

BROUGHTON TOWN COUNCIL



The Phil Grundy
Community & Sports Centre
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Minutes of the Annual Meeting of the Town Council held on Monday 19th May 2025 at 7pm at the Phil Grundy Community & Sports Centre, Scawby Road, Broughton, DN20 0AB.

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

Also Present: Town Clerk - Deb Hotson and 2 residents.

To Elect Committee / Working Group Representatives

1. Apologies and reasons for absence.
All members were present.
2. 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.
3. To elect a Deputy Mayor.
Cllr Harness was elected as Deputy Mayor.
4. To elect a representative for Neighbourhood Action Team (NATs).
Cllr Price and Cllr Portess were elected as representatives.
5. To elect a representative for Village Hall Committee.
Cllr Carter 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 Harness 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 Ross was elected as representative.
10. To elect members to the General Purposes Committee.
Cllr Lee, Cllr Ross, Cllr Harness, Cllr Senior, Cllr Simpson & Cllr Taylor were elected on to the Committee.
11. To elect members to the Finance & Audit Committee.
Cllr Senior, Cllr Price, Cllr Portess & Cllr Simpson were elected on to the Committee.
12. To elect members to the Personnel Committee.
Cllr Price, Cllr Lee, Cllr Portess, Cllr Ross were elected on to the Committee.
13. To elect members of the Communications Working Group.
Cllr Ross, Cllr Senior, Cllr Portess & Cllr Price were elected on to the Committee.
14. To elect members as Snow & Flood Wardens.
Cllr Price & Cllr Portess to cover the Broughton area and Cllr Taylor to cover the Watersedge area of the town.
15. To elect a Town Crier.
Lizi Welch to be approached for 2025/26.

BROUGHTON TOWN COUNCIL

It was suggested that a bell is purchased for use by the town crier. Cllr Taylor stated that she may have one she could donate and would take a look. Cllr Ross also stated that she would look at making a full-length cape.

Resolved – all of the above appointed were approved.

16. To elect an Internal Auditor for 2026/27.

Resolved - Public Sector Audit was elected as the auditor for 2026/27.

To review Procedures and Policies

17. To review and approve Standing Orders.

Resolved – the Standing Orders were approved.

18. To review and approve Financial Regulations.

Resolved – the current Financial Regulations were approved.

19. To review and approve the Community Emergency Plan.

Resolved – the plan was reviewed and approved.

20. To review and approve the Asset Register.

Resolved – the Asset Register was approved.

21. To review and approve the Health & Safety Policies & Risk Assessments.

Resolved – the policies & assessments were approved.

22. To review and approve the Terms of Reference (TORs) for Committees / Working Parties.

Resolved – the TORs were approved.

23. To review and approve an Equal Opportunity Policy.

Resolved – the policy was approved.

24. To review and approve a Child Protection Policy.

Resolved – the policy was approved.

25. To review and approve the Safeguarding of Vulnerable Adults Policies.

Resolved – the policy was approved.

26. To review and approve a Disciplinary and Grievance Procedure & a Grievance Policy.

Resolved – the policy and procedure were approved.

27. To review and approve a Members and Officers Protocol.

Resolved – the members and officers' protocol were approved.

28. To review and approve the CCTV Policy.

Resolved – the CCTV Policy was approved.

29. To review and approve the Clerks A-Z Guide.

Resolved – the Clerks A-Z Guide was approved.

30. To review and approve the Environmental Sustainability and Biodiversity Policy.

Resolved – the Policies were approved.

31. To review and approve the NLC Code of Conduct Policy.

Resolved – the policy was approved.

32. To review and approve a Reserves Policy.

Resolved – the policy was approved.

33. To review and approve a Scheme of Publications Policy.

Resolved – the policy was approved.

34. To review and approve the Freedom of Information Right of Access Policy.

Resolved – the policy was approved.

35. To review and approve the Tender Policy.

Resolved – the policy was approved.

36. To review and approve the Town Crier Policy.

BROUGHTON TOWN COUNCIL

Resolved – the policy was approved.

37. To review and approve the Sexual & General Harassment Policy.

Resolved – the policy was approved.

38. To review and approve the Induction & Training Policy.

Resolved – the policy was approved.

39. To review and approve the Investment Policy.

Resolved – the policy was approved.

40. To review and approve the use of the General Power of Competence.

Resolved – the use of the Power was approved as and when required.

41. To set the dates of the ordinary Parish Council Meetings 2025/26.

Resolved – the dates were approved.

42. To review and approve the scale of charges.

Resolved – GPC meeting to be arranged to discuss further.

Resolved – approval of items 16 - 41.

43. To confirm that all members have reviewed their Register of Interests.

Cllrs to ensure the Register of Interests are checked and any amendments to be completed in the next 28 days. The Clerk to send out an amendment form.

44. 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.

Resolved – approval of item 43.

The meeting closed at 7.20pm