

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON

THURSDAY 18TH MAY 2017

Chairman: Cllr L Deely – Outgoing Mayor

Present: Cllrs S Browning, J Bryson, P Kelly, P La Broy, L Moores,
P Moores, F Partridge, H Partridge, N Tucker, R Willingham

CC Cllr: P La Broy (also present as a BSTC Cllr)

Donna James – Town Clerk

Keith Cornwell - RFO

Tracey Gliddon – Committee Administrator

Members of the public – 3

Press - 1

C/72/17

Election of Mayor for the municipal year 2017/18 and signing of declaration of acceptance of office

(i) to receive nominations for the office of Mayor 2017/18

Nominations for Mayor were taken

Cllr P Moores and L Deely were nominated. A recorded vote was requested and taken.

Cllr P Moores: Cllrs for: J Bryson, L Moores, P Moores, P La Broy, F Partridge,
N Tucker

Cllr L Deely: Cllrs for: S Browning, L Deely, P Kelly, H Partridge, B Willingham

RESOLVED:

That Cllr P Moores was elected as Mayor for the ensuing year 2017-18.

(ii) to receive the Mayor's Declaration of Acceptance of office:

Cllr P Moores duly signed the Declaration of acceptance of office witnessed by the Town Clerk

Cllr P Moores took the Chair and thanked Cllr Deely for her hard work on behalf of the Council especially in connection to the Bude Neighbourhood Plan. In turn Cllr Deely thanked the Council for their support during her time as Mayor

C/73/17

Election of Deputy Mayor for the municipal year 2017/18

(i) to receive nominations for the office of Deputy Mayor 2017/18

Nominations for Deputy Mayor were taken

Cllrs L Deely and B Willingham were nominated. The Council voted by show of hands

RESOLVED:

That Cllr L Deely was elected as Deputy Mayor for the ensuing year 2017-18

C/74/17

To receive and accept apologies for absence

Cllr B Dixon

CC Cllr N Pearce

C/75/17 **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests.**

None received

C/76/17 **Dispensations: to consider requests for dispensations (for which a 'Dispensation Request' form must have been completed and submitted to the Proper Officer at least 3 working days prior to the meeting)**

None received

C/77/17 **Minutes - Full Council: to receive, confirm and sign the minutes of the following Council meeting of 6th April 2017**

RESOLVED:

That the minutes with the addition of 'and that it be returned to Full Council to review' be added to C/64/17, were a true and accurate record of the meeting and they were signed by the Chairman

C/78/17 **Minutes - Committees**

- (i) Planning Committee – 30th March 2017
- (ii) Extraordinary Finance & General Purposes Committee – 31st March 2017
- (iii) Extraordinary Properties Committee – 6th April 2017
- (iv) Extraordinary Heritage & Culture Committee – 6th April 2017
- (v) Planning Committee – 13th April 2017
- (vi) Finance & General Purposes 20th April 2017
- (vii) Planning Committee – 27th April 2017

(a) To receive and note the minutes of the committee meetings listed above (i-vii) (acting under delegated authority)

The Chairman remind Cllrs that any amendments to the accuracy of committee meeting minutes should be made at the appropriate committee meeting

RESOLVED:

To vote en bloc in relation to receiving and noting the minutes of the committee meetings listed above (i) to (vii)

RESOLVED:

That the minutes were noted

(b) To consider and agree any recommendations of the committee meetings listed above (i-vii)

None received

C/79/17 **Maximum 15 minutes for public present to make comments concerning the business of the current Council - questions must be directed through the chairman**

A member of the public spoke regarding the parking issue at Erdiston Court back road, including parking, access and signage. Discussion with Cllrs took place.

A member of the Public pointed out that in item 13 (vi) the Bude Canal Trust should read Bude Canal Trust Partnership, they also asked a question with regard to a Cllr sitting on the BCHS and the BCPT. The number of Cllrs elected and the committee structure of the Council were also discussed.

C/80/17 **Correspondence received – to note and agree any associated actions/responses as appropriate: copied to all Cllrs unless stated otherwise**

(i) Parking Review Update from Cornwall Council
Noted

C/81/17 **Opportunity for Cornwall Councillors present to discuss Cornwall Council issues relevant to BSTC**

CC Cllr Peter La Broy: Cllr La Broy informed the Council that he had attended training as a new Cornwall Councillor. He had attended a meeting with Town Councillors and had made enquiries regarding Cemetery space, street furniture, Play areas at Berries Avenue Stratton and nomination packs for elections. Cllr La Broy took questions from the floor regarding the Registration Services in Bude.

C/82/17 **Committee Structure - to consider the composition of all committees and agree amendments, if any, and the subsequent revision of terms of reference as appropriate for:**

a) Environmental Services and Highways, Heritage and Culture, Planning, Properties, Recreation.

Lengthy discussion took place regarding the current committee structure including the wording in the Terms of Reference for each committee and the number of members that each committee should have.

It was proposed that the wording 'Mayor and Deputy Mayor (ex-officio, voting)' be removed from the Terms of reference for all the committees in a) (above). The Clerk advised that by removing the wording, the Mayor and Deputy Mayor would not have the automatic right to attend the meetings unless they are on the committee. The Clerk advised that the wording be left as it is and the number of members for each committee be increased to either 6 or 8 plus the Mayor and Deputy Mayor ex officio. The Clerk advised that if the Council wished all members to sit on all committees, another option would be to hold full council meetings every 2 weeks and dissolve all committees other than staffing. The Clerk read advice from CALC, NALC and Cornwall Council advising against all members of the council sitting on every committee.

RESOLVED:

That the terms of reference for Environmental Services and Highways, Heritage and Culture, Planning, Properties and the Recreation Committees be amended to reflect that the membership be: the elected members with voting rights be 12

RESOLVED:

That every member of the council have the right to be on every committee (*listed above*) whether voting or not

The Clerk requested that it be minuted that the resolution goes against advice received from CALC, NALC and Cornwall Council

(b) Finance and General Purposes

RESOLVED:

That the terms of reference for the Finance and General Purposes Committee be amended to reflect that the membership be: The Mayor and Deputy Mayor (ex-officio voting) and elected members up to 12 in total

(c) Staffing

RESOLVED:

That the terms of reference for the Staffing Committee be amended to reflect that the membership be: 5 members and the Mayor and Deputy Mayor ex-officio as it was the previous year

Cllr Bryson voted against

C/83/17

Appointment of members to committees of the Council

RESOLVED:

That the Council resolved to vote en-bloc the appointment of members to committees of the Council.

(i)Environmental Services & Highways Committee:

RESOLVED:

That Cllrs S Browning, J Bryson, L Deely, P Kelly, P La Broy, P Moores, L Moores, F Partridge, H Partridge and B Willingham be appointed to the Environmental Services & Highways Committee as voting members

(ii)Heritage & Culture Committee:

RESOLVED:

That Cllrs S Browning, L Deely, P Kelly, P La Broy, P Moores, L Moores, F Partridge, H Partridge and B Willingham be appointed to the Heritage & Culture Committee as voting members

(iii)Properties Committee:

RESOLVED:

That Cllrs S Browning, J Bryson, L Deely, P Kelly, P La Broy, P Moores, L Moores, F Partridge, H Partridge, N Tucker and B Willingham be appointed to the Properties Committee as voting members

(iv)Recreation Committee:

RESOLVED:

That Cllrs S Browning, L Deely, P Kelly, P La Broy, P Moores, L Moores, F Partridge, H Partridge, N Tucker and B Willingham be appointed to the Recreation Committee as voting members

(v)Planning Committee:

RESOLVED:

That Cllrs J Bryson, L Deely, P La Broy, L Moores, P Moores, and B Willingham be appointed to the Planning Committee as voting members

(vi)Staffing Committee:

RESOLVED:

That Cllrs L Deely, P Kelly, P Moores, F Partridge, H Partridge and B Willingham be appointed to the Staffing Committee
Cllr Bryson voted against

A discussion took place regarding Cllr Bryson's eligibility to be on any committees with a staffing element or to represent the Council on any outside bodies. The Council agreed to bring this matter to a future Staffing Committee meeting for discussion to make any recommendation to Full Council. At present Cllr Bryson is

not eligible to be on the Recreation, Heritage & Culture, and Finance & General Purposes committees

C/84/17

Appointment of members as delegates to outside bodies

(i)	Bude Community CCTV project	-	Cllr L Deely
(ii)	Bude Community Network	-	Cllr L Deely
(iii)	Bude Canal & Harbour Society	-	Cllr S Browning
(iv)	Bude Canal Trust Partnership	-	Cllr
(v)	Police Liaison Committee	-	Cllr P Kelly
(vi)	Bude Twinning Association	-	Cllr P Moores
(vii)	Coastal Assets	-	
(viii)	BEAM	-	

The vacant places for delegates would be brought to Full Council at a later date

C/85/17

Neighbourhood Plan - update

Cllr Deely gave an update following the recent referendum. BSTC are now responsible for the Neighbourhood Plan.

C/86/17

Councillor Surgeries – to agree dates and Councillor ‘rota’

RESOLVED:

That the Council continue with the monthly Councillor Surgeries on the 2nd Saturday of each month from 10.00am to 12.00pm. Future surgeries to be held on:

June 10th – Cllrs Bryson and La Broy

July 8th – Cllrs Deely and La Broy

August 12th – Cllrs Kelly and La Broy

September 9th – Cllrs La Broy and Willingham

October 14th – Cllrs Browning and La Broy

November 11th – Cllrs La Broy and F Partridge

December 9th – Cllrs La Broy and L Moores

Cllr La Broy left the meeting.

C/87/17

Bude on street parking

Discussion took place regarding Traffic Wardens in Bude
All comments were noted.

Cllr La Broy returned to the meeting

C/88/17

Sealing of the Ice cream Kiosk lease

RESOLVED:

That the Ice cream Kiosk lease shall be sealed

The lease was sealed by the Town Clerk and witnessed by 2 Councillors

C/89/17

(i)

Financial Report:

Schedule of Payments made VO0090 – VO0164

RESOLVED:

To note the payments.

Cllr Bryson voted against

- (ii) Schedule of Payments to be made VO0165 – VO0237
RESOLVED:
That the payments shall be made.
- (iii) To consider Internal Audit Report 2016/17: Year End report
RESOLVED:
That the report is noted
- (iv) Annual Accounts report 2016/17: Final report
RESOLVED:
That the report is noted
- (v) To approve Reserve movements for the year ended 31st March 2017 and Reserve movements to be made on 1st April 2017
RESOLVED:
That the Council considers the size of the reserves held to be adequate given the scope of its operations, the scale and age of its buildings portfolio and its increasing responsibilities through devolution.

Cllr F Partridge left the meeting

- (vi) Signing of Bank Reconciliation
The Council agreed to give the Chairman the right to sign the Bank Reconciliation
RESOLVED:
That the Chairman sign the Bank Reconciliation

Cllr F Partridge returned to the meeting

Cllr Willingham left the meeting and did not return

- (vii) Annual Return for the year ended 31st March 2017: Consideration and approval of the 'Annual Governance Statement (AGS) 2016/17' and 'Accounting statements (AS) 2016/17'
a) **Annual Governance Statement 2016/17**
The RFO read each question on the AGS, the Council answered Yes to all questions
The Council noted that no claims had been made against the Authority
The Council noted that no significant events had happened after the year end that would impact on the financial statements
The Council noted that there had been no borrowing in the financial year.

RESOLVED:

That the Annual Governance Statement 2016/17 were approved and signed by the Chairman and the Town Clerk

b) **Accounting Statements 2016/17**

The RFO read the Accounting Statement 2016/17

RESOLVED:

That the Annual Accounting statements 2016/17 were approved and signed by the Chairman and the RFO

Meeting Closed 9.59pm

Signed by the Chairman.....