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Minutes

Meeting of : Full Council
Date : 29 June 2020
Meeting held : via Microsoft Teams
Commencing at : 6:30pm

Present:

Chair: Cllr J Walsh

Vice Chair: Cllr C Corbin

Cllrs: J Baber MBE, S Berry, D Brown OBE, B Dalton, T Corbin, A Foster, K Daley, M Dean, J Farquhar, S Hocking, A Hoque, S Jackson, J Lindley, Dr M McClelland, F Moody, J Nettle, M Osment, L Sirman, J Broom, and I Tomes.

Officers: Annie Child, Charlotte Williams, Estelle Sherry, Joanna Wood, Harlan Hughes and Yaroslav Pustarnakov.

964. Apologies:

964.1. No apologies were given.

965. Public Questions/Statement Time:

965.1. Mr J Webster submitted written questions regarding last year's Christmas Market, its budget and other related queries. The Chairman instructed the City Clerk to provide Mr Webster a written response, which is attached at the end of this minutes with the question.

966. Councillor Questions/Statement Time:

966.1. There were no questions or statements submitted by Councillors.

967. Minutes of Previous Meeting:

967.1. The minutes of the last meeting of the Full Council held on 20 January 2020 were approved and signed by the Chairman.

968. Declarations of Interest:

968.1. There were no declarations of interest.

969. Dispensations:

969.1. No dispensations were requested.

970. Referral of Minutes:

Councillors reviewed and noted the minutes as listed below:

970.1. Services Committee 22 Jun 2020

971. Mayoral Arrangements for 2020/21:

Councillors reviewed the report detailing the mayoral arrangements for 2020/21, and it was

Resolved to:

971.1. Note that the election for next Mayor and Deputy Mayor will be held in May 2021.

971.2. Note that Cllr J Walsh remains as Mayor and Cllr C Corbin remains as Deputy Mayor for 2020/2021.

971.3. Note that no annual meeting of the Council will be held in 2020.

972. Chairman's Announcements:

The Chairman made the following announcements:

972.1. The Chairman paid a tribute to the former Mayor, Mr Thomas Cowie, and the former Clerk to the Salisbury Charter Trustees, Mr Frank Lockyer, both of whom passed away in recent months.

972.2. The Chairman also noted with deep regret the death of Councillor Charles Rogers OBE. Many councillors spoke with warmth and respect about Councillor Rogers' dedication to his local residents and the charming manner in which he carried out his duties. He will be greatly missed.

972.3. The Chairman lead the Council in a minute silence to mark their passing and also all those Salisbury residents who have passed away in the past recent months.

972.4. It was noted that, once Cllr Rogers funeral has been conducted, Salisbury City Council and Wiltshire Council will discuss a date upon which to post the statutory Notice of Vacancy. This notice will invite the electors from St Francis and Stratford Ward to request an election. If ten or more residents request such an election within 14 days of the notice, then an election will be held in May 2021 to fill the vacancy; otherwise, the vacancy can be filled by co-option.

- 972.5. The Chairman was pleased to inform the Council that he continues his Mayoral duties by accepting invitations to virtual meetings, including the VE Day, and Cathedral 2020 Celebration.
- 972.6. The Chairman was delighted to announce that Salisbury City Council has been awarded the National Association of Local Councils (NALC) Quality Gold award. The Award demonstrates that the council is at the forefront of best practice and achieves excellence in governance, community leadership and council development. Quality Gold councils provide leadership for their communities, bring people together, have excellent business planning processes, ensuring value for money as well as constantly seeking new innovations and opportunities to improve. They highlight the very best parish council, as a sector, can achieve for their communities.

The report from the Wiltshire Branch of NALC notes that “The panel drew attention to how impressive the Council comes across operationally and in relation to staff achievements as well as cited the positive outcomes achieved by the Council for the community, in terms of community engagement, diversity and innovation, in recent months. It is clear that this is an active Council with evidence of strong capital and revenue budget planning. There is also strong evidence of community consultation, engagement and partnership.”

- 972.7. The Chairman informed the Council that he was contacted by Clive Adlam who has written a book about his father, Colonel Tom Adlam VC. If you wish to own a copy of this book, please contact the Council.

973. Election of the Leader of the Council 2020/21:

The Chairman called for the election of the Leader of the Council for the municipal year 2020/21.

- 973.1. Cllr Brown proposed that Cllr Nettle be elected as the Leader of the Council for the ensuing municipal year 2020/21. This was seconded by Cllr McClelland. In the absence of any other nominations, it was

Resolved to:

- 973.2. Elect Cllr Nettle as the Leader of the Council for 2020/21.

974. COVID 19 –Update on the work of the council since 23 Mar 2020

Councillors received a report from the City Clerk regarding Council's work since 23 March 2020, and it was

Resolved to:

- 974.1. Note the report.

975. Leader's Report:

The Leader made the following announcements:

- 975.1. Cllr Nettle said a special thank you to all the people of All ages who have volunteered their services to the community amidst the Covid-19 outbreak.
- 975.2. Volumes of litter have been steadily increasing around the city. Cllr Nettle asked the public to be responsible for disposing of their own waste and keep our city clean especially during this Pandemic.
- 975.3. It has been a year since Salisbury City Council declared a climate change emergency. The Council's website shows the number of initiatives and programmes in response to this declaration.
- 975.4. The development of Salisbury's Maltings has been delayed and the Leader of the council had no further details to add to what was already in the media.
- 975.5. Salisbury City Council has lost some income through revenue programmes, including car parking. However, the Council also managed reduce its expenditure, which overall put the Council into a sound financial position.
- 975.6. Cllr Nettle drew Council's attention to the BBC's Salisbury Poisoning programmes. Since the series was released, the Council received letters and emails thanking public authorities for managing this unprecedented national emergency and remarking upon the City's resilience.

976. Committee Representatives Report:

- 976.1. The Finance & Governance (F&G) Committee Vice Chairman, Cllr Daley, informed the Council that the F&G Committee has not sat since the last Full Council meeting but he along with the Leader and officers have been meeting regularly via Microsoft Team meetings to review and monitor the council's finances against budget and the effects of Covid 19.
- 976.2. The Personnel Committee Chairman, Cllr Hoque, reported that Salisbury City Council signed a mental health pledge to support Council's staff and the work continue to support staff during the pandemic.
- 976.3. The Planning Committee (PC) Chairman, Cllr Farquhar, informed the Council that PC has continued its work of reviewing and providing comments to the WC Planning Authority on planning and licence applications, waiting restrictions and highway improvement requests throughout the period, including by using Microsoft Teams and the Emergency Planning Protocol during the lockdown.
- 976.4. The Services Committee (SC) Chairman, Cllr Hocking, informed the Council that SC had its first meeting on 22 June via Microsoft Teams and the minutes of the meeting are available on the Council's website.

977. Update from Outside Representatives:

- 977.1. Cllr Nettle informed that he is looking to appoint a new representative from the Council to the Wiltshire Creative.
- 977.2. Cllr Jackson reported that Salisbury Museum has been closed since March due to Covid-19. However, the Board of Trustees is exploring options to reopen the Museum in the middle of July or early August with quarantine restrictions in place.

978. Committee Membership:

Councillors reviewed the committee membership of the municipal year 2020/21 as shown in the report, and it was:

Resolved to:

978.1. Note the committee membership for the forthcoming municipal year.

979. Annual Governance Statement:

Councillors received a report from the Responsible Finance Officer, and, following some discussion, it was

Resolved to:

979.1. Approve the Annual Governance Statement.

980. Accounting Statement:

Councillors received a report from the Responsible Finance Officer, and it was

Resolved to:

980.1. Approve the Accounting Statements.

The Council noted its thanks to the Responsible Finance Officer and the Finance Team for their preparation of these accounts.

981. Annual Investment Strategy:

Councillors received a report from the Responsible Finance Officer, and it was

Resolved to:

981.1. Review Approve the Annual Investment Strategy.

981.2. Authorise the Responsible Finance Officer, under instruction by the City Clerk and Leader of the Council, to:

981.2.1. Scrutinise the PSDF investment vehicle to identify opportunities for timely and prudent investment with the Local Authorities Property Fund; and

981.2.2. Where required, set upper limits for the maximum amounts both individually and cumulatively that may be held in non-specified investments.

982. Councillor Attendance Report 2019/20:

Councillors reviewed Member Committee Attendance report for 2019/20, and it was

Resolved to:

982.1. Note the report.

983. Basic Parish and Travelling & Subsistence Allowance 2019/20:

Councillors reviewed Basic Parish and Travelling & Subsistence Allowance 2019/20 report, and it was

Resolved to:

983.1. Note the report.

984. NALC Code of Conduct Consultation:

Councillors discussed the NALC Code of Conduct consultation, and it was

Resolved to:

984.1. Form a task group to discuss NALC's Code of Conduct Consultation and agree the Council's response.

985. Community Lottery:

Councillors received a report from the Business Manager regarding Community Lottery, and it was

Resolved to:

- 985.1. Agree that a community lottery is set up for Salisbury City, using Gatherwell as the ELM and as set out in the report presented to the Council.
- 985.2. Agree that any surplus funds, once operating costs are covered, are to be spent for the benefit of the community and that the Community Working Group has delegated authority to disperse these funds

986. Christmas Events:

Councillors received a report from the Business Manager regarding Christmas events for 2020/21. The Council noted the importance of Christmas events for residents and business and also considered the impact of current Covid 19 guidance on public events. Following discussion of the issues, it was

Resolved to:

- 986.1. Agree that SCC will not operate an ice rink in 2020/2021 as part of the Christmas Events programme.
- 986.2. Agree that Options 2 (Christmas Tree Extravaganza) and 3 (Santa's Grotto) as shown in the report (Doc 79138) are to be taken forward by the Council
- 986.3. Agree that Option 1 (Christmas Fayre), as shown in the report (Doc 79138), is to be consider further by the Business Working Group who will review the possibility of holding Christmas Fayre subject to two key

considerations; government guidance with regard to social distancing and the availability of sufficient numbers of traders wishing to trade.

986.4. Note the draft budget allocations in para 5 of the report (Doc 79138)

986.5. Instruct officers to provide regular reports on progress to the Business Working Group and Full Council.

987. Matters, if any, which by reason of special circumstances the Chairman decides should be considered as a matter of urgency

No matters were raised.

There were 4 members of the public and no members of the press present.

The meeting closed at 8.50pm.

Public Question (see minute 965.1 above)

Submitted by J Webster

Dear City Clerk

**Question for the council regarding the “Christmas in Salisbury 2019
Salisbury City Council Evaluation Report” (77894)**

Chairman

It is my belief that the figures used in this report do not stand up to scrutiny, bring into question the accuracy of DOC79135 Christmas 2020 Options, and should not be used in any decision making for subsequent Christmas Markets without further investigation.

Example:

In DOC79135 Christmas 2020 Options there is no mention in the report on the partnership Salisbury City Council entered in to with “Frost” the Tipi bar or any reporting of income or expenditure on it. Why has such a large part of Christmas Fayre 2019 not been included in the report?

The report states SCC paid £ 6000 for the Tipi with £ 0 income.

SCC made payments totalling £ 10,594 to the tipi supplying company (3 invoices dated 25/10, 18/11 & 18/11) An additional payment was made to a design company (1 Invoice dated 19/11) for decorating the tipi for £ 2000 This gives a minimum total paid by SCC of £ 12,594 (only payments over £ 500 published) ; this figure would probably be higher .

What was the income received by SCC from the Tipi partnership?

What was the tender process for the Tipi partnership?

In addition to this the cost of security allocated to the Christmas Fayre was £ 44972.27

Has the cost of the security used for the city but for not for the Christmas Fayre been deducted?

How much of the security cost has been allocated solely to the Tipi partnership with the need for exclusive permanent door security, the use of exclusive security when the Tipi traded during hours the Fayre was shut and the use of security when the tipi was used for private parties by the operators

Were these security costs passed on to the Frost Tipi partnership?

A cost of £8287.31 was allocated to toilets. As there were no additional toilets for the Christmas Fayre what is this charge for?

If this was for the public toilets to stay open past normal Christmas Fayre trading hours but for the use of Tipi customers, this charge should be made to the Tipi partnership.

The report states that £28,000 was paid for repairs to the chalets. This seems extremely high for repairs to what are essentially sheds.

How did such a substantial amount of damage occur?

Was the work for repairs put out to tender?

Additional note to the accuracy of DOC79135 Christmas 2020 Options

Anticipated income table – States that Based on last years income, £ 24,573.33 was generated from an allocation of 1 caterer (From memory there were at least 6)

From Full Council Meeting 20/01/20

“948.6. The Chairman also noted the success of the Christmas Fayre, ice rink, Santa’s grotto, Tipi bar and Horse & Carriage Rides. The council gave a round of applause to the Events Team and all officers who delivered these events.”

The Christmas Fayre was also voted the 3rd best in Europe, what an amazing achievement.

I urge the elected councillors to do the best for the city and not to now cancel it and to support the business community and Salisbury residents who have suffered through the Novichok incident (Is help from the 3 year recovery plan available?) and now covid 19. With an increasing number of empty premises in the city, Debenhams etc, the Christmas Fayre increases footfall to the city for the benefit of all. The Charter Market team have done an amazing job reopening the Market and I’m sure would continue this success for the Christmas Fayre again. As SCC already owns the repaired chalets, let’s use these resources to benefit Salisburys business community and its residents to celebrate Christmas. Lets be positive for our great City & covid permitting have another successful Christmas Fayre.

Yours sincerely

J. Webster.

**SCC's Response To J Webster's Question
Provided by email to J Webster on Wed 1 Jul 2020**

Dear Mr/Ms Webster

Thank you for your recent email to the Council concerning the Christmas Fayre in Salisbury. Please see below the written response to the question you submitted to Full Council on Mon 29 Jul 2020.

The Christmas 2020 Options report (Doc 79135 – [shown here](#)) does not have any mention of the partnership arrangement for the Tipi because this year (2020) SCC went out to tender for a destination bar for the pitch now that the concept has been proven viable ([see this link](#) for further details). Christmas in Salisbury 2019 Salisbury City Council (SCC) Evaluation Report (Document 77894 – [published here](#)) shows £6,000 spent on 50% of the cost of the tipi which was part of the partnership arrangement. There was a modest income from the Tipi which is incorporated in the general chalet income total. SCC undertook the contract with the tipi company and so we were responsible for payment of the invoices and those listed below indicate the payment plan. 50% of the total cost of the invoices was invoiced to our Tipi partner. The invoice to the design company was for the decoration of the arch. Although this is the same company that decorated the inside of the tipi SCC were not responsible for the internal décor of the tipi. In 2019 there was no tender process for the tipi – this was a partnership arrangement as this concept was trialed in its initial year.

The £44,972.27 was the full cost for the Christmas Fayre security including the build and break phase. There was no city security included in this figure. Security is provided by SCC as the operator for the entire Fayre covering 24 hours and this has not been broken down further.

There was no separate toilet provision for the Christmas Fayre and so the public toilets on the Market Place which are managed by SCC were kept open until 9pm, before changing to the just the night toilets routinely provided in this location. The catering chalets finished at 8pm and so SCC left an extra hour for people to disperse, and for trader use. Toilets were deliberately not provided for the tipi customers as it was designed to be a transient place and not one for people to dwell extensively. The cost quoted covered additional cleaning and staffing during the extended opening times.

The £28,000 for chalet repairs was as a result of 5 years of use without regular upkeep and some damage during storage. These repairs were funded by Wiltshire Council and any tender process would have been conducted by them. These chalets are owned by Salisbury Business Improvement District.

The point raised about the income from catering chalets is correct – this was the figure raised from all chalets and not one. This is a typo on the report for which we apologise.

Please let me know if you have any further queries. You will be interested to know that the Council agreed on Monday to continue to consider the possibility of holding Christmas Fayre subject to two key considerations; government

guidance with regard to social distancing and the availability of sufficient numbers of traders wishing to trade.

Best wishes

Annie Child PSLCC
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