



Gary Swinford
ACTING TOWN CLERK

BROMYARD & WINSLOW TOWN COUNCIL

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AGENDA
16/214 - 16/240

16th November 2016

Dear Councillor,

You are summoned to attend a Meeting of the Town Council to be held on

Monday 21st November 2016 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, Faulkner, Ferguson,
Harper, Johnson, Lester, Nevin, Pettitt, Smith and Turner

AGENDA

Fire Procedure

16/214 Apologies

16/215 Declarations of Interest and written requests for dispensation:

16/216 Co-option

We welcome Ms Alison Dods who wishes, with Council's approval, to be co-opted as a Member of the Town Council. Ms Dods will sign her Declaration of Acceptance of Office. Her letter of application is attached.

16/217 Speaker:

Welcome to Mr John Campion, Police and Crime Commissioner for West Mercia, who will answer Members' questions.

Speaker:

Welcome to Ms Hannah Walsh and Mr James Hawkins who wish to update Members on the Bromyard Downs Management project.

16/218 Chairman's Report:

16/219 Clerks Report:

16/220 Correspondence:

16/221 To receive, approve and sign the Minutes of the Meeting of Council held on Monday 17th October 2016.

16/222 Matters Arising from the Minutes – for INFORMATION ONLY:

16/223 To receive reports of Town Council Committees as per UNRATIFIED Minutes

- 1) Planning & Economic Development Committee 7th November 2016 – Cllr. Page
- 2) Finance & Properties Committee 14th November 2016 – Cllr. Smith

16/224 Ward Councillor Reports:

Cllr. Seldon
Cllr. Shaw

16/224 Acquisition of land by Conquest Theatre for theatre extension

Members will recall that Cllrs. Page and Whittaker and the Acting Town Clerk were delegated to negotiate a prospective agreement with the Conquest Theatre for the acquisition of the area of the Tenbury Road car park which would be required for the proposed theatre extension. It is proposed that the Conquest Theatre be given an option on the land which would expire on the 5th April 2018. Should funding be obtained for the project before that date the theatre would pay the sum of £10,000 to the Town Council in order to acquire the land. An overview of the theatre's activities and community outreach will follow. Members' views are sought.

16/225 Identification of 5ha of employment land

Cllr Page will update members on this matter.

16/226 Public Question Time:

15 minutes is allotted to this item.

16/227 Vacancies on Council committees

Nominations are sought for the following standing committee vacancies:-

Planning & Economic Development – One vacancy

Finance – Two vacancies

Burial – Two vacancies

The position of chair of the burial committee is currently vacant. Nominations are therefore sought.

16/228 Terms of Reference – Burial Committee:

Members of the Burial Committee have reviewed the Terms of Reference for the Committee and now recommend the attached for ratification.

16/229 Finance & Property Committee Terms of Reference

At the meeting of the Finance & Properties meeting held on Monday 14th November 2016 members discussed “Terms of Reference” for the Committee and recommend the attached for ratification by full Council.

16/230 External Auditor Report Financial Year 2015/16:

Members are asked to review the report from the External Auditor, Grant Thornton, for the year 2015/16. The Finance & Properties Committee have discussed and noted its content. Copy attached.

16/231 Invoice for payment:

Following authority (Council 16/176) to accept the quotation from C J Bayliss to replace the boiler together with associated works in the Council Offices an invoice for the sum of £8253.00 + VAT has now been received. Members are asked to scrutinise the invoice prior to payment.

16/232 Floral Decorations – 2017:

A quotation for the supply and upkeep of floral decorations throughout the town in 2017 has been received from Mr. R. Wilks to the sum of £4483.00 + VAT.

Financial Regulation 11H (Contracts) requires the Acting Clerk or RFO to obtain three quotations, this has proved to be problematic in as much as there appear to be no other local suppliers who would be prepared to water and maintain the displays as Mr. Wilks has done over the past few years. There appears to the RFO to be little risk associated with awarding the contract to Mr. Wilks, although it is envisaged that officers will continue to look for additional quotations in subsequent years.

Members are therefore asked

- I. To suspend Financial Regulation 11H as allowed for in Financial Regulation 17.2
- II. Award the Contract for Floral Decorations in 2017 to Mr. Wilks

16/233 Grammar School Foundation

The resignation from Council of Ray Whittaker has created a vacancy for a Town Council representative on the Grammar School Foundation. Nominations are sought.

16/234 HALC representative

The resignation from Council of Emma Everitt has created a vacancy for a Town Council representative on the HALC executive. Nominations are sought.

16/235 Lengthsman Scheme

The Acting Town Clerk seeks Council's approval to re-enter the scheme for the 2017/18 financial year.

16/236 BT payphones

BT is currently conducting a consultation into the proposed removal of "under-used" payphones. The only payphone affected in Bromyard is in Clover Rd. The payphone in question has been used for seven calls in the last 12 months. Members' views are sought.

16/237 Flood risk consultation

Members are informed that a public consultation on the Local Flood Risk Management Strategy for Herefordshire has just commenced. Details can be found at

<http://newsroom.herefordshire.gov.uk/have-your-saylocal-flood-risk-management-strategy.aspx>

Members' views are sought.

16/238 Porthouse Farm S106 agreement

Cllr Smith wishes to speak on this item.

16/239 Scope of regular agenda item "Reports from Outside Bodies"

The Acting Town Clerk will seek Members' views on which bodies should be included within this agenda item.

16/240 Reports from Outside Bodies:

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