



BROMYARD & WINSLOW TOWN COUNCIL

FULL COUNCIL

Minutes of The Annual Meeting
of Bromyard & Winslow Town Council
held on Monday 20th May 2024 at 7pm
in The Council Chamber, The Old Vicarage,
1 Rowberry Street, Bromyard.

MINUTES
C24/60 - C24/76

Members Present: Cllrs G Churchill, C Davies, Dr D Dunne-Thomas, M Franklin,
L Holman, L Law, J Lester, P Nielsen and R Page.

Officers Present: K Mitchell (Town Clerk)

In attendance: Herefordshire Cllr P Stoddart - Bromyard Bringsty ward
4 Members of the public

The fire safety procedure was read to the meeting.

C24/60 Election of Chairman of the Council/Town Mayor for 2024/25

LGA 1972 s15 (1&2)

1. **It was RESOLVED** that Cllr Mark Franklin be elected as the Chairman of the Council/Town Mayor for the 2024/25 municipal year.

The meeting paused briefly to allow for the formal handover of the chains of office and mayoral robes from the retiring Mayor to the newly elected Mayor, Cllr Mark Franklin.

2. Declaration of Acceptance of Office. *LGA 1792 s83 (4)(a)*

Cllr Franklin signed the statutory declaration of acceptance of office. He then addressed the Council with his opening remarks, thanking fellow Councillors for their confidence in electing him. He expressed that it was a pleasure and an honour to serve, and he looked forward to working with all members in the year ahead.

Cllr Franklin outlined his aims for the year, which were:

- To represent Bromyard well
- To promote Bromyard well
- To serve Bromyard well

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

Cllr Franklin paid tribute to the retiring Mayor Cllr Dee Dunne-Thomas and presented her with her Past Mayor's badge in recognition of her dedicated service over the past two years.

C24/61 Election of Vice Chairman of the Council/Deputy Town Mayor for 2024/25

LGA 1972 s15 (6)

It was RESOLVED that Cllr Clare Davies be elected as the Vice Chairman of the Council/Deputy Town Mayor for the 2024/25 municipal year.

C24/62 Apologies for absence

LGA 1972 S85 (1)

Apologies were received and accepted from Cllrs, Andrews, Brookes, Robinson and Stevens.

C24/63 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)

None declared.

C24/64 Co-option

Representation of the People Act 1985 Section 21 (2)

Two applications for co-option to Bromyard and Winslow Town Council had been received. However, one candidate was unable to attend the meeting.

Current vacancies to be filled by co-option: East ward - 2 vacancies; West ward – 2 vacancies.

The Candidate present, Mr Christopher Magson, was invited to introduce himself and provide additional information as to his suitability for the role.

Following a question and answer session, **it was RESOLVED** that Mr Christopher Magson be co-opted to the Town Council, serving on the East ward.

Cllr Magson signed his Declaration of Acceptance of Office and was invited to join the meeting.

C24/65 Full Council Minutes

LGA 1972 Sch 12 para 41(1)

It was RESOLVED that the Minutes of the Full Council meeting held on 29th April 2024 be confirmed as a correct record and signed by the Chairman.

C24/66 Committee Minutes

1. Staffing Committee

It was RESOLVED to receive and note the Minutes of the Staffing Committee meetings held on 27th February, 11th March and 17th April, 2024.

2. Planning Committee

It was RESOLVED to receive and note the Minutes of the Planning & Economic Development Committee meeting held on 7th May, 2024.

C24/67 Confirmation of Committees

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

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

C24/68 Committee Membership

LGA 1972 sections 101-106 and schedule 12

1. **It was RESOLVED** to appoint members to serve on the following Committees:

- 1.1 Planning & Economic Development (7 members required)

There were 9 councillors who wished to serve on the committee, which exceeded the 7 available seats. As a result, **it was RESOLVED** to defer this item to the next Full Council meeting to allow the Council to consider whether to increase the maximum number of councillors on the Planning & Economic Development Committee.

In the meanwhile, the committee would continue to operate with its existing membership.

1.2 Finance
Churchill, Davies, Dunne-Thomas, Franklin, Law, Magson and Page.

1.3 Properties
Brookes, Churchill, Dunne-Thomas, Franklin, Holman, Law and Robinson.

1.4 Burial
Andrews, Churchill, Davies, Law, Nielsen, 1 vacancy.
Cllr Dunne-Thomas to serve as a temporary member until such time as a newly co-opted member is appointed to the Committee.

1.5 Traffic Management
Franklin, Holman, Law, Magson, Nielsen, 1 vacancy.
Cllr Davies to serve as a temporary member until such time as a newly co-opted member is appointed to the Committee.

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

2.1 Planning & Economic Development – Deferred to the next Full Council meeting. The existing Chair and Vice-chair will continue in post until that time.

2.2 Finance
i) **It was RESOLVED** that Cllr Franklin be elected as Chairman of the Finance Committee for 2024/25.
ii) **It was RESOLVED** that Cllr Law be elected as Vice-Chairman of the Finance Committee for 2024/25.

2.3 Properties
i) **It was RESOLVED** that Cllr Law be elected as Chairman of the Properties Committee for 2024/25.
ii) **It was RESOLVED** that Cllr D Dunne-Thomas be elected as Vice-Chairman of the Properties Committee for 2024/25.

2.4 Burial
i) **It was RESOLVED** that Cllr Davies be elected as Chairman of the Burial Committee for 2024/25.
ii) **It was RESOLVED** that Cllr Churchill be elected as Vice-Chairman of the Burial Committee for 2024/25.

2.5 Traffic Management

- i) **It was RESOLVED** that Cllr Nielsen be elected as Chairman of the Traffic Management Committee for 2024/25.
- ii) **It was RESOLVED** that Cllr Holman be elected as Vice-Chairman of the Traffic Management Committee for 2024/25.

3. Staffing Committee

It was RESOLVED to defer agenda items 3.1 & 3.2 to the next Full Council meeting.

3.1 To appoint one member 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)

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

Cllr Nielsen excused himself from the meeting at this point due to feeling unwell.

C24/69 Meeting schedule

It was RESOLVED to approve the draft schedule of meetings 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.

C24/70 Insurance cover in respect of all insured risks.

Members were advised that the Town Council's insurance cover was due for renewal on 26th May 2024. (Full proposal pack circulated by email)

Following review, **it was RESOLVED** to approve the renewal premium for commercial combined and personal accident cover for year 2 of the 3-year agreement with Aviva Ltd, in the sum of £8,924.25, plus an additional premium of £374.36 for amendments as a result on internal audit recommendations. Total cost: £9,298.61

C24/71 Appointment of Council Representatives to serve on Outside Bodies

1. Bromyard and District Chamber of Commerce and Industry
It was RESOLVED to appoint Cllr Magson as the main representative.
It was RESOLVED to appoint Cllr Holman to deputise in Cllr Magson'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
It was RESOLVED to appoint Cllr Davies as the main representative.
It was RESOLVED to appoint Cllr Holman to deputise in Cllr Davies' absence.
5. Bromyard Downs Common Association
It was RESOLVED to appoint Cllr Churchill as the main representative.
It was RESOLVED to appoint Cllr Law to deputise in Cllr Churchill's absence.

6. HALC Executive
It was RESOLVED to appoint Cllr Law as the main representative.
It was RESOLVED to appoint Cllr Davies to deputise in Cllr Law'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)

C24/72 Bank Mandate

It was RESOLVED to re-affirm Cllrs Davies, Dr Dunne-Thomas, Franklin, and Law as bank signatories.

C24/73 Review and adoption of Governing Documents

1. Standing Orders
Following review, **it was RESOLVED** to approve and adopt Standing Orders.
2. Financial Regulations
It was RESOLVED to note that NALC's new model Financial Regulations have now been received and will be presented to the next Finance Committee for consideration, prior to adoption by the Council.

C24/74 Internal Audit

1. Members reviewed the effectiveness of the internal audit for the financial year 2023/24 and completed a checklist relating to compliance with standards (part 1) and overall effectiveness (part 2).

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 for 2023-24, the Council is satisfied that an effective system of internal audit is in place.
2. Internal audit report for the year ended 31st March 2024.
It was RESOLVED to receive the final internal audit report for the year ended 31st March 2024.

C24/75 Annual Governance and Accountability Return 2023/24 (AGAR)

1. Annual Internal Audit Report for AGAR.
It was RESOLVED to receive and note the Annual Internal Audit Report.
2. Section 1 - Annual Governance Statement 2023/24.
The Clerk referred Councillors to the internal guidance notes to assist in understanding the intent and implications behind the Annual Governance Statement.
Members answered 'Yes' to assertions 1-8, with number 9 being deemed 'not applicable'.

It was RESOLVED to approve and sign Section 1 – Annual Governance Statement for 2023/24. Following approval, the Annual Governance Statement will be signed by the Chairman and Town Clerk.

3. Section 2 - Accounting Statements 2023/24.

It was RESOLVED to approve and sign Section 2 – Accounting Statements for 2023/24. Following approval, the Accounting Statements will be signed by the Chairman.

4. The following key dates were noted:

- Submission deadline for signed and approved AGAR and supporting documents – Monday 1st July 2024.
- Dates for the 30 working-day period for the exercise of public rights – Monday 10th June to Friday 19th July 2024, inclusive.
- Statutory deadline by which the AGAR part 3 (sections 1 & 2) and signed external auditor’s certificate must be published – Monday 30th September, 2024.

C24/76 Armed Forces Week – 24th to 29th June 2024

Members reviewed the proposed budget for Armed Forces Week activities. It was reported that the Bromyard Wind Band had quoted £700 to perform on two occasions during the week.

Following discussion, **it was RESOLVED** to delegate authority to the Clerk, in consultation with the Chair and Vice-Chair, to increase the Council's budget spend by up to £1,000 for this event. As this was the only musical entertainment planned for Armed Forces Week, the Council felt the increased budget was justified to ensure the success of the celebrations.

There being no further business to transact, the Chairman closed the meeting at 8:39pm.

CHAIRMAN DATE