



## BROMYARD & WINSLOW TOWN COUNCIL

### FULL COUNCIL

Minutes of The Full Council meeting  
held on Monday 28<sup>th</sup> March 2022 at 7:00pm in  
The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard.

Minutes  
C22/35 – C22/51

Members Present: G Churchill, C Davies, Lady A Hughes, D James, L Law, E Nagy  
B Quantrill, C Robinson and M Stevens.

Officers Present: Karen Mitchell (Town Clerk)

Public present: Mr B Ghosh, Ms J Bradley, Ms L Grafham (Multi Disciplinary Team  
(MDT) members) – Bromyard Town Council Welcome Back and Great  
Places to Visit Project  
1 Member of the Press

In the absence of the Chairman and Vice-chairman of the Council, **IT WAS RESOLVED**  
that Cllr G Churchill be appointed to serve as Chairman for the duration of the meeting.

#### **C22/35 Apologies**

*LGA 1972 S85 (1)*

Apologies for absence were received from Cllrs S Brunsdon, F Clark, Dr D Dunne-Thomas, M Franklin, J Lester and K Patchett.

Cllr N Shaw, Bromyard Bringsty ward Councillor

#### **C22/36 Declarations of Interest and written requests for dispensations**

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

None declared.

#### **C22/37 Policing Matters**

No report available.

#### **C22/38 Public Question Time**

No questions raised.

#### **C22/39 Ward Members reports**

Cllr C Davies, Bromyard West ward

Cllr Davies was welcomed as the newly elected Herefordshire Councillor for the Bromyard West ward. She advised the meeting that she was currently receiving an induction/training and would be able to give a report to the next meeting.

#### **C22/40 Welcome Back & Great Places to Visit Fund**

Members of the Welcome Back & Great Places to Visit Multi-Disciplinary Team (MDT) gave a progress report on works to date by way of a PowerPoint presentation, advising that Phase 1 works (Public Realm) had been completed. The presentation included slides, giving:

- Detailed explanation in respect of background for branding proposals and graphic designs/murals for alleyways and the subway.

- Examples of wayfinding proposals including fingerposts and information boards
- Public engagement dates and consultation information.
  - 23 March - Focus Group meeting re branding proposals
  - 7 April - Drop in at K4/Foodscapes Office in Bromyard
  - 9 April - Exhibition at Conquest Theatre
  - 11-14 April QE School workshop on Murals

Following a short question and answer session, the Chairman thanked the team for attending the meeting and for the informative presentation.

*Members of the MDT left the meeting at this point.*

### **C22/27 Chairman's Report**

In the Chairman's absence, The Town Clerk reported that the Chairman had received the resignation of Mr Peder Neilsen (due to health reasons) with immediate effect.

### **C22/28 Town Clerk's Report**

The Town Clerk advised that her report would be circulated to members via email.

### **C22/09 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 items identified for consideration in private session.

### **C22/10 Full Council Minutes**

*LGA 1972 Sch 12 para 41(1)*

**IT WAS RESOLVED** that the Minutes of the Meeting held on 28<sup>th</sup> February 2022 be confirmed as a correct record and signed by the Chairman.

### **C22/11 Committee Minutes**

#### **1. Planning Committee**

**IT WAS RESOLVED** to receive and note the Minutes of the Burial Committee meeting held on 7<sup>th</sup> March, 2022.

#### **2. Finance & Properties Committee**

2.1 **IT WAS RESOLVED** to receive and note the Minutes of the Finance & Properties Committee meeting held on 14<sup>th</sup> March, 2022.

2.2 Members considered recommendations from the Finance & Properties Committee meeting held on 14<sup>th</sup> March, 2022:

##### **i. F22/27 - Financial Policies and Procedures**

- Grant Policy and Procedure
- Reserves Policy
- Risk Management Policy & Assessment

**IT WAS RESOLVED** that the above documents be approved and adopted.

ii. **F22/26 - Financial Controls**

- Financial Regulations
- Management of Internal Control Systems
- Internal Financial Controls – Day to Day Procedures

**IT WAS RESOLVED** that the above documents, as amended, be approved and adopted.

iii. **F22/28 - Terms of Reference**

**IT WAS RESOLVED** that the draft Terms of Reference for the Finance Committee and the Properties Committee be approved and adopted with the following amendment: that the number of members on each committee be increased from 5 to 7.

iv. **F22/30, 2 - Car Parks**

**IT WAS RESOLVED** that the new contracts with Corporate Services (Hereford) Ltd, for parking enforcement at the Rowberry Street and Tenbury Road car parks be approved.

**3. Burial Committee**

- 3.1 **IT WAS RESOLVED** to receive and note the Minutes of the Burial Committee meeting held on 21<sup>st</sup> March, 2022.

**4. Tourism Working Group**

- 4.1 **IT WAS RESOLVED** to receive and note the Report from the Tourism Working Group meetings held on 22<sup>nd</sup> February, 2022.

**C22/46 Accounts for Scrutiny**

**IT WAS RESOLVED** to approve payment of the following invoices which were received after the Finance and Properties Committee Agenda had been distributed.

Company Name	Description	Net	VAT	Total
Jumping Ships Ltd	Jubilee Bunting	1,000.00	0.00	1,000.00
Securitas Security Services (UK) Ltd	Fire alarm contract	309.12	61.82	370.94
R Wilks	Supply & fit 5 new fence panels (RS car park)	310.00	62.00	372.00
Herefordshire Council	Watsse collection cemetery	168.36	0.00	168.35
Herefordshire Council	Waste collection Council complex	235.43	0.00	235.43
KT Gooch	Cleaning materials	22.40	4.48	26.88
Direct Office Supply co. ltd.	Office filing cabinets	1,028.57	205.71	1234.28
Keith H Ballard	Clear blockage at public toilets	116.00	0.00	116.00
Travis Perkins	Padlock and chain	16.16	3.23	19.39
Rose Regeneration	GPV/WBF - Project Management fee	2250.00	500.00	2750.00
JMS Roofing & Building Ltd	GPV/WBF - Public realm improvements	16,000.00	3,200.00	19,200.00

**C22/47 Review of Standing Orders**

Following a detailed review by the appointed working party, **IT WAS RESOLVED** to approve and adopt the Council's Standing Orders.

**C22/48 Bromyard Extraordinary Towns Maintenance Fund**

Cllr Law gave a briefing on a meeting she and Cllr Franklin had attended with Balfour Beatty Living Places (BBLP) on 10<sup>th</sup> March 2022 to discuss the Extraordinary Towns Maintenance Fund. Amounts allocated to Bromyard are £350K for 2022/23 and £200K for 2023/24.

This money is to be spent on town maintenance and will be delivered by BBLP. Members were asked to consider and determine the Council's priorities for the funding and were circulated with a Study Map showing schemes already identified by BBLP for Bromyard with indicative costs for the works.

Following discussion, **IT WAS RESOLVED** that Members send in their comments to the office for collation.

**C22/13 Queen's Platinum Jubilee - Thursday 2nd to Sunday 5th June**

Cllr Law gave an update on plans for the Jubilee.

- Currently establishing final numbers for commemorative money boxes and mugs.
- Bunting is made and will be put up in time for The Town Crier's Festival
- Risk assessment to be completed by working party

Members supported a proposal to sign up for a family story-trail experience called the Queen's Platinum Jubilee Beacon Trail which runs from 30<sup>th</sup> April until 12<sup>th</sup> June, at a cost of £500.

The idea behind the story-trail is to give families a free day out with a safe, socially distanced and ambitious event. It has been designed in conjunction with the Platinum Jubilee Pageantmaster, Bruno Peek, to be as accessible to as many communities as possible. The unique 'geogame' experience includes a choose-your-own storybook, Pokemon Go-style AR characters and educational content on The Queen's historic 70 year reign.

Further information available at <https://highstreetsafari.com/platinumjubilee>

**C22/17 Outside Bodies**

1. Reports were received from Town Council representatives on the following outside bodies:
  - a) Bromyard and District Chamber of Commerce and Industry – Cllr James reported that the Chamber had received a presentation from the WB/GPV MDT and the first Business breakfast had been held.
  - b) Bromyard Downs Common Association – no meeting. Cllr Law to attend the next meeting as Cllr Franklin not available.
  - c) Bromyard Grammar School Foundation – *no report available*.
  - d) Bromyard Relief in Need – *no report available*.
  - e) Festivals Association – *no report available*.
  - f) HALC Executive – *no report available*.
  - g) Kempson Players – Cllr Hughes reported on the Meeting held on 29<sup>th</sup> February. Much repair work required to equipment. Need to apply for grants. Current focus on Party in the Park on 1<sup>st</sup> May 22.
  - h) Public Hall Committee – no meeting.

**C22/19 Correspondence**

1. Herefordshire Council's Local Plan 2021-2041 Policy Options consultation will run for 6 weeks from Monday 4 April to 16 May 2022.  
As part of the preparation of the new Local Plan for Herefordshire the existing County-wide planning policies need to be reviewed, to determine their effectiveness, consistency with national planning policy and whether they would help to deliver key aspirations of the Herefordshire County Plan.  
The Town Council is invited to send two representatives to and information event on either Thursday 7<sup>th</sup> April 7-9pm, or Tuesday 12<sup>th</sup> April 10am-12pm

**IT WAS RESOLVED** that Cllr Franklin and James attend as representatives of the Town Council.

The being no further business to transact, the Chairman closed the meeting at 8:37pm.

Chairman ..... Date .....