



## **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 of **Wimborne Minster Town Council** on **Tuesday 23 January 2024 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, 17 January 2024.

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](http://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](mailto: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. **Jubilee Garden**

To receive a presentation on the Jubilee Garden from the Deputy Town Clerk and specialist physical garden volunteer from Poole.

### 4. **Public participation**

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

### 5. **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.
- (iii) To note the report from the Town Clerk.
- (iv) To note the reports from Dorset Police, local organisations, representatives and partners.

### 6. **Full Council Minutes 19 December 2023**

To receive the minutes of the previous meeting of Full Council 19 December 2023 (appendix 1) as a correct record and signed by the Town Mayor (Local Government Act 1972 Schedule 12).

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

- (i) Minute reference FC/2023/051 – implications of administering the Town Square bookings in terms legal obligations, costings, charges and resource implications.
- (ii) Minute reference FC/2023/056 – Dorset Council asset transfer definitive list confirmation.
- (iii) Minute reference FC/2023/070 – Year of Culture.
- (iv) Minute reference FC/2023/094 – draft Strategic Plan (see item 8 (i)).

### 8. **Committee minutes and working group notes.**

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

- (i) Community Events and Liaison Committee 6 December 2023 (appendix 2) and 16 January 2024 (appendix 3).
- (ii) Planning and Environment Committee 9 January (appendix 4)
- (iii) D Day Anniversary Working Group 15 January (appendix 5).
- (iv) Action Plan Working Group 19 January (appendix 6).
- (v) New Years Eve Wash Up meeting notes 19 January (appendix 7).

**9. Recommendations from Committees and / or Groups**

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

- (i) Action Plan Working Group – to be confirmed (appendix 8).
- (ii) Planning and Environment Committee 9 January – to approve and adopt the draft Biodiversity Statement (appendix 9).
- (iii) D Day Anniversary Working Group – officers were to confirm acts for the event and then a suitable location; once the location had been confirmed the Town Clerk was to submit a budget request for the event with the Finance and Governance Committee; the event was to follow national guidelines, and officers were to research the role of buildings in the Town during World War II and cost blue plaques that acknowledge this role.
- (iv) Community Events and Liaison Committee – PR strategy to promote interest in the forthcoming elections: officers were to organise information events that related to the elections, current matters of interest to residents and the Town Council's draft Strategic Plan consultation; officers were to create a video with the help of councillors; posters were to be created and issued around the town by officers; officers were to push a social media campaign, and the Office was to act as the liaison point for expressions of interest from members of the public and signpost with relevant information that supported enquiries.

**10. Planning and Environment Committee membership**

To consider increasing the membership of the Planning and Environment Committee from eight to nine (Cllr Barlett).

**11. Correspondence, meetings, training, consultations, and forthcoming meetings**

- (i) Correspondence:
  - request from Dorset Council (appendix 10)
  - request from Wimborne Fairtrade Steering Group to appoint a Town Council representative for forthcoming Group meetings (5 March and 30 April)
- (ii) Forthcoming meetings:
  - Recreation Leisure and Buildings Committee 30 January 7pm followed by
  - Recreation Leisure and Buildings Working Group 30 January 8pm.
  - Finance and Governance Committee 6 February
  - D Day Working Group 12 February
  - Planning and Environment 13 February
  - HR Committee 20 February
  - Full Council 27 February

[end]