



Wimborne Minster Town Council

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

Councillors of Wimborne Minster Town Council: S Bartlett, D Burt, W Chakawhata, J Hart, J Morgan, B Richmond, A Roberts, and S Wheeler.

You are hereby summoned to attend the **Annual Meeting of Wimborne Minster Town Council on Tuesday 14 May 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, 8 May 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 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 the Public Participation item 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 (referred to as 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. Election of Town Mayor / Chairman

To elect the Town Mayor / Chairman and receive their declaration of acceptance of office.

2. Results of recent Town and Parish Council elections

To note the results of Town Council elections on 2nd May 2024 and welcome new councillors onto the Town Council.

3. Declaration of acceptance of office

To note that all councillors have signed their declaration of acceptance as required by law.

4. Election of Deputy Town Mayor / Vice Chairman

To elect the Deputy Town Mayor / Vice Chairman and receive their declaration of acceptance of office.

5. Apologies for absence

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

6. 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).

7. Full Council minutes 30 April 2024

To receive the minutes of the previous meeting of Full Council 30 April 2024 (appendix 1) as a correct record and signed by the Town Mayor (Local Government Act 1972 Sch. 12).

8. Councillor vacancies

To consider a co-option process in line with Council's Vacancy Policy within 35 days of the election date.

9. Appointment of representatives to outside bodies

To appoint members to represent the Council on external bodies (appendix 2).

10. Appointment of members to Council's standing committees

To review the Council's Scheme of Delegation appoint members of Council's standing committees (appendix 3).

11. Town Mayor's and councillor allowances from 1 April 2023 to 31 March 2024

To review and approve the Town Mayor's allowance of £2,200 and non-payment of a councillors allowance from 1 April 2023 to 31 March 2024.

12. General Power of Competence and section 137 Local Government Act 1972

To confirm the Town Council does not currently meet the criteria of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 following the parish council elections on 2 May 2024 and to note the current entitlement figure under section 137 Local Government Act 1972 for 2024/25 is £81,918.18 (£10.81 / electoral number April 2024 7,578).

13. Risk Assessment Strategy and Records review

To review the Town Councils risk strategy (appendix 4) and record (appendix 5).

14. Governance review

(i) To review and adopt the following policies and procedures:

- Standing Orders
- Code of Conduct
- Councillor Representative Protocol
- Community Grants Scheme
- Equality, Inclusion and Diversity Policy
- Health and Safety Policy
- Member Officer Protocol
- Volunteer Policy
- Financial Regulations
- Scheme of Delegation
- Councillor Vacancy Policy
- Complaints / Vexatious Behaviour Policy
- General and Ear Marked Reserves Policy
- Investment Strategy
- Outdoor Exercise Policy

(ii) To note the following policies and procedures were adopted by Council during the last 12 months and will be reviewed by Council in the next 12 months:

- Access to Information
- Anti-Fraud and Corruption
- Business Continuity Plan
- CCTV Policy
- (Staff) Computer and Phone Policy
- Crime and Disorder Statement
- Emergency Plan
- (Staff) Menopause Policy
- Publication Scheme
- Publicity and Media
- Recordings of meetings
- Risk Management Strategy
- Safeguarding
- Annual Volunteer Award Procedure
- Biodiversity Statement
- Civic Protocol
- Community Engagement and Partnership Work
- Councillor Allowances and Expenses
- Bad Debt / Recovery
- Flag Flying
- Proof of Life Protocol
- Publication Scheme
- (Staff) Mental Health and Wellbeing Policy and adjustments
- Risk Management Record
- Social Media

(iii) To review and adopt the Council's staff policies and procedures:

- Absence Management Policy
- Dignity at Work, Harassment and Bullying
- Discipline Procedure
- Grievance Procedure
- Capability Procedure
- Flexible Working
- Lone Working

- Performance Management
- TOIL and Overtime
- Training and Development
- Staff Leave
- Training and Development
- Whistleblowing

15. Calendar of meeting from May 2023 to May 2024

To consider and approve the timetable of Council meeting from May 2023 to May 2024 (appendix 6).

16. Inventory land and assets

Review of inventory of land and other assets including buildings and office equipment (appendix 7).

17. Insurance

Confirmation of arrangements for insurance cover in respect of all insurable risks.

18. Subscriptions

To review of the Council's and/or staff subscriptions to other bodies (appendix 8).

19. Internal Auditor's Report, End of Year accounts, Annual Governance Statement and Annual Governance and Accountability Return 1 April 2023 to 31 March 2024

(appendix 9)

- (i) To receive and note the final Internal Audit Report.
- (ii) To note the end of year accounts.
- (iii) To note and approve the Annual Governance Statement.
- (iv) To note and approve the Accounting Statements.
- (v) To note and approve the date for the period of public right.
- (vi) To note the supplementary information to the External Auditor.
- (vii) To note the negative responses to the External Auditor's "one off" events questions.

20. Public participation

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

21. Close of meeting.