

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

FULL COUNCIL MEETING

Minutes of the Meeting held on 17th May 2022

In the Chair: Councillor K. Dunleavy

Attendance:

A Councillor D. Baverstock	P Councillor N. Gwynne
A Councillor J. Cairney	A Councillor S. Lamb
P Councillor M. Cooper	P Councillor J. Parker
P Councillor J. Critchley	P Councillor J. Ray
A Councillor I. Culley	- Councillor M. Southey
P Councillor N. Daas	P Councillor C. Wise
P Councillor J. Burnage	P Councillor S. Wilkinson

Clerk: Judith Giles

Public: 80

1. PRAYERS

The Reverend L. Thompson led prayers

2. WELCOME

The Town Mayor, Cllr. K. Dunleavy welcomed the assembly

3. APOLOGIES

Apologies received from Cllr. I. Culley, Cllr. D. Baverstock, Cllr. J. Cairney and Cllr. S.Lamb

4. DECLARATION OF INTEREST

None

5. MACE BEARERS – THANK YOU

The Town Mayor, Cllr. K. Dunleavy thanked Bob Sankey and Bertie Green, Senior Mace Bearers for all their support throughout her mayoral year. The Town Mayor also thanked Matthew Jones, Junior Mace Bearer.

6. ELECTION OF CHAIRMAN AND TOWN MAYOR

Cllr. J. Burnage **PROPOSED** (and spoke to the motion) and Cllr. J. Critchley **SECONDED** (and spoke to the motion) the election of **Cllr. N. Gwynne** 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 Town Clerk, 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. K. Dunleavy **SECONDED** (and spoke to the motion) the election of **Cllr. J. Ray** 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. J. Parker **PROPOSED** (and spoke to the motion) and Cllr. S. Wilkinson **SECONDED** (and spoke to the motion) a vote of thanks for the past Town Mayor's term of office.

12. RETIRING TOWN MAYOR'S REPLY

The retiring Town Mayor Cllr. K. Dunleavy thanked Council and the Town Hall staff for their support throughout her mayoral year.

13. PAST MAYOR'S BADGE

The Town Mayor Cllr. N. Gwynne presented a Past Mayor's Bar to the former Town Mayor Cllr. K. Dunleavy

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

Cllr. M. Cooper **PROPOSED** (and spoke to the motion) and Cllr. C. Wise **SECONDED** (and spoke to the motion) a vote of thanks for the support given by the Town Mayor's Consort who was presented with a bottle of wine by the retiring Town Mayor.

15. MAYORAL ANNOUNCEMENTS

Mayor's Picnic – 3rd July 2022

16. COUNCIL ADJOURNMENT FOR:

The Council Meeting was adjourned until Tuesday 24th May 2022 in the Council Chamber of the Town Hall at 7.30p.m.

PROPOSED by Cllr. J. Parker

SECONDED by 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

In the Chair: Councillor N. Gwynne

Attendance:

P Councillor D. Baverstock	P Councillor N. Gwynne
P Councillor J. Burnage	P Councillor S. Lamb
A Councillor J. Cairney	P Councillor J. Parker
A Councillor M. Cooper	P Councillor J. Ray
P Councillor J. Critchley	P Councillor M. Southey
P Councillor I. Culley	- Councillor C. Wise
- Councillor N. Daas	P Councillor S. Wilkinson
A Councillor K. Dunleavy	

18. APOLOGIES

Cllr. J. Cairney, Cllr. M. Cooper, Cllr. K. Dunleavy

19. DECLARATION OF INTERESTS

None

20. CONFIRMATION OF MINUTES

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

The minutes of the meeting held on 22nd March 2022 were duly confirmed and signed

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. J. Ray **CARRIED**

Matters Arising

None

PUBLIC PARTICIPATION

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. J. Critchley

CARRIED

MEETING ADJOURNED: 7.35 P.M.

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

Cllr. N. Gwynne reported the new Mayor of Test Valley Borough Council has fallen and broken his foot and is currently out of action.

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

None

RE-COMMENCED 7.40PM

21. PLANNING COMMITTEE

Cllr. J. Parker proposed that the Full Council accept the minutes of the Planning Committee held on 3rd March 2022, 31st March 2022 and 28th April 2022 (draft)

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Burnage

CARRIED

22. BUILDING AND TOWN COMMITTEE

Cllr. C. Wise proposed that the Full Council accept the minutes of the Building and Town Committee meetings held on 8th February 2022 and 12th April 2022(draft)

PROPOSED: Cllr. C. Wise

SECONDED: Cllr. S. Wilkinson

CARRIED

23. FINANCE & RESOURCES COMMITTEE

i) Cllr. D. Baverstock proposed that the Full Council accept the minutes of the Finance & Resources Committee meetings held on 1st March 2022 and 3rd May 2022(draft)

PROPOSED: Cllr. D. Baverstock

SECONDED: Cllr. S. Wilkinson

CARRIED

ii) INTERNAL AUDIT REPORT 2021-22(FINAL)

RESOLUTION NO. 22/44

It was **RESOLVED** to receive and note Annual Audit Report 2021-22. Cllr. D. Baverstock thanked the Chief Officer and Town Hall staff for an exemplary audit report

PROPOSED: Cllr. D. Baverstock

SECONDED: Cllr. J. Parker

CARRIED

24. iii) FIXED ASSET REGISTER – 31ST MARCH 2022 (available on RTC website)

RESOLUTION NO. 22/42

It was **RESOLVED** to recommend to Full Council approval of updated Fixed Asset Register – 31st March 2022

PROPOSED: Councillor J. Parker

SECONDED: Councillor S. Wilkinson

CARRIED

The Committee thanked Howard Brisland – Building Manager for his work on updated Asset Register.

RECOMMENDATION: approval of updated Fixed Asset Register – 31st March 2022

RESOLUTION NO. 22/45

It was **RESOLVED** to approve updated Fixed Asset Register – 31st March 2022

PROPOSED: Councillor J. Parker

SECONDED: Councillor J. Critchley

CARRIED

iv) FINAL ACCOUNTS 2021-22

RESOLUTION NO. 22/43

It was **RESOLVED** to recommend to Full Council approval of Year End Accounts for 2021-22

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Critchley

CARRIED

RECOMMENDATION: To receive and approve Final Accounts for Year Ending 31st March 2022

RESOLUTION NO. 22/46

It was **RESOLVED** to approve Final Accounts for Year Ending 31st March 2022

PROPOSED: Councillor J. Parker

SECONDED: Councillor J. Critchley

CARRIED

The Chief Officer to investigate if ad hoc payments can be made to pay off loans quicker

v) **ANNUAL RETURN - ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

RECOMMENDATION: to approve Annual Governance Statement – Section 1)

RESOLUTION NO. 22/47

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

PROPOSED: Cllr. J. Ray

SECONDED: Cllr. J. Parker

CARRIED

RECOMMENDATION: to approve Annual Governance Statement – Section 2)

RESOLUTION NO. 22/48

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

PROPOSED: Cllr. S. Lamb

SECONDED: Cllr. S. Wilkinson

CARRIED

vi) **PUBLIC NOTIFICATION**

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

RESOLUTION NO. 22/49

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

PROPOSED: Cllr. J. Ray

SECONDED: Cllr. J. Parker

CARRIED

25. ALLOTMENTS COMMITTEE

Cllr. N. Gwynne proposed that the Full Council accept the minutes of the Allotments Committee meeting held on 6th April 2022

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. S. Wilkinson

CARRIED

Chief Officer to investigate more than usual Warning Notices been given

26. APPOINTMENT OF INTERNAL AUDITOR

RESOLUTION NO. 22/50

It was **RESOLVED** to appoint of Auditing Solutions Limited, Clackerbrook Farm, 46 the Common, Bromham, Chippenham, SN15 2JJ as Romsey Town Council Internal Auditors for 2022-23

PROPOSED: Cllr. D. Baverstock

SECONDED: Cllr. Lamb

CARRIED

27. INSURANCE

RECOMMENDATION: Council accepts insurance cover from 1st April 2022 – 31st March 2023

RESOLUTION NO. 22/51

It was **RESOLVED** to accept insurance cover from 1st April 2022 – 31st March 2023

PROPOSED: Cllr. S. Lamb

SECONDED: Cllr. J. Parker

CARRIED

28. RISK ASSESSMENT (available on RTC website)

RESOLUTION NO. 22/52

It was **RESOLVED** to approve Risk Assessment 2022

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. J. Ray

CARRIED

29. CHIEF OFFICER – DELEGATED POWERS

RESOLUTION NO. 22/53

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

PROPOSED: Cllr. S. Lamb

SECONDED: Cllr. J. Parker **CARRIED**

30. GENERAL POWER OF COMPETENCE

RESOLUTION NO. 22/54

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

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. S. Lamb

CARRIED

31. COMMITTEE STRUCTURE AND MEMBERSHIP 2022-23

RESOLUTION NO. 22/55

It was **RESOLVED** to appoint Councillors to Committees as per attached list (Appendix1)

PROPOSED: Cllr. C. Wise

SECONDED: Cllr. J. Burnage

CARRIED

33. LEAVE OF ABSENCE – CLLR I. CULLEY

RESOLUTION NO. 22/56

It was **RESOLVED** to extend Leave of Absence to Cllr. I. Culley for six months from 17th July 2022.

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. J. Ray

CARRIED

34. DECLARATION OF INTERESTS

The Chief Officer requested Councillors inform her of any changes to their Declaration of Interests

35. MAYORAL ANNOUNCEMENTS

Mayor's Picnic – 3rd July 2022

36. REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS

Cllr. S. Wilkinson – Bartletts Almshouses. He reported concerns regarding increased gas and electricity prices. Funds have been identified for Jubilee celebrations. A plaque will be placed in the rose garden.

Cllr. J. Burnage – Kents Almshouses. She reported same issues as Bartletts Almshouses.

Cllr. J. Parker – Romsey Chamber of Commerce AGM

Cllr. J. Parker – Test Valley Resilience Forum. Cllr. J. Parker asked Councillors if they would support the re-starting of the Romsey Emergency Plan Group. Councillors were very supportive.

37. COUNCILLORS COUNCIL MEETINGS ATTENDANCE 2021/22

Noted

Meeting Closed 8.17p.m.

Next Meeting 26th July 2022