



WESTON-SUPER-MARE TOWN COUNCIL

## **WESTON-SUPER-MARE TOWN COUNCIL THE ANNUAL MEETING OF THE COUNCIL & CEREMONY OF MAYOR MAKING**

**Date:** Thursday 28th May 2026

**Time:** 5.00 pm

**Venue:** Town Hall

Members of the Council are hereby summoned to attend this meeting. Members are reminded of their duty to declare any Disclosable Pecuniary Interest (DPI) or other interest in accordance with the Code of Conduct. Members with a DPI must withdraw from the meeting unless a dispensation has been granted. Members must also have regard to the Crime and Disorder Act 1998 s.17 and Equality Act 2010 s.149 when making decisions.

**N.B. Councillors are requested to arrive for robing from 4.30 pm onwards.**

**All council meetings are open to the public and press**

### **RECORDING OF PUBLIC COUNCIL MEETINGS**

Please note that meetings may be recorded, filmed, photographed or broadcast by the Council and/or members of the public in accordance with the Openness of Local Government Bodies Regulations 2014 and the Council's Recording and Filming of Meetings Policy. By attending this meeting, you are deemed to consent to being recorded, unless the meeting moves into confidential session where recording is prohibited. Any recording must not disrupt the proceedings of the meeting. Official minutes remain the formal and legally binding record of Council decisions.

### **PUBLIC QUESTION TIME (15 minutes maximum)**

The public are welcome to make representations, ask questions and give evidence in respect of business on the agenda. Questions must relate to agenda items and will not give rise to debate. Individual representations are normally limited to 5 minutes at the discretion of the Chair. Written questions may be submitted in advance to [committee@wsm-tc.gov.uk](mailto:committee@wsm-tc.gov.uk) or to the Chief Executive Officer/Town Clerk by 5pm on the working day before the meeting.

**CEREMONY OF MAYOR MAKING AND FORMAL BUSINESS ITEMS 1 – 3**

The ceremonial proceedings for the Mayor Making are set out in a separate Order of Service and incorporate Formal Business Items 1–3. No formal Council business, other than Items 1–3, will take place until Item 4 of the Formal Business agenda below.

- 1. Election of the Town Mayor who shall be known as Chair of the Council for 2026/2027 (SO 6.5)**
- 2. Election of the Deputy Town Mayor who shall be known as Vice Chair of the Council for 2026/2027 (SO 6.5)**
- 3. Declaration(s) of Acceptance of Office (SO 6.10(i))**

**FORMAL BUSINESS OF THE ANNUAL MEETING ITEMS 4 - 15**

- 4. Apologies for Absence**  
To receive any apologies for absence
- 5. Declarations of Interest (SO 3.21 and 14.1–14.8)**  
All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct. Councillors are reminded to declare any dispensation granted in relation to any relevant matter
- 6. Minutes (SO 6.10(ii))**  
To approve the accuracy of the minutes of the Town Council Meeting held on 23<sup>rd</sup> March 2026 (attached) (pages 1-5)
- 7. Schedule of Meetings 2026/2027 (SO 6.10(xxi))**  
To note the schedule of ordinary meetings of Council previously approved by Council on 23<sup>rd</sup> March 2026 (attached) (pages 6-7)
- 8. To receive the minutes of Committees (SO 6.10(iii))**  
To receive and note the minutes of meetings of the Council's Committees held since the last meeting of Council (attached) (pages 8-9)
- 9. To consider recommendations from Committees (if any) (SO 6.10(iv))**  
To note that there are no recommendations from Committee to report.

**GOVERNANCE & COMMITTEE STRUCTURE**

- 10. Election of Leader of the Council 2026/2027**
- 11. Election of Deputy Leader of the Council 2026/2027**
- 12. Review of Terms of Reference (SO 6.10(vi)) and Scheme of Delegation Arrangements (SO 6.10(v))**  
(attached) (pages 10-30)

**13. Appointments to Committees, Sub-Committees, Consultative Groups, Start and Finish Groups and Outside Bodies (SO 6.10(vii), 6.10(viii) and 6.10(xi))** (attached) (pages 31-37)

**13.1 Appointment of Councillors to Committees, Sub-Committees and Consultative Groups**

To appoint Councillors to Committees, Sub-Committees, Consultative Groups, Start and Finish Groups and outside bodies for the 2026/2027 municipal year

**13.2. Appointment of Chairs and Vice-Chairs of Standing Committees**

To appoint the Chairs and Vice-Chairs of the Council's Standing Committees for the 2026/2027 municipal year

**13.3 Appointment of Representation to Outside Bodies**

To appoint Councillors to Outside Bodies for the 2026/2027 municipal year

**POLICY REVIEW & REGULATORY FRAMEWORK**

**14. To review and adopt the following documents: (SO 6.10(ix))**

**14.1 Standing Orders** (attached) (pages 38-74)

**14.2 Financial Regulations** (attached) (pages 75-99)

**14.3 Code of Conduct** (attached) (pages 100-120)

**15. Annual Governance Reviews and Adoption of Policies (SO 6.10(xiii)–(xx))**

To receive the report of the CEO/Town Clerk (attached) (pages 121-125)

*Sarah Pearse*

Sarah Pearse BA (Hons), FSLCC  
Chief Executive Officer/Town Clerk  
21<sup>st</sup> May 2026

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Adopted 22<sup>nd</sup> September 2025

