

# Minutes of the Annual Meeting of Bourne Town Council

## Held on Tuesday, 19 May 2015, 7.30pm Bourne Corn Exchange

**Present:** Councillor Mr B Russell  
Councillors Ms J Kingman P Knowles C Pattison  
Mrs H Powell D Mapp Mrs J Smith  
Mrs B Johnson R McKinney  
Town Clerk Mrs N Jacobs  
Deputy Clerk I Sismey

Approx 21 members of the public/press  
Recorded by the Deputy Town Clerk

The Chairman welcomed members of the Council and the public to the Annual Meeting of Bourne Town Council.

### 15/001 Election of Chairman/Town Mayor for the year 2015/16

*Cllr Mr B Russell proposed Councillor Philip Knowles as Chairman for the following year.*

*Cllr Ms J Kingman seconded the proposal with the position uncontested, it was unanimously*

**Resolved:** For **Councillor Philip Knowles**, who agreed to accept the position, to be Chairman for the year 2015/2016

a) **Retiring Chairman's remarks** – Cllr B Russell stated that his year, although busy, had been enjoyable and he hoped successful. His aim had been to cement relationships with local authorities nearby. At this point the Chairman announced the retirement of the incumbent Town Clerk, Mrs N Jacobs, effective August 2015.

b) Cllr B Russell presented Cllr P Knowles with the Chain of Office.  
**Cllr P Knowles signed the Declaration of Acceptance of Office**

Cllr P Knowles stated that it was an honour and a privilege to be elected as Mayor and that he would do his best to uphold the standards set by the retiring Chairman.

At this point Mrs N Knowles was presented with her consort's chain of office by the two Granddaughters of Cllr B Russell

#### ***With Cllr P Knowles in the Chair***

c) Cllr P Knowles presented the retiring Chairman, Cllr B Russell, with a "Past Mayor" medallion.

### 15/002 Election of Vice-Chairman for the year 2015/2016

On making her proposal Cllr Mrs J Smith stated that Cllr Pattison was industrious and hardworking and would undertake his civic service well.

*Proposed Cllr Mrs J Smith, seconded Cllr D Mapp, with the position uncontested it was unanimously*

**Resolved:** For **Councillor Colin Pattison**, who agreed to accept the position, to be Vice-Chairman for the ensuing year.

Cllr Pattison in response to accepting his office thanked Cllr Knowles and stated He would do his best to support him and the colleagues around the table.

The Chairman presented the Vice-Chairman with the Vice-Chairman's Insignia of Office and he took his seat at the side of the Chairman.

- 15/003 To approve apologies for absence**  
*Proposed by Cllr D Mapp, seconded by Cllr B Russell and unanimously*  
**Resolved:** To approve the reasons for apology for absence from Cllr P Fellows
- 15/004 Declaration of Interest in accordance with LGA 2000**  
 None Declared
- 15/005 Indication by members of the public wishing to speak on agenda items**  
 Nobody expressed an interest to speak on any of the agenda items
- 15/006 To adopt and sign the Notes of the Meeting of Bourne Town Council, held on 31 March 2015 as a true record**  
*Proposed Cllr D Mapp, seconded Cllr B Russell and*  
**Resolved:** To adopt the above Notes as a true record and for the Chairman to sign them as the Minutes of the above mentioned meeting
- 15/007 Appointment of Chairmen for the Standing Committees for 2015/2016**
- Amenities Committee***  
*Proposed Cllr D Mapp, seconded Cllr B Russell*  
*With the position uncontested it was*  
**Resolved:** For **Councillor P Fellows** to be Chairman of the above Committee.
- Highways and Planning Committee***  
*Proposed Cllr J Smith, seconded Cllr Mrs B Johnson*  
*With the position uncontested it was unanimously*  
**Resolved:** For **Councillor D Mapp** to be Chairman of the above Committee, which he graciously accepted.
- Finance & General Purposes Committee***  
*Proposed Cllr B Russell, seconded Cllr D Mapp*  
*With the position uncontested it was unanimously*  
**Resolved:** For **Councillor Mrs J Smith** to be Chairman of the above Committee, which she graciously accepted.
- 15/008 To appoint the members for the Human Resources Committees for 2015/16** (5 members - structure is Chair of F&GP plus 4 others; both genders to be represented) (Chair & Vice Chairman to be appointed by the committee at its first meeting as per its Terms of Reference)
- The Town Clerk explained that the this committee is to be made up of the Chair of Finance plus 4 others and that the formed committee then appoint their own Chair and Vice Chair at their first Meeting.
- Proposed Cllr Ms J Kingman, seconded Cllr Mrs H Powell and unanimously*  
**Resolved:** For the members to include the chair of Finance, Cllr Mrs J Smith, plus Cllr Mrs B Johnson, Cllr R McKinney, Cllr D Mapp and the final post to be left vacant until the Council had completed its Co-option process.

- 15/009 To receive the Notes/Minutes of the Standing Committees** (copy sent to members)
- a) Human Resources – 24 February 2015 (incl. Confidential Notes) – 4 recommendations were made outside delegated powers
  - b) Highways & Planning – 31 March 2015– no recommendation was made outside delegated powers
  - c) Highways & Planning – 21 April 2015 – 1 recommendation was made outside delegated powers
  - d) Finance & General Purposes – 28 April 2015 – 2 recommendations were made outside delegated powers (Draft Notes to follow)
  - e) Highways & Planning – 5 May 2015 – no recommendation was made outside delegated powers

*Proposed Cllr D Mapp, seconded Cllr B Russell and unanimously*

**Resolved:** To receive Notes/Minutes (a) through to (e) en bloc

**15/010 To adopt recommendations made by the committees as follows** (Notes to be approved by Committees)

1) *Ref – 033HR Draft Complaints Procedure* – To adopt the revised Complaints Procedure.

*Proposed Cllr R McKinney, seconded Cllr Ms J Kingman and unanimously*

**Resolved:** To adopt the recommendation as recorded above

2) *Ref – 034HR Draft Equal Opportunities Policy* – To adopt the revised Equal Opportunities Policy

*Proposed Cllr Ms J Kingman, seconded Cllr Mrs J Smith and unanimously*

**Resolved:** To adopt the recommendation as recorded above

3) *Ref – 035HR Draft Health & Safety Policy* – To adopt the revised Health & Safety Policy  
*Proposed Cllr D Mapp, seconded Cllr Mrs H Powell and unanimously*

**Resolved:** To adopt the recommendation as recorded above

4) *Ref – 041HR Deputy Clerk's contract* – To adopt the revised Terms and Conditions for the Deputy Clerk

*Proposed Cllr Ms J Kingman, seconded Cllr Mrs H Powell and unanimously*

**Resolved:** To adopt the recommendation as recorded above

5) *Ref – 2107P Dyke Village Hall Management Committee* – To appoint Cllrs Mrs B Johnson & Mrs J Smith onto the Dyke Village Hall Management Committee for 1 year

*Proposed Cllr Ms J Kingman, seconded Cllr Mrs H Powell and unanimously*

**Resolved:** To adopt the recommendation as recorded above

6) *Ref – 1738F Accounts for Payment* – To approve the payment of accounts as presented at a total of £15,047.30

*Proposed Cllr D Mapp, seconded Cllr Mrs B Johnson and unanimously*

**Resolved:** To adopt the recommendation as recorded above

7) *Ref – 1740F Diary Dates for Meetings 2015-2016* – To adopt the proposed Dates as presented

*Proposed Cllr D Mapp, seconded Cllr Ms J Kingman and unanimously*

**Resolved:** To adopt the recommendation as recorded above as amended by the following-

<b>Highways &amp; Planning</b>	<b>02/09/2015</b>	<b>amended</b>	<b>01/09/2015</b>
<b>Full Council</b>	<b>02/09/2015</b>	<b>amended</b>	<b>01/09/2015</b>
<b>Amenities</b>	<b>02/06/2015</b>	<b>amended</b>	<b>7.30pm to 6.45pm</b>
<b>Human Resources</b>	<b>23/06/2015</b>	<b>amended</b>	<b>22/06/2015</b>

**15/011 To approve Accounts for Payment**

<b>Item of Expenditure for meeting to be held on Tuesday 19 May 2015 (unless otherwise stated the power to incur the expenditure is the Local Government Act 1972 Section 111)</b>		<b>Gross Amount</b>
<b>Payee</b>		
LALC	Inv 5101/08/17 Refreshments for various training sessions	£ 30.00
Viking	Inv 485369 Cemetery & Admin consumables	£ 60.54
Angel Hotel Mumby	Room hire for Neighbourhood Plan mtg 15.4.15	£ 84.00
Landscapes	Inv 2326 Cultivation and seeding at cemetery	£ 1,194.00
Infotone	Inv 256877 Toner	£ 79.08
Bourne Fire Protection	Inv 215/403 Maintenance Check on Fire Extinguishers	£ 18.00
Budd Gardening	Inv 4.1 Mowing at allotments	£ 35.00
SKDC	Inv 94672 Hall Hire for Annual Parish Meeting 5.5.15	£ 45.00
Fovia	Inv 3583 Flipchart Pad for N'hood Plan Mtg	£ 6.98
Legal & General	Policy G74102 III Health Liability Insurance	£ 1,100.75
ESPO	Inv 1990686 Consumables Admin & Cemetery	£ 95.52
Biffa	Inv 34184 Container Exchange April	£ 151.73
Zurich	Policy 2720414613 Insurance Renewal premium	£ 2,080.64
Clingo's/NJ Campaign to Protect Rural England	Plants for Bourne in Bloom	£ 230.00
Cash Payments	Membership Renewal	£ 36.00
	MAY - Consumables Admin <b>£1.60</b> Bourne in Bloom S137 <b>£100</b>	£ 101.60
The above invoices have been verified and cheques sent for some of the above		<b>£ 5,348.84</b>

*Proposed Cllr D Mapp, seconded Cllr Ms J Kingman and unanimously*

**Resolved:** To approve the above accounts for payment

**15/012**

**ANNUAL AUDIT FOR THE YEAR ENDING 31 MARCH 2015**

**a) To approve the Statement of Accounts (Section 1) and accompanying explanation and supporting documents as presented (including Bank Reconciliation)**

*Proposed Cllr B Russell, seconded Cllr Mrs J Smith and unanimously*

**Resolved:** To approve section 1 of the annual return form as presented  
And the Chairman to sign

**b) To complete Section 2 of the Annual Return – The Annual Governance Statement**

Having discussed each individual point on the statement it was

*Proposed Cllr D Mapp, seconded Cllr Mrs B Johnson and unanimously*

**Resolved:** To answer every part, from 1-9 with YES and the Chairman to sign it

**c) To approve the Internal Auditor's Report in Section 4 and separate statement**

*Proposed Cllr D Mapp, seconded Cllr R McKinney and unanimously*

**Resolved:** Report is extremely clear and complimentary to staff – to receive it

**d) To approve the payment of the Internal Auditor's fee of £586.20 for the work carried out in accordance with the council's guidelines and contract**

*Proposed Cllr Ms J Kingman, seconded Cllr Mrs H Powell and unanimously*

**Resolved:** To approve the payment of £586.20. The Internal Auditors work is of a high standard

**15/013 To discuss whether GP Internal Audit Services should be re-appointed for the current financial year.**

*Proposed Cllr Ms J Kingman, seconded Cllr Mrs H Powell and unanimously*

**Resolved:** That GP Internal Audit Services be re-appointed as Internal Auditor for 2015/16

**15/014 TO DISCUSS ANY INFORMATION, WHICH THE CHAIRMAN MAY LEGALLY BRING TO THE COUNCIL'S ATTENTION**

There were no further items

The Newly elected Chairman Cllr Philip Knowles made a short speech which highlighted five objectives that he had for the year:

1. To try to present Bourne in a positive light wherever he goes.
2. To engage with as many people of Bourne as possible
3. To organise various charity events during the year involving different local organisations. His nominated charities will cover **MS, Youth and the elderly.**
4. To expand the Council's engagement with the people of Bourne and include the use of modern technology to do so.
5. Engender and encourage a community spirit in Bourne.

The Chairman continued with a tribute to both Nelly Jacobs on her retirement from the Council Staff and also to the Council members who had stood down at this election.

The Chairman thanked everyone present for attending and invited them to join him at a small reception.

*The Chairman declared the meeting closed at 8.12pm*