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Clerk: Karen Wakefield

Minutes of the **Annual Meeting** of Ollerton & Boughton Town Council held on **Wednesday 13th May 2026** at **6pm** in the Function Room of the Town Hall

PRESENT: Cllrs L Brazier (Town Mayor), D Batey, P Beedle, A Brazier, R Fazil, D Gallop, G Lake, J Munroe, L Shilling, R Shilling, T Spratley and S Willis

Mrs K Wakefield – Clerk

9 MEMEBRS OF THE PUBLIC

APOLOGIES: Cllrs M Pringle, M Staley and for personal reasons

Resolved: that these apologies be noted.

DECLARATIONS OF MEMBERS INTERESTS: None

DECLARATIONS OF ANY INTENTIONS TO RECORD THE MEETING: One member of the public

26/39 To elect the Town Mayor for the ensuing year

Cllr Lee Brazier, Nominated by Cllr Munroe, Seconded by Cllr Batey

Following a unanimous vote it was:

Resolved: that Councillor Lee Brazier be duly elected to serve as Town Mayor for 2026/27.

Cllr Lee Brazier accepted the role of Town Mayor and thanked members for once again putting their trust in him.

26/40 To receive the Mayor's Declaration of Acceptance of Office

The Mayor's Declaration of Acceptance of Office was duly signed in the presence of the Proper Officer (Town Clerk).

26/41 To elect the Deputy Mayor for the ensuing year

Cllr Raja Fazil Nominated by Cllr L Brazier, Seconded by Cllr Lake

Following a unanimous vote it was:

Resolved: that Councillor Raja Fazil be duly elected to serve as Town Mayor for 2026/27.

Cllr L Brazier thanked Cllr R Fazil for his support during the last year. Cllr Fazil thanked all the members for their support and commented that carrying out his duties as Deputy Mayor had given him the opportunity to engage with many people in the community.

Signed: …………………………………

Dated: ……………………………………

26/42 Members Attendance

1. To note members attendance records

   The Record of Attendance having been previously circulated was noted.

   The Clerk informed members that active steps were being taken to encourage members of the public to attend meetings.

2. To confirm arrangements for the receipt of members apologies

   The Clerk clarified the procedure for receiving member's apologies for attendance at meetings.

   The Town Council had previously agreed that only apologies given by the members themselves would be noted unless incapacitated. Whilst it was considered acceptable and courteous to give a verbal, text or email apology in the short term, a formal written apology to the Clerk was required for consideration by Full Council for any long term absence.

   All apologies are to be considered individually and on their own merit by Councillors. The Clerk requested that any apologies be given as soon as possible but by no later than 15 minutes prior to the start of the meeting in order for any issues to be addressed regarding the meetings being quorate.

26/43 To review the Council Policy

The Council Policy had been reviewed and previously circulated to all members.

Cllr L Brazier proposed adoption, seconded by Cllr Batey.

26/44 To consider the continuing adoption of the General Power of Competence.

The Clerk informed members that it was good practice for the GPC to be reviewed and proposed for adoption each year.

The Clerk confirmed that with a qualified Clerk and the required number of elected members, OBTC still meet the criteria. Following a unanimous vote it was:

Resolved: that OBTC would adopt the GPOC for the forthcoming year.

26/45 To appoint the following Committees/Working Parties

2026/2027

<u>Committees:</u>	**<u>Members Appointed</u>**
Planning:	13 members (plus Mayor & Deputy ex officio) Chair – Cllr G Lake Chair
Special Projects Group:	Cllrs D Batey, J Munroe, T Spratley, R Shilling, M Staley, S Willis (plus Mayor & Deputy ex officio) Chair – Cllr R Shilling
Finance & Audit Committee:	Cllrs D Batey, P Beedle, D Gallop, G Lake, M Pringle, L Shilling, (plus Mayor & Deputy ex officio) Chair – Cllr D Batey

Signed: ………………………………….

Dated: …………………………………….

Environment Committee:	Cllrs D Batey, P Beedle, A Brazier, J Munroe, L Shilling, M Staley, (plus Mayor & Deputy ex officio) Chair – Cllr P Beedle ***Inc Cemetery Working Party*** *Cllrs A Brazier, J Munroe, M Staley* *(Reserve: Cllr P Beedle)*

Working Parties:

Staffing Sub Committee:	Cllrs D Batey, A Brazier, J Munroe, M Pringle, L Shilling, T Spratley *(plus Town Clerk if appropriate)* ***(NOT Mayor or Deputy Mayor)***
Events Committee:	Cllrs D Batey, A Brazier, D Gallop, J Munroe, L Shilling, S Willis, (plus Mayor & Deputy ex officio) (plus representatives of other groups as appropriate)
Policy Review Working Party:	Cllrs D Batey, P Beedle, L Brazier, L Shilling, (plus Town Clerk & Deputy Clerk)

NB: The Town Mayor and Deputy Mayor to be ex-officio members of all of the above committees & working parties (not staffing) where not a member in their own right.

Junior Town Council	Cllrs A Brazier & J Munroe

Resolved: that the above committees and membership be accepted for 2026/27

26/46 Policy Review

1. To conduct an annual review of the Council's Standing Orders and Financial Regulations

The Policy Review Working Party had carried out a full review of the Standing Orders and Financial Regulations in line with the Model Documents provided by NALC.

Having been circulated to all members it was:

Resolved: That the latest versions of these documents be adopted

Proposed:	Cllr L Brazier	**Seconded:**	Cllr D Batey
Vote:	Unanimous		

2. To review/adopt all available policies

The Clerk reported that due to ill health of Councillors and Officers the proposed final review of all policies had been delayed but all drafts were prepared

3. To receive a recommendation that the Council instructs the new Finance & Audit Committee to undertake a review of all outstanding Council Policies and report back to Council at the September Meeting

Following discussion it was:

Signed: ……………………………………

Dated: ………………………………………

Resolved: that the remaining draft policies be reviewed by the Policy Working Party and presented at the next meeting of Finance & Audit Committee and Full Council.

COPIES OF ALL DOCUMENTS CAN BE FOUND ON OUR WEBSITE:

These are part of an ongoing review by the Policy Working Party

POLICIES	
Standing Orders	Financial Regulations
Code of Conduct	Risk Assessment
Council Policy	Risk Assessment Matrix
Civility & Respect Pledge	Investment of Funds
Memorial Bench Policy	Internal Controls
Recording of Meetings Policy	Committee Structure
Complaints Procedure	Publication Scheme
Habitual & Vexatious Complaints	Schedule of Delegation
Freedom of Information Policy	Schedule of Discharge of Delegated Functions
Safeguarding Policy	IT Policy
Retention & Disposal Policy	Social Media Policy
Whistleblowing Policy	Data Protection Policy

26/47 To receive a summary of the current Direct Debits in place

Having been previously circulated the summary was confirmed as received and noted.

26/48 To receive a summary of current loans outstanding from the Public Works Loans Board (PWLB)

Having been previously circulated the summary was confirmed as received and noted.

26/49 To discuss measures for Internal Audit 2026/2027

The Internal Audit report had been previously circulated and was noted by all.

The Clerk informed members that a new Internal Auditor had been appointed but at the last minute had notified the Council that due to personal commitments was unable to carry out the work.

As an emergency measure the previous Auditor, who had undertaken this role for the past 5 years, was contacted and agreed to carry out a full independent audit at short notice.

The Clerk reported that the current trend was for Internal Audits to be carried out remotely. During discussion members agreed that an in person Audit was preferred as it was felt this would be thorough.

Resolved: that the Clerk take the relevant steps to find a new Internal Auditor who would attend in person.

Proposed: Cllr L Brazier **Seconded:** Cllr S Willis
Vote: Unanimous

26/50 Outside Bodies

1. To receive the Outside Bodies summary of reports for 2025/26 - noted

Signed: …………………………………

Dated: ……………………………………

The Clerk asked members to report back if there was a lack of communication from Outside Bodies.

2. To note that reports will be expected from representatives of two outside bodies at each future meeting of the Full Council

   Noted.

3. To appoint representatives to the following outside bodies for 2026/27:

a) Two (or more) representatives to each of the following:

Organisation

Crematorium Liaison Committee	Cllrs L Shilling, A Brazier plus Town Clerk

b) ***One representative to each of the following:***

Organisation

Age Concern	Cllr R Shilling (Cllr A Brazier sub)
Allotment Tenants Association	Cllr D Batey
Boughton Village Hall	Cllr J Munroe
Community Alcohol Partnership	Cllrs A Brazier, M Staley, G Lake
Furniture Project	Cllr G Lake
Lifespring Centre	Cllr L Brazier
Ollerton Jubilee Hall	Cllrs G Lake, P Beedle
Recycling Ollerton & Boughton (ad hoc basis)	Cllr P Beedle
Roundabout	Town Clerk
Royal British Legion	Cllr J Munroe

Resolved: To approve the above members as representatives of OBTC

26/51 To receive the finalised schedule of meetings for 2026/27

The schedule was noted as being received. The Clerk informed members that meeting dates had been set to allow for relocation at the end of 2026 due to the demolition of the Town Hall.

Resolved: To continue to meet at 6pm and approve the schedule.

Meeting closed at 18.41

Followed by Full Council meeting.

Signed: ……………………………………

Dated: ………………………………………