

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

FULL COUNCIL MEETING

Minutes of the Meeting held on 14th May 2024

In the Chair: Councillor J. Ray (Items 1 – 6. Thereafter Councillor J. Parker)

Attendance:

P Councillor C. Birkett	A Councillor A. Goddard
A Councillor C. Burgess	P Councillor N. Gwynne
P Councillor J. Burnage	P Councillor R. Kohli
P Councillor M. Cooper	P Councillor J. Parker
P Councillor J. Critchley	P Councillor R. Theron
- Councillor I. Culley	P Councillor J. Urquhart
P Councillor S. Gidley	P Councillor S. Wilkinson

Clerk: Judith Giles

Public: 120

1. PRAYERS

The Reverend Bryan Taphouse

2. WELCOME

The Town Mayor, Cllr. J. Ray welcomed the assembly

3. APOLOGIES

Apologies received from Cllr. C. Burgess, Cllr. A. Goddard

4. DECLARATION OF INTEREST

None

5. MACE BEARERS – THANK YOU

The Town Mayor, Cllr. J. Ray thanked Bob Sankey and Bertie Green, Senior Mace Bearers for all their support throughout his mayoral year. He also thanked _____, the Junior Macebearer.

6. ELECTION OF CHAIRMAN AND TOWN MAYOR

Cllr. M. Cooper **PROPOSED** (and spoke to the motion) and Cllr. R. Theron **SECONDED** (and spoke to the motion) the election of **Cllr. J. Parker** as the Chairman of the Council and Town Mayor for the ensuing year until the next Annual Meeting. A vote was taken on the motion and the motion was **CARRIED**.

The Outgoing Town Mayor, the Incoming Town Mayor and the Chief Officer, together with the Senior and Junior Mace Bearers retired from the Council Chamber for the Incoming Town Mayor to robe.

7. DECLARATION OF ACCEPTANCE OF OFFICE

On return of the Mayoral Party to the Council Chamber, the Incoming Town Mayor made a Declaration of Acceptance of Office and was invested with the Badge and Chain of Office by the Outgoing Town Mayor.

8. ELECTION OF VICE-CHAIRMAN AND DEPUTY TOWN MAYOR

Cllr. N. Gwynne **PROPOSED** (and spoke to the motion) and Cllr. S. Gidley **SECONDED** (and spoke to the motion) the election of **Cllr. R. Theron** as the Vice Chairman of the Council and Deputy Town Mayor for the ensuing year until the next Annual Meeting.

A vote was taken and the motion was **CARRIED**.

9. DECLARATION OF ACCEPTANCE OF OFFICE

The Incoming Deputy Town Mayor made the Declaration of Acceptance of Office and was be invested with the Badge of Office.

10. THE TOWN MAYOR ADDRESS TO COUNCIL

The Town Mayor addressed Council detailing his objectives for the coming year. The Mayor invested the Town Mayor's Consort, with the chain and presented her with flowers.

11. VOTE OF THANKS TO THE RETIRING TOWN MAYOR

Cllr. N. Gwynne gave a vote of thanks for the past Town Mayor's term of office.

12. RETIRING TOWN MAYOR'S REPLY

The retiring Town Mayor Cllr. J. Ray thanked Council and the Town Hall staff for their support throughout his mayoral year.

13. PAST MAYOR'S BADGE

The Town Mayor Cllr. J. Parker presented a Past Mayor's Bar to the former Town Mayor Cllr. J. Ray

14. VOTE OF THANKS FOR THE RETIRING TOWN MAYOR'S CONSORT

Cllr. M, Cooper gave a vote of thanks for the support given by the Town Mayor's Escort who was presented with flowers by the retiring Town Mayor.

15. MAYORAL ANNOUNCEMENTS

None

16. COUNCIL ADJOURNMENT FOR:

The Council Meeting was adjourned until Tuesday 21st May 2024 in the Council Chamber of the Town Hall at 7.30p.m.

PROPOSED: Cllr. M. Cooper

SECONDED: Cllr. S. Wilkinson

CARRIED UNANIMOUSLY

17. ANNOUNCEMENTS

The Town Mayor explained the arrangements for the remainder of the evening. The mayoral party left the Council Chamber followed by the Romsey Town Councillors, Past Mayors and assembled guests

Adjourned Meeting – 21st May 2024

In the Chair: Councillor J. Parker

Attendance:

P Councillor C. Birkett	P Councillor A. Goddard
P Councillor C. Burgess	P Councillor N. Gwynne
P Councillor J. Burnage	P Councillor R. Kohli
P Councillor M. Cooper	P Councillor J. Parker
A Councillor J. Critchley	P Councillor R. Theron
A Councillor I. Culley	P Councillor J. Urquhart
P Councillor S. Gidley	P Councillor S. Wilkinson

18. APOLOGIES

Councillor J. Critchley and Cllr. I. Culley.

19. DECLARATION OF INTERESTS

None

20. CONFIRMATION OF MINUTES

To receive and approve the accuracy of the Minutes of meeting held as follows:-

The minutes of the meeting held on 19th March 2024 were duly confirmed and signed.

PROPOSED: Cllr. J. Ray

SECONDED: Cllr. N. Gwynne **CARRIED**

Matters Arising

None

To receive and approve the accuracy of the Minutes of meeting held as follows:-

The minutes of the Extraordinary Meeting held on 26th March 2024 were duly confirmed and signed.

PROPOSED: Cllr. S. Wilkinson

SECONDED: Cllr. J. Burgess **CARRIED**

Matters Arising

None

PUBLIC PARTICIPATION

PROPOSED: Cllr. N Gwynne

SECONDED: Cllr. S Wilkinson

MEETING ADJOURNED 7.35 pm.

Cllr. J Parker shared the sad news that ex Cllr and Town Mayor John Burgess had passed away on 25th May 2024

To receive formal presentations from individuals or organisations which are an identified agenda item:- None

To receive verbal reports from Borough and County Councillors of what has been happening at Borough and County level which is of interest to Romsey Town Councillors

HCC Report

None

TVBC Report

None

Questions from members of the public to Borough Councillors

None

Questions from members of the public to the County Councillor

None

Questions from Town Councillors to Borough Councillors

None

Questions from Town Councillors to County Councillor

Public Participation ended at 7.37 pm.

21. PLANNING COMMITTEE

To receive the minutes of the Planning Committee meetings held 7th March 2024, 28th March 2024, 18th April 2024(draft) and to consider any recommendations from same

PROPOSED: Cllr. J Parker

SECONDED: Cllr. J Ray

22. BUILDING & TOWN COMMITTEE

To receive the minutes of the Building and Town Committee meetings held on 6th February 2024 and 9th April(draft) and to consider any recommendations from same

PROPOSED: Cllr. S Wilkinson

SECONDED: Cllr. J Ray

23. FINANCE & RESOURCE COMMITTEE

i) To receive the minutes of the Finance and Resources Committee meetings held on 13th February 2024 and 30th April 2024(draft) and to consider any recommendations from same.

PROPOSED: Cllr. N Gwynne

SECONDED: Cllr. S Wilkinson

ii) **INVESTMENT POLICY**

RECOMMENDATION: Full Council approve Investment Policy

RESOLUTION NO. 24/56

It was **RESOLVED** Council approve Investment Policy subject to ethical investment parameters being included. The Chief Officer to draft with Chair of Finance & Resources and other interested Councillors in time for next Full Council Meeting on 16th July 2024.

The Chief Officer requested to amend Policy 3.13 to say, "Each investment" not "All investments". Add 3.1.6 "All investments must comply with the Councils Ethical Investment Policy".

PROPOSED: Cllr. J Parker

SECONDED: Cllr. J Burnage

CARRIED

iii) **RESOLUTION NO. 24/58**

It was **RESOLVED** to recommend Full Council approve £200,000 REPC funds be transferred to the CCLA investment account. Chief Officer to draft an Investment Policy for recommendation to Full Council

PROPOSED: Cllr. N Gwynne

SECONDED: Cllr. J Burnage

CARRIED

RECOMMENDATION: Full Council approve £200,000 REPC funds be transferred to the CCLA investment account.

RESOLUTION NO. 24/57

It was **RESOLVED** Full Council approve £200,000 REPC funds be transferred to the CCLA investment account minus the £85,000 in the account to bring the balance to £200,000.

PROPOSED: Cllr. N Gwynne

SECONDED: Cllr. J Burnage

CARRIED

iv) **FINAL ACCOUNTS 2023-24
RECOMMENDATION FROM FINANCE & RESOURCES COMMITTEE
RESOLUTION NO. 24/56**

It was **RESOLVED** to recommend to Full Council approval of Romsey Town Council Year End Accounts for 2023-24

PROPOSED: Cllr. J. Critchley

SECONDED: Cllr. J. Parker

CARRIED

RECOMMENDATION: To receive and approve Romsey Town Council Final Accounts for Year Ending 31st March 2024

RESOLUTION NO. 24/58

It was **RESOLVED** to approve Romsey Town Council Year End Accounts for 2023-24
PROPOSED: Cllr. J. Critchley
SECONDED: Cllr. J. Parker
CARRIED

v) **ANNUAL RETURN - ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**
RECOMMENDATION: to approve Annual Governance Statement – Section 1
RESOLUTION NO. 24/59

It was **RESOLVED** to approve Annual Governance Statement – Section 1

PROPOSED: Cllr. J Parker

SECONDED: Cllr. R Theron

CARRIED

RECOMMENDATION: to approve Annual Governance Statement – Section 2)

RESOLUTION NO. 24/60

It was **RESOLVED** to approve Annual Governance Statement – Section 2

PROPOSED: Cllr. J Parker

SECONDED: Cllr. R Theron

CARRIED

vi) **PUBLIC NOTIFICATION**

RECOMMENDATION: To approve public notification notice to be displayed when Final Accounts are approved

RESOLUTION NO. 24/61

It was **RESOLVED** To approve public notification notice to be displayed when Final Accounts are approved.

PROPOSED: Cllr. J Parker

SECONDED: Cllr. C Burgess

CARRIED

vii) **ANNUAL RETURN – CONFLICT OF INTEREST**

RECOMMENDATION – to confirm there have been no conflict of interest in 2023-24.

RESOLUTION NO. 24/62

It was **RESOLVED** to confirm there have been no conflict of interest in 2023-24.

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. N. Gwynne

CARRIED

24. ROMSEY TOWN COUNCIL FINAL INTERNAL AUDIT – 31ST MARCH 2024

RECOMMENDATION: To receive and approve Romsey Town Council Final Internal Audit Report - 31st March 2024

RESOLUTION NO. 24/63

It was **RESOLVED** to approve Romsey Town Council Final Internal Audit Report - 31st March 2024

PROPOSED: Cllr. J Parker

SECONDED: Cllr. R Theron

CARRIED

Again, Council noted Internal Audit Report shows no recommendations for action which is exceptional. Congratulations to the Chief Officer and her team.

25. ALLOTMENTS COMMITTEE

Kings Chase - To receive minutes of 29th February 2024(AGM) and 21st March 2024

PROPOSED: Cllr. R Theron

SECONDED: Cllr. N Gwynne

CARRIED

Southampton Road – none received.

Cllr C. Burgess reported that Southampton Road accounts will be available for the next meeting.

22 INSURANCE

RECOMMENDATION: Council approves insurance cover from Aviva from 1st April 2024 – 31st March 2025

RESOLUTION NO. 24/64

It was **RESOLVED** to accept insurance cover from 1st April 2024 – 31st March 2025

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Ray

CARRIED

26. APPOINTMENT OF INTERNAL AUDITOR

RESOLUTION NO. 24/65

It was **RESOLVED** to confirm appointment of Auditing Solutions Limited, Clackerbrook Farm, 46 the Common, Bromham, Chippenham, SN15 2JJ as Romsey Town Council Internal Auditors for 2024-25 subject to Chief Officer review of Local Government Policies on re-tendering or change of auditors periodically.

PROPOSED: Cllr. R. Theron

SECONDED: Cllr. J. Burnage

CARRIED

27. RISK ASSESSMENT (available on RTC website)

RECOMMENDATION: to approve Risk Assessment 2024

RESOLUTION NO. 24/66

It was **RESOLVED** to approve Risk Assessment 2024

PROPOSED: Cllr. J Parker

SECONDED: Cllr. C Birkett

CARRIED

28. ASSET REGISTER (available on RTC website)

RECOMMENDATION: to approve Asset Register 2024

RESOLUTION NO. 24/67

It was **RESOLVED** to approve Asset Register 2024 subject to clarification of the gate at Kings Chase being listed as a separate item as well as with the fencing.

PROPOSED: Cllr. J Parker

SECONDED: Cllr. R Theron

CARRIED

29. CHIEF OFFICER – DELEGATED POWERS

RECOMMENDATION: Romsey Town Council delegate powers in consultation with the Town Mayor to the Chief Officer to carry out business in emergency unforeseen circumstances.

RESOLUTION NO. 24/68

It was **RESOLVED** Romsey Town Council delegate powers in consultation with the Town Mayor to the Chief Officer to carry out business in emergency unforeseen circumstances.

PROPOSED: Cllr. J Parker

SECONDED: Cllr. S Gidley

CARRIED

30. GENERAL POWER OF COMPETENCE

To confirm continued use of General Power of Competence

RESOLUTION NO. 24/69

It was **RESOLVED** to continued use of General Power of Competence

PROPOSED: Cllr. J Parker

SECONDED: Cllr. M Cooper

CARRIED

31. COMMITTEE STRUCTURE AND MEMBERSHIP OF OUTSIDE BODIES 2024-25

To review the Committee Structure and membership of outside bodies for the year 2024-2025

RESOLUTION NO. 23/70

It was **RESOLVED** to appoint Councillors to Committees and outside bodies as per attached lists (Appendix 1 and 2)

PROPOSED: Cllr. M. Cooper

SECONDED: Cllr. J. Burnage

CARRIED

32. DECLARATION OF INTERESTS

The Clerk reported Administrator – Faye Godwin will send out Declaration of Interest forms to Councillors to be updated and returned to her.

33. ROMSEY FUTURE

Cllr. J. Parker reported that there is a consultation process in place with people who would like to or do use the Crosfield Hall. The needs and desires for the future will be fed through to the Citizens Assembly Part 1 with a view to prioritising the requirements. Part 2 of the Citizens Assembly will be to look at the requirements with a view to recommending how those requirements can best be met within existing facilities or new facilities in Romsey.

In respect of the bus station, which is going out to tender imminently to appropriate architecture firms to come up with a more detailed design ideas. This will look at mobility and the proposed building to sit within the public realm to incorporate the Holbrook Stream area and public open space. Romsey Future will report back when the tendering process has happened. The Programme Board will see the tendering document.

34. MAYORAL ANNOUNCEMENTS

The Mayor's Picnic & Rotary Duck Race will take place on Sunday 7th July 12 noon – 5.00pm. The intention for the Mayor's Tent is to have it open to all to visit to showcase Romsey Town Council. All Cllrs are encouraged to come to and support the Mayor at this event. Stronger signage around the tent to make it clear it is the Mayor's tent is required.

35. REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS

Cllr S. Wilkinson reported issues with Bartlett Almshouses and rules for residents. The costs received for repairing the footpaths mean the work is going to have to be carried out in phases to make it affordable.

36. COUNCILLORS COUNCIL MEETINGS ATTENDANCE 2023/24

To be presented at next meeting on 16th July 2024

RESOLUTION that the press and the public be excluded from the meeting due to the confidential nature of the business to be discussed (LGA 1972, schedule 12). The nature of the business will relate to: Chief Officer Vacancy Update

RECOMMENDATION: The Council endorse the recommendation of the staff panel and authorise an offer letter to be sent the recommended candidate.

RESOLUTION NO. 24/71

It was **RESOLVED** Council endorses the recommendation of the staff panel and authorises an offer letter to be sent to the recommended candidate.

PROPOSED: Cllr. N Gwynne

SECONDED: Cllr. J Parker

CARRIED

The meeting closed at 8.55 pm

Next Meeting 18th July 2023