



MINUTES OF A MEETING
OF BROMYARD AND WINSLOW TOWN COUNCIL

held on Monday 21st May 2018 in the Council Chamber, Council Offices, Bromyard at 7:30pm.

***UNTIL NEXT MEETING OF COUNCIL, THESE MINUTES HAVE NOT BEEN RATIFIED*.**

PRESENT: Cllrs F Clark, R Page, P Andrews, S Brunsdon, D Cave, G Churchill, J Cooper, A Dods, Dr D Dunne-Thomas, D Faulkner, Dr D Ferriday, M Franklin, B Johnson, H Pettitt, D James and T Smith.

In attendance: Karen Mitchell (Town Clerk)
Barbara Stanway (Deputy Town Clerk)
Rose Raine (Admin Asst)
Peder Nielsen (Mayor's Officer and Town Crier)

Ward Members : Cllrs A Seldon

22 Members of the Public

Fire Procedure Read to the meeting

| 18/93 | Election of the Town Mayor (Chairman of the Council) for 2018/19 | Action |
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| | <p>The current Vice Chairman was nominated unopposed to the vacancy of Town Mayor and Chairman of the Council.</p> <p>IT WAS RESOLVED that Cllr Roger Page be appointed as Mayor and Chairman of the Council for the year 2018 – 2019.</p> <p>The newly elected Mayor announced Clare Davies was to be his consort for the year. He spoke appreciatively of the work done by the outgoing Mayoress and presented her with a floral bouquet.</p> <p>The retiring Mayor and the newly elected Mayor left the Chamber whilst the Mayoral Robes and Chain of Office were exchanged.</p> | |
| 18/94 | <p>Declaration of Acceptance of Office by Town Mayor</p> <p>The newly elected Town Mayor, Cllr Roger Page, made the statutory</p> | |

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| | <p>declaration of acceptance of office and thanked members for entrusting him with the responsibility of office. It was an honour and a very proud moment for him and he stressed his commitment to serve the Town Council and do all in his power to promote the well being of the people of Bromyard and Winslow.</p> <p>Peder Nielsen was confirmed in his position as Mayor's Officer for the forthcoming year.</p> | |
| 18/95 | <p>Vote of Thanks for 2017/18 Town Mayor, Cllr F Clark and Mayoress Jan Scrine</p> <p>The Mayor formally thanked the outgoing Mayor and Mayoress for their unstinting and effective service to the Town Council and the town.</p> | |
| 18/96 | <p>Retiring Mayor's End of Year Report</p> <p>The retiring Town Mayor spoke warmly of his two years in office and commended Cllr Page's excellent local knowledge and extensive experience. He thanked the staff for their efforts.</p> <p>Cllr Andrews and Alfred Mann presented a portrait of Cllr Clark in his formal robes. The portrait to be displayed within the Chamber.</p> | |
| 18/97 | <p>Election of the Deputy Town Mayor (Vice Chairman of the Council) for 2018/19</p> <p>Cllr Brunsdon was nominated unopposed as Deputy Mayor</p> <p>IT WAS RESOLVED that Cllr Brunsdon be appointed as Deputy Mayor for the year 2018 – 2019.</p> | |
| 18/98 | <p>Declaration of Acceptance of Office by Deputy Town Mayor</p> <p>The newly elected Deputy Town Mayor, Cllr Suzette Brunsdon, signed the statutory declaration of acceptance of office.</p> <p>Cllr Brunsdon's husband would act as her consort.</p> | |
| 18/99 | <p>Apologies:</p> <p>Apologies were received from Cllr J Lester.</p> <p>PC Meek and Cllr N Shaw had also conveyed their apologies for the meeting.</p> <p>The Mayor's Officer, Peder Nielsen, left the meeting at 7.40pm.</p> <p>Cllr Andrews left the meeting at 7.50pm.</p> | |
| 18/100 | <p>Declarations of Interest and written requests for dispensation:</p> <p>None.</p> | |
| 18/101 | <p>Council Minutes</p> <p>IT WAS RESOLVED:</p> <p>To receive, approve and sign the minutes of the Full Council meeting held on Monday 30th April 2018.</p> <p>It was noted that Matters Arising would be dealt with at a later date.</p> | |

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| <p>18/102</p> | <p>Committee Minutes</p> <p>IT WAS RESOLVED:</p> <p>To receive the Minutes of the following Town Council Committee meetings.</p> <ol style="list-style-type: none"> 1. Planning & Economic Development Committee – 8th May 2018 2. Finance & Properties Committee – 14th May 2018 | |
| <p>18/103</p> | <p>To confirm arrangements for insurance cover in respect of all insured risks.</p> <p>At its meeting on 26th March 2018, The Council resolved to accept the recommendation of the Finance & Properties Committee and to continue with the current insurance provision for a further year starting in May 2018.</p> <p>IT WAS RESOLVED to confirm the decision of the Finance & Properties Committee to Continue with the current insurance provision for a further year starting in May 2018.</p> | |
| <p>18/104</p> | <p>Appointment of members to serve on existing Committees:</p> <p>1) Planning and Economic Development - 9 members required</p> <p>IT WAS RESOLVED that the Committee consist of the following members: Cllrs Brunsdon, Cave, Churchill (Vice Chair), Clark, Cooper, Dods, Dr. Dunne-Thomas, James and Page (Chairman)</p> <p>2) Finance and Properties - 8 members required</p> <p>IT WAS RESOLVED that the Committee consist of the following members: Cllrs Andrews, Churchill, Faulkner, Ferriday, Franklin (Chairman), Nevin, Page and T Smith (Vice Chair)</p> <p>3) Burial - 6 members required</p> <p>IT WAS RESOLVED that the Committee consist of the following members: Cllrs Churchill, Clark (Chairman), Cooper, Nevin and T Smith (Vice Chairman) 1 vacancy.</p> <p>4) Staffing - Maximum of 5 members required</p> <p>IT WAS RESOLVED that the Committee consist of the following members: Cllrs Brunsdon, Churchill, Clark, Pettitt (Chairman) and T Smith (Vice Chairman)</p> | |
| <p>18/105</p> | <p>Election of i) the Chairman, and ii) the Vice Chairman of the appointed Committees.</p> <p>Note: In accordance with Terms of Reference, only members of the individual Committees were allowed to vote on the appointment of the Chairman and Vice Chairman of each committee.</p> <p>IT WAS RESOLVED that the Chairman and Vice Chairman of the committees were appointed as follows:</p> <ol style="list-style-type: none"> 1) Planning and Economic Development Cllr Page (Chairman) Cllr Churchill (Vice Chairman) 2) Finance and Properties Cllr Franklin (Chairman) Cllr T Smith (Vice Chairman) 3) Burial Cllr Clark (Chairman) Cllr T Smith (Vice Chairman) | |

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| | <p>4) Staffing Cllr Pettitt (Chairman) Cllr T Smith (Vice Chairman)</p> | |
| 18/106 | <p>Appointment of Members to serve on a Traffic Management Working Group. Members were informed that previously there were three members but under Standing Orders there was no limit.</p> <p>IT WAS RESOLVED that the following councilors be appointed: Dr Dunne Thomas, Pettitt, Clark, T Smith and Franklin.</p> | |
| 18/107 | <p>To appoint Council Representatives to serve on Outside Bodies. IT WAS RESOLVED to make the following appointments to Outside Bodies:</p> <ul style="list-style-type: none"> (a) Bromyard and District Chamber of Commerce and Industry (1) Cllr James (b) Bromyard Grammar School Foundation (1) Cllr Cave (c) Bromyard Relief in Need (1) Cllr Cave (d) Market Towns Forum (2) Cllrs Brunsdon and Churchill (e) Public Hall Committee (1) Cllr Churchill (f) Bromyard Downs Common Association (1) Cllr Churchill (g) HALC Executive (1) Cllr Cave (h) Festivals Association Cllr Pettitt (i) Kempson Players Cllr Brunsdon | |
| 18/108 | <p>Dates and times of ordinary meetings of the Council and Committees for the year 2018-19. Members considered a draft Schedule of Meetings.</p> <p>IT WAS RESOLVED to accept the schedule as circulated.</p> | |
| 18/109 | <p>Council Approval of Payments by Direct Debit: The Finance & Properties Committee met on Monday 14th May 2018 and recommended to Council payment of the following by Direct Debit:</p> <ul style="list-style-type: none"> (a) Herefordshire Council rates for office number 24, one payment of £75.00 followed by eleven at £75.00 | |

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| | <p>(b) Herefordshire Council rates for office 25, one payment of £90.00 followed by nine at £90.00</p> <p>(c) Herefordshire Council for Reserved car park area, one payment of £64.00 followed by two payments of £64.00</p> <p>(d) Herefordshire Council rates for Rowberry Street car park, one payment of £112.92 followed by nine payments of £115.00</p> <p>(e) Herefordshire Council rates for Tenbury Road Car Park, one at £241.63 followed by nine at £241.00</p> <p>(f) Public Works Loan Board – Loan repayments of two payments of £8,987.89 and two payments of £8,829.08</p> <p>(g) Waste Collection (green bins)for Complex – 4 equal payments of £123.50</p> <p>(h) Waste Collection (green bins) for Cemetery – 4 equal payments of £123.50</p> <p>(i) Talktalk – Broadband and telephone calls - monthly payments of under £35.00</p> <p>(j) Lloyds Bank – monthly payment of monthly bank charges</p> <p>Members were advised that there will be a demand from Herefordshire Council for business rates relating to the Old Vicarage, this was currently in debate; Members to be advised in due course.</p> <p>IT WAS RESOLVED to approve the recommendation of Finance and Properties Committee to pay the above listed Direct Debits.</p> | |
| <p>18/110</p> | <p>Council approval for payment of Salaries, wages, PAYE/NIC and gratuity</p> <p>The Finance & Properties Committee met on Monday 14th May 2018 and recommended to Council payment of the following salaries, wages, PAYE/NIC and gratuity where applicable to administration and maintenance staff, based upon existing contracts, in monthly amounts for the financial year 2018/2019.</p> <p>IT WAS RESOLVED to approve the recommendation of Finance and Properties Committee to pay salaries, wages, PAYE/NIC and gratuity where applicable to administration and maintenance staff, based upon existing contracts, in monthly amounts for the financial year 2018/2019.</p> | |

The meeting closed at 8.15pm