



Minutes of the Annual Meeting of Handforth Town Council held on Tuesday 16th May 2023 at 7:00pm, held at Handforth Youth Centre, Old Road, Handforth.

Present: Cllrs Tim Hardy, Elizabeth Hindle- Newman, Peter Moore, Susan Moore (Chair of Handforth Town Council following item 23/11/1), Sharon Murray, Tim Royle, Cynthia Samson, Roger Small, John Smith (Chair of Handforth Town Council Until item 23/11/1) Julie Smith & Kerry Sullivan

Also, present Mr Comiskey Dawson, Town Clerk
Four members of the public
One PCSO

Cllr John Smith welcomed all the new councillors following the recent elections and indicated that they should not worry about their new roles; if they have any questions about their new roles they should feel free to ask the town clerk or longer serving members for help. Cllr John Smith also thanked all those for his support during his unexpected chairmanship from May 2021 and all those who voted for himself and Cllr Julie Smith to represent Handforth at CE and all those who voted for the councillors now serving on HTC.

23/11/1 To elect a Chair to Handforth Town Council and sign the declaration of acceptance of office.

Cllr Samson proposed Cllr Susan Moore, seconded by Cllr Julie Smith.

Resolved: Unanimously.

Cllr Susan Moore was duly elected Chair of Handforth Town Council and signed the declaration of acceptance of office.

23/11/2 To receive apologies for absence.

None.

23/11/3 To note Declarations of interest and requests for dispensation to discuss or discuss and vote on a matter in which a member or co-opted Member has a Disclosable Pecuniary or non-pecuniary interest (DPI).

Cllr Small noted that he was a committee member of the Friends of Handforth Station and also the Chair of the Handforth Neighbourhood Plan Group.

23/11/4 Open Forum- Comment and questions concerning items on this agenda may be put to the Council by the public during this period. Matters which, in the Chairman’s view require debate and/or a discussion will be referred to the next Committee/Council meeting, as appropriate. Items not pertaining to the agenda may also be taken at this time at the Chairman’s discretion. The Public Forum is restricted to 15 minutes and strictly 3 minutes per person unless the Chairman allows otherwise.

A resident enquired whether the lead councillor for highways would also be responsible for car parks and car parking in Handforth – Noted that the Councillor selected would be.

A resident enquired that although there had been investment in a number of footpaths in and around Handforth including FP91 and the new path through the Hall Woods, would the Town Council be earmarking some funding for additional investment in existing footpaths. – Noted that this would be a discussion for the council in the future.

Cllr Peter Moore noted that footpaths would fall under the purview of the Environment committee.

A resident expressed his appreciation to all the new and returning councillors for their community contribution which was to no personal gain; the resident also noted that the microphone system was useless and required new investment.

Cllr Julie Smith noted these meetings would no longer be recorded.

23/11/5 To elect a vice chair to Handforth Town Council and sign the declaration of acceptance of office.

Cllr Sullivan proposed Cllr Samson, seconded by Cllr Hindle-Newman.

Resolved: Unanimously.

Cllr Samson was duly elected as vice-chair to Handforth Town Council and signed the declaration of acceptance of office.

23/11/6 To elect members to the following committees, groups, and outside bodies:

a) Committees.

The Finance Committee – Cllrs: Sullivan, Susan Moore, Samson, Peter Moore (Cllr John Smith as required).

The Planning Committee – Cllrs Susan Moore, Sullivan, Small, Murray and Hindle-Newman. (Cllr Julie Smith as required).

The Environment Committee – Cllrs Susan Moore, Peter Moore, Samson, Hardy and Hindle-Newman.

The Personnel Committee – Cllrs Small, Sullivan, Samson, Susan Moore, Murray (Cllr John Smith as required).

b) Working Groups and lead councillors.

The Devolution and Assets Transfer Working Group – Cllrs John smith, Susan Moore, Peter Moore & Hindle-Newman. (Town Clerk).

Christmas event Working Group – Cllrs Samson, Small, Sullivan & Peter Moore.

HTC Grant Award Liaison – Cllrs Samson, Small, Sullivan & Peter Moore.

Manchester Airport Representative – Cllr Royle.

Police Liaison – Cllr Julie Smith (Cllr Royle Sub).

CE Youth Services / Handforth Junior Youth Club Liaison – Cllrs Julie Smith, Hindle-Newman & Murray.

Community Rail Partnership Liaison – Cllr Small.

Friends of Handforth Station representative – Cllr Small.

Engine of the North Liaison – Cllrs Small, Susan Moore & John Smith (Town Clerk).

Youth Council representative – Local Schools – Cllr Samson.

Community Centre working group – Cllrs Julie Smith, John Smith, Susan Moore, Sullivan & Peter Moore.

Lead Councillor – Local businesses – Cllr Peter Moore.

Lead Councillor – Highways & Parking – Cllr Julie Smith (Cllr Samson Sub).

Lead Councillor – Parks and Open Spaces – Cllrs John Smith & Hindle-Newman.

Lead Councillor – Public Relations - Cllrs Hindle-Newman & Peter Moore.

23/11/7

To confirm the Council’s eligibility criteria to exercise the General Power of Competence. Two criteria must be met: two thirds of members are elected, and the Council has a CiLCA qualified clerk.

Cllr Sullivan proposed, seconded by Cllr Peter Moore to confirm the Council’s eligibility criteria to exercise the General Power of Competence. Two criteria must be met: two thirds of members are elected, and the Council has a CiLCA qualified clerk.

Resolved: Unanimously.

- 23/11/8 To review the council’s level of insurance provision and agree the quotation from Zurich for 23/24.

Cllr Samson proposed, seconded by Cllr John Smith to agree the quotation from Zurich for 23/24.

Resolved: Unanimously.
- 23/11/9 To review and agree the Town Council’s 2023/24 Risk Assessment.

Cllr Samson proposed, seconded by Cllr Susan Moore to agree the Town Council’s 2023/24 Risk Assessment.

Resolved: Unanimously.
- 23/11/10 To receive the internal auditor’s year end 22/23 report.

Cllr Samson proposed, seconded by Cllr Peter Moore to approve the internal auditor’s year end 22/23 report.

Resolved: Unanimously.
- 23/11/11 To review the Council’s asset Register.

Cllr Julie Smith proposed, seconded by Cllr Susan Moore to agree the Council’s asset register.

Resolved: Unanimously.
- 23/11/12 Delegation of Powers: To approve the delegation of the Town Council’s power in respect of planning matters to the Planning Committee of the Town Council and finance matters to the Finance Committee of the Town Council.

Cllr Susan Moore proposed, seconded by Cllr Small to approve the delegation of the Town Council’s power in respect of planning matters to the Planning Committee of the Town Council and finance matters to the Finance Committee of the Town Council.

Resolved: Unanimously.
- 22/11/13 To elect a Chair to the Council’s Finance Committee.

Cllr Susan Moore proposed Cllr Samson as Finance Committee Chair, seconded by Cllr John Smith.

Resolved: Unanimously.

23/11/14 To elect a Chair to the Council’s Planning Committee.

Cllr Samson proposed Cllr Sullivan as Planning Committee Chair, seconded by Cllr Susan Moore.

Resolved: Unanimously.

23/11/15 To elect a Chair to the Council’s Environment Committee.

Cllr Sullivan proposed Cllr Peter Moore as Environment Committee Chair, seconded by Cllr Julie Smith.

Resolved: Unanimously.

23/11/16 To elect a Chair to the Council’s Personnel Committee.

Cllr Samson proposed Cllr Sullivan as Personnel Committee Chair, seconded by Cllr John Smith.

Resolved: Unanimously.

23/11/17 To review the Council’s Standing Orders.

Noted that Councillors were in favour of increasing quorum level from 3 to 4 councillors. Also noted that CE will be updating their code of conduct this year and this would need to be reviewed and incorporated into HTC Standing Orders.

Cllr Susan Moore proposed, seconded by Cllr Samson.

Resolved: Unanimously.

23/11/18 To review the Council’s Financial Regulations.

Cllr Samson proposed that HTC were happy with the current NALC Financial Regulations, seconded by Cllr John Smith.

Resolved: Unanimously.

The meeting closed at 7:38pm.

Chair..... Date.....