

**South Willesborough and Newtown Community Council**  
**www.swancc.org.uk**

**Minutes of the Ordinary Meeting of the above Council held virtually  
on Monday 3<sup>rd</sup> August 2020**

The Chair announced the resignations of Cllrs Charli and Louise Wilson and thanked them for their service

**102/20 Record attendance and approve apologies for absence**

**Present** - Sue Mullan (SM) (Chair) Nick Cane (NC) Peter Porter (PP) Matthew Harris (MH) John Hunt (JH) Nirosha Thilagarajan (NT) David Mullan (DM) Eric Parkinson (EP) Paul Bohill (PB)

**Also in attendance:** Clerk/RFO Rob Woods (RW)  
Cllr A Rogers (AR - ABC) apologised for his absence

**103/20 Declarations of pecuniary, other significant or voluntary interest**

No interests were declared

**104/20 Agree Minutes of the last Council meeting and sign**

The Minutes of the meeting of 6<sup>th</sup> July 2020 were agreed as a true record of proceedings and signed. Proposed DM: Seconded EP

**105/20 Meeting adjourned for members of the public to raise questions on items on the agenda**

There were no members of the public present and the meeting resumed immediately

**106/20 Receive reports from Borough and County Councillors**

There were no Borough or County Councillors in attendance

**107/20 To receive and note the draft minutes of the Finance and General Purposes Committee of 20<sup>th</sup> July 2020**

The draft Minutes were circulated in advance and noted without comment

**108/20 To receive and note the draft minutes of the Planning and Highways Committee of 15<sup>th</sup> July 2020**

The draft Minutes were circulated in advance and noted without comment

**109/20 To receive and note an update from the current Community Hub Working Group and agree the Terms of Reference for a new "Asset Acquisitions" Working Group**

NC presented the Terms of Reference for a new Community Assets and Management Working Group to replace and rationalize the current Community Hub working group and Allotments working group

**Following a short discussion, it was resolved** a) Proposed by DM and seconded by PP and agreed unanimously to accept the terms of reference

- b) Agreed unanimously that the group should consist of NC (Chair), JH, PB, NT and AR (co-opted) with any additional coopted members subject to Council approval (Action RW)

**110/20 To receive an update on the transfer of Gas House Fields Allotments to SWAN Community Council.**

NC reported on progress.

**It was noted SWAN CC will assume responsibility for the allotments from October 2020 and that the following key actions will need to be agreed by the new Community Assets and Management Working Group by the end of September 2020 for referral to Council in October 2020**

- a) The forecast of expenditure in a full year (Action NC/RW)
- b) The internal management arrangements and links with Ashford Allotment Society personnel (Action NC)
- c) Agreement on tenants' Terms and Conditions (Action NC with assistance of PP/RW)
- d) Any legal/land transfer issues (Action NC/RW)

Dependency - Letter to allotment tenants explaining the transfer of undertaking by October 2020 (Action ABC)

The Chair thanked NC for his work so far on this project

**111/20 To receive and note an update from the Communications Working Group**

The notes of the meeting were circulated in advance. PP reported that SM/RW will now contact the web designer for training dates/location etc (cross ref 113/20 below)

There were no other comments

**112/20 To receive a report on the production of a Council Plan**

RW made a verbal presentation.

**Resolved:** by unanimous agreement to produce a Council strategic plan for the electoral term ending May 2023 by May 2021 (Action RW/Communications Working Group)

**113/20 To receive and note a report of the IT Working Group**

RW reported that the Group has not met. **Resolved:** by unanimous agreement

- a) to disband the group (Action RW)
- b) SM/RW to organize website awareness training for RW/NC initially
- c) RW/NC to cascade training to other users as necessary

**114/20 To receive a report of the Clerk on consultation on the revised draft Councillors' Code of Conduct**

RW verbally reported on the proposal to review the Members' Code of Conduct

**Resolved:** by unanimous agreement

- a) Members to send any comments to RW by 13<sup>th</sup> August 2020 (Action RW to send web link)
- b) RW to remind members of their responsibilities under the Code of Conduct (Action RW)

**115/20 To agree the content of a draft letter to the SWAN Centre trustees**

Members discussed a draft letter circulated in advance of the meeting.

**Resolved:** by unanimous agreement to endorse the letter and send it without amendment in the name of the Chair (Action RW)

**116/20 To receive correspondence/E-mail correspondence**

- a) ABC Briefing Note on deadlines for small business rate relief grants – Noted
- b) ABC - Cost of CCTV provision – railway subway – Agreed unanimously not to pursue

**117/20 To agree date of next Council meeting as 7<sup>th</sup> September 2020 and items to be included on the agenda**

**Date agreed**

Items for inclusion – Feedback from Swan Centre Trustees, Allotment update and Christmas Event

**118/20 Forum for exchange of information between Councillors**

There were no exchanges of information

**119/20 To nominate a Councillor as voluntary Clerk to the Council for the following items**

MH offered to act as Clerk for items 120/20 and 121/20 **Agreed by Council**

RW left the meeting at 8.26 pm

**120/20 To receive and note the draft minutes of the Staffing Committee of 15<sup>th</sup> July 2020**

The draft Minutes were circulated in advance. **Resolved:** by unanimous agreement to

- a) note the draft minutes but in the light of the resignation of the Vice Chair, endorse SM, PP and NT as members of the Interview panel with delegated powers to appoint on the appropriate pay scale
- b) endorse RW in an advisory role and NC as reserve panel member

**121/20 To agree under Section 12a of the Public Bodies (Admission to Meetings) Act 1960, to exclude the members of the public from the following part of the meeting**

Members discussed a verbal report of the Chair on issues of a sensitive and personal nature

There being no further business, the Chair closed the meeting at 8.45pm

Signed \_\_\_\_\_  
(Chair)

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_