



BROMYARD AND WINSLOW TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

held remotely on Monday 18th May, 2020

at 7pm

via the Zoom video conferencing and audio platform

[Local Authorities \(Coronavirus\)\(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

**MINUTES
C20/46 – C20/59**

Members Present: Cllrs R Page (Chairman), S Brunson (Vice-Chairman), F Clark, G Collins, J Cooper, M Franklin, D James, C Martin, L Law and J Lester

Officers Present: Karen Mitchell (Town Clerk)
Kym Wild (Deputy Town Clerk)

In attendance: Cllr Nigel Shaw – Ward Member
One member of the public

The meeting was opened by the outgoing Chairman, Councillor Roger Page who invited all in attendance to observe a one-minute silence for those who had lost their lives to Covid-19.

C20/46 Election of Town Mayor (Chairman of the Council) for 2020/21 [LGA 1972 s15 \(1&2\) and s34 \(1&2\)](#)

- i) **IT WAS RESOLVED** that Cllr Suzette Brunson be elected as Town Mayor and Chairman of the Council for the municipal year 2020/21.
- ii) Declaration of Acceptance of Office [LGA 1972 s83](#)
The newly elected Town Mayor (Chairman of the Council) made the statutory declaration of acceptance of office and addressed the Council with her opening remarks.
The new Mayor was welcomed by members of the Council.
Cllr Brunson confirmed that Mr Peder Neilsen would remain as The Mayor's Officer and Town Crier for the ensuing year.

C20/47 Election of Deputy Town Mayor (Vice Chairman of the Council) for 2020/21 [LGA 1972 s 245 \(6\) \(B\)](#)

- i) **IT WAS RESOLVED** that Cllr Dee Dunne-Thomas be elected as Deputy Town Mayor (Vice Chairman of the Council) for the municipal year 2020/21.
- ii) Declaration of Acceptance of Office
Cllr Dunne-Thomas made her declaration of acceptance of office as Deputy Town Mayor and Vice Chairman of the Council.

C20/48 Apologies [LGA 1972 S85 \(1\)](#)

All Council Members were present

C20/49 Declarations of Interest and written requests for dispensation

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)
[Localism Act 2011](#)

Councillor Martin declared an 'other' interest in agenda item C20/56, 2. as a Trustee of Bromyard Grammar School.

Signature / Initialled

C20/50 Retiring Mayor's End of Year Report and Presentation of Past Mayor's Badge

The retiring Mayor, Cllr Roger Page, gave his end of year report giving special thanks to Councillor Clare Davies for her role as Mayoress throughout his term of office. Cllr Page accepted the Past Mayor's Badge in isolation.

C20/51 Full Council Minutes

1. The Minutes of the Full Council meeting held on 24th February, 2020 were confirmed as a correct record.
2. The Minutes of the Extraordinary Full Council meeting held on 11th May, 2020 were confirmed as a correct record.

C20/52 Minutes of Town Council Committee meetings

IT WAS RESOLVED that the Minutes of the following Town Council Committees be received and that any recommendations contained therein be approved.

1. Planning and Economic Development Committee, 2nd March 2020.
2. Finance and Properties Committee, 9th March 2020
3. Burial Committee, 16th March 2020
4. Staffing Committee, 17th March 2020

C20/53 Confirmation of Committees and Working Groups

Following debate, **IT WAS RESOLVED** that the Traffic Management Working Group become a Standing Committee of the Council.

IT WAS FURTHER RESOLVED that the following Committees and Working Groups be confirmed.

1. Planning & Economic Development
2. Finance & Properties Committee
3. Burial Committee
4. Staffing Committee
5. Traffic Management Committee
6. Tourism Working Group
7. Environmental Working Group

IT WAS FURTHER RESOLVED that the need for any existing Working Groups be reviewed in six months (November 2020 Full Council):

C20/54 Appointment of Members to serve on the following Committees and Working Groups

IT WAS RESOLVED that all memberships remain as existing, with the addition of Cllrs Lester and Cooper serving on the Planning & Economic Development Committee on a temporary basis until such time as new Members are co-opted/elected.

1. Planning & Economic Development (9 Members)
Cllrs: Brunsdon, Churchill, Cooper, Clark, Dunne-Thomas, Page, James and Lester (1 vacancy)
2. Finance & Properties (8 Members)
Cllrs: Brunsdon, Churchill, Collins, Davies, Franklin, Law, Martin and Page
3. Burial Committee (6 members)
Cllrs: Clark, Cooper, Churchill, Davies, Dunne-Thomas and Franklin
4. Staffing Committee (1 member plus 5 ex-officio members)
Cllrs: Brunsdon, Churchill, Cooper, Dunne-Thomas, Franklin and Page

Signature / Initialled

5. Traffic Management Committee
Cllrs: Brunson, Clark, Cooper, Dunne-Thomas, Franklin and James
6. Tourism Working Group
Cllrs: Clark and Collins
7. Environmental Working Group
Cllrs: Collins, Franklin and Martin

C20/55 To elect i) the Chairman and ii) the Vice Chairman of the appointed Committees and Work Groups

IT WAS RESOLVED that all Chairman and Vice Chairman positions remain as existing.

C20/56 Council Representatives to serve on Outside Bodies

IT WAS RESOLVED to appoint Councillors to serve as the Council's representatives on Outside Bodies, as follows:

1. Bromyard and District Chamber of Commerce and Industry (1)
Cllrs: Collins and James (main), Clark (deputy)
2. Bromyard Grammar School Foundation (1)
Cllrs: Martin (main), Churchill (deputy)
3. Bromyard Relief in Need (1)
Cllrs: Clark (main), Churchill (deputy)
4. Public Hall Committee (1)
Cllrs: Churchill (main), Davies (deputy)
5. Bromyard Downs Common Association
Cllrs: Franklin (main), Dunne-Thomas (deputy)
6. HALC Executive
Cllrs: Churchill (main), Martin (deputy)
7. Festivals Association
Cllrs: Brunson (main), Clark (deputy)
8. Kempson Players
Cllrs: Page (main), Churchill (deputy)
9. Market Town Forum
Cllrs: Collins and Franklin (main), Davies (deputy)

C20/57 Arrangements for insurance cover in respect of all insured risks

The Clerk confirmed that the Council's insurance cover is provided by WPC Hallam Ltd as part a three-year agreement with the provider commencing 26th May, 2019.

IT WAS RESOLVED that the Council's Insurance cover be confirmed as in place.

C20/58 Bank Mandate

IT WAS RESOLVED that Cllrs Clark, Franklin, Martin and Page be confirmed as continuing bank signatories.

Signature / Initialled

C20/59 Notice of Casual Vacancy

It was noted that a casual vacancy had arisen on the Bromyard West ward following the resignation of David Masters. Should a valid request for an election be received by 11th June 2020, then the election will not take place until 6 May 2021 as a result of the Coronavirus Act 2020 and the 2020 Regulations.

Discussion ensued regarding the filling of Casual Vacancies on the Council.

IT WAS RESOLVED that, once due process had been observed, co-option on to Council be actioned with expediency.

The meeting closed at 20:22.

CHAIRMAN.....

DATE.....

Signature / Initialled