



Crowle & Ealand Town Council

Town Council Office, Market Hall, Market Place, Crowle, Scunthorpe, North Lincolnshire,
DN17 4LA. Email: clerk@crowleandelandcouncil.org

Minutes of the **Business Council Meeting** of Crowle and Ealand Town Council held at Crowle Community Hub, Crowle on **22 October 2019**.

Present: Cllr R Pender (Deputy Mayor), Cllr N Arrand, Cllr M Bailey, Cllr J Ramsden, Cllr R Stewart, Cllr S Walshe

Officers Present: Kirsty Dunn (Clerk), Emma Coleman (RFO)

Members of the Press / Public: Nil

Public Forum: None

The Business Council Meeting began at 19:00

B/098/19 Apologies for absence

Cllr A Rayment (Mayor), Cllr I Mason, Cllr J Reed

B/099/19 Declaration of Interest: To note any declarations of interest made by Councillors in respect of items on this meeting's Agenda (in accordance with the Council's Model Code of Conduct and the Localism Act 2011).
Item 14 – 2019-TJD-A2-05 Cllr R Stewart – PI

B/100/19 Minutes of the Business Council Meeting held on 24 Sep 2019:

Minutes approved as a true record. Proposed Cllr M Bailey, seconded Cllr N Arrand. **Resolved**

B/101/19 Mayors Report

- a. Johnsons Lane clearing and authority for skip if required, proposed by Cllr M Bailey, second Cllr N Arrand and carried.
- b. Cllr R Pender attended the NLC Mayors Civic Service.

B/102/19 Clerks Report

- a. TC on leave this week and requested authority for 2 day early agenda release on 4th Nov. Granted.
- b. RFO will switch Mon 11th for Fri 15th Nov as she is attending a course.

B/103/19 Action Plan Update

Item 2 Check to see if the matting at Ealand Park can be lifted and filled to remove the dip.
Item 3 No responses from contractors. Chase and inform cut-off date will be 11th Nov.
Item 6 Contact estate agents again.

B/104/19 Finance

- a. To receive and resolve accounts for payments. Proposer Cllr M Bailey, seconder Cllr N Arrand and carried.
- b. Interim Internal Audit report NOTED as received.

B/105/19 Policies for Review & Adoption

All policies for review in 2019 are to be de-personalised, re-formatted to a standard format throughout and de-personalised. The following policies were reviewed and approved:

- a. Personnel Committee Terms of Reference.

- b. Grievance Procedures
- c. Complaints Procedures

Amend and approve:

- d. Market Committee Terms of Reference. Amend para 2.0 to read: Three members of the Council, plus the Mayor and voluntary market trader attendance. Approved
- e. Standing Orders. Amend: front cover, remove Smoking is not permitted at any meeting of the Council. Para 4b add 'or personnel' to the end of the sentence. Para 7a, amend 6 to 4. Para 14b, remove 'and/or Chair of Finance & Policy'. Approved.
- f. The TC requested further review of the discipline procedures and will bring back to next Business meeting.
NLC Code of Conduct will accepted and the Annual Report NOTED.

Amendments and adoption proposed by Cllr M Bailey and seconded by Cllr R Stewart and carried.

B/106/19 Planning

PA/2019/1637 – Support proposed by Cllr J Ramsden, seconded by Cllr N Arrand and carried.
2019-TJD-A2-05. TC to reply with Council recommendations.

B/107/19 Future Agenda Items

Discipline Procedures
Capability Procedures

The Business Council Meeting closed at 20.01pm

Signature: Original signed copy on file.

Date: