

March Town Council

Minutes of the Annual Assembly of March Town Council that took place at 7.15pm on Monday 24th April 2017 in The Skoulding Suite at March Town Hall.

Present	Councillor	AR Donnelly K French	Town Mayor Deputy Town Mayor
	Councillors	SR Court J French NJ Harris MW Purser	MEC Field JW Gowing A Pugh RF Skoulding
	Town Clerk Assistant Town Clerk		C Lemmon GSD Wilkinson
	Public		Six members

10 Introduction

The Mayor welcomed Councillors and members of the general public to the Annual Assembly.

11 Apologies for Absence

Apologies were received from Councillors George and Owen.

12 Minutes of the Annual Assembly held 18th April 2016

The minutes of the 2016 Annual Assembly, as previously circulated, were accepted by the meeting.

13 Matters Arising from the above Minutes

There were no matters arising.

14 Report of the Town Mayor for 2016 / 2017 and the Mayor's Charity Donations

The Mayor's report was accepted by the meeting and is attached to these minutes as Appendix A (2 pages).

The Mayor also presented four cheques on the evening. The total distributed to his chosen charities from monies raised during the year in the Mayor's Charity Account was £1,800.00p (see details in Appendix B – 1 page).

15 Written Report of the Town Clerk for 2015 / 2016

The written report of the Town Clerk, as previously circulated, was accepted by the meeting (see Appendix C – 3 pages).

16 Affirmation re Mayor's Allowances

The Mayor, Councillor Donnelly, affirmed that the Mayoral expenses received during his year of office and totalling £3,150.00p had been fully expended in the execution of his Mayoral duties.

17 Resolution to Approve the Annual Governance Statement

It was noted that the Personnel and Administrative Sub-Committee had undertaken a full review of the effectiveness of our systems of internal control on 24th January 2017. It had also fully reviewed all general risks likely to be faced by March Town Council and all procedures included within the MTC risk assessment document. All the findings were ratified by Full Council on 6th February 2017.

Members re-affirmed their approval of the procedures adopted to satisfy themselves of the effectiveness of the systems of internal control currently in place.

The Annual Governance Statement was then discussed as follows:

- a) Its contents were reviewed and completed as appropriate.
- b) It was proposed by Councillor Pugh and seconded by Councillor K French, with all in favour, that its contents were approved.
- c) The resolution to accept the Annual Governance Statement was, therefore, unanimously approved.
- d) The Clerk and Chairman duly signed and dated such Statement.

18 Resolution to Approve the Accounting Statements for 2016 / 2017

The Annual Accounting Statements for the financial year 2016 / 2017, as previously circulated, were presented to the meeting by the Responsible Financial Officer to allow full discussion by Councillors.

Following such discussions the following occurred:

- a) It was proposed by Councillor K French and seconded by Councillor Skoulding, with all in favour, that such Accounting Statements be approved.
- b) The resolution to accept the Accounting Statements for 2016 / 2017 was, therefore, unanimously approved.
- c) The Responsible Financial Officer and the Mayor, Councillor Donnelly, duly signed and dated such Statements.

19 Open Forum

The Mayor, as is customary at the Annual Assembly of March Town Council, invited questions or comments from the members of public present.

No questions or comments were raised.

The Mayor declared the meeting closed at 7.45pm, but invited anyone who so wished to remain for the Planning Meeting to follow.

Councillor K French 15th May 2017.
Mayor of March

APPENDIX A
(PAGE 1 OF 2)

I take opportunity to thank the Town Clerk and his Assistant for their help and guidance during this past year; they kept on the straight and narrow and my diary up to date. I thank my fellow Councilors for their faith in nominating me for the position of Mayor, and my Deputy Kim for her support through the year.

I have served on two occasions as Deputy Mayor, but it never prepared me for being Mayor.

During the year as Your Mayor I attended 2 Mayor making events, 3 Civic Services, 3 Balls, and as for Carol services I know all the words having made 7 appearances in the county. Lion's events from garden parties to dinners and balls. The armed forces remembrance services attended on 11 occasions.

Attended a number of shop and office openings.

In March Town itself I attended in total 30 different associations from March Railway Station to Trinity Church Festival. I do have to say that my favourite experience that will remain with me will always be when Children are involved. It is great when you are standing there and a little hand takes a hold of yours, I really wish it was me but I think with the red gown I am Father Christmas.

When you attend these requests you really have no idea what you are walking into. The big read in the library, would the Mayor present medals to the winners. They didn't tell me there were 120 winners.

The Mayor's Charity we did raise funds through a Race Night. Civic Service, Carol Service and the Mayors Ball and that was an adventure, no caterer, no band, but we did have a hall, We did raise sufficient money to make four donations to local groups.

The Mayors allowance, when I received the cheque I was told you will have nothing left at the end. How right they were it has all been spent all £3,150 gone, but accounted for.

My biggest success I weigh myself at the start and at the finish I am actually 3lbs lighter. People of March and Town Councilors I thank for the opportunity to be Mayor of March.

A handwritten signature in black ink, appearing to read 'A. Donnelly', with a large, sweeping flourish at the end.

Andrew R. Donnelly

Mayor of March

APPENDIX B.

Mayor's Charity Account 2016 / 2017.

	<u>Income</u>	<u>Expenditure</u>	<u>Net Profit</u>
	£	£	£
Balance brought forward			13.08
19.7.16. Donation from March Probus Club			35.00
19.10.16. Civic Service Collection			208.70
8.11.16. Proceeds from 28.10.16. Race Night			840.00
19.12.16. Collection at 16.12.16. Civic Carol Service			121.40
3.2.17. Mayor's Ball:			
Ticket Sales (66 @ £35.00 + 1 FOC)	2,310.00		
Donations	85.00		
Draw Proceeds etc.	322.00		
	<u>2,717.00</u>		
Meal Cost (67 @ £22.45)		1,504.15	
Sounds Familiar		400.00	
Balloons, Flowers & Menus		-	
Room / Table Hire		206.00	
		<u>2,110.15</u>	606.85
6.3.17. Donation from CJ Phillips			25.00
6.2.17. Contribution towards postage etc.		- 25.00 -	25.00
Amount available for distribution			<u>1,825.03</u>
Donations to charities of Mayor's choice made on 24th April 2017:			
1220 (March) Squadron ATC			400.00
Young People March			500.00
March Town Cricket Club (Youth Section)			400.00
Carers Trust Cambridgeshire (For Young Carers in March)			500.00
Total			<u>1,800.00</u>
Balance carried forward			25.03



C. Lemmon.
Town Clerk.
24.4.17.

**Annual Report
Of
The Clerk to March Town Council 2016 / 2017.**

Introduction

This report and the Annual Assembly on Monday 24th April 2017 mark the end of the second year in office of the current Council, and the Mayor and Councillors have again been active both within and outside the Council Chamber on behalf of the people of March.

Council

During May 2016, Councillor Andrew Donnelly was elected as Mayor of March and Councillor Kim French his deputy.

At the time of this report the political groups within the Council are as follows:

Conservative 9, Independent 1, Labour 1 and Liberal Democrat 1.

The average attendance of Councillors at meetings was a commendable 91.0% (slightly up on the previous year's 88.6%) and this was calculated as follows:

MEC Field	13 attendances out of 13	100.0%
J French	13 attendances out of 13	100.0%
K French	13 attendances out of 13	100.0%
RF Skoulding	13 attendances out of 13	100.0%
MW Purser	13 attendances out of 13	100.0%
SR Court	12 attendances out of 13	92.3%
ML George	12 attendances out of 13	92.3%
CC Owen	12 attendances out of 13	92.3%
A Pugh	12 attendances out of 13	92.3%
AR Donnelly	11 attendances out of 13	84.6%
J Gowing	11 attendances out of 13	84.6%
NJ Harris	7 attendances out of 13	53.8%

Administration

March Town Council still maintains an office within the Town Hall which is manned by two part-time employees.

Planning

A total of 227 Planning Applications received consideration during the year, a decrease of 16 on the previous year's total.

Approval was recommended in respect of 190 applications, 8 were the subject of comments, more information was not requested in respect of any application, no site inspections were suggested, and no comment was made on 21 occasions. Objections were raised in respect of 8 applications.

Donations and Grants

During the year donations totalling £2,000 were made to the following organisations:

1 st March Scouts	£ 500.00
Young People March	£ 500.00
CAMSAR	£ 300.00
March Community Car Scheme	£ 168.00
March Lions	£ 200.00
March Library Reading Challenge	£ 200.00
Relate Cambridge	£ 132.00

Grants totalling £3,500.00 were made as follows:

Volunteer Centre Fenland	£ 750.00
Fenland Citizens Advice Bureau	£ 500.00
Fenvision	£ 250.00
East Anglian Air Ambulance	£1,000.00
Talking Newspaper for the Blind	£1,000.00

In addition, generous support was also given to March Museum Society and Estover Playing Field 2015 CIC.

Allotments

Since relinquishing some of its allotment sites in October 2004, the remainder are now fully occupied and a waiting list exists. However, the length of the waiting list has shortened considerably over the last two years.

Other Activities

During the year March Town Council has supported the following organisations and events:

- A. March & District Museum.
- B. March Street Pride Group (previously March in Bloom). Competitions for March's most attractive gardens were not held again during 2016. Although the competition was supported by the Cambs Times, insufficient entries were received.
- C. The town centre Christmas Lights. Christmas 2016 again saw a spectacular display of lights thanks to the continuing efforts of all the volunteers.
- D. The Senior Citizen's Christmas Concert. Once again, many thanks to all those who gave assistance.
- E. March St. Georges Fayre and Christmas Market.
- F. March Summer Festival Committee.
- G. March Summer and Winter Arts Programme including entertainment on the Market Place.
- H. Band Concerts on West End Park during July and August.
- I. Estover Playing Field 2015 CIC. It is pleasing to note that following the signing of a 99 year lease in November 2015, progress is now being made with plans to develop the site into a first-class multi-sports facility.

Conclusion

The past year has again been extremely successful with all Councillors, and the various political groups, working together for the benefit of the town.

Clive Lemmon - Town Clerk – April 2017.