

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



The **Annual Meeting** of the **Romsey Town Council** will be held in the **Council Chamber, Town Hall, Romsey** on **Tuesday 14TH May 2024 at 7.30pm**. Our Guests are invited to take their seats by 7.15p.m.

The Town Mayor in the Chair

1. **PRAYERS**
Prayers by Reverend Thomas Wharton
2. **WELCOME**
The Town Mayor, Cllr. John Ray to welcome the assembly
3. **APOLOGIES**
4. **DECLARATION OF INTERESTS**
5. **MACE BEARERS – THANK YOU**
6. **ELECTION OF CHAIRMAN AND TOWN MAYOR**
 - a. **Cllr. M. Cooper** to propose (and speak to the motion) and Cllr. R. Theron to second the election of the Chairman of the Council and Town Mayor for the ensuing year and until the next Annual Meeting
 - b. A vote to be taken on the motion
7. **DECLARATION OF ACCEPTANCE OF OFFICE**
The **Incoming Town Mayor** makes the **Declaration of Acceptance of Office** and is invested with the Badge and Chain of Office by the **Outgoing Town Mayor**
8. **ELECTION OF VICE-CHAIRMAN AND DEPUTY TOWN MAYOR**
 - a. **Cllr. N. Gwynne** to propose (and speak to the motion) and **Cllr. S. Gidley** to second the election of the Vice-Chairman of the Council and Deputy Town Mayor for the ensuing year and until the next Annual Meeting
 - b. A vote to be taken on the motion
9. **DECLARATION OF ACCEPTANCE OF OFFICE**
The new **Deputy Town Mayor** will make the **Declaration of Acceptance of Office** and will be invested with the Badge of Office
10. **THE TOWN MAYOR TO ADDRESS THE COUNCIL**
This address to include the Town Mayor's objectives and announce the appointment of their Chaplain for the ensuing year.

Present the Town Mayor with the Mayor's Escort's chain
11. **VOTE OF THANKS TO THE RETIRING TOWN MAYOR**
Cllr. N. Gwynne to give a vote of thanks for the past Town Mayor's term of office
12. **THE RETIRING TOWN MAYOR TO REPLY**
13. **PAST MAYOR'S BADGE**
The **Town Mayor** to present the Past Mayor's Badge to **the former Town Mayor**
14. **VOTE OF THANKS FOR THE RETIRING TOWN MAYOR'S ESCORT**
Cllr. C. Burgess to give a vote of thanks for the support given by the Mayor's Escort
15. **MAYORAL ANNOUNCEMENTS**

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16. **COUNCIL ADJOURNMENT**

The Town Mayor to move the **adjournment** of the Council Meeting until **Tuesday 21st May 2024** in The Council Chamber of the Town Hall at 7.30p.m.

17. **ANNOUNCEMENTS** The Town Mayor explains the arrangements for the remainder of the evening:

18. **APOLOGIES**

19. **DECLARATION OF INTERESTS**

20. **CONFIRMATION OF MINUTES**

Confirmation

To confirm the minutes of the meeting held on 19th March 2024

Matters Arising

To confirm minutes of extraordinary meeting held on 26th March 2024

Matters Arising

PUBLIC PARTICIPATION

To pass a resolution to adjourn the meeting

To receive formal presentations from individuals or organisations – **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

Questions from members of the public to Town Councillors

Questions from members of the public to Borough Councillors

Questions from members of the public to the County Councillor

Questions from Town Councillors to Borough Councillors

Questions from Town Councillors to County Councillor

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

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

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.

ii) **INVESTMENT POLICY**

RECOMMENDATION: Full Council approve Investment Policy

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. J. Critchley

SECONDED: Cllr. I. Culley

CARRIED

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

- 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
- v) **ANNUAL RETURN - ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**
RECOMMENDATION: to approve Annual Governance Statement – Section 1)
RECOMMENDATION: to approve Annual Governance Statement – Section 2)
- vi) **PUBLIC NOTIFICATION**
RECOMMENDATION: To approve public notification notice to be displayed when Final Accounts are approved
- vii) **ANNUAL RETURN – CONFLICT OF INTEREST**
RECOMMENDATION – to confirm there have been no conflict of interest in 2023-24
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
25. **ALLOTMENTS COMMITTEE**
Kings Chase - To receive minutes of 29th February 2024(AGM) and 21st March 2024
Southampton Road – none received
26. **APPOINTMENT OF INTERNAL AUDITOR**
To confirm appointment of Auditing Solutions Limited, Clackerbrook Farm, 46 the Common, Bromham, Chippenham, SN15 2JJ as Romsey Town Council Internal Auditors for 2023-24
27. **INSURANCE**
RECOMMENDATION: Council approve insurance cover from Aviva - 1st April 2024 – 31st March 2025
28. **RISK ASSESSMENT (available on RTC website)**
RECOMMENDATION: to approve Risk Assessment
29. **ASSET REGISTER (available on RTC website)**
RECOMMENDATION: to approve Asset Register
30. **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
31. **GENERAL POWER OF COMPETENCE**
To confirm continued use of General Power of Competence

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- 32. **COMMITTEE STRUCTURE AND MEMBERSHIP OF OUTSIDE BODIES 2024-25**
To review the Committee Structure and membership of outside bodies for the year 2024-2025
- 33. **DECLARATION OF INTERESTS**
Councillors update any changes to Declarations of Interests
- 34. **ROMSEY FUTURE**
Update
- 35. **MAYORAL ANNOUNCEMENTS**
- 36. **REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS**
- 37. **COUNCILLORS COUNCIL MEETINGS ATTENDANCE 2023/24**

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

N.B. Agenda items for the next meeting on 16th July 2024 should be received by the Town Clerk no later than 2nd July 2024

Chief Officer