

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**
Councillor A Goddard.

19. **DECLARATION OF INTERESTS**
None

20. **CONFIRMATION OF MINUTES**
Confirmation

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

PROPOSED: Cllr. J Ray

SECONDED: Cllr. N Gwynne

Matters Arising

None

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

PROPOSED: Cllr. S Wilkinson

SECONDED: Cllr. C Burgess

Matters Arising

None

PUBLIC PARTICIPATION

PROPOSED: Cllr. N Gwynne

SECONDED: Cllr. S Wilkinson

To pass a resolution to adjourn the meeting 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

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

Cllr Gwynne

Questions from members of the public to Town Councillors

None

Questions from members of the public to Borough Councillors

None

Questions from members of the public to the County Councillor

None

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Questions from Town Councillors to Borough Councillors
None
Questions from Town Councillors to County Councillor
None

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

No 9.4 Objection not recorded. 137 - spelling

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

Subject to ethical investment parameters being included.

Chief Officer to draft with Chair of F&R and other interested Cllrs in time for next Full Council Meeting on 6 August 2024.

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

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.

Minus the £85,000 in the account to bring the balance to £200,000

iv) **FINAL ACCOUNTS 2023-24**

RECOMMENDATION FROM FINANCE & RESOURCES COMMITTEE

RESOLUTION NO. 24/56

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

PROPOSED: Cllr. J Parker

SECONDED: Cllr. D Baverstock

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)
PROPOSED: Cllr. J Parker
SECONDED: Cllr. R Theron
- vi) **PUBLIC NOTIFICATION**
RECOMMENDATION: To approve public notification notice to be displayed when Final Accounts are approved
PROPOSED: Cllr. J Parker
SECONDED: Cllr. C Burgess
- vii) **ANNUAL RETURN – CONFLICT OF INTEREST**
RECOMMENDATION – to confirm there have been no conflict of interest in 2023-24
PROPOSED: Cllr.
SECONDED: Cllr.
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
PROPOSED: Cllr. J Parker
SECONDED: Cllr. R Theron
Internal Audit Report shows no recommendations which is exceptional
25. **ALLOTMENTS COMMITTEE**
Kings Chase - To receive minutes of 29th February 2024(AGM) and 21st March 2024
Southampton Road – none received
PROPOSED: Cllr. R Theron
SECONDED: Cllr. N Gwynne
Note 3 on minutes of 29th Feb not as on website
Cllr Burgess reported that Southampton Road accounts will be available for the next meeting.
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 2024-25
PROPOSED: Cllr.
SECONDED: Cllr.
Subject to Chief Officer review of Local Government Policies on re-tendering or change of auditors periodically.
27. **INSURANCE**
RECOMMENDATION: Council approve insurance cover from Aviva - 1st April 2024 – 31st March 2025
PROPOSED: Cllr. J Parker
SECONDED: Cllr. J Ray

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28. **RISK ASSESSMENT (available on RTC website)**
RECOMMENDATION: to approve Risk Assessment
PROPOSED: Cllr. J Parker
SECONDED: Cllr. C Birkett
29. **ASSET REGISTER (available on RTC website)**
RECOMMENDATION: to approve Asset Register
PROPOSED: Cllr. J Parker
SECONDED: Cllr. R Theron
Subject to clarification of the gate at Kings Chase being listed as a separate item as well as with the fencing
Spelling of Crampmoor on 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.
PROPOSED: Cllr. J Parker
SECONDED: Cllr. S Gidley
31. **GENERAL POWER OF COMPETENCE**
To confirm continued use of General Power of Competence
PROPOSED: Cllr. J Parker
SECONDED: Cllr. M Cooper
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
Chief officer to complete
33. **DECLARATION OF INTERESTS**
Councillors update any changes to Declarations of Interests
None
34. **ROMSEY FUTURE**
Cllr 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 Panel. Part 2 will be to look at the requirements to be met with a new or the existing facility in the south of the Town Centre.

In respect of the bus station that 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 Form will report back when the tendering process has happened. The Programming Board will see the tendering document.
35. **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.
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.

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36. **REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS**
Cllr 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.

37. **COUNCILLORS COUNCIL MEETINGS ATTENDANCE 2023/24**
PROPOSED: Cllr. J Parker
SECONDED: Cllr. R Theron

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

The Council endorsed the recommendation of the staff panel and authorized an offer letter to be sent the recommended candidate.

PROPOSED: Cllr. N Gwynne
SECONDED: Cllr. J Parker

The meeting closed at 8.55 pm

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