



## **BROMYARD & WINSLOW TOWN COUNCIL**

### **FULL COUNCIL**

Minutes of a meeting of The Council  
held on Monday 28<sup>th</sup> June, 2021 at 7pm in  
The Council Chamber, Council Offices, Bromyard

**Minutes**  
**C21/38 – C21/56**

Members Present: Cllrs Brunsdon (Chairman), Dunne-Thomas (Vice-Chairman), Clark, Churchill, James, Stevens, Law, Franklin, Lady Collingwood, Davies, and Nielsen.

Officers Present: Karen Mitchell (Town Clerk)

Public present: Sarah Handley – Conquest Theatre and PC Peter Browne.

The Chairman welcomed all present to the meeting.

#### **C21/38 Apologies**

*LGA 1972 S85 (1)*

None received.

#### **C21/39 To receive any Declarations of Interest and written requests for dispensations**

*Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*

No written requests for dispensation had been received by the Town Clerk.

Cllr James declared a non-pecuniary interest in item C21/48, 3.2.1 as a member of the Conquest Theatre.

Cllr Churchill declared a non-pecuniary interest in item C21/48 3.2.2 as a Trustee of the Bromyard Recreation Ground.

#### **C21/40 Result of Uncontested Election 27th May 2021 – Bromyard West**

It was noted that Mr Peder Nielsen has been duly elected without contest to the Bromyard West ward.

Cllr Nielsen signed his Declaration of Acceptance of Office.

#### **C21/41 Policing Matters – update from PC Peter Browne**

The Chairman welcomed PC Peter Browne to the meeting who had recently started working in Bromyard.

PC Browne informed members that a new charter, between the Police and local councils, has been launched. This charter aims to identify three priority issues, affecting the locality, which the Police will target to reduce crime or anti-social behavior.

Councillors raised the following areas of concern: -

- Speed monitoring training and equipment was promised to the council but is yet to be delivered.
- Increase in hate crime in local schools
- Anti-social behaviour and vandalism.

In response PC Browne assured members that he will proactively work to resolve the issues identified.

*PC Browne left the meeting.*

**C21/42 Public Question Time**

The Chairman invited Sarah Handley to speak in relation to the Conquest Theatre's grant application, for £6,000 towards new seating for the auditorium, (agenda item 3.2.1. refers) Ms Handley explained that the existing seating is nearly 100-years old and predates the existing site.

The cost of refurbishing the chairs far exceeds the Theatre's budget. A quote to replace the chairs, from a company in northern England, works out cheaper and would see the use of British steel and wool. The Theatre Committee has been fundraising towards the costs.

Ms Handley was thanked for her attendance and then left the meeting.

**C21/43 Chairman's Report**

The Chairman confirmed that she has recently attended the Round the Downs race, which proved to be a great success. As restrictions lift the Mayoral Diary is again filling up with events for later in 2021.

**C21/44 Town Clerk's Report**

Members noted the Clerks' Report as circulated.

**C21/45 Ward Members reports**

Members noted written reports from both Ward Members, Cllr A Seldon – Bromyard West ward and Cllr N Shaw – Bromyard Bringsty ward.

**C21/46 Exclusion of members of the Public and Press LGA 1972 ss 101, 102**

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

No confidential items were identified.

**C21/47 Full Council Minutes**

*LGA 1972 Sch 12 para 41(1)*

To confirm as a correct record and sign the Minutes of the Annual meeting of the Council held on 6th May, 2021.

The following correction was identified to item C21/39 Election of Deputy Town Mayor (Vice Chairman of the Council) for 2021/22: - *Cllr Dunne-Thomas* took nominations for the post of Deputy Town Mayor / Vice Chairman.

**IT WAS RESOLVED** that the Minutes of the Annual meeting of the Council held on 6th May, 2021, as amended, be confirmed as a correct record and signed by the Chairman.

**C21/48 Committee Minutes**

**1. Staffing Committee**

**IT WAS RESOLVED** to receive the Minutes of the Staffing Committee meeting held on 1<sup>st</sup> June, 2021.

**2. Planning & Economic Development Committee**

**2.1 IT WAS RESOLVED** to receive the Minutes of the Planning & Economic Development Committee meeting held on 7<sup>th</sup> June, 2021.

2.2 To consider the following Planning & Economic Development Committee meeting recommendation:

2.2.1 P21/49 - Section 106 Town/Parish Wish List

To approve the following s106 'Wish List' items for Bromyard.

- a) Joint use swimming pool - land at Hardwick Close, near to St Peter's School or alternatively, on the site previously approved at the Queen Elizabeth Humanities College in circa 1980.
- b) Improvements to bus stops on the bypass – provide new pull in points and shelters.
- c) Improvements to sewerage treatment plant
- d) New car park in Our Field in Broadbridge.
- e) Improvements to the A44, old road to Panniers Lane junction at Flagoners Green.
- f) Relief road from the bottom of the bypass to Station Road industrial estate, across Forbury, to include a roundabout on the A44.
- g) Improvements and extension to the cemetery.
- h) Permanent festival site and car park (including toilets).
- i) Improvements to proposed Gateway to Worcester, Leominster, Bromyard greenway, along the former railway line.

**IT WAS RESOLVED** to defer this item for further consideration and prioritisation.

### 3. Finance & Properties Committee

3.1 **IT WAS RESOLVED** to receive the Minutes of the Finance & Properties Committee meeting held on 14th June, 2021.

3.2 To consider the following Finance & Properties Committee recommendations:

3.2.1 F21/33, 1 – Grants

To approve a grant of £6,000 to The Conquest Theatre towards new seating for the auditorium.

**IT WAS RESOLVED** to approve a grant of £6,000 to the Conquest Theatre towards new seating for the auditorium.

3.2.2 F21/33, 2 – Grants

Members considered the release of specified grants from the approved 2021/22 budget: Christmas Lights - £4,000  
Bromyard Recreation Ground - £3,000

**IT WAS RESOLVED** to approve the release of specified grants from the approved 2021/22 budget: - £4,000 Christmas Lights and £3,000 Bromyard Recreation ground.

3.2.3 F21/34 - Internal Audit

Members considered the internal audit report (part 2) for the year ended 31<sup>st</sup> March 2021.

**IT WAS RESOLVED** to accept the Internal audit report (part 2) for the year ended 31st March 2021.

### 3.2.4 F21/37 - Council Asset Register

Members considered the Asset Register for the year ended 31.03.2021.

**IT WAS RESOLVED** to approve the Asset Register for the year ended 31/03.2021.

### **C21/49 Internal Audit**

Members reviewed the effectiveness of the internal audit and completed a checklist relating to compliance with standards and overall effectiveness.

Part 1 - Meeting Standards - Members answered yes to all parts. (1-5).

Part 2 - Characteristics of Effectiveness - Members answered 'yes' to all parts. (1-7)

**IT WAS RESOLVED** that having reviewed the effectiveness of the system of internal audit, the Council is satisfied that an effective system of internal audit is in place.

### **C21/50 Annual Governance and Accountability Return 2020/21 (AGAR)**

1) Annual Internal Audit Report.

**IT WAS RESOLVED** to receive and note the Annual Internal Audit Report.

2) Section 1 - Annual Governance Statement 2020/21.

The Clerk referred Councillors to the internal guidance notes to assist in understanding the intent and implications behind the Annual Governance Statement.

All members answered "Yes" to assertions 1-8, with number 9 deemed not applicable.

**IT WAS RESOLVED** to approve and sign Section 1 – Annual Governance Statement 2020/21.

3) Section 2 - Accounting Statements 2020/21.

**IT WAS RESOLVED** to approve and sign Section 2 – Accounting Statements 2020/21.

4) Members noted the following key dates:

- Submission deadline for signed and approved AGAR and supporting documents – Friday 2nd July, 2021.
- Dates for the 30 working-day period for the exercise of public rights – Wednesday 30th June to Tuesday 10th August 2021, inclusive.
- Statutory deadline by which the AGAR part 3 (sections 1 & 2) and signed external auditor's certificate must be published – 30th September, 2021.

### **C21/51 Committee Membership**

To appoint Cllr Nielsen to serve on a selected Committee (where a vacancy exists).

- Planning & Economic Development (9) - 7 members + 2 temp (Davies & Law)
- Finance & Properties (8) - 5 members + 1 temp (Clark)
- Traffic Management (6) - 4 members + 2 temp (Brunsdon & Law)

**IT WAS RESOLVED** to appoint Cllr Nielsen to the Traffic Management Committee. Cllr Brunsdon to step down from this committee as she was an interim member.

### **C21/52 Casual Vacancies**

- 1.1 Herefordshire Council has advised that as no requests for elections have been received, Bromyard & Winslow Town Council may co-opt a person to fill the casual vacancies which occurred following the resignations of Roger Page and Charlotte Martin.
- 1.2 Electors of the Bromyard West ward have until Thursday 24<sup>th</sup> June to request an election to fill the casual vacancy which occurred following the resignation of Charlotte Martin.  
Cllr Martin was thanked for her service to the Council.
- 1.3 The following casual vacancies (6) exist on Bromyard and Winslow Town Council:
  - Ward Seat previously held by: To be filled by:
  - East R Page Co-option
  - West A Weaver Election
  - West D Masters Co-option
  - West G Collins Co-option
  - West J Cooper Co-option
  - West C Martin Co-option

**IT WAS RESOLVED** That items 1.1 to 1.3 be noted.

2. Members considered a timetable for co-option.

**IT WAS RESOLVED** not to implement a timetable. All six vacancies will be advertised as open-ended until such time as all co-option vacancies are filled.

### **C21/53 Bank Mandate**

To appoint a new bank signatory to replace Charlotte Martin following her resignation from the Council.

**IT WAS RESOLVED** to appoint Cllr Law as a new bank signatory.

### **C21/54 Broadbridge**

Community Tree Planting (Minute F20/25 refers)

The following item is referred by the Finance & Properties Committee to Full Council for consideration: Former Councillor Charlotte Martin is currently looking after the Woodland Trust Tree packs (~ 200-250 hedgerow type trees) and has advised that subject to Council approval she would still be willing to be involved in the scheme and organise the planting scheduled for November, alternatively, members may wish to consider donating the saplings to local schools and/or community groups.

A discussion ensued and members considered the options available.

**IT WAS RESOLVED** to offer the saplings out to local schools/community groups.

**C21/55 Outside Bodies**

1. The following reports were received:
  - a) Bromyard and District Chamber of Commerce and Industry: - Cllr James informed members that the group had recently held a meeting. A new Loyalty Free app will go live at the weekend when the makers will be visiting the town and speaking to business owners in the hope of signing them up to the app. (The minutes of the meeting had been circulated to members for information).
  - b) Bromyard Downs Common Association: - Cllr Franklin informed members that the group met on 5<sup>th</sup> May – a copy of the meeting note was circulated.
  - c) Bromyard Grammar School Foundation – a new representative is required.
  - d) Bromyard Relief in Need - Cllr Clark
  - e) Festivals Association – no meeting.
  - f) HALC Executive – no meeting.
  - g) Kempson Players – a report was noted.
  - h) Public Hall Committee – a report was noted.
  - i) i) Market Town Forum – no meeting.
  
2. To appoint representatives to serve on the following Outside Bodies (Item deferred from last meeting to enable the Clerk to seek clarification on the appointment of Council representatives)

- Bromyard Grammar School Foundation (BGSF)  
The BDSF Constitution requires that “Every Governor to be appointed by Bromyard Town Council shall be appointed for a term of Office ending on the date of the appointment of his successor, which may be at any time after the ordinary day or retirement of Town Councillors next after his/her appointment”.

**IT WAS RESOLVED** to appoint Cllr Dunne-Thomas as a representative to the Bromyard Grammar School Foundation.

- Bromyard Relief in Need Charity (BRIN)  
BRIN Nominative Trustees are appointed as follows:  
One by the Group Parish Council of Bromyard and Winslow, and One by the Group Parish Council of Brockhampton. Each appointment shall be made for a term of four years at a meeting convened and held according to ordinary practice of the council concerned. The person appointed may be but need not be a member of the council concerned.

**IT WAS RESOLVED** for Cllr Clark to remain as the Council’s representative to Bromyard Relief in Need.

**C21/56 Correspondence**

There were no items of correspondence to receive.

All business having been successfully transacted; the meeting closed at 8:27pm

Signed ..... Date /2021