

**BLANDFORD FORUM TOWN COUNCIL**  
**Minutes of the Annual Meeting of the Town Council**  
**Held on Tuesday 4<sup>th</sup> May 2021 at 6:00pm online using Microsoft Teams**



**PRESENT**

Cllr L Lindsay – Outgoing Chairman	Cllr C Stevens – Incoming Vice Chairman
Cllr L Hitchings – Outgoing Vice Chairman/Incoming Chairman	
Cllr R Carter	Cllr N Lacey-Clarke
Cllr H Mieville	Cllr J Stayt
Cllr P Osborne	Cllr R Holmes
Cllr S Hitchings	Cllr H White
Cllr B Quayle	Cllr P Clark
Cllr A Cross	

**IN ATTENDANCE**

Town Clerk	Operations Manager
Assistant Town Clerk	Nicci Brown – Press
Members of the Public	

**1. ELECTION OF THE CHAIRMAN OF COUNCIL/TOWN MAYOR**

The paper was noted (see Appendix A).

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr Stevens and AGREED (12 in favour, 2 against) that

**Cllr L Hitchings is elected as Chairman of Council and Town Mayor for 2021/22 and has delivered his Declaration of Acceptance of Office, which will be signed at a later date.**

**1.1 Confirmation of the Mayor's Charity for 2021/22**

Cllr L Hitchings nominated Blandford Forum Gymnastics Club as the Mayor's Charity.

He will also fundraise for a defibrillator for the northern part of the town, with the proviso that at least 2/3 of the money raised goes to the Blandford Gymnastics Club first.

**1.2 Confirmation of the Mayor's Chaplain for 2020/21**

Cllr L Hitchings confirmed that Emma and Dale Carmichael from the Blandford Evangelical Church will be the Mayor's Chaplain.

Cllr L Hitchings thanked the outgoing Chairman for all her hard work and guidance.

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

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

**Cllr Stevens is elected as Vice Chairman of Council and Deputy Mayor for 2021/22.**

**3. APOLOGIES**

Cllr C Jacques

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

None had been submitted.

5. **CONFIRM THE ACCURACY OF THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 26<sup>TH</sup> APRIL 2021**

It was PROPOSED by Cllr Mieville, SECONDED by Cllr Lindsay and AGREED (13 in favour, 1 abstention) that the Minutes be APPROVED and SIGNED.

The Chairman brought agenda item No. 9 forward as both Dorset Council Councillors had to leave the meeting early due to attending a Dorset Council meeting.

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

The paper was noted (see Appendix D).

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

6.1.1 **Election of Chairman**

Cllr Carter was PROPOSED by Cllr Mieville and SECONDED by Cllr Stevens and it was AGREED unanimously that

**Cllr Carter is Chairman of the Planning Committee for 2021/22.**

**ACTION: TOWN CLERK**

6.1.2 **Election of Vice-Chairmen of Town Council Planning**

Cllr Stayt was PROPOSED by Cllr Lacey-Clarke and SECONDED by Cllr Clark and it was AGREED (11 in favour, 3 abstentions) that

**Cllr Stayt is Vice-Chairman of the Planning Committee for 2021/22.**

**ACTION: TOWN CLERK**

Cllrs Lacey-Clarke and Quayle left the meeting at 6.20pm.

6.2 **Recreation & Amenities**

6.2.1 **Nine Members including the Chairman and Vice Chairman of Council**

Membership was agreed as follows:

Cllr L Hitchings (Chairman of Council)	Cllr Stevens (Vice Chairman of Council)
Cllr Lindsay	Cllr White
Cllr Lacey-Clarke	Cllr S Hitchings
Cllr Carter	Cllr Jacques
Cllr Stayt	

6.2.2 **Election of Chairman**

Cllr Lindsay was PROPOSED by Cllr White and SECONDED by Cllr Carter and it was AGREED unanimously that

**Cllr Lindsay is Chairman of the Recreation & Amenities Committee for 2021/22.**

**ACTION: TOWN CLERK**

**6. APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES (cont.)**

**6.2.3 Election of Vice Chairman**

Cllr White was PROPOSED by Cllr Lindsay and SECONDED by Cllr Carter and it was AGREED unanimously that

**Cllr White is Vice Chairman of the Recreation & Amenities Committee for 2021/22.**

**ACTION: TOWN CLERK**

**6.3 Town & General Purposes**

**6.3.1 Nine Members including the Chairman and Vice Chairman of Council**

Membership was agreed as follows:

Cllr L Hitchings (Chairman of Council)	Cllr Stevens (Vice Chairman of Council)
Cllr Mieville	Cllr Holmes
Cllr Quayle	Cllr Osborne
Cllr Cross	Cllr Clark
Vacancy	

**6.3.2 Election of Chairman**

Cllr Mieville was PROPOSED by Cllr L Hitchings and SECONDED by Cllr Holmes and it was AGREED unanimously that

**Cllr Mieville is Chairman of the Town & General Purposes Committee for 2021/22.**

**ACTION: TOWN CLERK**

**6.3.3 Election of Vice Chairman**

Cllr Holmes was PROPOSED by Cllr Mieville and SECONDED by Cllr Cross and it was AGREED unanimously that

**Cllr Holmes is Vice Chairman of the Town & General Purposes Committee for 2021/22.**

**ACTION: TOWN CLERK**

**6.4 Finance & Staffing**

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

Following a vote, the committee membership was agreed as follows:

Cllr L Hitchings (Chairman of Council)	Cllr Stevens (Vice Chairman of Council)
Cllr Mieville (T&GP Chairman)	Cllr Lindsay (R&A Chairman)
Cllr Carter	Cllr S Hitchings
Cllr Cross	Cllr White
Cllr Osborne	

**6.4.2 Election of Chairman**

**Due to the current situation, Councillors discussed proposing Cllr S Hitchings as Chairman of Finance & Staffing, which would not be permitted in accordance with the Standing Orders.**

6.4.2 Election of Chairman (cont.)

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

**The Standing Orders are suspended.**

Cllr S Hitchings was PROPOSED by Cllr White and SECONDED by Cllr Stevens and it was AGREED unanimously that

**Cllr S Hitchings is Chairman of the Finance & Staffing Committee for 2021/22.**

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

**The Standing Orders are reinstated.**

**ACTION: TOWN CLERK**

6.4.3 Election of Vice Chairman

Cllr Osborne was PROPOSED by Cllr White and SECONDED by Cllr Carter and it was AGREED unanimously that

**Cllr Osborne is Vice Chairman of the Finance & Staffing Committee for 2021/22.**

**ACTION: TOWN CLERK**

The Chairman continued with agenda item No. 6.

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

None.

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

The paper was noted (see Appendix B).

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

**The Town Council approves the delegation arrangements presently in place in relation to Committees, Sub Committees, Employees and with other Local Authorities and confirmed that they do not require changing for the 2021/22 Mayoral year.**

**ACTION: TOWN CLERK**

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

The paper was noted (see Appendix C).

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

**The Town Council agrees that no changes are required to the:**

- 8.1 General Terms of Reference Applicable to All Committees.**
- 8.2 Remit and delegated powers of the Town Council Planning Committee.**
- 8.3 Remit and delegated powers of the Corn Exchange Meetings.**

9. **REVIEW OF THE TERMS OF REFERENCES FOR COMMITTEES (cont.)**

- 8.4 Remit and delegated powers of the Finance & Staffing Committee.
- 8.5 Remit and delegated powers of the Town & General Purposes Committee.
- 8.6 Remit and delegated powers of the Recreation & Amenities Committee.

**ACTION: TOWN CLERK**

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 E).

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

**The Town Council continues with its existing Committee structure for the 2021/22 Mayoral year and confirms membership of the working groups for the ongoing current term.**

**ACTION: TOWN CLERK**

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

The paper was noted (see Appendix F).

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

**The Town Council approves the Standing Orders for the 2021/22 Mayoral year.**

**A Working Group will be set up to review the Standing Orders and Financial Regulations, with all Councillors being invited to the meeting.**

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

**The Town Council approves the Financial Regulations for the 2021/22 Mayoral year.**

**ACTION: TOWN CLERK**

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

The paper was noted (see Appendix G).

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

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

**ACTION: TOWN CLERK**

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

The reports for 20-21 were tabled at the meeting.

Cllr White submitted a report 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 H).

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

**The Town Council will no longer represent the Chamber of Commerce, as it has ceased to exist.**

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

**Cllr White will be the Town Council representative for the William Williams charity.**

Cllr Osborne let the meeting at 7.13pm.

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

**The appointment of Town Council representatives was agreed.**

**ACTION: TOWN CLERK**

Cllr Osborne returned to the meeting at 7.15pm.

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 I).

It was PROPOSED by Cllr White, SECONDED by Cllr Carter and AGREED (11 in favour, 1 abstention) 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.**

**ACTION: TOWN CLERK**

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 J).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Stevens 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 15<sup>th</sup> March 2021.**

**In addition, Cllrs Clark and Stevens are to review the Town Council's deeds and trusts.**

**ACTION: TOWN CLERK**

Cllr Lacey-Clarke joined the meeting at 7.24pm.

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

The paper was noted (see Appendix K).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Clark and AGREED (12 in favour, 1 abstention) that

**The Town Council notes that its Insurance Cover in respect of all insured risks is approved for the 2021/22 Mayoral year.**

**ACTION: TOWN CLERK**

18. **REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES**

The paper was noted (see Appendix L).

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

**The Town Council's subscriptions to other bodies are approved for the 2021/22 Mayoral year.**

**ACTION: TOWN CLERK**

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

The paper was noted (see Appendix M).

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

**The Town Council's Complaints Procedure is approved for the 2021/22 Mayoral year.**

**ACTION: TOWN CLERK**

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

The paper was noted (see Appendix N).

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

**The Town Council's Privacy Policy, including Freedom of Information Policy, and its Website Accessibility Statement are approved for the 2021/2022 Mayoral year.**

**ACTION: TOWN CLERK**

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

The paper was noted (see Appendix O).

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

21. **REVIEW OF THE COUNCIL'S POLICY FOR COMMUNICATING WITH THE PRESS/MEDIA (cont.)**

The Town Council agrees that the Press & Media Policy and section 21 of the Standing Orders continue to be appropriate for the 2021/22 Mayoral year.

**ACTION: TOWN CLERK**

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

The paper was noted (see Appendix P).

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

**The Town Council Employment Policies and Procedures are approved for the 2021/22 Mayoral year.**

**ACTION: TOWN CLERK**

23. **TO CONFIRM 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 Q).

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

**The Town Council reaffirms the calendar for the 2021/2022 Mayoral year with the following changes:**

**The Receptions & Amenities meeting for 14<sup>th</sup> February 2022 will be changed to 31<sup>st</sup> January 2022.**

**The Mayor Making date for 2021 will be set after 21<sup>st</sup> June 2021 by the Town Clerk and Cllr L Hitchings, once it is clear what restrictions will be in place.**

**ACTION: TOWN CLERK**

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

The paper was noted (see Appendix R).

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

**The Town Council's Risk Assessment Management Policy (including Financial) is approved for the 2021/22 Mayoral year.**

**ACTION: TOWN CLERK**

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

The paper was noted (see Appendix S).

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

**The Town Council agrees that the Business Continuity Plan continues to be appropriate for the 2021/22 Mayoral year.**

**ACTION: TOWN CLERK**



**26. REVIEW OF THE COUNCIL'S CLIMATE CHANGE AND BIODIVERSITY ACTION PLAN**

The paper was noted (see Appendix T).

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

**The Town Council agrees that the Climate Change and Biodiversity Action Plan continues to be appropriate for the 2021/22 Mayoral year.**

**ACTION: TOWN CLERK**

The Chairman thanked the Town Clerk and her team for the comprehensive reports in this agenda.

The meeting closed at 7:42pm.

**SIGNED .....**

**DATED .....**