eadington, Tudgay, Galitzine, Ralph, Power and Smith

Before the start of the meeting Cllr Shelbourn Barrow stated that she would like to read a statement, the statement is from Cllr Shelbourn Barrow as Chairman of Wincanton Town Council but doing it as a resident as well.

0057 APOLOGIES

Cllr Old, Cllr Greening

0058 DECLARATIONS OF INTEREST

None.

0059 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/2020 (AGAR) – SECTION 1

The Deputy Town Clerk reported that the Annual Internal Audit Report is completed by the Council's Internal Auditor – this has not been completed yet. I have arranged for The Internal Auditor to finish her report. Until Council has received and noted the Internal Auditors Report, Council cannot proceed to sign Section 1 – Annual Governance Statement 2019/2020.

0060 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/2020 (AGAR) – SECTION 2

Once Section 1 has been completed, Section 2 will be reviewed against its own agenda item and an outline of what we need to do to complete that or are in a position to complete that.

The Deputy Clerk requested an extension for the submission deadline. The Deputy Clerk read out the email received from PKF Littlejohn confirming that they have amended the deadline to 31st August 2020 and in respect of charges for late submissions, they only issue chargeable chaser letters by email after the submission deadline has passed and a further extension has not been arranged. The first chaser email will be issued mid September for those Councils who have not submitted by the submission deadline of 31st August.

Cllr Shelbourn Barrow stated that having requested to have extension to 31st August 2020, looking at timescales involved with AGAR Sections 1 and 2 would be a challenge to achieve. Cllr Shelbourn Barrow proposed that Council request a further extension to end of September to complete Section 1 and Section 2. Seconded by Cllr Power. Vote: 12 For

0061 PERSONNEL POLICIES

The Personnel Policies to be discussed are Grievance Policy & Procedures, Capability Procedure, Disciplinary Procedure, Compliments, Complaints and Comments Policy and Community Engagement Policy. Cllr Tudgay proposed that Council adopt these policies, they go to the Personnel Committee who will and come back to Council. Seconded by Cllr Ralph. Vote: 12 For

0062 PERSONNEL COMMITTEE

Councillors voted for a new Personnel Committee that would consist of up to nine members. Cllrs Galitzine, Power, Tudgay, Ralph, Rodgers, Vagg, Hinks, Eadington and Walters put their names forward to go onto Personnel Committee. From the list of members put forward for the Personnel Committee, Cllrs Ralph, Tudgay and Eadington put their names forward to be Chairman of Personnel Committee. Council held a vote to select a Chairman - Cllr Ralph received 7 votes, Cllr Tudgay received 2 votes and Cllr Eadington received 2 votes. Cllr Ralph received the majority vote. Council proceeded to vote to elect Cllr Ralph as Chairman of the Personnel Committee. Vote 8 For, 2 Against and 2 Abstained

The meeting ended at 8.05pm

Signed

Dated: 10th August 2020

These minutes are in draft format until signed at the Full Council meeting 10th August 2020.