



Gary Swinford
ACTING TOWN CLERK

BROMYARD & WINSLOW TOWN COUNCIL

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AGENDA
17/144 - 17/164

15th March 2017

Dear Councillor,

You are summoned to attend a Meeting of the Town Council to be held on
Monday 20th March 2017 at 7:30pm
in the Council Chamber, Council Offices, Bromyard.

Yours sincerely,

Gary Swinford
Acting Town Clerk

A HARD COPY OF THE AGENDA AND ANY ASSOCIATED PAPERWORK WILL BE FOUND IN YOUR PIGEONHOLE.
THESE NEED TO BE BROUGHT TO THE MEETING.
NO DUPLICATES WILL BE ISSUED

Cllr. Clark (Chairman), Cllr. Page (Vice Chairman) Cllr's Andrews, Brunsdon, Cave, Churchill, Dods, Faulkner, Ferguson, Harper, Johnson, Lester, Nevin, Pettitt and Smith

AGENDA

Fire Procedure

17/44 Apologies

17/45 Declarations of Interest and written requests for dispensation:

17/46 Policing Matters:

17/47 Chairman's Report:

17/48 Clerks Report:

17/49 Correspondence:

17/50 To receive, approve and sign the Minutes of the Meeting of Council held on 20th February 2017.

17/51 Matters Arising from the Minutes – for INFORMATION ONLY:

17/52 To receive reports of Town Council Committees as per UNRATIFIED Minutes

- 1) Planning & Economic Development Committee – 6th March 2017 - Cllr. Page
- 2) Finance & Properties Committee – 13th March 2017- Cllr. Smith

17/53 Accounts for Payment

Members are asked to approve payment of the following invoices which were received after the Finance and Property Committee Agenda had been distributed.

K T Gooch	Stationery	262.20 + VAT
West Mercia Energy	Elec - Jan	521.37 + VAT
West Mercia Energy	Gas - Jan	449.38 + VAT
Metric	¼ly contract invoice	214.32 + VAT
West Mercia Energy	Charging Point	45.44 + VAT
Brian Lane	Feb 2017	300.00 + VAT
Brian Lane	Feb works	1,120.41 + VAT

17/54 Ward Councillor Reports:

Cllr. Seldon
Cllr. Shaw

17/55 Public Question Time:

15 minutes is allotted to this item.

17/56 Terms of Reference - Planning Committee

A working group consisting of the Chair and Vice Chair along with Cllr Harper had met to prepare draft Terms of Reference for the Planning & Economic Development Committee. Members had considered

their draft proposals at the meeting held on 6th March 2017 and recommended that the Terms of Reference as drafted be adopted. (Planning & Economic Development 17/022)

17/57 Schedule of items for annual review

Members will recall that Standing Orders specify a list of items which need annual review. However the list is too long to be accommodated at the Annual Meeting in May and therefore those items which the Council is not statutorily obliged to review at the Annual Meeting are being placed on Council agendas over a 12 month period to enable them to be given proper consideration. Those items scheduled for review in March are:-

Review of delegation arrangements to committees, sub-committees, staff and other local authorities, and
Review of the terms of reference for committees.

Responsibility for a number of areas of the Council's activities is delegated to a number of standing committees, i.e. Burial, Finance & Properties, Staffing, Planning & Economic Development. The Terms of Reference for these standing committees were sent out in advance and Members' views are sought as to the delegation arrangements which are contained within those Terms of Reference.

With regard to staff there is a specific delegation to the Town Clerk to spend up to £500 or in an emergency up to £2,500 without approval. The Acting Town Clerk asks that this authority be extended to the Deputy Town Clerk in his absence.

There are no delegation arrangements to other local authorities.

17/58 Standing Order 3e

Concerns were raised some while ago about the clarity of Standing Order 3e, which refers to public participation in meetings, and in particular regarding the rights of councillors attending meetings of committees of which they are not members. For the sake of clarity the Acting Town Clerk suggests that the Standing Order be amended as follows:-

"A period of time for members of the public to make representations, answer questions and give evidence to the Council will be an agenda item at Full Council meetings. Members of the public and councillors who are not members of a standing committee may also attend meetings of standing committees and make representations, answer questions and give evidence, at the discretion of the Chairman of the meeting."

17/59 2018 Boundary Review – West Midlands Region

The Boundary Commission for England has published on its website some 20,000 responses it has received to its initial proposals for new parliamentary constituency boundaries. The website is www.bce2018.org.uk. Members are invited to look at these responses and advise whether they would wish the Town Council to make any comment as a corporate body.

17/60 Vacancy on Public Hall Committee

Cllr Ferguson has resigned his position as Town Council representative on the Public Hall Committee. Nominations are therefore sought to fill this vacancy.

17/61 Mayoral robes

The Chairman of Council has requested that the sum of up to £400 be allocated from general funds in order to purchase a mayoral robe. This would be obtained from the dressmaker in Bromyard and become the property of the Council for use by future mayors. Members' views are sought.

17/62 Reports of Outside Bodies:

- 1) Chamber of Commerce – Cllr. Page
- 2) Bromyard Grammar School Foundation - Cllr Dave Cave
- 3) Bromyard in Bloom – Cllr. Churchill
- 4) Bromyard Relief in Need - Cllr Cave
- 5) Market Towns Forum – Cllrs. Clark & Page
- 6) Public Hall Committee – Cllrs. Ferguson
- 7) Bromyard Participation Group – Cllr. Clark
- 8) Bromyard Downs Common Association – Cllr. Churchill
- 9) HALC – Cllr Turner
- 10) Festivals Association – Cllr Pettit
- 11) Kempson Players – Cllr Brunsdon

17/63 Part 2

Private and Confidential

Pursuant to section 1 (2) of the Public Bodies (admission to Meetings) Act 1960 it is proposed that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of staff re-structuring.