

# Public Document Pack

Electoral Matters Committee  
19th January 2026

## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE ELECTORAL MATTERS COMMITTEE**

**MONDAY 19TH JANUARY 2026, AT 5.00 P.M.**

PRESENT: Councillors C.A. Hotham (Chairman), E. M. S. Gray (Vice-Chairman), S. M. Evans, K.J. May, S. T. Nock, J. Robinson and K. Taylor

Officers: Mr D. Whitney and Ms M. Bassett

23/25

#### **ELECTION OF A CHAIRMAN FOR THE 2025/26 MUNICIPAL YEAR**

The Vice-Chairman thanked to Councillor S. Ammar for her input on the Committee and welcomed the new Committee Member Councillor K. Taylor.

Due to a change in membership of the committee the Vice-Chairman asked for nominations for Chairman. Councillor C. Hotham was proposed by Councillor J. Robinson and seconded by Councillor K. May.

As the Vice-Chairman had been elected as Chairman, he now requested nominations for the position of Vice Chairman for the 2025/26 municipal year. Councillor E. Gray was nominated by Councillor K. May and seconded by Councillor C. Hotham.

There being no further nominations, it was

**RESOLVED** that

- 1) Councillor C. Hotham be appointed Chairman of the Electoral Matters Committee for the 2025/26 Municipal year.
- 2) Councillor E. Gray be appointed Vice-Chairman of the Electoral Matters Committee for the 2025/26 Municipal year.

24/25

#### **TO RECEIVE APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

There were no apologies for absence.

25/25

**DECLARATIONS OF INTEREST**

Councillors K. May and S. Nock declared other disclosable interests in respect of Minute Number 26/25 - Minutes of the meeting of the Electoral Matters Committee held on 7th November 2025 - in their capacity as Ward Councillors for Belbroughton and Romsley District Ward.

Councillor S. Evans declared an other disclosable interest in respect of Minute Number 27/25 - Community Governance Review – Finstall Parish in his capacity as Worcestershire County Councillor for Bromsgrove East.

26/25

**TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE ELECTORAL MATTERS COMMITTEE HELD ON 7TH NOVEMBER 2025**

The minutes of the meeting held on 7<sup>th</sup> November 2025 were submitted for Members' consideration.

**RESOLVED** that the minutes of the meeting of the Committee held on 7th November 2025 be approved as a correct record.

27/25

**COMMUNITY GOVERNANCE REVIEW - FINSTALL PARISH**

The Electoral Services Manger introduced the report confirming the areas the Community Governance Review (CGR) covered. Further information on the initial request from Finstall for a review was introduced for the benefit of Councillor K. Taylor who had been recently appointed to the Committee.

The Electoral Services Manager presented the Terms of Reference of the CGR which were confirmed to be based on the standard model and included the timetable for the review.

It was noted that the relevant Ward Councillor was content with the CGR to go ahead.

Members were asked to consider the form of consultation with interested parties for the CGR. It was noted the Parish would have items for their notice board(s) and that there would be a dedicated webpage on the Bromsgrove District Council website. Members discussed the merits of different forms of communication, and it was agreed it was important to contact as many electors as possible.

There was further discussion regarding parish precepts and likelihood of other CGRs taking place.

It was confirmed that if letters were sent to all electors, the cost would be found within the service. Finally, it was proposed by the Chairman and seconded by Councillor E. Gray that a letter drop be undertaken to contact all affected electors with information on the consultation proposals. This was agreed by the Committee. Officers were tasked to prepare suitable consultation letters.

Members then considered the timetable for the CGR and agreed the stages whilst noting actual dates would depend on the Council's Meeting Timetable.

There was further discussion on the second recommendation regarding delegations for amendments to Terms of Reference and the timetable. Following these discussions, recommendation one and two as amended were proposed by the Chairman and seconded by Councillor J. Robinson.

Subject to the preamble above, on being put to the vote it was:

**RESOLVED** that

- 1) The Terms of Reference of the Finstall Parish Review be agreed.
- 2) Authority be delegated to the Assistant Director for Legal, Democratic and Procurement Services in consultation with Chairman/Vice-Chairman to make minor amendments to the Terms of Reference, including the timetable for the review, if required.
- 3) That a letter drop be undertaken to contact all affected electors with information on the consultation proposals.

The meeting closed at 5.29 p.m.

Chairman

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