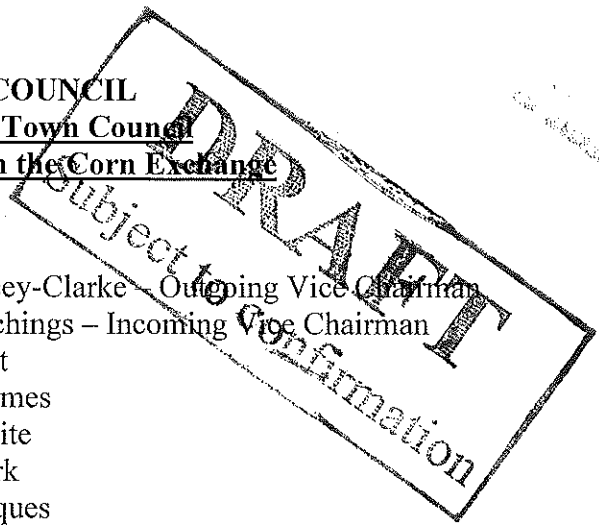


BLANDFORD FORUM TOWN COUNCIL
Minutes of the Annual Meeting of the Town Council
Held on Monday 13th May 2019 at 7:00pm in the Corn Exchange



PRESENT

Cllr R Carter – Outgoing Chairman
Cllr L Lindsay – Incoming Chairman
Cllr H Mieville
Cllr P Osborne
Cllr S Hitchings
Cllr B Quayle
Cllr A Cross
Cllr D Russell

Cllr N Lacey-Clarke – Outgoing Vice Chairman
Cllr L Hitchings – Incoming Vice Chairman
Cllr J Stayt
Cllr R Holmes
Cllr H White
Cllr P Clark
Cllr C Jacques

IN ATTENDANCE

Town Clerk
Assistant Town Clerk
Members of the Public

Operations Manager
Nicci Brown – Press

1. ELECTION OF THE CHAIRMAN OF COUNCIL/TOWN MAYOR

It was PROPOSED by Cllr Quayle, SECONDED by Cllr Clark but NOT AGREED (5 in favour, 9 against, 1 abstention) that Cllr Lacey-Clarke is Chairman of Council and Town Mayor for 2019/20.

It was then PROPOSED by Cllr Mieville, SECONDED by Cllr Osborne and AGREED (12 in favour, 2 against, 1 abstention) that

Cllr Lindsay is elected as Chairman of Council and Town Mayor for 2019/20 and has signed the Declaration of Acceptance of Office.

1.1 Confirmation of the Mayor's Charities for 2019/20

Cllr Lindsay will announce the Mayor's charities at the Planning meeting on 20th May.

1.2 Confirmation of the Mayor's Chaplain for 2019/20

Cllr Lindsay will confirm the Mayor's Chaplain at the Planning meeting on 20th May.

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

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr Osborne and AGREED (10 in favour, 2 against, 3 abstentions) that Cllr L Hitchings is nominated for Vice-Chairman of Council.

Cllr L Hitchings is elected as Vice Chairman of Council and Deputy Mayor for 2019/20.

3. APOLOGIES

Cllr C Stevens

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 29TH APRIL 2019**

It was PROPOSED by Cllr Carter, SECONDED by Cllr Mieville and AGREED (11 in favour, 4 abstentions) that the Minutes be APPROVED and SIGNED.

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 White, SECONDED by Cllr Carter and AGREED (14 in favour, 1 abstention) 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 2019/20 Mayoral year.

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

The paper was noted (see Appendix B).

It was PROPOSED by Cllr Mieville, SECONDED by Cllr Carter and AGREED (13 in favour, 2 abstentions) that

The Town Council:

- 8.1 **Agrees to minor changes 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.**
- 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.**
- 8.5 **Agrees to minor changes to the remit and delegated powers of the Recreation & Amenities Committee.**

9. **APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES**

9.1 **Town Council Planning (All Members)**

9.1.1 **Election of Chairman**

Cllr Clark was PROPOSED by Cllr White and SECONDED by Cllr Holmes.

Following a secret ballot, it was AGREED unanimously that

Cllr Clark is Chairman of the Planning Committee for 2019/20.

9.1.2 Election of Vice-Chairmen of Town Council Planning

Cllr Carter was PROPOSED by Cllr Holmes and SECONDED by John Stayt.

Following a secret ballot, it was AGREED unanimously that

Cllr Carter is Vice-Chairman of the Planning Committee for 2019/20.

9.2 Recreation & Amenities

9.2.1 Nine Members including the Chairman and Vice Chairman of Council

Membership was agreed as follows:

Cllr Lindsay (Chairman of Council)
Cllr White
Cllr Lacey-Clarke
Cllr Stayt
Cllr Carter

Cllr L Hitchings (Vice Chairman of Council)
Cllr Russell
Cllr Jacques
Cllr S Hitchings

9.2.2 Election of Chairman

Cllr White was PROPOSED by Cllr Carter and SECONDED by Cllr Clark.

Following a secret ballot, it was AGREED (13 in favour, 2 against) that

Cllr White is Chairman of the Recreation & Amenities Committee for 2019/20.

9.2.3 Election of Vice Chairman

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

Following a secret ballot, it was AGREED unanimously that

Cllr Lindsay is Vice Chairman of the Recreation & Amenities Committee for 2019/20.

9.3 Town & General Purposes

9.3.1 Nine Members including the Chairman and Vice Chairman of Council

Membership was agreed as follows:

Cllr Lindsay (Chairman of Council)
Cllr Mieville
Cllr Quayle
Cllr Cross
Cllr Osborne

Cllr L Hitchings (Vice Chairman of Council)
Cllr Holmes
Cllr Stevens
Cllr Clark

9.3.2 Election of Chairman

Cllr Mieville was PROPOSED by Cllr Holmes and SECONDED by Cllr S Hitchings.

Following a secret ballot, it was AGREED (10 in favour, 5 against) that

9.3.2 Election of Chairman (cont.)

Cllr Mieville is Chairman of the Town & General Purposes Committee for 2019/20.

9.3.3 Election of Vice Chairman

Cllr Osborne was PROPOSED by Cllr Cross, and SECONDED by Cllr Clark, but declined the proposal.

Cllr Holmes was then PROPOSED by Cllr Mieville and SECONDED by Cllr Clark.

Following a secret ballot, it was AGREED (5 in favour, 3 against) that

Cllr Holmes is Vice Chairman of the Town & General Purposes Committee for 2019/20.

9.4.1 Finance & Staffing

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

Membership was agreed as follows:

Cllr Lindsay (Chairman of Council)
Cllr Mieville (T&GP Chairman)
Cllr S Hitchings
Cllr Cross
Cllr Carter

Cllr L Hitchings (Vice Chairman of Council)
Cllr White (R&A Chairman)
Cllr Stevens
Cllr Osborne

9.4.2 Election of Chairman

Cllr S Hitchings was PROPOSED by Cllr Lindsay and SECONDED by Cllr Clark.

Following a secret ballot, it was AGREED (13 in favour, 1 against, 1 abstention) that

Cllr S Hitchings is Chairman of the Finance & Staffing Committee for 2019/20.

9.4.3 Election of Vice Chairman

Cllr Osborne was PROPOSED by Cllr White and SECONDED by Cllr Cross.

Following a secret ballot, it was AGREED (7 in favour, 1 against) that

Cllr Osborne is Vice Chairman of the Finance & Staffing Committee for 2019/20.

10. **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 C).

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

10. **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 (CONT.)**

The Town Council continues with its existing Committee structure for the 2019/20 Mayoral year and confirms membership of the working groups for the five-year term.

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

The paper was noted (see Appendix D).

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

The Standing Orders are suspended.

It was PROPOSED by Cllr Osborne, SECONDED by Cllr Lacey-Clarke and AGREED (8 in favour, 7 against) that

In all cases where a vote is taken for the election to office within the council (including co-option), that it should not be done by secret ballot but openly by show of hands. This relates to standing order 8. Voting in appointments, and standing order 28. which relates to co-option and all other related Standing Orders.

ACTION: TOWN CLERK

It was PROPOSED by Cllr Holmes, SECONDED by White and AGREED (12 in favour, 3 against) that

Standing order 35. Freeman Policy, and standing order 36. Certificate of Appreciation Policy are amended so that voting is done openly by show of hands rather than by secret ballot.

ACTION: TOWN CLERK

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

The Standing Orders are reinstated.

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Osborne and AGREED (12 in favour, 3 against) that

The Town Council approves the Standing Orders (subject to the amendments above) and Financial Regulations for the 2019/20 Mayoral year.

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 Carter, SECONDED by Cllr Mieville 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 2018-19 were tabled (see Appendix F) at the meeting.

- Cllr Osborne for the Blandford Area Youth Management, Preetz Twinning Association and A350/C13 Stakeholder Group.
- Cllr White for the Charity of William Williams

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

The paper was tabled (see Appendix G).

Councillors voted, by show of hands, on the Representation for the Foundation Governors, Blandford Secondary School Foundation.

Cllr Carter – 14 in favour

Cllr Mieville – 8 in favour

Cllr Lacey-Clarke – 6 in favour and therefore Cllr Lacey-Clarke will be the Deputy

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lindsay and AGREED (14 in favour, 1 against) 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).

Cllr Stayt left the meeting at 8.24pm.

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr White and AGREED (14 in favour, 1 non-vote) 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).

The Town Council agreed 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 18th March 2019. In addition, Cllrs Russell, Cross, Holmes and Jacques are 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 Carter and AGREED (14 in favour, 1 non-vote) that

The Town Council notes that its Insurance Cover in respect of all insured risks is approved for the 2019/20 Mayoral year.

Cllr Stayt returned to the meeting at 8.26pm.

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

The paper was noted (see Appendix K).

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

The paper was noted (see Appendix L).

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

The Town Council's Complaints Procedure is approved for the 2019/20 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 Carter, SECONDED by Cllr Stayt and AGREED unanimously that

The Town Council's procedure for handling requests under the General Data Protection Regulations 2018 and the Data Protection Act 2018 is approved for the 2019/20 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 Stayt, SECONDED by Cllr L Hitchings and AGREED (14 in favour, 1 abstention) that

The Town Council agrees that the Press & Media Policy and section 21 of the Standing Orders continue to be appropriate for the 2019/20 Mayoral year.

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

The paper was noted (see Appendix O).

It was PROPOSED by Cllr Stayt, SECONDED by Cllr Mieville and AGREED (14 in favour, 1 non-vote) that

22. **REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES (CONT.)**

The Town Council Employment Policies and Procedures are approved for the 2019/20 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 S Hitchings, SECONDED by Cllr L Hitchings and AGREED (9 in favour, 4 against, 2 abstentions) that

The Town Council reaffirms the calendar but moves the statutory meeting to Tuesday 5th May 2020.

ACTION: TOWN CLERK

It was PROPOSED by Cllr Stayt, SECONDED by Cllr Holmes and AGREED (12 in favour, 1 against, 2 abstentions) that

The Town Council moves the Mayor Making ceremony to Friday 15th May 2020.

ACTION: TOWN CLERK

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 Holmes and AGREED unanimously that

The Town Council's Risk Assessment Management Policy (including Financial) is approved for the 2019/20 Mayoral year.

25. **REVIEW OF THE COUNCIL'S BUSINESS CONTINUITY PLAN**

The paper was noted (see Appendix R).

It was PROPOSED by Cllr Osborne, SECONDED by Cllr Cross and AGREED unanimously that

The Town Council agrees that the Business Continuity Plan, with minor amendments, continues to be appropriate for the 2019/20 Mayoral year.

The meeting closed at 8:45pm.

SIGNED **DATED**