

**MINUTES OF A MEETING OF BOURNE TOWN COUNCIL HELD ON TUESDAY 16 DECEMBER 2025  
HELD AT THE COUNCIL OFFICES, SK COMMUNITY POINT. 3 ABBEY ROAD, BOURNE, PE10 9EF.**

(Recorded by Council Support Officer)

4 Members of Public

**Present Chair Cllr C Pattison**

<b>Councillors</b>	Cllr P Fellows	Cllr H Crawford
	Cllr Z Lane	Cllr N Oglesbee
	Cllr R McKinney	Cllr J Brough
	Cllr B Baricz Hughes	Cllr N Eveleigh
	Cllr B Johnson	Cllr S Mallett
	Cllr A Kelly	
	Cllr K Redfern	

**25/049 To receive/approve reasons for Apologies for Absence.**

Proposed by Cllr N Oglesbee, seconded by Cllr B Baricz Hughes and unanimously.

**RESOLVED: To receive/approve the reasons for apologies for absence from  
Cllr R Baker, Cllr L Panrucker.**

**25/050 To receive declarations of interest in accordance with the Localism Act 2011**

Cllr N Eveleigh	Non-Pecuniary	Elsea Park Trust (item 10)
Cllr P Fellows	Non-Pecuniary	Elsea Park Trust (item 10)

**25/051 To consider requests for Dispensation**

As above. To speak not to vote

**25/052 To ask if members of the public, resident or employed within the Parish, had any  
intention to speak under any Agenda Item of this meeting (this will be to a maximum  
of 3 minutes)**

There were 4 members of the public present none wished to speak.

**25/053 To adopt the Notes of the Meeting of Bourne Town Council held on 26 August 2025 as  
a true record and for the Chair to sign them.**

Proposed by Cllr R McKinney, seconded by Cllr S Mallett, 4 abstentions.

**RESOLVED: To adopt the Notes of the Meeting of Bourne Town Council held on 26 August  
2025 as a true record and for the Chair to sign them as such with 2 amendments.**

**25/054 To receive reports, if any, by District/County Councillors or Representatives on other  
Organisations**

Cllr Z Lane attended the recent Tractor Run and was pleased to see how well attended the event was and voiced her gratitude for the organisers.

Cllr P Fellows acknowledged Cllr Woolley for her report which in her absence was shared with Councillors prior to the meeting.

Cllr A Kelly requested that her report be moved to the closed section of the meeting, to which the Chair agreed.

**25/055** **To answer questions from Councillors** (Councillors to submit questions in writing at least 2 days prior to the meeting):

Cllr H Crawford expressed that BTC is fortunate to have numerous local businesses and volunteers supporting the council. Suggesting it would be a valuable initiative to publicly acknowledge these individuals on social media and welcomed suggestions from members.

Proposed by Cllr H Crawford, seconded by Cllr A Fellows and unanimously.

**RESOLVED:** To compile a comprehensive list and extend thanks publicly to all companies/volunteers who have supported the Council over the year.

**25/056** **To receive the Notes/Minutes of the Standing Committees (to be received at a future meeting):**

- a) Highways & Planning 2<sup>nd</sup> September 2025
- b) Finance & General Purposes 16<sup>th</sup> September 2025
- c) Amenities 23<sup>rd</sup> September 2025
- d) Finance & General Purposes 14<sup>th</sup> October 2025
- e) Amenities 4<sup>th</sup> November 2025
- f) Finance & General Purposes 18<sup>th</sup> November 2025

Proposed by Cllr A Kelly, seconded by Cllr H Crawford and unanimously

**RESOLVED:** To defer to a future meeting.

**25/057** **To adopt recommendations made by the Committees (recommendations to be adopted at a future meeting):**

Proposed by Cllr A Kelly, seconded by Cllr H Crawford and unanimously

**RESOLVED:** Recommendations to be adopted at a future meeting.

**25/058** **To elect a BTC representative for the Elsea Park Community Trust**

Cllr N Eveleigh nominated Cllr B Johnson

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

**RESOLVED:** To elect Cllr B Johnson as the BTC representative for the Elsea Park Community Trust.

**25/059** **To elect a Chair of the Finance & General Purposes Committee.**

Cllr H Crawford nominated Cllr R McKinney

Proposed by Cllr H Crawford, seconded by Cllr N Eveleigh and unanimously

**RESOLVED:** To elect Cllr R McKinney as the Chair of the Finance & General Purposes Committee.

**25/060** **Vote to exclude the press and public from agenda items 13 - 16 and to exclude the details of the debate from the public minutes for reasons of commercially, legally or personally sensitive information under the provisions of Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to information) Act 1985.**

Proposed by Cllr H Crawford, seconded by Cllr B Johnson and unanimously.

**RESOLVED:** To exclude the press and public from agenda items 13 – 16.

**25/061**

**To discuss and agree external support for the draft budget.**

Cllr A Kelly reported that, following a conversation with LALC, an experienced Town Clerk and RFO has been recommended. This individual will be available to help with our budget starting Wednesday, 17 December. Additionally, ongoing support and training will be provided to the Town Clerk and Deputy for as long as necessary.

Proposed by Cllr A Kelly, seconded by Cllr B Johnson. 3 abstentions.

**RESOLVED:** To accept ongoing support from LALC until decided by the Town Clerk/Deputy Clerk it is no longer needed.

**25/062**

**To agree the recommendation of the HR & G Committee regarding staff matters.**

Proposed by Cllr N Eveleigh, seconded by Cllr H Crawford and unanimously

**RESOLVED:** To accept the Hr & G recommendations that the Council Support Officer be promoted to Deputy Clerk with a salary increase backdated to 24<sup>th</sup> October 2025. The Town Clerk is to receive a salary increase backdated to the 1<sup>st</sup> January 2026.

**25/063**

**To receive and adopt the Employee Handbook.**

Members expressed the need for additional time to review the handbook.

Proposed Cllr S Mallett, seconded Cllr N Oglesbee and unanimously

**RESOLVED:** Item deferred until the next Full Council Meeting. Comments deadline from members 6<sup>th</sup> January 2026.

**25/064**

**To receive and adopt revised staff contracts.**

Members expressed the need for additional time to review the contracts.

Proposed Cllr P Fellows, seconded Cllr N Oglesbee and unanimously

**RESOLVED:** Item deferred until the next Full Council Meeting. Comments deadline from members 6<sup>th</sup> January 2026.

**25/065**

**To discuss any such information which the Chairman may legally bring to the Council's attention.**

Cllr A Kelly notified members about a complaint she received concerning the fireworks at the Christmas Market & Light Switch-On Event.

Cllr P Fellows suggested that the complaint be forwarded to the events team for a response.

*Due to there being no further items to discuss the meeting came to a close at 20:55 hrs.*