



BROMYARD & WINSLOW TOWN COUNCIL

FULL COUNCIL

Minutes of an Extraordinary meeting of The Council
held on Monday 5th July, 2021 at 7:30pm in
The Council Chamber, Council Offices, Bromyard

Minutes
C21/57 – C21/62

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

Officers Present: Karen Mitchell (Town Clerk) and Lynda Wilcox (HALC CEO)

Public present: None

The Chairman welcomed all present to the meeting.

C21/57 Apologies

LGA 1972 S85 (1)

Apologies for absence were received from Cllr James.

C21/58 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.
There were no declarations of interest made at this point in the meeting.

C21/59 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.

IT WAS RESOLVED to exclude members of the Public and Press (LGA 1972 ss 101, 102) during item C21/60.1 for the reason of staff confidentiality

C21/60 Operational Review

- 1) Members considered recommendations from the Staffing Committee meeting held on 1st June 2021 (Minute S21/19 refers)

Councillors noted the Operational Review report which was carried out following the departure of some staff members, over the past 2-years, due to retirement and resignation. The Covid-19 pandemic had hampered the recruitment of new staff, which had resulted in increased workloads for the Clerk.

This review aims to enhance operational efficiency and make effectiveness recommendations that would improve organisational stability. It sets out new staffing and committee structures, and three recommendations, as previously agreed by the Staffing Committee.

Recommendation 1.

To approve the new staffing structure as proposed on page 2 of the Report. This will include the creation of the following new part-time posts (duties to be broadly in accordance with the draft proposals outlined on page 3) :

- Properties Officer (25hrs p/w) salary scale LC2 (spinal points 24-28)
- Development Officer (25hrs p/w) salary scale LC2 (spinal points 24-28)
- Burial Officer (10hrs p/w) salary scale LC2 (spinal points 24-28) *This post was agreed by Council on 06.05.202.*

Recommendation 2

To approve a revised Committee structure, comprising five main standing committees:

1) Burial, 2) Finance, 3) Properties, 4) Planning & Economic Development, 5) Staffing, 6) Traffic Management.

Recommendation 3.

To introduce a revised meeting frequency:

- Quarterly: Full Council; Staffing Committee; Traffic Management Committee.
- Bi-monthly: Burial Committee; Finance Committee; Properties Committee.
- Monthly: Planning & Economic Development Committee.

IT WAS RESOLVED:

- To approve recommendation 1 for a new staffing structure, as proposed.
- To approve recommendation 2 for a revised Committee structure, as proposed.

An amendment to recommendation 3 was proposed, seconded and carried to move to bi-monthly Full Council meetings for a trial period of 6 months.

IT WAS RESOLVED to approve recommendation 3 for a revised meeting frequency, as amended.

IT WAS FURTHER RESOLVED:

- That was Committee membership numbers be reduced to 5 members per Committee.
- That the above resolutions be implemented when new staff are in position.

2) To carry out a campaign to recruit more Councillors to serve on the Council. Important to encourage new Cllrs to go on training.

Members considered several methods of recruitment, including hosting an information evening, which has proved successful in other areas. Lynda Wilcox offered to attend and support the Council with their recruitment drive.

IT WAS RESOLVED to host an information evening on Tuesday 21st September at 7pm in The Conquest Theatre foyer (if available).

C21/61 Meeting schedule

To fix the dates and times of ordinary meetings of the Council and Committees for the remainder of the municipal year.

IT WAS RESOLVED to keep to the original schedule and review it once the new staff members are in post.

C21/62 S106 Wish List

To further consider the Planning & Economic Development Committee's recommendations for a S106 wish list, as amended at the Full Council meeting held on 28th June 2021.

Members considered the recommendations and noted that items identified must be for capital items linked to development.

IT WAS RESOLVED:

To remove items b, c, and e from the original list and to amend item h to remove the words Worcester and Leominster

That the following s106 wishlist be submitted to Herefordshire Council as follows:

- a) Improvements to bus stops on the bypass – provide new pull in points and shelters.
- b) Improvements to the A44, Old Road to Panniers Lane junction at Flaggoners Green.
- c) Improvements and extension to the cemetery.
- d) Permanent festival site and car park (including toilets).
- e) Improvements to proposed Gateway to Bromyard greenway, along the former railway line.

All business having been transacted, the meeting closed at 8:52pm

Signed Date 26/07/2021