

# Minutes of the Annual Meeting of Bourne Town Council

## Held on Tuesday, 28th May 2024, 7.00pm at the Town Council Offices, SK Community Point, 3 Abbey Road, Bourne, PE10 9EF

**Present:** Councillor Mrs H Crawford

Councillors	P Fellows	Mrs B Johnson	A Kelly
	R McKinney	Mrs S Mallett	C Pattison
	N Eveleigh	Ms Z Lane	A Willis
	B Baricz Hughes	L Panrucker	S Giullari

Town Clerk I Sismey

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

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

### 24/001 Election of Chair/Town Mayor for the year 2024/25

*Cllr Mrs B Johnson proposed **Councillor Mrs Helen Crawford** as Chair for the year 2024/25.*

*Cllr A Willis seconded the proposal with the position uncontested, it was unanimously*

**Resolved:** For **Councillor Mrs Helen Crawford**, who agreed to accept the position, to be Chair for the year 2024/25

- a) **Retiring Chairman's remarks** – Cllr B Johnson stated that this had been her third term of office and she and her husband had met many interesting people. Cllr Johnson commented that she had been made so welcome during her year in office and that it was a fantastic experience and she thanked all her colleagues for being so helpful.

At this point Cllr Johnson presented a Past Years badge to Cllr Anna Kelly who had been Chair/Mayor in 2022/23.

- b) At this point Cllr Crawford took the chair.

Cllr Crawford stated that it was an honour and a privilege to be elected as Mayor and that he was good to see so many people at the meeting and she would do her best to uphold the standards set by the retiring Chairman. Cllr Crawford thanked Cllr Johnson for all the hard work that the Mayoral Party had conducted in the past year.

### 24/002 Election of Vice-Chair for the year 2024/25

*Proposed Cllr R McKinney, seconded Cllr B Johnson,*

**Resolved:** For **Councillor Colin Pattison**, who agreed to accept the position, to be Vice-Chair for the year 2024/25

### 24/003 To approve apologies for absence

*Proposed by Cllr R Baker, seconded by Cllr A Kelly and unanimously*

**Resolved:** To approve the reasons for apology for absence from Cllr's N Oglesbee and R Baker

**24/004 Declaration of Interest in accordance with LGA 2000**

None Declared

**24/005 Indication by members of the public wishing to speak on agenda items**

Nobody wished to speak on any of the agenda items.

**24/006 To adopt and sign the Notes of the Meeting of Bourne Town Council, held on 23<sup>rd</sup> April 2024 as a true record**

*Proposed Cllr A Willis, seconded Cllr B Baricz Hughes 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

The clerk recorded 1 abstention

**24/007 Appointment of Chairmen for the Standing Committees for 2024/2025**

***Amenities Committee***

*Proposed Cllr C Pattison, seconded Cllr S Giullari*

*With the position uncontested it was unanimously*

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

***Highways and Planning Committee***

*Proposed Cllr S Mallett, seconded Cllr B Johnson*

*With the position uncontested it was unanimously*

**Resolved:** For **Councillor H Crawford** to be Chair of the above Committee, which she graciously accepted.

***Finance & General Purposes Committee***

*Proposed Cllr H Crawford, seconded Cllr A Willis*

*With the position uncontested it was unanimously*

**Resolved:** For **Councillor S Mallett** to be Chair of the above Committee, which she graciously accepted.

**24/008 To appoint the members for the Human Resources & Governance Committee for 2024/2025** (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 was initially 5 nominations for the 4 positions therefore the appointments went to a blind ballot with the following members being elected

Cllr B Johnson

*Proposed Cllr A Willis, seconded Cllr Z Lane*

Cllr R McKinney

*Proposed Cllr H Crawford, seconded Cllr S Mallett*

Cllr N Eveleigh

*Proposed Cllr A Kelly, seconded Cllr B Johnson*

Cllr A Kelly

*Proposed Cllr S Mallett, seconded Cllr A Willis*

**Resolved:** To appoint the above mentioned members including Cllr S Mallett as members of the Human Resources & Governance Committee

**24/009 To receive and adopt diary dates for meetings of BTC and its committees for 2024/2025**

The clerk presented a schedule of proposed dates for the new Council Year.

*Proposed Cllr B Johnson, seconded Cllr A Willis and unanimously*

**Resolved:** To receive and adopt the schedule of meetings for the year 2024/2025

**24/010 Annual Audit for the year 2023/2024**

**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 H Crawford, seconded Cllr A Kelly and unanimously*

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

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

*Proposed Cllr P Fellows, seconded Cllr N Eveleigh and unanimously*

**Resolved:** To approve section 2 of the annual return form as presented and the Chair to sign

**c) To approve the extension to the Internal Audit to 31<sup>st</sup> July 2024**

Following the resignation of the previous auditor due to personal reasons the clerk had since employed the services of LALC.

*Proposed Cllr H Crawford, seconded Cllr C Pattison and unanimously*

**Resolved:** To extend the audit deadline to the 31<sup>st</sup> July 2024

**24/011 To reappoint the Internal Auditor for the year 2024/2025**

*Proposed Cllr N Eveleigh, seconded Cllr A Kelly and unanimously*

**Resolved:** That LALC should be reappointed as the Internal Auditor for the year 2024/2025

**24/012 To resolve to agree the schedule of Town Council Financial Reserves.**

The clerk presented the schedule to the members and explained each item. The Schedule totalled £175,218.00.

*Proposed Cllr A Willis, seconded Cllr N Eveleigh and unanimously*

**Resolved:** To resolve to agree the schedule of Reserves

**24/013 To Approve the Insurance Quotation for the year 2024/2025**

The clerk informed members that the quote of £4597.83 was marginally lower than previous years.

*Proposed Cllr P Fellows, seconded Cllr C Pattison and unanimously*

**Resolved:** To approve the insurance quotation as presented

**24/014 To Discuss any Information, that the Chair may legally bring to the Council's attention.**

There were no further items

*The Chairman declared the meeting closed at 19.38*