

# BROUGHTON TOWN COUNCIL



The Phil Grundy  
Community & Sports Centre  
Scawby Road  
Broughton  
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## **Minutes of the Annual Meeting of the Town Council held on Monday 23<sup>rd</sup> May 2022 at 6.30pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton, DN20 0AB.**

Present: Cllrs Lee, Price (Chair), Ross, Portess, Senior, Simpson, Tattersfield & Taylor.

Also Present: Town Clerk - Deb Hotson and 3 residents.

### **To Elect Committee / Working Group Representatives**

1. To elect a chairman and to sign the Declaration of Acceptance of Office.  
Cllr Price was elected as Mayor and signed the Declaration of Acceptance of Office.
2. To elect a Deputy Mayor.  
Cllr Senior was elected as Deputy Mayor.
3. To elect a representative for Police & Neighbourhood Watch.  
Cllr Price and Cllr Taylor were elected as representatives.
4. To elect a representative for Village Hall Committee.  
Cllr Ross & Cllr Lee were elected as representatives.
5. To elect a representative for the Broughton in Relief Trust.  
Cllr Price was elected as representative.
6. To elect a representative for the Broughton Community & Sports Association.  
Cllr Simpson was elected as representative.
7. To elect a representative for the Broughton Allotment Association & Leisure Gardeners.  
Cllr Tattersfield was elected as representative.
8. To elect two Councillors to represent this Council at ERNLLCA District Committee meetings.  
Cllr Portess & Cllr Price were elected as representatives.
9. To elect a representative for the Wressle Wellside Community Liaison Group.  
Cllr Tattersfield was elected as representative.
10. To elect members to the General Purposes Committee.  
Cllr Senior, Cllr Simpson & Cllr Tattersfield were elected on to the Committee.
11. To elect members to the Finance & Audit Committee.  
Cllr Senior, Cllr Price & Cllr Simpson were elected on to the Committee.
12. To elect members to the Recreation Field Working Group.  
Cllr Senior, Cllr Tattersfield & Cllr Ross were elected on to the Committee.
13. To elect members to the Personnel Committee.  
Cllr Price, Cllr Simpson, Cllr Portess were elected on to the Committee. Cllr Tattersfield will stand in if required.

### **Resolved – all of the above appointed were approved.**

The following policies will be added to the next agenda for approval and will then be included in the Annual Meeting.

- Snow/Flood Warden representative.
- Communications Committee TOR.

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## To review Procedures and Policies

14. To review and approve Standing Orders.  
**Resolved** – the Standing Orders were approved.
15. To review and approve Financial Regulations.  
**Resolved** – the Financial Regulations were approved.
16. To review and approve the Community Emergency Plan.  
The Plan will be reviewed again at the next meeting to include the Snow and Flood Wardens.
17. To review and approve the Asset Register.  
**Resolved** – the Asset Register was approved. This will be reviewed in full, and an audit carried out to ensure the register is up to date.
18. To review and approve the Health & Safety Policy.  
**Resolved** – the policy was approved.
19. To review and approve the Terms of Reference (TORs) for Committees / Working Parties.  
**Resolved** – the TORs were approved for the following:
  - General Purposes Committee.
  - Personnel Committee.
  - Finance & Audit Committee.
20. To review and approve an Equal Opportunity Policy.  
**Resolved** – the policy was approved.
21. To review and approve a Child Protection Policy.  
**Resolved** – the policy was approved.
22. To review and approve a Safeguarding of Vulnerable Adults Policy.  
**Resolved** – the policy was approved.
23. To review and approve a Disciplinary and Grievance Procedure & a Grievance Policy.  
**Resolved** – the policy and procedure were approved.
24. To review and approve a Members and Officers Protocol.  
**Resolved** – the members and officers’ protocol were approved.
25. To review and approve a Reserves Policy.  
**Resolved** – the policy was approved.
26. To set the dates of the ordinary Parish Council Meetings 2022/23.  
**Resolved** – the dates were approved.
27. To confirm that all members have reviewed their Register of Interests.  
Clerk to send out ROI change forms to Cllrs Senior, Simpson and Portess. All other Cllrs confirmed that they had reviewed their ROI’s.
28. To resolve that this Council utilizes its powers under the Local Government Act 1972, section 101, to devolve to the Clerk the authority to make decisions on planning applications where:
  - a. The application falls between meetings, and it is not possible to obtain from the Planning Authority an extension of time to consider the matter; or
  - b. The Chairman is unavailable to convene an extra-ordinary meeting or particular circumstances are such that the convening of an extra-ordinary meeting is impractical.

In both circumstances the Clerk shall have authority to respond on the Council's behalf, taking into account the Local Plan; the content of any planning policies; community plan or Neighborhood Plan adopted by the council; and precedent. The Clerk is to contact ALL Councillors to confirm they are content with the response to the specific Planning Application requiring this action.

This authority will not apply to applications where there are known objections by neighbours; multiple housing development; and new land allocations.