

MARYPORT TOWN COUNCIL

Minutes of the Annual Council Meeting held on Monday 9 May 2022 in the Council Chambers, Town Hall, Maryport at 7.00pm.

Present

Councillor S Ashworth	Councillor B Carter
Councillor B Copeland	Councillor G Hampson
Councillor Mrs A Kendall	Councillor P Kendall
Councillor P Mallyon	Councillor Mrs C McCarron Holmes
Councillor J Newton	Councillor W Pegram
Councillor Mrs L Radcliffe	

In Attendance

P Bramley (Clerk)
Mrs L Douglas (Clerk)
Mrs V Patterson (Press)

1/22 Election of Mayor 2022/23

Resolved that Councillor P Kendall be elected Mayor of the Council for the Council Year 2022/23.

2/22 Declaration of Acceptance of Office

Resolved that the Mayor's signature to the Declaration of Acceptance of Office be noted.

3/22 Election of Deputy Mayor 2022/23

Resolved that Councillor G Hampson be elected to the role of Deputy Mayor of the Council for the Council Year 2022/23.

4/22 Apologies for Absence

Apologies for absence were received from Councillors Ms C Slater, Ms C Tindall, Mrs J Wood & M Wood.

Resolved that it be agreed to accept an application for on-going non-attendance at Council meetings from Councillors Mrs J Wood & M Wood due to their continuing ill health for a further three-month period.

5/22 Appointment of Committees

Resolved that all councillors be appointed as members of the Allotment Committee, the Planning & Economic Development Committee & the Finance & General Purposes Committee for 2022/23, & that the Terms of Reference for the Council & each of its committees be as follows:

1) Council

- a) To approve the Budget & set the Precept.
- b) To approve & set the Policy Framework.
- c) To determine the Council's Standing Orders.
- d) To appoint the Mayor.
- e) To determine terms of reference for committees, decide their composition & make appointments to them.
- f) To appoint Chairmen of committees, (subject to internal arrangements).
- g) To make appointments to outside bodies, unless otherwise delegated.
- h) To approve the Annual Return.
- i) To review the Council's Internal Controls.
- j) To review the Council's Risk Management arrangements.
- k) To deal with all other matters which must, by law, be dealt with by the full Council.

2) Allotment Committee

- a) To take decisions on behalf of the Council with regard to the operation of allotments.
- b) To determine policy & procedures for the operation of allotments.
- c) To review the list of applications for allotment plots on a periodic basis.
- d) To consider requests for exchange of plots.
- e) To make proposals to Finance & General Purposes Committee regarding allotment rent levels.
- f) To make appointments to outside bodies within its remit.
- g) To review all appropriate correspondence & communications dealing with matters of an allotment nature & take such decisions as are considered necessary.
- h) To consider & address any other matters in respect of allotment issues.

3) Finance & General Purposes Committee

- a) To take decisions on behalf of the Council with regard to Finance & General Purposes matters, the latter being defined as any matters not falling within the remit of another committee.
- b) To make recommendations on the budget & the precept to the Council.
- c) To make recommendations on the policy framework to the Council.
- d) To take decisions to implement the Council's policies & procedures.
- e) To determine how expenditure on services should be undertaken.
- f) To determine fees & charges levels for Council services.
- g) To monitor the budget.
- h) To determine the nature & level of reserves held.
- i) To receive reports from the Internal Auditor & take decisions as deemed necessary.
- j) To approve the Council's banking arrangements.
- k) To review & authorise payments.
- l) To consider & authorise the write off of bad debts.

- m) To consider & authorise variations to contracts.
- n) To manage the Council's assets.
- o) To determine the Council's Financial Regulations.
- p) To make recommendations on Standing Orders to the Council.
- q) To take decisions on Council staffing, including arrangements for payment of salaries.
- r) To make appointments to outside bodies within its remit.
- s) To review all appropriate correspondence & communications dealing with matters of a financial &/or general purposes nature & take such decisions as are considered necessary.
- t) To consider & address any other matters in respect of finance & general purposes issues.

4) Planning & Economic Development Committee

- a) To take decisions on behalf of the Council with regard to Planning & Economic Development matters.
- b) To consider applications for planning permission & submit observations to the appropriate planning authority.
- c) To receive notifications from the appropriate planning authority on planning issues.
- d) To review and update the town development plan & develop local policies as appropriate.
- e) To consider any matters relating to Highways.
- f) To consider any matters relating to Licensing.
- g) To make appointments to outside bodies within its remit.
- h) To review all appropriate correspondence & communications dealing with matters of a planning & economic development nature & take such decisions as are considered necessary.
- i) To consider & address any other matters in respect of planning & economic development issues.

6/22 Selection of Committee Chairmen

Resolved that:

- 1) The following members be selected as Chairmen & Vice Chairmen for the stated committees:
 - a) **Allotment Committee**
 Chairman: Councillor W Pegram
 Vice Chairman: Councillor G Hampson

- b) **Finance & General Purposes Committee**
Chairman: Councillor S Ashworth
Vice Chairman: Councillor Mrs C McCarron Holmes
- c) **Planning & Economic Development Committee**
Chairman: Councillor Mrs A Kendall
Vice Chairman: Councillor Mrs L Radcliffe

2) Chairmen of Committees' Responsibilities:

- a) To ensure the overall coordination & management of the committee's functions, with responsibility for matters of detail.
- b) To chair & manage committee meetings & ensure the committee achieves its terms of reference.
- c) To ensure the efficient carrying out of the processes for which the committee has responsibility.
- d) To demonstrate fair & open decision making by or on behalf of the committee.
- e) To ensure members' information needs are met so they can contribute fully to the decision-making process.
- f) To ensure committee members obtain the necessary skills to contribute to the work of the committee & to work with officers to provide training if necessary.
- g) To be willing to learn about the professional disciplines & services relevant to the work of the committee.
- h) To initiate & develop constructive relationships with members, officers & partners.
- i) To initiate and/or evaluate potential partners' ideas prior to presentation to committees and council.
- j) To ensure accurate records of all meetings, including those outside Council & committees, are maintained.

7/22 Appointment of Representatives on Outside Bodies 2022/23

Resolved that the following members be selected as representatives on the stated outside bodies:

Allerdale Borough Council Maryport Regeneration	Councillor P Kendall
Advisory Group	Councillors P Kendall & Ms C Slater
Delivery Group	Councillor Ms C Slater
Engagement Group	Councillor P Mallyon
Citizens' Advice Bureau	Councillors P Kendall & S Ashworth
Fawcett Johnson Charity	Councillors S Ashworth, P Kendall & Ms C Tindall
Flimby & Broughton Moor Wind Farm Committee	Councillor Mrs C McCarron Holmes
Flimby Windfarm External Monitor	Deferred for review
John Collins Charity	Councillor W Pegram
Maryport Harbour & Marine Authority	Deferred for review
Senhouse Museum Trust	

8/22 Outgoing Chairman Announcements

Councillor P Kendall reported that, following the lifting of some restrictions placed on the community following the covid pandemic, it had been pleasing to be able to provide & attend more events than the previous year. He thanked the Clerks for their professionalism, fortitude & guidance throughout the previous year & thanked fellow members for their support in 2021/22. Councillor Kendall expressed his hopes for the Maryport Regeneration Programme being led by Allerdale Borough Council his expectations for a year of community events, particularly carnivals & the Taste of the Sea Festival, adding that he hoped to be able to work with Allerdale in developing more events & festivals. Councillor Kendall supported & welcomed measures which the Town Council was taking to make the community more attractive to both local people & visitors, expressing his belief that Maryport could become a centre for visitors, a place that the community could be proud of.

The Meeting finished at 7.40 pm.

Signed

Chairman

Date