



Minutes of **Wimborne Minster Annual Town Council Meeting 14 May 2024** 7pm in the Council Chamber, Town Hall, 37 West Borough, Wimborne Minster, Dorset BH21 1LT.


<b>Present:</b>	
Town Councillors	S Bartlett, D Burt, W. Chakawhata, J Hart, J Morgan, B Richmond, A Roberts and S Wheeler.
Officers	L Harrison (Town Clerk) and K Brooks (Deputy Town Clerk).
Members of the public	Seven including the outgoing Town Mayor D March, Dorset Councillor D Morgan and three representatives from Dorset Police.

<b>FC/2024/001</b>	<p><b>Election of Town Mayor (Chairman)</b> Councillor Wheeler proposed to nominate Councillor Hart as Town Mayor (Chairman), seconded by Councillor Morgan. There were no other nominations. Seven in favour, one abstention.</p> <p><b>Resolved: Councillor Hart was elected Town Mayor (Chairman).</b> The Town Mayor briefly addressed the Town Council and stated he would do the best he could for the Town Council and community of Wimborne Minster. The Chairman signed his declaration of office.</p>
<b>FC/2024/002</b>	<p><b>Recent Town and Parish Council elections 2 May 2024</b> The recent uncontested elections were noted.</p>
<b>FC/2024/003</b>	<p><b>Declarations of acceptance of office</b> The Town Clerk confirmed all councillors had signed their acceptance of town councillor declarations before the meeting had started.</p>
<b>FC/2024/004</b>	<p><b>Election of Deputy Town Mayor (Vice Chairman)</b> Councillor Burt proposed to nominate Councillor Wheeler as Deputy Town Mayor (Vice Chairman), seconded by Councillor Richmond. There were no other nominations. All in favour.</p> <p><b>Resolved: Councillor Wheeler was elected Deputy Town Mayor (Vice Chairman) for 2024/25.</b></p>
<b>FC/2024/005</b>	<p><b>Public participation</b> It was agreed to move the public participation section of the agenda forward to facilitate any questions from members of the public and reports from the Police and Dorset Councillor representatives. There were no questions. The Police introduces themselves and provided information on local crime statistics for the area. It was noted that most crime categories were very low and shoplifting remained an unreported issues with some businesses. Current local crime trends were discussed (dwelling burglary, anti-social behaviour and fraud) which the Police confirmed they were tackling. The new speedwatch group at Julians Road was discussed and the Police agreed to</p>

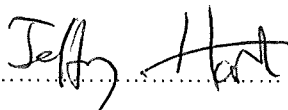
	<p>see if the locations for speedwatch could be increased to include Cranborne Road, Victoria Road and the centre of town. The Police also confirmed that, to their knowledge, there were no 'county lines' issues in the local area. The Police were thanked for attending and left the meeting.</p> <p>Dorset Councillors Morgan and Bartlett reported the recent elections had been successful in terms of Dorset Council seats and the annual meeting was taking place the following day.</p>
<b>FC/2024/006</b>	<p><b>Apologies for absence</b></p> <p>Apologies were received from Dorset Ward Councillor J Atwal.</p>
<b>FC/2024/007</b>	<p><b>Declarations of interest and dispensations</b></p> <p>Councillors W. Chakawhata and S. Bartlett declared a non-pecuniary interest (members of Dorset Council).</p>
<b>FC/2024/008</b>	<p><b>Minutes of Wimborne Minster Town Council meeting 30 April 2024</b></p> <p>Councillor Wheeler proposed to approve the minutes of the meeting on 30 April as a correct record to be signed by the Chairman, seconded by Councillor Morgan, seven in favour, one abstention.</p> <p><b>Resolved: the minutes of the meeting on 30 April 2024 were approved as a correct record and signed by the Chairman.</b></p>
<b>FC/2024/009</b>	<p><b>Councillor vacancies</b></p> <p>Councillor Bartlett proposed to run a co-option process to fill the current vacancies, seconded by Councillor Wheeler, all in favour.</p> <p><b>Resolved: the Town Council was to run a co-option process.</b></p>
<b>FC/2024/010</b>	<p><b>Review and appointment of representatives to outside bodies 2024/25</b></p> <p>Councillor Burt proposed to appoint the following: Citizens Advice - D Burt, DAPTC - Town Mayor and S Bartlett, Dreamboats - S Bartlett, East Dorset Environment Partnership - S Wheeler, Fairtrade Steering Group - J Hart, Planet Wimborne (including War On Waste) - J Hart, St Margaret's and Stone Charity - A Roberts, Town Liaison Group - Town Mayor, Twinning Association (Valognes and Ochsenfurt) - A Roberts, Vision Wimborne - S Bartlett, Walford Mill Education Trust - W Chakawhata, Wimborne BID - J Morgan, Wimborne in Bloom - A Roberts, Wimborne Minster Folk Festival - S Wheeler, Wimborne Militia - Town Mayor, and 1069 Squadron Air Training Corps - S Wheeler. Seconded by Cllr Wheeler, all in favour.</p> <p><b>Resolved: the appointment of representatives to outside bodies was approved for 2024/25.</b></p>
<b>FC/2024/011</b>	<p><b>Review and appointment of members to Council's standing committees</b></p> <p>The Town Clerk recommended suspending three standing committees (Finance and Governance, Recreation Leisure and Buildings, Community Engagement and Liaison) due to the current number of councillors, with Full Council absorbing the three committees work until full councillor numbers was achieved. Councillor Roberts proposed to suspend the three standing committees and appoint councillors Bartlett, Chakawhata, Hart, Morgan and Wheeler onto the HR Committee and councillors Bartlett, Hart, Richmond, Roberts and Wheeler onto the Planning and Environment Committee. Seconded by Councillor Bartlett, all in favour.</p> <p><b>Resolved: the Finance and Governance, Recreation Leisure and Buildings, Community Engagement and Liaison committees were</b></p>



	<b>suspended until full councillor numbers was achieved and membership was agreed on the HR and Planning and Environment committees.</b>
<b>FC/2024/012</b>	<p><b>Review of the Town Mayor's and councillor allowances 1 April 2023 to 31 March 2024</b></p> <p>Councillor Roberts proposed to approve the Town Mayor's allowance of £2,200 and non-payment of a councillors allowance from 1 April 2023 to 31 March 2024, seconded by Councillor Morgan, all in favour.</p> <p><b>Resolved: the Town Mayor's allowance of £2,200 and non-payment of a councillors allowance from 1 April 2023 to 31 March 2024 was approved.</b></p>
<b>FC/2024/012A</b>	<p><b>General Power of Competence and section 137 Local Government Act 1972</b></p> <p>It was noted the Town Council did 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 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) was noted.</p>
<b>FC/2024/013</b>	<p><b>Review of the Town Council's Risk Assessment Strategy and Record</b></p> <p>The Charman proposed to approve and adopt the Risk Assessment Strategy and Record, seconded by Councillor Burt, all in favour.</p> <p><b>Resolved: the Risk Assessment Strategy and Record was approved and adopted.</b></p>
<b>FC/2024/014</b>	<p><b>Governance review</b></p> <p>Councillor Bartlett proposed to approve and adopt the following policies and procedures: Standing Orders, Financial Regulations, Code of Conduct, Scheme of Delegation, Councillor Representative Protocol, Councillor Vacancy Policy, Community Grants Scheme, Complaints / Vexatious Behaviour Policy, Equality, Inclusion and Diversity Policy, General and Ear Marked Reserves Policy, Health and Safety Policy, Investment Strategy, Member Officer Protocol, Outdoor Exercise Policy and Volunteer Policy. Seconded by Councillor Morgan, all in favour.</p>
<b>FC/2024/015</b>	<p><b>Resolved: the above policies and procedures were approved and adopted.</b></p> <p>The following policies were noted as adopted or reviewed in the last 12 months were noted: Access to Information, Annual Volunteer Award Procedure, Anti-Fraud and Corruption, Biodiversity Statement, Business Continuity Plan, Civic Protocol, CCTV Policy, Community Engagement and Partnership Work, Computer and Phone Policy, Councillor Allowances and Expenses, Crime and Disorder Statement, Bad Debt / Recovery, Emergency Plan, Flag Flying, Menopause, Proof of Life Protocol, Publication Scheme, Publicity and Media, Mental Health and Wellbeing, Recordings of meetings, Safeguarding and Social Media.</p>
<b>FC/2024/016</b>	<p>Councillor Morgan proposed to approve and adopt the following HR policies and procedures: Absence Management, Capability, Dignity at Work Harassment and Bullying, Discipline, Flexible Working, Grievance, Lone Working, Performance Management, Staff Leave, TOIL and Overtime, Training and Development and Whistleblowing. Seconded by Councillor Bartlett, all in favour.</p>



	<b>Resolved: the above HR policies and procedures were approved and adopted.</b>
<b>FC/2024/017</b>	<b>Calendar of meetings May 2024 to April 2025</b> Councillor Morgan proposed to approve the calendar of meetings from May 2024 to April 2025, seconded by Councillor Richmond, seven in favour, one abstention. <b>Resolved: the calendar of meetings May 2024 to April 2025 was approved.</b>
<b>FC/2024/018</b>	<b>Review of inventory land and assets</b> The Chairman proposed to approve the list of land registered to the Town Council, seconded by Councillor Bartlett, all in favour. <b>Resolved: the list of land registered to the Town Council was approved.</b> The Town Clerk reminded councillors the Town Council's asset register had been reviewed on March 2024.
<b>FC/2024/019</b>	<b>Review of insurance cover</b> The Town Clerk reminded councillors that the insurance schedule for the current financial year had been previously reviewed by Council between November 2023 and March 2024. The Chairman proposed to approve the Council's current insurance cover in respect of all insured risks for 2024/25, seconded by Councillor Morgan, all in favour. <b>Resolved: the Town Council's current insurance cover in respect of all insured risks for 2024/25 was approved.</b>
<b>FC/2024/020</b>	<b>Review of annual Town Council / staff subscriptions 2024/25</b> Councillor Burt proposed to approve the following annual subscriptions for 2024/25: Dorset Association of Town and Parish Councils, OFCOM 'shopwatch' licence, ICO data protection fee, Valognes Twinning Association annual membership, SLCC membership Town Clerk, SLCC membership Deputy Town Clerk, The Purple Guide, Radio licence for CCTV, ICCM (Cemetery) corporate membership, ICCM Professional membership. Seconded by councillor Wheeler, all in favour. <b>Resolved: the above annual subscriptions for 2024/25 were approved.</b>
<b>FC/2024/021</b>	<b>Annual Return 1 April 2023 to 31 March 2024</b> Councillor Bartlett proposed to defer this item, seconded by Councillor Morgan, all in favour. <b>Resolved: the Annual Return 1 April 2023 to 31 March 2024 was deferred.</b>
<b>FC/2024/022</b>	<b>Close of meeting</b> The Town Mayor thanked everyone for attending and closed the meeting at 7.51pm.

Signature of Chairman: 

Date: 