

**Minutes of the Annual Meeting of Bourne Town Council
Held on Tuesday, 24th May 2022, 7.00pm at the Old Town Hall,
Bourne**

Present:	Councillor	P Fellows		
	Councillors	Mrs H Crawford	Mrs A Kelly	B Johnson
		D Mapp	P Knowles	R McKinney
		R Reid	B Russell	C Pattison
		Mrs S Mallett	A Willis	Mrs R Reid
Town Clerk	I Sismey			

15 members of the public/press
Recorded by the Town Clerk

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

22/001 Election of Chair/Town Mayor for the year 2022/2023

Cllr Paul Fellows proposed Councillor Anna Kelly as Chair/Town Mayor for the year 2022/2023.

Cllr C Pattison seconded the proposal with the position uncontested, it was unanimously

Resolved: For **Councillor Anna Kelly**, who agreed to accept the position, to be Chair/Town Mayor for the year 2022/2023

a) **Retiring Chair's remarks** – Cllr Fellows stated that it had been an honour and a privilege to have been Mayor for a second term and both he and his wife had a thoroughly enjoyable year.

b) At this point Cllr A Kelly took the chair.

22/002 Election of Vice-Chairman for the year 2022/23

Following a short discussion the following proposal was made:

Proposed Cllr P Fellows, seconded Cllr Mrs B Johnson,

Resolved: To defer for a future meeting

22/003 To approve apologies for absence

Proposed by Cllr H Crawford, seconded by Cllr J Reid, and unanimously

RESOLVED: To approve reasons for apology for absence from Cllrs J Kingman And J Smith

22/004 Declaration of Interest in accordance with LGA 2000

None Declared

22/005 Indication by members of the public wishing to speak on agenda items

None wished to speak.

22/006 To adopt and sign the Notes of the Meeting of Bourne Town Council, held on 26th April 2022 as a true record

Proposed Cllr P Knowles, seconded Cllr C Pattison and unanimously

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

22/007 Appointment of Chair's for the Standing Committees for 2022/23

Amenities Committee

Proposed Cllr B Johnson, seconded Cllr P Knowles

With the position uncontested it was unanimously

Resolved: For **Councillor C Pattison** to be Chair of the above Committee, which he graciously accepted.

Highways and Planning Committee

Proposed Cllr R McKinney, seconded Cllr H Crawford

With the position uncontested it was unanimously

Resolved: For **Councillor J Reid** to be Chair of the above Committee, which he graciously accepted.

Finance & General Purposes Committee

Proposed Cllr R McKinney, seconded Cllr Mrs B Johnson

With the position uncontested it was unanimously

Resolved: For **Councillor P Knowles** to be Chairman of the above Committee, which he graciously accepted.

22/008 To appoint the members of the Human Resources & Governance Committee for the year 2022/2023 (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.

There were 5 nominations for the 4 positions and this went to a private ballot.

Nominations:

Cllr J Reid

Cllr B Johnson

Cllr S Mallett

Cllr C Pattison

Cllr R McKinney

Proposed Cllr P Knowles, seconded Cllr Mrs J Reid

Resolved: For the following to comprise the HR&G Committee for the year **2022/2023**. Cllr J Reid, Cllr S Mallett, Cllr C Pattison, Cllr R McKinney plus chair of Finance Cllr P Knowles

22/009 To receive and adopt diary dates for the year 2022/23

Proposed Cllr R McKinney, seconded Cllr J Reid and

Resolved: To receive and adopt the diary dates as listed

22/0010 ANNUAL AUDIT FOR THE YEAR ENDING 31 MARCH 2022

a) To complete Section 1 of the Annual Return – The Annual Governance Statement

Having discussed each individual point on the statement it was

Proposed Cllr R Reid, seconded Cllr B Russell and unanimously

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

b) To approve the Statement of Accounts (Section 2) and accompanying explanation and supporting documents as presented (including Bank Reconciliation)

Proposed Cllr H Crawford, seconded Cllr A Willis and unanimously

Resolved: To approve section 2 of the annual return form as presented
And the Chairman to sign

c) To approve the Internal Auditor's Report and separate statement

Proposed Cllr R Reid, seconded Cllr S Mallett 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 for the work carried out in accordance with the council's guidelines and contract

Proposed Cllr B Johnson, seconded Cllr C Pattison and unanimously

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

22/0011 To receive notice of the retirement of the Town Council's internal auditor

Proposed Cllr P Knowles, seconded Cllr R Reid and unanimously

Resolved: To receive the notice and for the clerk to send a letter thanking him for his service and that we will contact him again at a later date.

22/0012 TO APPROVE THE INSURANCE QUOTATION FOR THE YEAR 2022/23

Proposed Cllr R Reid, seconded Cllr B Russell and unanimously

Resolved: To approve the insurance quotation as presented

22/0013 TO DISCUSS ANY INFORMATION, WHICH THE CHAIRMAN MAY LEGALLY BRING TO THE COUNCIL'S ATTENTION

Cllr H Crawford wished to thank Paul and his wife Jude for all their hard work Over the past year.

The Chairman declared the meeting closed at 19:45