WESTON-SUPER- MARE TOWN COUNCIL
MINUTES OF THE
ANNUAL MEETING AND MAYOR MAKING CEREMONY
HELD AT THE TOWN HALL ON
MONDAY 28TH MAY 2026

Meeting Commenced: 5.02 pm
Meeting Concluded: 5.49 pm

PRESENT: Councillors Martin Williams (Retiring Town Mayor), Ray Armstrong, Roger Bailey, Mike Bell, Gill Bute, Mark Canniford, John Carson, Annabelle Chard, James Clayton, Jemma Coles, Peter Crew, John Crockford-Hawley Ciaran Cronnelly, Catherine Gibbons, Simon Harrison-Morse, Hugh Malyan, Owen James (Elected Town Mayor), Robert Payne, Alan Peak, Justyna Pecak-Michalowicz, Caroline Reynolds, John Standfield, Timothy Taylor, Richard Tucker and Charlie Williams.

IN ATTENDANCE: Sarah Pearse (CEO/Town Clerk), Samantha Bishop (Democratic Services Manager), Rebecca Saunders (Civic & Committee Officer), Darren Stephen (Acting Macebearer), Rev. Peter Ashman (Retiring Mayor's Chaplain), Reverend Brendan Clover (Incoming Mayor's Chaplain) Cadet Sgt Archie Stephen (Retiring Mayor's Cadet), Cadet Sgt Nyla Ingram (SCC) (Incoming Mayors Cadet).

The Macebearer requested that all present stand for the Mayor and Mayoress of Weston-super-Mare.

<table>
<tr><td>1.</td><td>CEREMONY OF MAYOR MAKING AND FORMAL BUSINESS ITEMS 1 – 3

The ceremonial proceedings for the Mayor Making were set out in a separate Order of Service and incorporated Formal Business Items 1–3.

Election of the Town Mayor who shall be known as Chair of the Council for 2026/2027 (SO 6.5)

PROPOSED BY: Councillor Catherine Gibbons
SECONDED BY: Councillor James Clayton

RESOLVED:

1. Following the prior resolution of council appointing the Mayor elect for the municipal year 2026/27, and there being no further nominations, Council unanimously assented to and confirmed the appointment of Councillor Owen James as Mayor of Weston-Super-Mare for the municipal year 2026/27.</td></tr>
<tr><td>2.</td><td>Election of the Deputy Town Mayor who shall be known as Vice Chair of the Council for 2026/2027 (SO 6.5)</td></tr>
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	PROPOSED BY: Councillor John Crockford-Hawley **SECONDED BY:** Councillor Simon Harrison-Morse **RESOLVED:** 1. Following the prior resolution of council appointing the Deputy Mayor elect for the municipal year 2026/27, and there being no further nominations, Council unanimously assented to and confirmed the appointment of Councillor Caroline Reynolds as Deputy Mayor of Weston-Super-Mare for the municipal year 2026/27.
3.	**Declaration(s) of Acceptance of Office (SO 6.10(i))** **RESOLVED:** Declaration(s) of Acceptance of Office were duly signed.
4.	**FORMAL BUSINESS OF THE ANNUAL MEETING ITEMS 4 - 15** **Apologies for Absence and Notification of Substitutions** Apologies for absence were received from Councillors Lisa Pilgrim, Marcia Pepperall, Robert Skeen, Helen Thornton and Joe Bambridge. It was noted that Councillor Marc Aplin was absent from the meeting.
5.	**Declarations of Interest (SO 3.21 and 14.1–14.8)** All Members of the Council were 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. There were none.
6.	**To approve the accuracy of the minutes of the previous Town Council Meeting held on 23rd March 2026** The minutes of the last meeting had been previously circulated. Minute number 370 - An amendment was requested to reflect that Councillor Helen Thornton seconded Councillor Owen James's designation of Town Mayor elect. **PROPOSED BY:** Councillor Ciaran Cronnelly **SECONDED BY:** Councillor John Crockford-Hawley A vote was taken and accordingly it was **carried.** **RESOLVED:** That with the above amendment, the minutes be approved and signed by the Chair as a true record of the meeting.
7.	**Schedule of Meetings 2026/2027 (SO 6.10(xxi))** The schedule of ordinary meetings of Council previously approved by Council on 23rd March 2026 had been previously circulated. It was requested that the time of the Grants and Governance Sub Committee meeting be changed from 10am to 11am , which sought agreement by the Council.

	RESOLVED: That inclusive of the above amendment, the schedule of ordinary meetings of Council be noted and recirculated.
8.	**To receive the minutes of Committees (SO 6.10(iii))** **RESOLVED:** That the minutes of meetings of the Council's Committees held since the last annual council meeting be received and noted.
9.	**To consider recommendations from Committees** (if any) **(SO 6.10(iv))** There were none to report.
10.	**GOVERNANCE & COMMITTEE STRUCTURE** **Election of Leader of the Council 2026/2027** **PROPOSED BY:** Councillor Richard Tucker **SECONDED BY:** Councillor Catherine Gibbons A vote was taken and accordingly it was **carried.** **RESOLVED:** That Councillor Ciaran Cronnelly be appointed Leader of the Town Council for the municipal year 2026/27.
11.	**Election of Deputy Leader of the Council 2026/2027** **PROPOSED BY:** Councillor Robert Payne **SECONDED BY:** Councillor Ciaran Cronnelly A vote was taken and accordingly it was **carried.** **RESOLVED:** That Councillor John Crockford-Hawley be appointed Deputy Leader of the Town Council for the municipal year 2026/27.
12.	**Review of Terms of Reference (SO 6.10(vi)) and Scheme of Delegation Arrangements (SO 6.10(v))** **PROPOSED BY:** Councillor Ciaran Cronnelly **SECONDED BY:** Councillor Martin Williams A vote was taken and accordingly it was **carried.** **RESOLVED:** That the Terms of Reference and Scheme of Delegation Arrangements be approved.
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)*)** **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 municipal year 2026/2027. **I**t was requested to add Councillor Catherine Gibbons to the Blue Plaque Start and Finnish Group.

	PROPOSED BY: Councillor Ciaran Cronnelly **SECONDED BY:** Councillor Peter Crew A vote was taken and accordingly it was **carried.** **RESOLVED:** That inclusive of the above addition, the Appointments to Committees, Sub-Committees, Consultative Groups, Start and Finish Groups and Outside Bodies be approved and circulated. **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 municipal year 2026/2027. An amendment to reflect that the Vice Chair of the Planning and Environment Committee should state Councillor Richard Tucker was requested. **PROPOSED BY:** Councillor Ciaran Cronnelly **SECONDED BY:** Councillor Peter Crew A vote was taken and accordingly it was **carried.** **RESOLVED:** That inclusive of the above amendment, the Appointment of Chairs and Vice-Chairs of Standing Committees be approved. **13.3 Appointment of Representation to Outside Bodies** To appoint Councillors to Outside Bodies for the municipal year 2026/2027. The following change was requested: That Councillor Robert Payne was the representative on the Citizens Advice Bureau and not Bristol Airport Consultative Committee; and that Councillor Marcia Pepperall be nominated to sit on the Bristol Airport Consultative Committee. **PROPOSED BY:** Councillor Ciaran Cronnelly **SECONDED BY:** Councillor John Standfield A vote was taken and accordingly it was **carried.** **RESOLVED:** That inclusive of the above change, the Appointment of Representation to Outside Bodies be approved.
14.	**POLICY REVIEW & REGULATORY FRAMEWORK** **To review and adopt the following documents: (SO 6.10(ix))** **.1 Standing Orders** **.2 Financial Regulations** **.3 Code of Conduct** **PROPOSED:** Councillor Ciaran Cronnelly **SECONDED:** Councillor Peter Crew A vote was taken and accordingly it was **carried.** **RESOLVED:** That the following documents be adopted:

	14.1 Standing Orders 14.2 Financial Regulations 14.3 Code of Conduct
15.	**Annual Governance Reviews and Adoption of Policies (SO 6.10(xiii)–(xx))** The report of the CEO/Town Clerk had been previously circulated. The report was presented to enable the Council to meet its statutory and constitutional obligations to undertake annual reviews of governance arrangements, policies, procedures, and risk management controls. It summarised the reviews completed by the relevant committees, identified those scheduled for completion during 2026/27, and sought Council approval to reaffirm and formally adopt the reviewed governance documents, policies, and the Council's Risk Register for 2026/27. **PROPOSED:** Councillor Peter Crew **SECONDED:** Councillor Ciaran Cronnelly A vote was taken and accordingly it was **carried** **RESOLVED:** That Council: 1. notes the reviews completed to date in accordance with Standing Order 6.10(xiii)–(xx) and Financial Regulation 3; 2. approves and adopts the reviewed governance arrangements, policies and procedures identified within the report; 3. notes those reviews identified as scheduled or outstanding and delegates completion of those reviews to the relevant committee; 4. approves the Council's Risk Register and associated Risk Management arrangements for 2026/2027. 5. That Council formally adopts the policies listed in Appendix A which had previously been reviewed by the Personnel Committee and/or the Finance and General Purposes Committee. Details are included in the attached Appendix.
	There being no further business, the Chair closed the meeting at 5.47 pm. Signed: ………………………………………………………………… Dated: ………………………