

DRAFT Minutes of the Annual Meeting of the Council held in the Bruton Museum on Tuesday 21st May 2019 at 6pm

Present: Councillors Anderton (from item 5), Abi Baker, Karen Baker (from item 5), Brownlow, Buckland, Crawford, Day, Hall, Hood, Jones, Pickering, Robinson and Skinner

In the chair: Councillor Jones

Clerk: Councillor Robinson (Acting Proper Officer)

1. **Election of Chairman/Town Mayor for the year 2019/20**
Councillor Jones was proposed and seconded for the office of Chairman/Town Mayor. There were no other nominations and Councillor Jones was duly elected and signed a declaration of acceptance of office. **10-0-1**
2. **Election of Vice Chairman/Deputy Town Mayor 2019/20**
Councillor Robinson was proposed and seconded for the office of Vice Chairman/Deputy Town Mayor. There were no other nominations and Councillor Robinson was duly elected. **11-0-0**
3. **Minutes of the Meeting held on 30th April 2019**
The minutes of the meeting of the 30th April were approved as an accurate record of the meeting. **10-0-1**
4. **Declarations of Interests**
Councillor Robinson noted that if the subscription to the Somerset Association of Local Councils was discussed at the meeting then he would need to declare a discloseable pecuniary interest and leave the meeting.
5. **Apologies for Absence**
Apologies had been received from District Councillor Trimnell.
6. **Committee and Working Group Terms of Reference**
Council reviewed the Terms of Reference for Committees and Working Groups. It was agreed that as the council would be considering alternative ways of working in the coming weeks, it would be advisable to consider this item at a future meeting. **13-0-0**
7. **Town Council Meeting Dates & Composition of Committees for 2019/20**
Members considered an idea to move the date of council meetings from the last to the first Tuesday in the month but agreed to keep to the current schedule pending consideration of alternative ways of working. Members then reviewed and appointed members to committees and working groups as detailed in Annex A. **13-0-0**
8. **Town Clerk Recruitment Panel**
Council agreed to temporarily suspend the Terms of Reference of the HR Committee and directly appointed members to serve on a Recruitment Panel for the purpose of appointing a new Town Clerk. The panel will be Councillors Karen Baker, Hall and Jones with Councillors Crawford and Robinson providing support on the interview day. Other members may be requested to act as substitutes if required. **13-0-0**

9. Representatives on Outside Bodies

Council reviewed the current list of representatives on outside bodies and approved the list, as Detailed in Annex B.

13-0-0

10. Banking Arrangements

Council reviewed its current banking arrangements and agreed to amend the existing mandate: Councillor Robinson to be added as Proper Officer, John Marsh and Kathy McCarthy to be removed and the requirement for all payments to be countersigned by the Proper Officer to also be removed. Members also discussed opening a new account with Unity Trust and it was agreed that this should be pursued further once the new Town Clerk is in office.

13-0-0

11. Review of Standing Orders and Financial Regulations

Council reviewed both policies and it was agreed that both documents were currently fit for purpose but may require substantial revision if the council adopts alternative ways of working.

13-0-0

12. Review of Register of Property

Councillor Robinson presented a more up to date version of the register than the one circulated with the agenda. Some changes were still required to reflect current accounting practices and the register would be further considered alongside the external audit documents.

13. Insurance

Council noted that it was now starting the second year of a three-year deal with BHIB Insurance and remained satisfied with the level of cover provided.

13-0-0

14. Review of subscriptions to other bodies

As no subscription renewal notices had been received it was agreed to defer this item.

15. Review of Council's Complaints Procedure

Council reviewed the policy and adopted the minor amendments suggested.

13-0-0.

16. The Code of Conduct

Council reviewed the existing Code of Conduct. It was noted that a number of sections identified by Councillor Robinson only applied to the district council and could be removed. As there is a requirement in legislation to "advertise" changes to the code, it was agreed that this item would be tabled at a future meeting, once the meaning of "advertise" has been established.

13-0-0

17. Declarations of Acceptance of Office

As all members had either signed the declaration of acceptance of office before the start of the meeting or upon arrival at it, there was no need to pass a resolution.

Members of Council considered the following matters in the exercise of their functions: Equal opportunities (race, gender, sexual orientation, marital status and any disability): Crime and Disorder, Health and Safety and Human Rights.

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