



BROMYARD & WINSLOW TOWN COUNCIL

ANNUAL COUNCIL MEETING

Minutes of The Annual Meeting
of Bromyard & Winslow Town Council
held on Monday 15th May 2023 at 7pm
in the Council Chamber, The Old Vicarage,
1 Rowberry St. Bromyard, HR7 4DU.

MINUTES
C23/45 – C23/62

Members present: Cllrs P Andrews, G Churchill, F Clark, C Davies, Dr D Dunne-Thomas, M Franklin, L Holman, L Law, J Lester, P Nielsen. R Page, C Robinson and M Stevens.

Officers present: Mrs K Mitchell, Town Clerk

In attendance: Cllr P Stoddart (Ward Councillor, Bromyard Bringsty)
2 members of the public

The fire safety procedure was read to the meeting.

Prior to opening the meeting, the Chairman Cllr Dunne-Thomas, welcomed new and returning Councillors to Bromyard and Winslow Town Council following the uncontested elections on 4th May 2023.

She also congratulated Herefordshire Councillor Mr Peter Stoddart on his election as the new ward member for Bromyard Bringsty and Councillors Davies and Lester on their re-election to Bromyard West and Three Crosses wards, respectively.

C23/45 Election of Chairman of the Council/Town Mayor for 2023/24

LGA 1972 s15 (1&2)

1. **It was RESOLVED** that Cllr Dee Dunne-Thomas be elected as the Chairman of the Council/Town Mayor for the 2023/24 municipal year.

2. Declaration of Acceptance of Office.

LGA 1792 s83 (4)(a)

Cllr Dunne-Thomas signed the statutory declaration of acceptance of office and addressed the Council with her opening remarks.

Mr Peder Neilsen was confirmed as the Mayor's Officer and Town Crier for the ensuing year.

Cllr Lester congratulated the Mayor on her re-election for a second year and paid tribute to her commitment and dedication to the role, attested by having attended over 100 engagements over the past year.

C23/46 Election of Vice Chairman of the Council/Deputy Town Mayor for 2023/24

LGA 1972 s15 (6)

It was RESOLVED that Cllr Mark Franklin be elected as the Vice Chairman of the Council/Deputy Town Mayor for the 2023/24 municipal year.

C23/47 To receive apologies for absence

LGA 1972 S85 (1)

None. All members present.

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

C23/48 To receive any Declarations of Interest and written requests for dispensations

*Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159
(Disclosable Pecuniary Interests) Regulation 2012 (SI 2012/1464)*

There were none made at this point in the meeting.

C23/49 Declarations of Acceptance of Office

LGA 1972 Section 83(3)

It was confirmed that all 13 Members had made their Declarations of Acceptance of Office as Councillors of Bromyard and Winslow Town Council, witnessed by the Town Clerk.
Noted.

C23/50 Full Council Minutes

LGA 1972 Sch 12 para 41(1)

The Minutes of the Full Council meeting held on 24th April 2023 were confirmed as a correct record and signed by the Chairman.

C23/51 Committee Minutes

It was RESOLVED to receive and note the Minutes of the Planning & Economic Development Committee meeting held on 2nd May, 2023.

C23/52 Confirmation of Committees

It was RESOLVED to appoint the following Committees to assist in conducting the business of Council:

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

C23/53 Committee Membership

LGA 1972 sections 101-106 and schedule 12

1. **It was RESOLVED** to appoint members to serve on the following Committees. 7 members required for all committees:
 - 1.1 Planning & Economic Development
Andrews, Churchill, Clark, Holman, Law, Page, Stevens.
 - 1.2 Finance
Churchill, Davies, Dunne-Thomas, Franklin, Law, Page.
Cllr Holman to serve as a temporary member until such time as a newly co-opted member is appointed to the Committee.
 - 1.3 Properties
Churchill, Franklin, Holman, Law, Page, Robinson, (1 vacancy).
 - 1.4 Burial
Andrews, Churchill, Davies, Dunne-Thomas, Nielsen, (1 vacancy).
Cllr Law to serve as a temporary member until such time as a newly co-opted member is appointed to the Committee.
 - 1.5 Traffic Management
Clark, Dunne-Thomas, Franklin, Holman, Law, Nielsen, (1 vacancy).

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

2. Election of i) the Chairman, and ii) the Vice Chairman of the following Committees:

NB: In accordance with Standing Order 4,d,vi and Terms of Reference, only members of the individual Committees were able to vote on the appointment of the Chairman and Vice Chairman of each committee.

2.1 Planning & Economic Development

- i) **It was RESOLVED** that Cllr Churchill be elected as Chairman of the Planning & Economic Development Committee for 2023/24
- ii) **It was RESOLVED** that Cllr Page be elected as Vice-Chairman of the Planning and Economic Development Committee for 2023/24.

2.2 Finance

- i) **It was RESOLVED** that Cllr Franklin be elected as Chairman of the Finance Committee for 2023/24.
- ii) **It was RESOLVED** that Cllr Law be elected as Vice-Chairman of the Finance Committee for 2023/24.

2.3 Properties

- i. **It was RESOLVED** that Cllr Law be elected as Chairman of the Properties Committee for 2023/24.
- ii) **It was RESOLVED** that Cllr Franklin be elected as Vice-Chairman of the Properties Committee for 2023/24.

2.4 Burial

- i) **It was RESOLVED** that Cllr Davies be elected as Chairman of the Burial Committee for 2023/24.
- ii) **It was RESOLVED** that Cllr Andrews be elected as Vice-Chairman of the Burial Committee for 2023/24.

2.5 Traffic Management

- i) **It was RESOLVED** that Cllr Clark be elected as Chairman of the Traffic Management Committee for 2023/24.
- ii) **It was RESOLVED** that Cllr Nielsen be elected as Vice-Chairman of the Traffic Management Committee for 2023/24.

3. Staffing Committee

3.1 **It was RESOLVED** to appoint Cllr Page to serve on the Staffing Committee.

(NB: The Committee is made up of 6 ex-officio members plus 1 further member to be elected at the annual council meeting)

The Staffing Committee to be comprised of the following members:

Dunne-Thomas (Chairman of Council)
Churchill (Chairman of Planning & Economic Development)
Franklin (Chairman of Finance)
Law (Chairman of Properties)
Davies (Chairman of Burial)
Clark (Chairman of Traffic Management)
Page

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

3.2 Election of i) the Chairman, and ii) the Vice Chairman of the Staffing Committee.

- i) **It was RESOLVED** that Cllr Page be elected as Chairman of the Staffing Committee for 2023/24.
- ii) **It was RESOLVED** that Cllr Davies be elected as Vice-Chairman of the Staffing Committee for 2023/24.

C23/54 General Power of Competence

Localism Act 2011, s1-8

It was RESOLVED to confirm that Bromyard and Winslow Town Council meets the eligibility criteria to use the General Power of Competence as the power of first resort and intends to exercise this power until the annual meeting of the council in the next ordinary election year.

Eligibility criteria: Elected Councillors must equal or exceed two-thirds of total council seats; A CiLCA qualified Clerk.

C23/55 Insurance cover in respect of all insured risks

Members were advised that the Town Council insurance policy is due for renewal on 26th May 2023.

The Council's insurance broker is recommending a new three-year long-term agreement with Aviva for the period 26th May 2023 to 25th May 2026.

Members considered a proposal for commercial combined and personal accident cover. (Full proposal pack circulated by email)

Following discussion, **it was RESOLVED** to enter into a 3-year agreement with Aviva Ltd., for a total first year premium of £8,135.61 commencing 26th May 2023, with a 5% rating escalator for subsequent years.

C23/56 Appointment of Council Representatives to serve on Outside Bodies

1. Bromyard and District Chamber of Commerce and Industry
It was RESOLVED to appoint Cllr Law as the main representative.
It was RESOLVED to appoint Cllr Clark to deputise in Cllr Law's absence.
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
Two nominations were received for the main representative: Cllrs Davies and Nielsen. A vote was taken by way of paper ballot.
It was RESOLVED to appoint Cllr Davies as the main representative.

Two nominations were received for the deputy representative: Cllrs Churchill and Nielsen. A vote was taken by way of paper ballot.
It was RESOLVED to appoint Cllr Nielsen to deputise in Cllr Davies' absence.
5. Bromyard Downs Common Association
It was RESOLVED to appoint Cllr Franklin as the main representative.
It was RESOLVED to appoint Cllr Law to deputise in Cllr Franklin's absence.

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

6. HALC Executive
It was RESOLVED to appoint Cllr Churchill as the main representative.
It was RESOLVED to appoint Cllr Davies to deputise in Cllr Churchill's absence.
7. Festivals Association
It was RESOLVED to appoint Cllr Davies as the main representative.
 (no deputy)
8. Kempson Players
It was RESOLVED to appoint Cllr Holman as the main representative.
 (no deputy)

C23/57 Meeting schedule

Members considered a draft schedule of meetings for the Full Council and its committees for the 2023/24 municipal year. The Clerk highlighted a numerical error in the meeting dates for November meaning that the meeting dates for the month would be one day earlier than listed.

It was RESOLVED to approve the draft schedule of meetings as amended, up to and including the next annual meeting of Council. Meetings to take place at 7pm in the Council chamber, unless otherwise specified in the meeting summons.

C23/58 Bank Mandate

1. **It was RESOLVED** to re-affirm Cllrs Clark, Franklin, and Law as bank signatories.
2. **It was RESOLVED** that Cllr Dunne-Thomas be appointed as a new bank signatory to replace former Councillor Hughes on the Council's bank accounts.

C23/59 Accounts for Scrutiny

In accordance with internal controls in respect of invoices above the value of £2,500, members were requested to review the following invoice and confirm payment.

Invoices		Net	Vat	Total
C J Bayliss Ltd.	Refurbishment works – Old Vicarage	20,610.12	4,122.02	24,732.14

It was RESOLVED that the above invoice be approved for payment.

C23/60 Review and adoption of Governing Documents

1. Standing Orders
 Following review at the Full Council meeting held on 27th February 2023, it was resolved that the below amendment be considered at the annual council meeting prior to adoption of the Council's Standing Orders, copies having been circulated. (Minute C23/19 refers)

Proposal: to amend 'Standing Order 7a. Previous Resolutions' to introduce a third ground for reversing a resolution i.e.:

A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by at least 10

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

*councillors to be given to the proposer Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee, **or, there being significant new information and a requirement for an urgent decision.***

Following discussion, **it was RESOLVED** to accept the above amendment and to approve and adopt Standing Orders, as amended.

2. Financial Regulations

Following review at the Finance Committee meeting held on 13th February 2023 (Refer Minute F23/11,3.), **it was RESOLVED** to adopt Financial Regulations as presented. (copies having been circulated)

3. Code of Conduct

It was RESOLVED to adopt the Local Government Association Code of Conduct, as approved by Herefordshire Council on 3rd December 2020 and updated on 19th January and 17 May 2021 (copies having been circulated).

C23/61 Citizens Advice Herefordshire (part of Citizens Advice Worcester and Herefordshire)

It was RESOLVED to receive a report for the outreach service for Quarter 4 - January 2023 to March 2023.

Referring to outreach sessions at the Hope Centre which are funded by the Town Council, the Clerk was instructed to request that any publicity for these sessions acknowledges the Town Council's financial support.

C23/62 Full Term Elections

At the full-term elections held on 4th May 2023, an insufficient number of candidates stood to fill all 18 seats on the Town Council. Herefordshire Council has advised that the Council may co-opt persons to fill the remaining seats.

West ward (14 seats) – 2 vacancies

East ward (4 seats) – 3 vacancies

Members were reminded that:

- All new Councillors will need to [register their interests](#) within 28 days of their election. Whilst there is no legal requirement for re-elected members to complete a new form, they are encouraged to do so to ensure that their register accurately reflects their current registrable interests.
- All Councillors must make a [return and declaration](#) of their election expenses (even if nil) to the Proper Officer of Herefordshire Council by 1st June 2023. Failure to do so is an illegal practice and penalties may apply.

Noted.

There being no further business to transact, the Chairman closed the meeting at 8:04pm.

CHAIRMAN

DATE