

## LEDBURY TOWN COUNCIL

### MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 11 MAY 2023

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**PRESENT:** Councillors Bradford, Briggs, Chowns, Eakin, Harvey, Howells (Outgoing Mayor), l'Anson, Morris and Sinclair

**ALSO PRESENT:** Angela Price – Town Clerk  
Charlotte Barltrop – Minute Taker  
Olivia Trueman – Community Development Officer

#### **C1. TO ELECT A TOWN MAYOR FOR THE 2023/24 MUNICIPAL YEAR**

Councillor Harvey asked to speak on this item. She referred to an email that she had shared with Councillors in respect of business of the Annual Meeting, which had advised of some items that were missing from the agenda for consideration at the Annual Meeting as part of the Council's governance procedures.

She shared her disappointment that there had been no election in Ledbury due to a lack of candidates, which meant that nearly half of the Council would need to be co-opted noting that with only 10 Councillors whether these appointments should be made pro tem to be revisited following the co-option of more members.

Councillor Harvey also raised concerns in respect of the proposed change to the committee structure, in particular the creation of a Management Committee and asked whether any changes to the committee structure should be delayed until such time further members have been co-opted onto the Council. She proposed that appointments be made pro tem, to be revisited once the first round of co-options had taken place.

Councillor Eakin agreed that this would be a good way forward due to the small number of Councillors initially on the Council and seconded Councillor Harvey's proposal.

Councillor Harvey was asked to repeat the proposal, which was as follows:

"That Council appointments made at the Annual Meeting for the Mayor and Deputy Mayor, chairs and vice-chairs be made on an interim basis until the Council has undertaken the first round of co-option, which will provide a wider field of members and enable the Council to undertake further appointments in either July or September 2023 at the latest."

A vote was taken, the outcome of which was:

5 for, 2 against and 2 abstentions.

Councillor Sinclair nominated Councillor Helen l'Anson for the position of Interim Town Mayor for the 2023/24 Municipal year, this was seconded by Councillor Eakin.

Councillor Morris nominated Councillor Hughes, this was seconded by Councillor Bradford, however, members were informed that Councillor Hughes had advised that he did not wish to be nominated for the position of Mayor, and therefore Councillor Bradford withdrew his second for this nomination.

Councillor Harvey asked Councillor l'Anson whether she was happy to accept the Office of Interim Mayor, on the understanding that this and other appointments made at the meeting would be revisited following the first round of Co-option. Councillor l'Anson confirmed that she understood that this was an interim position and that she was happy to accept under the conditions agreed.

Councillor Harvey asked whether it would be appropriate to hear nominations for the position of Deputy Mayor at this point, however the Clerk advised that the first business of the Annual Meeting is to appoint a Chairman.

## **RESOLVED**

**That Councillor Helen l'Anson be duly elected to the position of Interim Town Mayor for the 2023/24 Municipal Year.**

Councillor l'Anson received her Chain of office from Councillor Howells, the outgoing Mayor, and made her declaration of office to the role of Town Mayor.

It was agreed that Councillor l'Anson would present herself at the Ledbury Town Council offices, Church Lane, Ledbury, to complete the required paperwork on Friday, 12 May 2023.

Councillor l'Anson presented the outgoing Mayor with a past Mayor's badge.

### **C2. a. VOTE OF THANKS TO OUTGOING CHAIRMAN**

**RESOLVED: That a vote of thanks be given to the outgoing Mayor, Councillor Phillip Howells, for all his hard work over the past year.**

### **b. RETIRING MAYOR'S RESPONSE AND CLOSING REMARKS**

The retiring Mayor offered the following response:

Thank you very much for that vote of thanks. It has been an honour and a privilege to serve as the Mayor of Ledbury and especially for a second term to represent our special and lovely Town.

And it has been a remarkable, very special year in which to be the Mayor, marked as it has been with historically momentous events to help commemorate on behalf of the Town.

The first was the death of our Sovereign Queen Elizabeth II, Britain's longest ever serving monarch and the longest ever reigning Queen in history. We had the solemn period of national and local mourning for her loss, which the Ledbury community commemorated with services and Acts of Remembrance.

As is traditional, the new monarch, King Charles III, was proclaimed over the same weekend as her death. As the Mayor, I was one of many throughout the land who had the first truly historic opportunity in over 70 years to make the public proclamation in our Town Centre, which was packed with his subjects to hear the announcement. For the first time in many years, we were to sing our national anthem with the words 'God Save the King'.

As timing would have it, a further privilege towards the end of my term was to preside over last week-end's coronation celebrations, culminating in a hugely successful community and volunteer day in a very busy Town Centre on closed roads, where fun, food and festivity was the order of the day.

I am sure you will all join with me in congratulating our office staff for the superb organisation which was rewarded with threatened rain holding off to ensure we celebrated in style. And we did have many volunteer helpers on a day set by the King to encourage community volunteer involvement – not that this is a problem in Ledbury, where we are blessed with many community organisations.

If these were the outstanding memories, there were also many other interesting and exciting events to attend during the year. Out of over 100 official Mayoral engagements, there are just a few I can mention in these few minutes – and they took place not only in Ledbury, but also in other areas of Herefordshire and surrounding counties to help spread the word about Ledbury as part of the so called 'Chain Gang'.

They include the swearing in of a new High Sheriff; the opening of the Hereford May Fair; and Ledbury's amazing Big Breakfast, the Carnival Day and the Poetry Festival Week. The Battle of Evesham Day was truly astonishing, with the re-enactment of the bloody battle by 100s of mediably dressed and armed troops and horse soldiers on both sides.

I could list many more, but I am sure you get the picture of a year full of opportunities to promote our Town, make friends and influence people.

And it is people who make the civic side of being the Mayor so very special. There are so many lovely people to thank for their support and kindness during the year it would be impossible to mention them all.

However, I'd firstly like to pay tribute and give my warm thanks to the Mayor's Consort, Hilary Jones, who has not only joined me at many of

these events with grace and enthusiasm but was also actively involved in helping to organise Mayor events such as the four successful open coffee mornings we held.

In the same vein, I'd like to extend grateful thanks to Sophie Jarvis, the Council's receptionist, and Mayor's Secretary, who has been outstanding in managing the events diary and putting on creative settings for the events held by the Council.

We have also had the continual and consistently encouraging support from our local Deputy Lieutenants James Hervey-Bathurst CBE, Nat Hone, Sue Furnival and Helen Thomas, as well as from the Chairman of Herefordshire Council, Councillor Sebastian Bowen. They may not be well enough known to many people, but they are very much actively involved in promoting Ledbury and its needs. We owe them many thanks.

My year ended very appropriately this morning in our Panelled Room, where I hosted the Lord Lieutenant, Edward Harley OBE, and a party of other dignitaries and guests for the presentation of the British Empire Medal to local businessman Gavin James.

All in all, a remarkable and memorable year and I am very grateful to Ledbury Town Council for the opportunity to be the Mayor of Ledbury for a second term. Finally, I would like to thank Angie Price, our Clerk, and all the office staff for their help, support and encouragement during the year, and last, but by no means least, all the many lovely people of Ledbury who have been supportive and kind to me.

**C3. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hughes.

**C4. TO ELECT A DEPUTY TOWN MAYOR FOR 2023/24 MUNICIPAL YEAR**

Councillor Howells nominated Councillor Stephen Chowns; this was seconded by Councillor Sinclair.

No other nominations were received.

**RESOLVED**

**That Councillor Stephen Chowns be duly elected to the position of Interim Deputy Town Mayor for the 2023/24 Municipal Year.**

**C5. TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS**

No declarations of interest were received.

**C6. PUBLIC PARTICIPATION**

No members of the public were present at the meeting. However, Edd Hogan had submitted four questions to the Clerk via email, which were read out by the Clerk.

Q1. Can we have an update from the Traffic Working Party: for around 2 years there have been on/off talks and meetings about local TRO's being submitted to the County Council in order to install new double yellow lines in various roads and around various junctions in the town to encourage more considerate and safer parking. What is the current state of play with these?

A1. Councillor Howells informed the meeting that there would be a report submitted to the next Traffic Management Working Party which would address this matter in full. Councillor Morris stated that there had been a meeting, which had to be abandoned due to poor internet connections whereby 2 officers from Herefordshire Council had been invited to discuss a number of traffic management concerns, however it was proving difficult to arrange a further meeting with the officers.

Q2. Pothole repair and road defects: this is a recurring issue but the state of some roads, where potholes have been filled, is such that they still resemble the surface of the moon and would be better to be properly resurfaced e.g., parts of Biddulph Way/New Street/Oatleys Crescent etc. What is the Town Council able to do to push for better, more long-lasting, road repairs in Ledbury to be prioritised.

A2. This is a question which Herefordshire Council would need to answer however, it was agreed that Ledbury Town Council could lobby officers in the Highways Department of Herefordshire Council.

Q3. If a developer were to submit, or resubmit, an application to build a Lidl supermarket and health centre on the triangle of land near the Full Pitcher, what stance would the Town Council take (i.e., would it be different from last time)?

A3. This question cannot be answered by this Council without sight of any further plans which may be submitted as this could be deemed as pre-determination. Councillor Howells added that the Neighbourhood Development Plan does state that the preference for the area in question would be for a hotel and the possible development of a tri-service building.

Q4. Can we have an update on the s106 monies earmarked for use in Ledbury; the amounts involved, projects to be prioritised and timelines for completion.

A4. This information is all available on the Herefordshire Council website and that the link will be sent to Mr Hogan.

**RESOLVED**

**That the Clerk would respond to Mr Hogan's email with the above answers and a link to the Herefordshire Councils website.**

- C7. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 12 MAY 2022, WHICH WERE FORMALLY APPROVED AND SIGNED AS A CORRECT RECORD AT A MEETING OF FULL COUNCIL HELD ON 31 MAY 2022**

**RESOLVED**

**That the minutes of the Annual Council meeting held on 12 May 2022 be received and noted.**

- C8. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 30 MARCH 2023**

Councillor Sinclair stated that there was an error in the minutes in relation to the response from Councillor Howells to his statement in minute C712, Councillor Howells stated that if Councillor Sinclair has any issues with him then he should refer them to the Monitoring Officer.

The Clerk provided an update on minute no. C726.2, in relation to the breakdown of costs from BBLP that may be incurred for the removal of item 10 from the Town Maintenance Fund list. The Clerk advised that she had received a response from Herefordshire Council advising that should the Council wish to drop the scheme there will be no additional costs incurred other than to cover the costs of works of which ADL have already completed, but that they were unable to confirm these costs until they receive confirmation that the Town Council wish to remove this from the TRO requests.

Following considerable discussion, Members were reminded that they had previously agreed for this item to be removed from the list and therefore the Clerk should be instructed to write to Herefordshire Council that they wish this item to be withdrawn from the list.

**RESOLVED**

- 1. That the minutes of the meeting of Full Council held on 30 March 2023 be approved and signed as a correct record, subject to the following amendment:**

**“That in response to Councillor Sinclair's question, Councillor Howells advised that if he had any issues with him then he should refer these to the Monitoring Officer.”**

2. That the Clerk write to Herefordshire Council and confirm that item 10 be removed from the list in relation to the Market Towns Maintenance Fund.

3. That the minutes of the meeting of the Planning, Economy & Tourism Committee of 13 April 2023 be submitted to the next meeting of Full Council.

**C9. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 27 APRIL 2023**

**RESOLVED**

That the minutes of the Annual Parish Meeting, held on 27 April 2023, be received and noted.

**C10. TO RECEIVE AND NOTE THE MINUTES OF AN EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 27 APRIL 2023**

**RESOLVED**

That the minutes of the Extraordinary Meeting of Finance, Policy, and General Purposes meeting, held on 27 April 2023, be received and noted.

**C11. TO CONSIDER A REPORT ON A NEWLY PROPOSED COMMITTEE STRUCTURE AND IF APPROVED APPOINT MEMBERS TO THE FOLLOWING COUNCIL COMMITTEES FOR THE 2023/24 MUNICIPAL YEAR**

- a) Environment & Leisure Committee
- b) Finance, Policy & General Purposes Committee
- c) Planning, Economy & Tourism Committee
- d) Personnel Committee (ad-hoc meetings)

Councillor Bradford raised concerns about the proposed Committee Structure as he felt that it would remove the opportunity for debate from all the members of the Council and that Committee's should not have the delegated power which had been suggested in the report.

Councillor Sinclair pointed out that all of the Committee's will still report to the Management Committee and that Governance will remain as it has been.

Councillor Harvey directed the meeting to Paragraph 3 on Page 43 which stated: "*The Management Committee will delegate appropriate powers similar to those delegated in (2022/23) to the standing committees but it is intended that full financial powers within the budget set by Full Council, will be fully delegated to the Standing Committees*", which concurs with the concerns raised by Councillor Bradford about the new structure.

Councillor Harvey advised that without information such as the Terms of Reference of the proposed Management Committee and other Standing Committees, Members were unable to make a fully informed decision. She proposed that this proposal should be investigated in more detail and returned to Full Council once this has taken place to allow an informed discussion and decision.

Councillor Howells seconded the proposal. As the outgoing Mayor, who had served as Mayor twice in the past four years, he noted that it is onerous for one person to be both Mayor and Chair of the Council. He stated that he agreed with Councillor Harvey that there was not enough information available in order to make an informed decision and that this should be revisited, perhaps through the Finance, Policy & General Purposes Committee.

Councillor Sinclair advised that he agreed with Councillor Harvey that more information was needed to enable Members to make an informed decision on this matter, but proposed an amendment to recommendation 3 of the report as follows:

“That Full Council will delegate full powers to the Management Committee, but it is intended those financial powers within the budget set by Full Council will be delegated to the Management Committee.” This in turn meaning that the Management Committee would have to ratify the Standing Committee’s expenditure.

However, there was no seconder for this.

There was continued discussion as to whether this would be just a name change, what powers would be delegated to the Committees and how the Management Committee would operate. It was asked whether splitting the roles of Mayor and Chair may create more work for all involved.

Councillor Bradford asked why only Chairs can be members of the Resources Committee as he felt that all Councillors should be allowed this privilege. The Clerk clarified that, due to the work that the Resources Committee carries out, it was essential to limit the membership to ensure that if a member of staff was to appeal the outcome of a personnel investigation or decision, it is important to have Members who have not been involved in the initial process for the purpose of fairness.

## **RESOLVED**

- 1. That the Committee Structure report be referred to the Finance, Policy & General Purposes Committee to provide more detail in respect of the proposed Committee Structure, to include Terms of Reference for the proposed Management Committee and Standing Committees and that a further report be reported back to Full Council for consideration in due course.**

**2. That the current Council Standing Committees be stood up as follows:**

- i. Environment & Leisure Committee**
- ii. Finance, Policy & General Purposes Committee**
- iii. Planning, Economy & Tourism Committee**
- iv. Resources Committee**

**3. That the Membership of the Council's Standing Committees for the 2022/23 Municipal Year be as follows:**

**Environment & Leisure Committee**

**Councillor Bradford  
Councillor Briggs  
Councillor Chowns  
Councillor Eakin  
Councillor l'Anson  
Councillor Sinclair**

**Finance, Policy & General Purposes Committee**

**Councillor Bradford  
Councillor Eakin  
Councillor Harvey  
Councillor Howells  
Councillor Hughes  
Councillor l'Anson (ex-officio)  
Councillor Sinclair**

**Planning, Economy & Tourism Committee**

**Councillor Bradford  
Councillor Harvey  
Councillor Howells  
Councillor Hughes  
Councillor l'Anson  
Councillor Morris**

**Resources & Personnel Committee**

**To consist of the Mayor, Deputy Mayor, and Chairs of the Standing Committees with the vice-chairs as substitutes.**

**C12. SUSPENSION OF STANDING ORDERS**

Councillor Harvey questioned why Standing Orders were to be suspended as Ledbury Town Council Standing Orders allow for the election of Committee Chairs.

Members agreed that whilst Committee Chairs could be elected under Standing Orders, it was silent in respect of elections of the Vice Chairs and therefore it was agreed that Vice-Chairs will be elected at the first meeting of each Standing Committee.

**RESOLVED**

**That Standing Orders should not be suspended at this time.**

**C13. TO ELECT CHAIRS TO THE COMMITTEES FOR THE 2023/24 MUNICIPAL YEAR**

**RESOLVED**

**That the following Councillors be elected to act as Chair for Standing Committees:**

- 1. Environment & Leisure Committee - Councillor Chowns**
- 2. Finance, Policy & General Purposes Committee - Councillor Hughes**
- 3. Planning, Economy & Tourism Committee - Councillor Morris**

**C14. TO CONSIDER AND APPROVE A DRAFT SCHEDULE OF MEETINGS FOR THE 2023/24 MUNICIPAL YEAR**

Members were requested to give consideration to a draft schedule of meetings for the 2023/24 municipal year, noting that where it had been recorded there would be a Management Committee, it would be changed to show this as a Full Council meeting.

Councillors raised concerns about the preparation of committee agendas and asked that staff investigate whether there is a smarter more effective way of doing this.

Councillor Sinclair advised that he had made staff aware of PDF 24 which could potentially provide assistance to staff when preparing agendas.

**RESOLVED**

**That the draft schedule of meetings for the 2023/24 Municipal Year be approved pro tem, noting that the Resources Committee dates will now be added and that it will be amended pending the outcome of the discussion regarding the implementation of a Management Committee.**

**C15. TO APPROVE AND ADOPT THE COUNCIL'S STANDING ORDERS**

It was noted by Councillor Harvey that there was an error in the Code of Conduct portion of the Standing Orders in relation to the amount of the Declaration of Gifts.

Councillor Harvey suggested that the Finance, Policy & General Purposes Committee be asked to review the Standing Orders at their next meeting.

**RESOLVED**

1. **That the Standing Orders be approved and adopted, subject to the amendment to the Declaration of Gifts.**
2. **That the Finance, Policy & General Purposes Committee review the Standing Orders at their next meeting.**

**C16. TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS**

**RESOLVED**

**That the financial regulations be approved and adopted.**

**C17. TO NOTE THE COUNCIL'S CODE OF CONDUCT**

Councillor Harvey reminded Members of the need to provide details of membership of closed groups.

The Clerk advised that she would be contacting the Monitoring Officer in respect of the provision of Code of Conduct training, which is a requirement of all Councillors at the start of the new administration, irrespective of whether they have taken the training previously.

**RESOLVED**

**That the Council's Code of Conduct be received and noted.**

**C18. TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES**

Members were requested to nominate Members to represent the Council on outside bodies for the 2023/24 Municipal year.

During the conversation concerns were raised that outside bodies who were in receipt of grants from the Council are not all providing reports on their activities, and Councillor Bradford raised concerns that organisations are no longer invited to Council meetings to offer feedback.

The Clerk advised that the practice over the past four years had been to invite groups to give presentations to councillors at 6.30 pm on the same night as Full Council meetings. She advised that this had been implemented to reduce the time it would take to be part of the Full Council meetings. The Clerk asked whether Members were happy to continue with this or whether they would want these presentations to be included on Full Council agendas.

## RESOLVED

1. That the following Members be elected as Outside Body Representatives for the 2022/23 Municipal year:

<b>Outside Body</b>	<b>Councillor Representative 2023/24</b>
Age Concern	Councillor Morris
Community Choir	Town Mayor (President)
Herefordshire Council- Parish Summits	Appropriate Chair or Vice Chair
Ledbury Carnival Association	Town Mayor & Councillor Morris
Ledbury Consolidated Charities	Councillor Eakin
Ledbury in Bloom	Councillor Howells Councillor Morris
Ledbury Strömstad Twinning	Town Mayor Councillor Chowns Councillor Howells*
Ledbury Food Group	Councillor Morris
Ledbury Food Bank	The Mayor Councillor Morris
Ledbury Children's Centre	Town Mayor
RMTG Local Councillor Panels – Rural Vulnerable Young & Older People	Younger People's Group – Councillor Howells Older People's Group – Councillor Sinclair
John Masefield Society	Councillor Morris & Holly Wellford

2. That the Clerk write to all organisations in receipt of grants to request an annual report to Council.
3. That the Clerk write to Ledbury Strömstad Twinning Association to ask whether they would be willing to accept three representatives from Ledbury Town Council.
4. That the Town Clerk contact The Citizens Advice Bureau regarding a Councillor attending their meetings.
5. That organisations in receipt of grants or with Councillors sitting on them as Council representatives continue to be invited to give a presentation to Council at 6.30 pm ahead of Full Council meetings.

## C19. TO REVIEW THE COUNCIL'S ASSET REGISTER

### RESOLVED

That the asset register be approved.

## **C20. TO REVIEW THE COUNCILS RISK REGISTER**

It was noted by members that the Risk Register has been under review at every Finance, Policy & General Purposes Committee and that it had recently been updated to ensure all amendments agreed at those meetings had been included.

### **RESOLVED**

- 1. That the Risk Register be approved.**
- 2. That each Standing Committee be asked to give consideration to the Risk Register at their meetings.**

## **C21. TO RECEIVE AND NOTE ARRANGEMENTS FOR THE COUNCIL'S INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS FOR 2022/23**

### **RESOLVED**

**That the arrangements for the Council's insurance cover in respect of all insurable risks be received and noted.**

**Councillor Bradford left the meeting at 8.58pm.**

## **C22. CORPORATE PLAN**

Councillors discussed whether the Corporate Plan should be aligned with Herefordshire Council's Business Plan. It was noted that many of the items on the current corporate plan had not been completed due to Covid-19. It was proposed that the plan be reviewed at Committee Meetings and the Action Plan be updated to be more realistic.

Councillor Harvey noted that the Council had not been able to make as much progress in relation to matters included within the Corporate Plan. She noted that prior to the meeting she had looked at what is published on the Council's website in terms of policies and procedures and noticed that there is an action plan published, in anticipation of the Council being able to make more progress than they had. She suggested that it might be worthwhile each Standing Committee reviewing the plan and putting a work programme together based on the key priorities and to focus on one or two elements of the Plan.

### **RESOLVED**

**That the Corporate Plan be reviewed by Standing Committees with a view to updating the Action Plan to more realistic tasks.**

**Councillor Eakin left the meeting at 9.01pm.**

**C23 SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED:**

**To suspend Standing Order 3(x) for a period of thirty minutes to enable the remaining business of the agenda to be completed.**

**C24. CO-OPTION**

Councillor Sinclair presented an amended copy of the Council's Co-option Policy. He advised that his suggested amendments were designed to make the Co-option process less onerous for anyone wishing to join Ledbury Town Council via the Co-option process.

Councillor Harvey advised that the Co-option Policy had been designed to ensure that any person considering becoming a Councillor via co-option gives it sufficient thought and are suitably vetted during the application process and suggested that the policy should remain unchanged.

Councillor Howells agreed with Councillor Harvey's comments and advised that he would support the number of signatories required being reduced from 10 to 2, but that he would not be in support of any further changes to the policy.

Councillor Sinclair spoke in support of his proposed changes and stated that he did not think that Councillors should sit in judgement of potential candidates when considering the Co-option process. He believes that the requirement of ten signatures is unfair, as those members who put their names forward for election were only required to get a proposer and seconder for their candidate papers.

Following further discussion, Councillor Harvey proposed that the policy be approved in its original form. This was seconded by Councillor Howells.

**RESOLVED**

- 1. That members agree to proceed with co-option to fill the remaining eight seats at Ledbury Town Council.**
- 2. That the Clerk notify Herefordshire Council Elections that Ledbury Town Council intend to enter into a co-option process without delay.**
- 3. That the Clerk, in consultation with the Mayor be delegated to agree a timeline for the co-option process.**
- 4. That the Clerk be instructed to draft a suitable press release for advertising on social media and in the Ledbury Reporter and obtain quotes for approval by the Mayor or Chair of the Management Committee.**

**C25. TO DETERMINE THE COUNCIL'S CHEQUE SIGNATORIES FOR 2023/24**

**RESOLVED**

1. That the cheque signatories for the 2023/24 Municipal year be Councillor Eakin, Councillor Harvey, Councillor Howells, and Councillor Hughes, noting that the requirements for cheque signing is two councillors plus either the Clerk or Deputy Clerk.
2. That the Clerk be authorised to complete a bank mandate to instruct the bank to change the Councillor Signatories to those agreed in resolution 1.
3. That the Clerk be authorised to complete a bank mandate in respect of the Mayor's Charity account to reflect the 2023/24 Mayor, noting that the Clerk and Deputy Clerk will remain signatories on this account.

**C27. DATE OF NEXT MEETING**

**RESOLVED**

To note that the next meeting of Full Council will be held on 25 May 2023.

The meeting ended at 9.24 pm.

Signed ..... Dated .....