



Wimborne Minster Town Council

Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

Councillors of Wimborne Minster Town Council: S Bartlett, D Burt, C Butter, C Chedgy, J Hart, L Hinks, M Hopkins, D March (Town Mayor/Chairman), J Morgan, B Richmond, A Roberts, F Shirley, K Webb and S Wheeler (Deputy Town Mayor/Vice Chairman).

You are hereby summoned to attend the **Full Council** meeting **Wimborne Minster Town Council** on **Tuesday 26 September 2023 at 7pm** in the **Council Chamber, Town Hall, West Borough, Wimborne Minster**, for the purpose of transacting the following business as detailed on the agenda below.

A handwritten signature in blue ink, appearing to read 'L. Harrison'.

L. Harrison (Town Clerk/RFO), Wimborne Minster Town Council, 20 September 2023.

Councillors are asked to note that in the exercise of their functions they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

Members of the public and press are welcome to attend any of Wimborne Minster Town Council and Committee meetings. Agendas, reports and minutes can be viewed on the Council's website www.wimborne.gov.uk and requested from the Town Council offices (for contact details see address above).

Under item 3 of the agenda members of the public can ask questions of Council in relation to items on the agenda in accordance with Wimborne Minster Town Council's Standing Orders. Please notify your intention to speak either in advance of or at the meeting by emailing the Town Clerk at louise.harrison@wimborne.gov.uk. Members of the public are asked to restrict their comments, and/or questions to three minutes.

The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential, or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Town Clerk as detailed above at least 24 hours before the meeting so that every effort may be made to provide access.

Agenda

1. Apologies for absence

To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Members give any apologies by email or telephone by 5pm on the day of the meeting.

2. Declarations of interest and requests for dispensations

To declare any interests' councillors may have on items on the agenda and agree any dispensations to stay (Wimborne Minster Town Council Code of Conduct).

3. Public participation

For the public or press to ask questions of the Council on matters relating to this Agenda.

4. To receive and note any updates, announcements, information, or reports from Dorset Councillors, Town Councillors and the Town Clerk.

- (i) To note the report from the Town Mayor (or Town Mayor's representative if applicable).
- (ii) To note the reports from Dorset Councillors representing Wimborne Minster on matters of interest to the town and the local community.
- (iii) To note the report from the Town Clerk.
- (iv) To note the reports from local organisations, Town Councillor representatives and partners.

5. Full Council Minutes 25 July 2023

To receive the minutes of the previous meeting of Full Council 25 July 2023 (appendix 1) as a correct record and signed by the Town Mayor (Local Government Act 1972 Schedule 12).

6. Verbal report from the Town Clerk in relation to actions or deferred matters from previous meetings:

- (i) Minute reference FC/2023/025 (CSAS operative cost) – item remains outstanding.
- (ii) Minute reference FC/2023/038 (representative appointments on the Fairtrade Steering Group and Museum of East Dorset) – items remain outstanding.

7. Committee minutes and working group notes.

To formally receive and note committee minutes and working group notes:

- (i) Planning and Environment Committee 1 August and 12 September (appendix 2 and 3)
- (ii) HR Committee 1st August (appendix 4)
- (iii) Cemetery JMC 24 July and 14 August (appendix 5 and 6)
- (iv) Action Plan Working Group 9 August (appendix 7 and 8)
- (v) Finance and Governance Committee 5 September (appendix 9)
- (vi) Town Liaison Group 8 September (appendix 10)
- (vii) Community Events and Liaison Committee 12 September (appendix 11)
- (viii) Recreation Leisure and Buildings Committee 19 September (appendix 12)
- (ix) Redcotts Recreation Working Group meeting 19 September (appendix 13)

8. Recommendations from Committees and / or Groups

To determine any recommendations from committees and/or working groups:

- (i) Finance and Governance Committee 5 September:
 - separation of the Mayor Event Making event from Council's annual meeting (see appendix 14) and Standing Orders and Civic Protocol amended accordingly,

- to address contrary sections within Standing Orders (secret ballot v's statutory requirement to provide a recorded vote) and remove section 4aa (voting at meetings will be by a show of hands, or, if at least two councillors so request, by signed ballot managed by the Town Clerk)
 - the Scheme of Delegation was amended to reflect the membership of the Community Events and Liaison Committee as open to all councillors for the first 12 months of the Committee.
- (ii) Planning and Environment Committee: to establish a Highways Sub-Committee (with appropriate terms of reference - appendix 15)
- (iii) Town Liaison Group:
- to add a representative from the Museum of East Dorset and Allendale Centre to the membership of the Group and amend the Group's Terms of Reference accordingly.
 - take over the administration of booking events on the Town Square from Highways Dorset Council
- (iv) Cemetery JMC - to be confirmed.

9. Wimborne Town School Council

To consider a motion from Cllr Hart to establish a Wimborne Town School Council whereby pupil representatives of all schools in Wimborne are invited to a termly meeting (3 times a year) in the Council Chamber to learn about democracy, the role of the Town Council and take part in appropriate debate (appendix 16).

10. Free Parking Day

To retrospectively approve the free parking day (16 September 2023).

11. Mayoral chain

To consider a motion from the Town Mayor: Wimborne Minster Town Council to use Ockenden and Hemming for future work on the Town Mayor's chain of office.

12. Armed Forces pledge

To consider signing the Government's Armed Forces Covenant (appendix 17)

13. Queens Green Canopy Wimborne Minster Tree Trail

To approve type and funding for the purchase of plaques, tree guards and a tree.

14. Correspondence, meetings, training, consultations, and forthcoming meetings

(i) Correspondence:

- To consider taking part in NALCs and LGA corporate peer challenge in the current or next financial year. Funded by NALC, the peer challenge will benchmark councils against similar other councils and identify what they are doing well and how they can improve and is designed around the council's specific needs (it is not simply an inspection).

The peer challenge will consist of:

- the LGA pulling together a set of documents that explains where the council is at present, which is shared with a small group of peers, made up of a councillor and clerk from a similar council and representatives of NALC and LGA,
- a two-day visit from this group of peers to meet its councillors, staff, partner organisations and principal authorities,

- presenting the council with recommendations at the end of the visit and a more detailed report within a few months, and
- the council publishing the final report and using it as a basis to develop its action plan.

NALC and the LGA have worked on four corporate peer challenges in Falmouth, Chippenham, Cirencester and Morecambe.

- Citizens Advice letter and quarterly report (appendix 18 and 19)
 - Dorset Council update regarding asset transfers (appendix 20)
- (ii) To note the gift to the Town Council from 1069 Squadron Air Training Corps (Cllr Wheeler)
- (iii) To note recent correspondence in relation to Environment Information Regulation and Subject Access (GDPR) requests.
- (iii) Forthcoming meetings:
- Finance and Governance 3 October
 - Community Events and Liaison Committee 4 October
 - Planning and Environment 10 October
 - Recreation Leisure and Buildings 17 October
 - HR Committee 24 October
 - Full Council 31 October