

BLANDFORD FORUM TOWN COUNCIL
Minutes of the Annual Meeting of the Town Council
Held on Tuesday 3rd May 2022 at 6:02pm in the Corn Exchange

DRAFT
Subject to confirmation

PRESENT

Cllr L Hitchings – Outgoing Chairman	Cllr H Mieville – Incoming Vice Chairman
Cllr C Stevens – Outgoing Vice Chairman/Incoming Chairman	
Cllr L Lindsay	Cllr A Cross
Cllr R Carter	Cllr N Lacey-Clarke
Cllr P Osborne	Cllr R Holmes
Cllr S Hitchings	Cllr H White
Cllr B Quayle	Cllr P Clark
Cllr E Bray	Cllr K Herbert
Cllr C Jacques (arrived – 6:06 pm)	

IN ATTENDANCE

Town Clerk	Operations Manager
Nicci Brown – Press	

Cllr L Hitchings thanked Councillors for their support during his year as Chairman/Mayor.

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 abstention) that

Cllr Stevens is elected as Chairman of Council and Town Mayor for 2022/23 and has delivered his Declaration of Acceptance of Office.

1.1 Confirmation of the Mayor's Charity for 2022/23

Cllr Stevens nominated Blandford Opportunity Group and Marie Cure as the Mayor's Charities for 2022/23.

1.2 Confirmation of the Mayor's Chaplain for 2022/23

Cllr Stevens confirmed that Reverend Beaumont from the Blandford Forum Parish Church will be the Mayor's Chaplain for 2022/23.

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

It was PROPOSED by Cllr Holmes, SECONDED by Cllr Stevens and AGREED (14 in favour, 1 abstention) that

Cllr Mieville is elected as Vice Chairman of Council and Deputy Mayor for 2022/23.

3. APOLOGIES

None

4. TO RECEIVE ANY DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

None had been submitted.

5. **CONFIRM THE ACCURACY OF THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 25TH APRIL 2022**

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Holmes and AGREED unanimously that the Minutes be APPROVED and SIGNED.

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

None.

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 L Hitchings, SECONDED by Cllr Carter 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 2022/23 Mayoral year.

ACTION: TOWN CLERK

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

The paper was noted (see Appendix B).

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

The Town Council agrees that:

- **No changes are required to the General Terms of Reference Applicable to All Committees**
- **No changes are required to the remit and delegated powers of the Corn Exchange**
- **A minor change is required to the remit and delegated powers of the Town Council Planning Committee**
- **No changes are required to the remit and delegated powers of the Finance & Staffing Committee**
- **A minor change is required to the remit and delegated powers of the Town & General Purposes Committee**
- **No changes are required to the remit and delegated powers of the Recreation & Amenities Committee**

ACTION: TOWN CLERK

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

The paper was noted (see Appendix C).

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

9.1.1 **Election of Chairman**

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

Cllr Carter is Chairman of the Planning Committee for 2022/23.

ACTION: TOWN CLERK

9. APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES (cont)

9.1.2 Election of Vice-Chairmen of Town Council Planning

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

Cllr Herbert is Vice Chairman of the Planning Committee for 2022/23.

ACTION: TOWN CLERK

9.2 Recreation & Amenities

9.2.1 Nine Members including the Chairman and Vice Chairman of Council

Membership was agreed as follows:

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

9.2.2 Election of Chairman

Cllr Lindsay was PROPOSED by Cllr White and SECONDED by Cllr Lacey-Clarke and it was AGREED unanimously that

Cllr Lindsay is Chairman of the Recreation & Amenities Committee for 2022/23.

ACTION: TOWN CLERK

9.2.3 Election of Vice Chairman

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

Cllr Bray is Vice Chairman of the Recreation & Amenities Committee for 2022/23.

ACTION: TOWN CLERK

9.3 Town & General Purposes

9.3.1 Nine Members including the Chairman and Vice Chairman of Council

Membership was agreed as follows:

Cllr Stevens (Chairman of Council)	Cllr Mieville (Vice Chairman of Council)
Cllr Cross	Cllr Holmes
Cllr Quayle	Cllr Clark
Cllr Herbert	Cllr Jacques
Cllr Lacey-Clarke	

9.3.2 Election of Chairman

Cllr Holmes was PROPOSED by Cllr Mieville and SECONDED by Cllr Bray. Cllr Cross was PROPOSED by Cllr White and SECONDED by Cllr Lacey-Clarke and, following a vote, it was AGREED that

Cllr Cross is Chairman of the Town & General Purposes Committee for 2022/23.

ACTION: TOWN CLERK

9. APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES (cont)

9.3.3 Election of Vice Chairman

Cllr Lacey-Clarke was PROPOSED by Cllr Quayle and SECONDED by Cllr Carter. Cllr Holmes was PROPOSED by Cllr Mieville, SECONDED by Cllr L Hitchings and, following a vote, it was AGREED that

Cllr Lacey-Clarke is Vice Chairman of the Town & General Purposes Committee for 2022/23.

ACTION: TOWN CLERK

9.4 Finance & Staffing

9.4.1 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 C Stevens (Chairman of Council)	Cllr H Mieville (Vice Chairman of Council)
Cllr A Cross (T&GP Chairman)	Cllr L Lindsay (R&A Chairman)
Cllr L Hitchings	Cllr S Hitchings
Cllr P Osborne	Cllr E Bray
Cllr H White	

9.4.2 Election of Chairman

Cllr L Hitchings was PROPOSED by Cllr Mieville and SECONDED by Cllr Cross. Cllr Osborne was PROPOSED by Cllr Bray, but he declined the nomination, and it was therefore AGREED that

Cllr L Hitchings is Chairman of the Finance & Staffing Committee for 2022/23.

ACTION: TOWN CLERK

9.4.3 Election of Vice Chairman

Cllr Cross was PROPOSED by Cllr Mieville and SECONDED by Cllr Osborne and Cllr Bray nominated herself, which was SECONDED by Cllr Lacey-Clarke and, following a vote, it was AGREED that

Cllr Cross is Vice Chairman of the Finance & Staffing Committee for 2022/23.

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 D).

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

The Town Council continues with its existing Committee structure for the 2022/23 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 E).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr White and AGREED (13 in favour, 1 against, 2 abstentions) that

The Town Council approves the Standing Orders and Financial Regulations for the 2022/23 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 F).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr White 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**

Cllr White distributed a report on the Charity of William Williams, which was shared with Councillors by email prior to the meeting.

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

The paper was tabled (see Appendix G).

The Chairman took Councillors through the list below and votes were taken on some of the individual appointments where more than the required amount had expressed an interest.

A vote was then taken on the complete list and it was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Mieville and AGREED (15 in favour, 1 against) that

The appointment of Town Council representatives is agreed as follows:

ORGANISATION	REPRESENTATIVE	REPRESENTATIVE
	2021/22	2022/23
BFTC Commemoration Group	Cllr Quayle Cllr Stevens Cllr Cross Cllr Carter	Cllr Quayle Cllr Stevens Cllr Cross Cllr Carter
Age Concern	Cllr Herbert Cllr Stevens	Cllr Herbert
Allotment Society	Cllr Lindsay Cllr Mieville	Cllr Lindsay Cllr Mieville
Ancient Monuments Officer	Cllr Clark	Cllr Clark
Blandford + Neighbourhood Plan	Cllr White Cllr Carter Cllr Cross	Cllr Carter Cllr Cross Cllr Herbert

Blandford Area Youth Management Committee	Cllr Osborne Cllr Jacques Cllr Lacey-Clarke	Cllr Lacey-Clarke Cllr Jacques Cllr Bray
Blandford Fashion Museum	Cllr Holmes Cllr Quayle	Cllr Holmes Cllr Bray
Blandford Forum Charities (4 Cllrs) (Five year term)	Cllr Quayle Cllr Carter Cllr Clark Cllr Holmes	Cllr Quayle Cllr Carter Cllr Clark Cllr Holmes
Blandford Leisure Centre Consultative Group	Cllr Lindsay Cllr Carter	Cllr Herbert Cllr Carter
Blandford Literary Festival	Cllr Osborne Cllr Quayle	Cllr Mieville Cllr Bray
Blandford Opportunity Group	Cllr Herbert	Cllr L Hitchings Cllr Mieville
Blandford Public Transport Group Parish Transport Representative	Cllr S Hitchings	Cllr S Hitchings
Blandford Town Team	Cllr Mieville	Cllr Mieville
Blandford Yuletide Festival	Cllr L Hitchings Cllr Stevens Cllr White Cllr Holmes	Cllr L Hitchings Cllr Stevens Cllr Holmes Cllr Bray
Blandford Business Group	Cllr Stevens Cllr Mieville	Cllr Stevens Cllr Cross (Chair of T&GP)
Citizens Advice Dorset	Cllr Holmes Cllr Osborne	Cllr Holmes Cllr Osborne
Civic Society Group of the Blandford Museum Arts & Heritage Trust	Cllr Quayle Cllr Cross	Cllr Quayle Cllr Cross
Clean Up Blandford Campaign	Cllr Quayle Cllr Stevens Cllr Cross	Cllr Quayle Cllr Stevens Cllr Cross Cllr Mieville
Cycling Officer	Cllr L Hitchings	Cllr L Hitchings
Diversity Representative	Cllr Mieville	Cllr Mieville Cllr Bray
Dorset Association of Parish & Town Councils (DAPTC) Larger Councils and North Dorset	Cllr White Cllr Stevens	Cllr White Cllr Stevens
Flood Warden	Cllr Clark	Cllr Clark
Foundation Governors Blandford Secondary School Foundation	Cllr Carter Cllr Mieville Cllr Lacey-Clarke	Cllr Carter Cllr Mieville Cllr Lacey-Clarke (Deputy)
Free Expression	-	Cllr Osborne
Garrison/Police/Council Joint Partnership Group	Cllr S Hitchings	Cllr S Hitchings Cllr R Holmes Cllr Bray
Georgian Fayre	Cllr L Hitchings	Cllr L Hitchings Cllr Bray
Great Dorset Steam Fair	Cllr Lindsay	Cllr Bray
Mortain & Blandford Twinning Association	Cllr Cross Cllr Carter	Cllr Cross Cllr Carter
Preetz Twinning Association	Cllr Bray	Cllr Bray Cllr Carter
Remembrance Sunday Planning Group (5-year term)	Cllr Lindsay Cllr Carter Cllr Holmes	Cllr Lindsay Cllr Carter Cllr Holmes Cllr Bray

Rights of Way Officer	Cllr Cross	Cllr Clark
TIC Observer	Cllr Holmes Cllr Bray	Cllr Bray
TREADS	Cllr Osborne Cllr Mieville	Cllr Mieville Cllr Bray
Tree Warden	Cllr Mieville	Cllr Clark
William Williams Charity Representative	Cllr White	Cllr White

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 Carter 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.

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 I).

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

The Town Council approves the list of land registered to the Town Council. It also approves that the Asset Register is updated regularly and was last reviewed at full council on 28th March 2022.

In addition, Cllrs Herbert, Lacey-Clarke and Bray 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 Carter, SECONDED by Cllr Osborne and AGREED unanimously that

The Town Council notes that its Insurance Cover in respect of all insured risks is approved for the 2022/23 Mayoral year.

ACTION: TOWN CLERK

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

The paper was noted (see Appendix K).

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

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Osborne and AGREED (14 in favour, 2 against) that

The Town Council's subscriptions to other bodies are approved for the 2022/23 Mayoral year.

ACTION: TOWN CLERK

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

The paper was noted (see Appendix L).

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

The Town Council's Complaints Procedure is approved for the 2022/23 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 M).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Osborne and AGREED (15 in favour, 1 abstention) that

The Town Council's Privacy Policy, including Freedom of Information Policy, and its Website Accessibility Statement are approved for the 2022/2023 Mayoral year.

ACTION: TOWN CLERK

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

The paper was noted (see Appendix N).

It was PROPOSED by Cllr Osborne, SECONDED by Cllr White and AGREED (14 in favour, 2 abstentions) that

The Town Council agrees that the Press & Media Policy and section 21 of the Standing Orders continue to be appropriate for the 2022/23 Mayoral year.

ACTION: TOWN CLERK

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

The paper was noted (see Appendix O).

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

The Town Council Employment Policies and Procedures are approved for the 2022/23 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 P).

23. TO CONFIRM THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL (cont)

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

The Town Council reaffirms the calendar for the 2022/2023 Mayoral year, subject to switching the 20th February 2023 Corn Exchange meeting with the 27th February 2023 Town Council meeting.

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 Osborne, SECONDED by Cllr Mieville and AGREED (15 in favour, 1 abstention) that

The Town Council's Risk Assessment Management Policy (including Financial) is approved for the 2022/23 Mayoral year.

ACTION: TOWN CLERK

25. REVIEW OF THE COUNCIL'S BUSINESS CONTINUITY PLAN

The paper was noted (see Appendix R).

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

The Town Council agrees that the Business Continuity Plan continues to be appropriate for the 2022/23 Mayoral year.

ACTION: TOWN CLERK

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

The paper was noted (see Appendix S).

It was PROPOSED by Cllr Osborne, SECONDED by Cllr L Hitchings and AGREED (15 in favour, 1 abstention) that

The Town Council agrees that the Climate Change and Biodiversity Action Plan continues to be appropriate for the 2022/23 Mayoral year.

ACTION: TOWN CLERK

The meeting closed at 8:03 pm.

SIGNED

DATED