



BROMYARD & WINSLOW TOWN COUNCIL

ANNUAL COUNCIL MEETING

Minutes of The Reconvened Annual Meeting
of Bromyard & Winslow Town Council
held on Monday 30th May 2022 at 7pm.

Members present: Cllr Dr D Dunne-Thomas (Chairman)
Cllrs F Clark, C Davies, G Churchill, Lady A Hughes, M Franklin (Vice-
chairman), D James, L Law, E Nagy, B Quantrill, C Robinson.

Officers present: Mrs K Mitchell, Town Clerk

Note: Items C22/81 to C22/87 as published on the agenda of the Annual Council meeting of 23rd May were re-numbered as C22/90 to C22/96 due to the meeting being re-convened.

C22/88 To receive apologies for absence

LGA 1972 S85 (1)

Apologies were received from Cllrs S Brunsdon, J Lester, K Patchett, and M Stevens.

C22/89 To receive any Declarations of Interest and written requests for dispensations

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

Cllr Dunne-Thomas declared a personal interest in C22/91, 3.1,a. as a resident of Frog Lane.

C22/90 Full Council Minutes

LGA 1972 Sch 12 para 41(1)

It was RESOLVED to confirm minutes of the Full Council meeting held on 25th April, 2022 as a correct record and that they be signed by the Chairman.

C22/91 Committee Minutes

1. Planning & Economic Development Committee
It was RESOLVED to receive and note the Minutes of the Planning & Economic Development Committee meeting held on 3rd May, 2022.
2. Finance & Properties Committee
It was RESOLVED to receive and note the Minutes of the Finance & Properties Committee meeting held on 9th May, 2022.
 - 2.1 Members considered the Finance & Properties Committee recommendation at Minute Reference F22/55.
It was RESOLVED to approve the Asset Register for the year ended 31.03.2022.
3. Traffic Management Committee
It was RESOLVED to receive and note the Minutes of the Traffic Management Committee meeting held on 16th May, 2022.

Chairman's initials..... Date.....

3.1 Members considered the Traffic Management Committee recommendation at Minute reference TM22/09.

It was RESOLVED to support the proposal to make Frog Lane a cul-de-sac and submit a request to Herefordshire Council for part of Frog Lane to be converted into a footway.

C22/92 Meeting schedule

Members considered a draft schedule of meetings for the Full Council and its committees.

It was RESOLVED to approve the schedule of meetings up to and including the next annual meeting of Full Council, as presented.

C22/93 Bank Mandate

It was RESOLVED to re-affirm Cllrs Brunsdon, Franklin, Clark and Law as bank signatories.

C22/94 Appointment of Council Representatives to serve on Outside Bodies

1. Bromyard and District Chamber of Commerce and Industry
It was RESOLVED to appoint Cllrs Robinson (main) and Clark (deputy).
2. Bromyard Grammar School Foundation
It was RESOLVED to appoint Cllr Dunne-Thomas. *No deputy required*
3. Bromyard Relief in Need
It was RESOLVED to appoint Cllr Dunne-Thomas. *No deputy required*
4. Public Hall Committee
It was RESOLVED to appoint Cllrs Churchill (main) and Davies (deputy)
5. Bromyard Downs Common Association
It was RESOLVED to appoint Cllr Franklin (Main) and Law (deputy)
6. HALC Executive (1)
It was RESOLVED to appoint Cllrs Churchill (main) and James (deputy)
7. Festivals Association
It was RESOLVED to appoint Cllrs Brunsdon (main) and Clark (deputy)
8. Kempson Players
It was RESOLVED to appoint Cllrs Patchett (main) and Churchill (deputy)

C22/95 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.

Chairman's initials..... Date.....

C22/96 Annual Governance and Accountability Return 2021/22 (AGAR)

1. Annual Internal Audit Report.

It was RESOLVED to receive and note the Annual Internal Audit Report.

2. Section 1 - Annual Governance Statement 2021/22.

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 2021/22.

3. Section 2 - Accounting Statements 2021/22.

It was RESOLVED to approve and sign Section 2 – Accounting Statements 2021/22.

4. The following key dates were noted:

- Submission deadline for signed and approved AGAR and supporting documents – Friday 1st July 2022.
- Dates for the 30 working-day period for the exercise of public rights – Monday 13th June to Friday 22nd July 2022, inclusive.
- Statutory deadline by which the AGAR part 3 (sections 1 & 2) and signed external auditor’s certificate must be published – Friday 30th September 2022.

The meeting closed at 7:42pm.

Chairman

Date