



Wimborne Minster Town Council

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

Councillors of Wimborne Minster Town Council: S Bartlett, D Burt, C Chedgy, J Hart, L Hinks, M Hopkins, D March (Town Mayor/Chairman), J Morgan, B Richmond, A Roberts, F Shirley 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 26 March 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, 20 March 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 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.
- (iii) To note the report from the Town Clerk.
- (iv) To note the reports from Dorset Police, local organisations, representatives and partners.

5. **Full Council Minutes 27 February 2024**

To receive the minutes of the previous meetings of Full Council 27 February 2024 (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/2023/056 – Dorset Council asset transfer definitive list confirmation (see item 10).
- (ii) Minute reference FC FC/2023/122 – infrastructure cost for hybrid meetings (see item 10).
- (iii) Minute reference FC FC/2023/124 – updated insurance schedule cost (see item 11).

7. **Committee minutes and working group notes**

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

- (i) Community Engagement and Liaison Committee 5 March (appendix 2)
- (ii) D Day Anniversary Working Group 8 March (appendix 3).
- (iii) School Council 12 March (appendix 4)
- (iv) Planning and Environment 12 March (appendix 5)
- (v) Wimborne Cemetery JMC 18 March (appendix 6)
- (vi) Recreation Leisure and Buildings Committee 19 March (appendix 7)
- (vii) Recreation Leisure and Buildings Working Group 19 March (appendix 8)
- (viii) Town Liaison Group 22 March (appendix 9)

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

To determine any recommendations from committees and/or working groups: none.

9. Resignation and co-option

To note the resignation of Cllr Webb and consider a co-option process.

10. Dorset Council asset transfer

To receive an update from Dorset Council's Head of Assets and Property.

11. Hybrid meeting infrastructure cost

To consider a quote to install the infrastructure required to facilitate hybrid meetings in the Council Chamber and Committee Room (appendix 10).

12. Insurance schedule review

Councils' current insurance provider has provided indicative costs for additional schedule cover for the following items: CCTV, street furniture (bins and notice boards), natural surfaces (football pitches x 2 and the bowls green), other surfaces (basketball court, pétanque court), additional playground equipment (skate park), additional sport equipment (basketball hoops set, goalposts x 2, concrete table tennis tables):

Option 1 – not to incur any cost for additional cover on the Council's current schedule.

Option 2 - additional cost for all the above excluding natural surfaces £1,440

Option 3 - additional cost for all the above including natural surfaces £2,466

If option 1 or 2 are agreed the Town Clerk / RFO recommends setting up a new EMR for covering the cost of replacing these items.

13. Draft Annual Volunteer Award Procedure

To consider a draft Annual Volunteer Award Procedure (appendix 11).

14. Community Grant request

To consider a Community Grant request from the Town Crier (appendix 12).

15. Review of Council's Risk Management Strategy and Record

To undertake a review of the Risk Management Strategy and Risk Management Record for audit purposes 2023/24 (appendix 13 and 14).

16. Review of Council's Asset Register

To undertake a review of the Asset Register for audit purposes 2023/24 (appendix 15).

17. Meetings for the forthcoming municipal year

To note the proposal from the Town Clerk in relation to meetings from 14 May 2024 to 13 May 2025 (appendix 16).

18. Proof of life

To consider a Proof of Life protocol for residents in relation to foreign government pensions (appendix 17).

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

(i) Correspondence:

- to consider a request from the Town Crier to nominate 280 NATO Signal Squadron the Freedom of the Town
 - to consider the impact of the Government's announcement to set up a Dorset National and Marine Park in Dorset (appendix 18)
- (ii) Forthcoming meetings:
- Annual Town Meeting 2 April 7pm (Allendale House)
 - Finance and Governance Committee 9 April 7pm
 - Planning and Environment Committee 16 April 7pm
 - Recreation Leisure and Buildings Working Group and Committee 23 April from 7pm
 - Full Council 30 April 7pm
 - Informal Council and councillor induction meeting 7 May 7pm

[end]