Romsey Town Council

Chief Officer: Helen Klaassen PSLCC
Town Hall
1, Market Place
Romsey
SO51 8YZ

MINUTES of the ANNUAL MEETING OF THE TOWN COUNCIL held on 5th and 12th May 2026 at Romsey Town Hall.

Attendance:
Present:

Councillor C. Birkett
Councillor C. Burgess
Councillor J. Burnage
Councillor M. Cooper
Councillor J. Critchley
Councillor I. Culley
Councillor S. Gidley
Councillor N. Gwynne
Councillor R. Kohli
Councillor J. Parker
Councillor J. Ray
Councillor R. Theron
Councillor J. Urquhart
Councillor S. Wilkinson

Absent:
Councillor A. Goddard (Apologies)

Also in Attendance:
Helen Klaassen – Chief Officer (CO)
James Laffeaty – Building and Environment Manager
Rebecca Holloway – Civic Enagements and Events Officer
Invited Guests

Councillors entered and were seated, followed by the Mayoral Party; Senior Macebearer, Chief Officer, Mayor Elect, Mayor and Junior Macebearers.

PRAYERS - Led by Revd. Thomas Wharton.

WELCOME - The outgoing Town Mayor, Cllr. Russell Theron welcomed those present and opened the meeting.

TC182 APOLOGIES
Apologies were received from Cllr Aiden Goddard.

TC183 ELECTION OF CHAIRMAN AND TOWN MAYOR
Cllr. John Critchley **PROPOSED** and spoke to the motion, and Cllr. John Parker **SECONDED** and spoke to the motion, and it was **RESOLVED** that;
Cllr. Colin Burgess be elected Chairman of the Council and Town Mayor for the ensuing year, until the next Annual Town Council Meeting.

The Civic Party departed the Council Chamber.

TC184 DECLARATION OF ACCEPTANCE OF OFFICE
Cllr Colin Burgess made and signed the Declaration of Acceptance of Office and was invested with the Badge and Chain of Office by the outgoing Town Mayor**,** Cllr Russell Theron.

Cllr Colin Burgess took the chair.

TC185 ELECTION OF VICE-CHAIRMAN AND DEPUTY TOWN MAYOR
Cllr. Neil Gwynne **PROPOSED** and spoke to the motion, and Cllr. Mark Cooper **SECONDED** and spoke to the motion, and it was **RESOLVED** that;
Cllr. Janet Burnage be elected Vice-Chairman of the Council and Deputy Town Mayor for the ensuing year and until the next Annual Meeting.

TC186 DECLARATION OF ACCEPTANCE OF OFFICE
The Deputy Town Mayor, Cllr Janet Burnage made and signed the Declaration of Acceptance of Office and was invested with the Badge of Office.

TC187 THE TOWN MAYOR TO ADDRESS THE COUNCIL
The Mayor, Cllr Colin Burgess, addressed the Council and those assembled detailing his objectives for the coming year. The Mayor invested the Town Mayor's Consort, with the chain.

TC188 VOTE OF THANKS TO THE RETIRING TOWN MAYOR
Cllr. Neil Gwynne **PROPOSED AND** Cllr Sandra Gidley **SECONDED** and it was **RESOLVED** to give a vote of thanks for the past Town Mayor's term of office.

Cllr. Russell Theron responded giving thanks for the support he had received throughout his Mayoral year and reassuring those present that the sparkly jacket would not be retired just yet.

TC189 PAST MAYOR'S BADGE
Cllr Colin Burgess presented the Past Mayor's Badge to the former Town Mayor, Cllr Russell Theron.

TC190 VOTE OF THANKS FOR THE RETIRING TOWN MAYOR'S ESCORT
Cllr John Parker **PROPOSED** and Cllr Russell Theron **SECONDED** giving a vote of thanks for the support given by the Mayor's Escort, Cllr. Chris Birkett.

TC191 VOTE OF THANKS FOR THE MACE BEARERS
Cllr Russell Theron lead a vote of thanks to the Mace Bearers.

TC192 MAYORAL ANNOUNCEMENTS
Cllr Colin Burgess announced his plans for the year.

TC193 COUNCIL ADJOURNMENT
Cllr Colin Burgess **PROPOSED** and Cllr Janet Burnage **SECONDED** and it was **RESOLVED,** that the meeting be adjourned until **Tuesday 12th May 2026** in The Council Chamber of the Town Hall at 7.30pm.

Cllr Colin Burgess invited those present to join himself and councillors in the Court Room for refreshments and toasts.

Minutes of the Reconvened ANNUAL MEETING OF THE TOWN COUNCIL, held on 12h May 2025 at 7.30pm in the Council Chamber, Romsey Town Hall.

Present: Councillor C. Burgess, Councillor J. Burnage, Councillor M. Cooper, Councillor J. Critchley, Councillor A. Goddard, Councillor N. Gwynne, Councillor J. Parker, Councillor J. Urquhart, Councillor S. Wilkinson.

Absent: Councillor C. Birkett, Councillor I. Culley, Councillor S. Gidley, Councillor R. Kohli, Councillor J. Ray, Councillor R. Theron.

Helen Klaassen – Chief Officer (CO)

The Mayor opened the meeting.

TC194 APOLOGIES
Apologies were received from Cllr Birkett and Cllr Culley, Cllr Gidley and Cllr Theron.

TC195 DECLARATIONS OF INTEREST AND DISPENSATIONS
None.

PUBLIC PARTICIPATION
None.

TC196 COMMITTEE TERMS OF REFERENCE
To review and approve the Terms of Reference for:

a. **Buildings and Community Committee**
b. **Finance and Resources Committee**
c. **Planning Committee**
d. **Staffing Committee**

Cllr Goddard **PROPOSED,** Cllr Burnage **SECONDED** and it was **RESOLVED** to approve the Terms of Reference for the committees.

TC197 MEETING CALENDAR
Cllr Urquhart **PROPOSED,** Cllr Gwynne **SECONDED** and it was **RESOLVED** to approve the dates of full council and committee meetings from May 2026 to May 2027.

TC198 MEMBERSHIP OF COMMITTEES
Cllr Cooper to be removed from NHP.
Cllr Critchley **PROPOSED,** Cllr Wilkinson **SECONDED** and it was **RESOLVED** to approve the membership of committees.

TC199 MEMBERSHIP OF OTHER BODIES
Cllr Parker **PROPOSED** and Cllr Critchley **SECONDED** and it was **RESOLVED** to approve the membership of other bodies.

TC200 FINANCIAL MATTERS

a. **Banking arrangements**

To confirm the council's banking arrangements.

i. **CCLA – HK, JP, NG**
ii. **Lloyds – HK, JP, NG**
iii. **TSB – HK, B&E Officer, nominate 1 councillor**

Cllr Burnage **PROPOSED** and Cllr Urquhart **SECONDED** and it was **RESOLVED** that Cllr Gwynne be added to the TSB Account.

iv. Mayors Charity Account – MC, JR, add HK, RH

Cllr Parker **PROPOSED** and Cllr Critchley **SECONDED** and it was **RESOLVED** to approve the banking arrangements.

TC201 POLICY AND PROCEDURE REVIEW

To review and approve:

a. Standing Orders

Remove 'stand to speak' part of section 3 and Introduction.

b. Financial Regulations

No changes.

c. Delegation Scheme

No changes.

d. Sickness Absence Policy

No changes.

e. Whistleblowing Policy

No changes.

Cllr Parker **PROPOSED** and Cllr Critchley **SECONDED** and it was **RESOLVED** to approve and adopt the policies and procedures presented.

TC202 MINUTES

(a) To receive and approve as a true and accurate record the Minutes of the Full Council Meeting held on 24th March 2026.

Cllr Wilkinson **PROPOSED** and Cllr Gwynne **SECONDED** and it was **RESOLVED** to approve the minutes as a true and accurate record.

(b) Matters Arising from those minutes.

TC173 – CCLA accounts on Bank reconciliations – ongoing.
TC174 – King John's House – the letter confirming funding had been sent

TC203 COUNCILLOR REPORTS

To receive verbal reports from Borough and County Councillors regarding matters of interest to Romsey Town Councillors, followed by:

Cllr Mark Cooper: Cllr Cooper noted that he had now ceased to be a Hampshire County Council Councillor, but would continue as chairman until he handed over to the new chairman at the meeting on 21st May, and would be attending the Gurka day event amongst others in the meantime.
Cllr Cooper also noted that Mark Staincliffe TVBC Principal Planning Officer had advised that housing applications of 150 units or more, that are refused at local planning authority committee level, against officers' advice, now needed to go to the Secretary of State for review.

Cllr Burgess thanked Cllr Cooper for his service as a county councillor.

Cllr Neil Gwynne: LGR; noted that business cases were put forward with each plan present to government, discussions were ongoing with HCC, who seemed reluctant to engage and it was unlikely unitary councils would want to accept HCC services.

Cllr John Parker; Attended the Test Valley South Locality Health Forum, with health professionals also in attendance, though no representative from the Primary Care Network. Romsey Future is also looking at health matters. The next health working group meeting is on 14th July.

a) **Questions for County, Borough and Town Councillors**

None.

b) **Any other matters Councillors might like to raise.**
None.

TC204 MINUTES OF COMMITTEE MEETINGS
To receive and note the minutes of:

i. **Planning Committee meetings held on 12th March, 2nd April, 23rd April(draft)**
ii. **Buildings and Community Committee meeting held on 21st April(draft)**
iii. **Finance & Resources Committee meetings held on 28th April(draft).**
iv. **The Allotment Committees:**
    i. **Southampton Road**
    ii. **Kings Chase**

Cllr Parker **PROPOSED,** Cllr Gwynne **SECONDED** and it was **RESOLVED** to accept the minutes presented.
The CO would send the B&C minutes as soon as they were ready.

TC205 FINANCE AND ADMINISTRATION MATTERS

i. **To receive and approve the payments lists for March and April 2026**

Cllr Parker **PROPOSED,** Cllr Cooper **SECONDED** and it was **RESOLVED** to accept the payments lists.

ii. **To receive and approve the bank reconciliation for March and April 2026.**

Cllr Gwynne **PROPOSED,** Cllr Parker **SECONDED** and it was **RESOLVED** to accept the bank reconciliations.

iii. **For discussion: 1Romsey/Romsey Festival – Cllr Gwynne**

Cllr Burnage declared an interest as Chair of the Committee.
The festival was every three years. Cllr Gwynne asked for consideration to be given to the festival being every two years and being tied to One Romsey.
It was agreed to take the matter to the B&C committee.

TC206 CORRESPONDENCE
None.

TC207 MAYORAL ANOUNCEMENTS
Cllr Burgess noted that One Romsey was 14th June and asked for support from his fellow councillors.
The date of his Charity Skydive was 28th August and he would be asking for sponsorship from anyone who would be happy to see him fall out of a plane.

He also noted that Cllr Parker will have been a councillor for 40 years on 15th of the month and took the opportunity to thank him for his service.

The meeting concluded at 20.42pm.

Signed: _____

Date: _____

PROPOSED MEMBERSHIP OF COMMITTEES 2026-27

PLANNING
Cllr. Mark Cooper
Cllr. John Critchley
Cllr. Ian Culley
Cllr. Sandra Gidley
Cllr. Aiden Goddard
Cllr. John Ray
Cllr. John Parker
Cllr. Russell Theron

Ex-Officio:
Cllr. Colin Burgess
Cllr. Janet Burnage

BUILDINGS & COMMUNITY
Cllr. Chris Birkett
Cllr. Mark Cooper
Cllr John Critchley
Cllr. Sandra Gidley
Cllr. Neil Gwynne
Cllr. Rohit Kohli
Cllr. Simon Wilkinson
Cllr John Parker

Ex-Officio:
Cllr. Colin Burgess
Cllr. Janet Burnage

FINANCE & RESOURCES
Cllr. Ian Culley
Cllr. Simon Wilkinson
Cllr. Neil Gwynne
Cllr. Jacqueline Urquhart
Cllr. John Parker
Cllr. Russell Theron

Ex-Officio:
Cllr. Colin Burgess
Cllr. Janet Burnage

NEIGHBOURHOOD PLAN
Cllr Colin Burgess
Cllr. John Critchley
Cllr John Parker
Cllr Simon Wilkinson

All Councillors have a right to attend any Committee meetings but may not speak except with the Chairman's permission and cannot vote.
The Town Mayor and Deputy Town Mayor are members of all Committees ex officio, unless they opt out.