

BLANDFORD FORUM TOWN COUNCIL
Minutes of the Annual Meeting of the Town Council
Held on Monday 14th May 2018 at 7:00pm

PRESENT

Cllr P Clark – Outgoing Chairman	
Cllr R Carter – Outgoing Vice Chairman/Incoming Chairman	
Cllr N Lacey-Clarke – Incoming Vice Chairman	
Cllr L Hitchings	Cllr C Stevens
Cllr L Lindsay	Cllr H Galpin
Cllr H Mieville	Cllr John Stayt
Cllr P Osborne	Cllr S Hitchings
Cllr D Robinson	Cllr H White
Cllr B Quayle	Cllr Jackie Stayt

IN ATTENDANCE

Town Clerk	Operations Manager
Assistant Town Clerk	District Cllr B Cooper
District Cllr J E T Tanner	Nicci Brown – Press

Cllr Osborne would like to bring agenda item 9.2 forward, before the Election of the Chairman. The Town Clerk and Cllr White confirmed that the Chairman has to be elected first before any other agenda item can be discussed, however this matter has been brought forward prior to the appointment of Committee Chairman/Vice-Chairman.

1. ELECTION OF THE CHAIRMAN OF COUNCIL/TOWN MAYOR

It was PROPOSED by Cllr White, SECONDED by Cllr Clark and AGREED (14 in favour, 1 against) that

Cllr Carter is elected as Chairman of Council and Town Mayor for 2018/19 and has signed the Declaration of Acceptance of Office.

1.1 Confirmation of the Mayor's Charities for 2018/19

Cllr Carter nominated The Blandford Opportunity Group and The Blandford Food Bank as the Mayor's Charities.

1.2 Confirmation of the Mayor's Chaplain for 2018/19

Cllr Carter confirmed that Rev Canon Jonathan Triffitt will be the Mayor's Chaplain.

2. ELECTION OF THE VICE-CHAIRMAN OF COUNCIL /DEPUTY TOWN MAYOR

It was PROPOSED by Cllr Robinson, SECONDED by Cllr Jackie Stayt and AGREED (10 in favour, 5 against) that Cllr Lacey-Clarke is nominated for Vice-Chairman of Council.

It was then PROPOSED by Cllr Osborne for Cllr White to stand but Cllr White declined.

Cllr White enquired if there will be a conflict of interest for Cllr Lacey-Clarke being a District Councillor as well as Town Councillor. Cllr Lacey-Clarke confirmed that there will not be a conflict and he will do his best for both the Town Council and the town.

2. **ELECTION OF THE VICE-CHAIRMAN OF COUNCIL /DEPUTY TOWN MAYOR(CONT.)**

Cllr Lacey-Clarke is elected as Vice Chairman of Council and Deputy Mayor for 2018/19.

Cllr White thanked Cllr Clark for a fabulous year and Cllr Clark thanked Councillors for their support.

3. **APOLOGIES**

None

4. **TO RECEIVE ANY DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

None

5. **CONFIRM THE ACCURACY OF THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 23RD APRIL 2018**

It was PROPOSED by Cllr John Stayt, SECONDED by Cllr Mieville and AGREED (14 in favour, 1 non-vote) that the Minutes be APPROVED and SIGNED. Subject to the clarification of minute 193.1 to be changed to *Cllr Cooper had contacted Officers but had not received a response.*

6. **RECEIVE AND NOTE MINUTES OF AND/OR TO DETERMINE RECOMMENDATIONS MADE BY COMMITTEES**

None had been submitted.

7. **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES**

The paper was noted (see Appendix A).

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr John Stayt and AGREED unanimously that

The Town Council approves the report as delegation arrangements presently in place in relation to Committees, Sub Committees, Employees and with other Local Authorities do not require changing for the 2018/19 Mayoral year.

8. **REVIEW OF THE TERMS OF REFERENCES FOR COMMITTEES**

The paper was noted (see Appendix B).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Stevens and AGREED unanimously that

The Town Council:

- 8.1 **Agrees that no changes are required to the General Terms of Reference Applicable to All Committees.**
- 8.2 **Agrees to minor changes to the remit and delegated powers of the Town Council Planning Committee as well as an amendment to the Remit and Responsibilities of the Planning Chairman / 1. General to reflect Chair (and Vice-Chair).**
- 8.3 **Agrees that no changes are required to the remit and delegated powers of the Finance & Staffing Committee.**
- 8.4 **Agrees that no changes are required to the remit and delegated powers of the Town & General Purposes Committee.**

8. **REVIEW OF THE TERMS OF REFERENCES FOR COMMITTEES (CONT.)**

8.5 Agrees that no changes are required to the remit and delegated powers of the Recreation & Amenities Committee.

9. **REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

The paper was noted (see Appendix C).

It was PROPOSED by Cllr Osborne, SECONDED by Cllr White but NOT agreed (7 in favour, 7 against, 1 abstention) with the Chairman having the casting vote that

All appointments to Councillor roles shall be done so by an absolute majority in recognition in this contest that an abstention constitutes a statement by the elector that no candidate is deemed suitable.

It was PROPOSED by Cllr Osborne, SECONDED by White but NOT agreed (4 in favour, 11 against) that

The Town Council will have an open vote. In the interest of transparency and democratic accountability in all cases where the vote is taken for an election to office within the council, including Co-Option, that is should not be done by secret ballot but open by show of hands.

Cllr Quayle spoke about a number of cases of bullying in this Council and a secret vote protects those Councillors who have been bullied, although he would normally favour being open and honest.

The Town Council agreed to form a Working Group to examine this is in more detail.

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Jackie Stayt and AGREED (13 in favour, 1 against, 1 abstention) that

The Town Council adopts the Standing Orders and Financial Regulations for the 2018/19 Mayoral year after making changes.

ACTION: TOWN CLERK

10. **RECEIPT OF NOMINATIONS TO EXISTING COMMITTEES**

10.1 Town Council Planning (All Members)

10.1.1 Election of Chairman

Cllr Lacey-Clarke was PROPOSED by Cllr S Hitchings, and SECONDED by Cllr Jackie Stayt.

Following a secret ballot it was AGREED (12 in favour, 3 against) that

Cllr Lacey-Clarke is Chairman of the Planning Committee for 2018/19.

10.1.2 Election of Vice-Chairmen of Town Council Planning

Cllr Stevens was PROPOSED by Cllr S Hitchings, and SECONDED by Cllr Quayle.

Following a secret ballot it was AGREED unanimously that

Cllr Stevens is Vice-Chairman of the Planning Committee for 2018/19.

10. RECEIPT OF NOMINATIONS TO EXISTING COMMITTEES(CONT.)

10.2 Recreation & Amenities

10.2.1 Nine Members including the Chairman and Vice Chairman of Council

Membership was agreed as follows:

Cllr R Carter (Chairman of Council)
Cllr L Lindsay
Cllr C Stevens
Cllr H White

Cllr N Lacey-Clarke (Vice Chairman of Council)
Cllr S Hitchings
Cllr H Galpin
Cllr John Stayt

10.2.2 Election of Chairman

Cllr Lindsay was PROPOSED by Cllr White, and SECONDED by Cllr Quayle.

Following a secret ballot, it was AGREED (14 in favour, 1 abstention) that

Cllr Lindsay is Chairman of the Recreation & Amenities Committee for 2018/19.

10.2.3 Election of Vice Chairman

Cllr White was PROPOSED by Cllr Lindsay, and SECONDED by Cllr Lacey-Clarke.

Following a secret ballot, it was AGREED (6 in favour, 1 against, 1 abstention) that

Cllr White is Vice Chairman of the Recreation & Amenities Committee for 2018/19.

10.3 Town & General Purposes

10.3.1 Nine Members including the Chairman and Vice Chairman of Council

Membership was agreed as follows:

Cllr R Carter (Chairman of Council)
Cllr L Hitchings
Cllr D Robinson
Cllr P Clark
Cllr P Osborne

Cllr N Lacey-Clarke (Vice Chairman of Council)
Cllr H Mieville
Cllr B Quayle
Cllr Jackie Stayt

10.3.2 Election of Chairman

Cllr L Hitchings was PROPOSED by Cllr N Lacey-Clarke, and SECONDED by Cllr Osborne.

Cllr Mieville was PROPOSED by Cllr Clark, and SECONDED by Cllr Robinson.

Following a secret ballot, it was AGREED (10 in favour for L Hitchings, 4 in favour of H Mieville) that

Cllr L Hitchings is Chairman of the Town & General Purposes Committee for 2018/19.

10. RECEIPT OF NOMINATIONS TO EXISTING COMMITTEES(CONT.)

10.3.3 Election of Vice Chairman

Cllr Mieville was PROPOSED by Cllr Osborne, and SECONDED by Cllr Clark.

Following a secret ballot, it was AGREED (5 in favour, 4 against) that

Cllr Mieville is Vice Chairman of the Town & General Purposes Committee for 2018/19.

10.4 Finance & Staffing

10.4.1 Nine Members including the Chairman and Vice Chairman of Council and the Chairmen of the Recreation & Amenities and Town & General Purposes Committees

Following a secret ballot, the committee membership was agreed as follows:

Cllr Carter (Chairman of Council)
Cllr L Hitchings (T&GP Chairman)
Cllr S Hitchings
Cllr H Mieville
Cllr P Osborne

Cllr Lacey-Clarke (Vice Chairman of Council)
Cllr L Lindsay (R&A Chairman)
Cllr D Robinson
Cllr H White

10.4.2 Election of Chairman

Cllr S Hitchings was PROPOSED by Cllr Clark, and SECONDED by Cllr Lacey-Clarke.

Following a secret ballot, it was AGREED unanimously (14 in favour, 1 against) that

Cllr S Hitchings is Chairman of the Finance & Staffing Committee for 2018/19.

10.4.3 Election of Vice Chairman

Cllr Lacey-Clarke was PROPOSED by Cllr White, and SECONDED by Cllr Robinson, however Cllr Lacey-Clarke did not accept the nomination.

Cllr L Hitchings was PROPOSED by Cllr Robinson, and SECONDED by Cllr Lacey-Clarke.

Following a secret ballot, it was AGREED (7 in favour, 2 against) that

Cllr L Hitchings is Vice Chairman of the Finance & Staffing Committee for 2018/19.

11. APPOINTMENT OF ANY NEW COMMITTEES, CONFIRMATION OF THE TERMS OF REFERENCE, THE NUMBER OF MEMBERS (INCLUDING, IF APPROPRIATE, SUBSTITUTE COUNCILLORS) AND RECEIPT OF NOMINATIONS TO THEM

The paper was noted (see Appendix D).

The Town Council continues with its existing Committee structure for the 2018/19 Mayoral year and has asked for a calendar of meetings to be sent by TREADS.

12. **REVIEW OF ARRANGEMENTS (INCLUDING LEGAL AGREEMENTS) WITH OTHER LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES**

The paper was noted (see Appendix E).

It was PROPOSED by Cllr White, SECONDED by Cllr Jackie Stayt and AGREED unanimously that

The Town Council notes the arrangements currently in place with other local authorities, not-for-profit bodies and businesses.

13. **REPORTS FROM REPRESENTATIVES OF COMMUNITY AND LOCAL ORGANISATIONS**

The reports for 2017-18 were tabled (see Appendix F) at the meeting:

- Cllr Osborne for Preetz Twinning Association and A350/C13 Stakeholder Group.
- Cllrs Robinson and Osborne for the Blandford Youth and Community Centre Management committee.
- Cllr Carter for Blandford + Neighbourhood Plan Working Group and WWI Commemoration Group.
- Cllrs Carter and Galpin for The Mortain Twinning Association.
- Cllrs Carter and Mieville for The Blandford School Foundation Governors.
- Cllr White for The Charity of William Williams.
- Cllr Lacey - Clarke for Blandford Georgian Fayre and Age Concern Blandford.

14. **REVIEW OF REPRESENTATION AND SUBSEQUENT APPOINTMENT ON EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

The paper was tabled (see Appendix G).

It was PROPOSED by Cllr Carter, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that

The appointment of Town Council representatives was agreed, as detailed at Appendix G.

ACTION: TOWN CLERK

15. **REVIEW THE COUNCIL'S EXPENDITURE INCURRED UNDER S.137 OF THE LOCAL GOVERNMENT ACT 1972 OR THE GENERAL POWER OF COMPETENCE AND CONFIRM THAT THE TOWN COUNCIL STILL MEETS THE CRITERIA OF THE PARISH COUNCILS (GENERAL POWER OF COMPETENCE) (PRESCRIBED CONDITIONS) ORDER 2012**

The paper was noted (see Appendix H).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lindsay and AGREED unanimously that

The Town Council notes its expenditure incurred under the General Power of Competence and confirms it continues to meet the criteria of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

16. **REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT INCLUDING THE FORMATION OF A WORKING GROUP TO INSPECT THE TOWN COUNCIL'S DEEDS AND TRUSTS**

The paper was noted (see Appendix I).

It was PROPOSED by Cllr Robinson, SECONDED by Cllr John Stayt and AGREED unanimously that

The Town Council approves the list of land registered to the Town Council. It approves that the Asset Registers are updated regularly and were last reviewed at Finance & Staffing Committee meeting held on 19th March 2018. In addition, Cllr Lacey-Clarke is to review the Town Council's deeds and trusts.

ACTION: TOWN CLERK

17. **REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

The paper was noted (see Appendix J).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Robinson and AGREED unanimously that

The Town Council notes that its Insurance Cover in respect of all insured risks is approved for the 2017/18 Mayoral year.

18. **REVIEW THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIPSPF OTHER BODIES**

The paper was noted (see Appendix K).

The Town Council notes the report.

19. **REVIEW THE COUNCIL'S COMPLAINTS PROCEDURE**

The paper was noted (see Appendix L).

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr L Hitchings and AGREED unanimously that

The Town Council's Complaints Procedure is approved for the 2017/18 Mayoral year.

20. **REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**

The paper was noted (see Appendix M).

It was PROPOSED by Cllr John Stayt, SECONDED by Cllr Robinson and AGREED unanimously that

The Town Council's procedure for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998 is approved for the 2018/19 Mayoral year.

21. REVIEW THE COUNCIL'S POLICY FOR COMMUNICATING WITH THE PRESS/MEDIA

The paper was noted (see Appendix N).

It was PROPOSED by Cllr Jackie Stayt, SECONDED by Cllr Quayle and AGREED unanimously that

The Town Council agrees that the Press & Media Policy and section 21 of the Standing Orders continue to be appropriate for the 2018/19 Mayoral year.

22. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

The paper was noted (see Appendix O).

It was PROPOSED by Cllr Jackie Stayt, SECONDED by Cllr L Hitchings and AGREED unanimously that

The Town Council Employment Policies and Procedures are approved for the 2018/19 Mayoral year.

23. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL

The paper was noted (see Appendix P).

It was PROPOSED by Cllr John Stayt, SECONDED by Cllr Mieville and AGREED (14 in favour, 1 against) that

The Town Council reaffirms the calendar.

24. REVIEW OF THE COUNCIL'S RISK ASSESSMENT MANAGEMENT POLICY ARRANGEMENTS (INCLUDING FINANCIAL)

The paper was noted (see Appendix Q).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Stevens and AGREED unanimously that

The Town Council's Risk Assessment Management Policy (including Financial) is approved for the 2018/19 Mayoral year.

25. REVIEW OF THE COUNCIL'S BUSINESS CONTINUITY PLAN

The paper was noted (see Appendix R).

It was PROPOSED by Cllr Mieville, SECONDED by Cllr L Hitchings and AGREED unanimously that

The Town Council agrees that the Business Continuity Plan, with minor amendments, continues to be appropriate for the 2018/19 Mayoral year.

The meeting closed at 8:27pm.

SIGNED DATED