

BLANDFORD FORUM TOWN COUNCIL
Minutes of the Annual Meeting of the Town Council
Held on Tuesday 9th May 2023 at 6:32pm in the Corn Exchange

DRAFT
Subject to confirmation

PRESENT

Cllr H Mieville – Outgoing Vice Chairman / Incoming Chairman	Cllr N Lacey-Clarke – Incoming Vice Chairman
Cllr C Stevens – Outgoing Chairman	Cllr A Cross
Cllr L Lindsay	Cllr L Hitchings
Cllr R Carter	Cllr S Hitchings
Cllr R Holmes	Cllr P Clark
Cllr H White	Cllr K Herbert
Cllr E Bray	
Cllr C Jacques – late arrival	

IN ATTENDANCE

Town Clerk	Operations Manager
Committee Clerk	

1. ELECTION OF THE CHAIRMAN OF COUNCIL/TOWN MAYOR

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

Cllr Mieville is elected as Chairman of Council and Town Mayor for 2023/24 and has delivered his Declaration of Acceptance of Office.

Cllr Mieville thanked Cllr Stevens and his wife, Chris for their efforts and guidance during his year as Chairman/Mayor, which has seen three Prime Ministers and two Monarchs. Cllr Stevens responded to thank Cllr Mieville and his wife, Yvonne for all their hard work including litter picking. He also urged Councillors to support Town Council events and Mayoral functions. Cllr Mieville echoed this and also asked Councillors to treat each other with civility and respect.

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr Mieville and AGREED (13 in favour, 1 abstention) that

The Town Council's grateful thanks to Cllr Stevens and his wife, Chris are minuted, in view of their sterling efforts during what has been an extraordinary year.

6:36pm – Cllr Jacques arrived.

1.1 Confirmation of the Mayor's Charity for 2023/24

Cllr Mieville nominated Blandford Town Museum and Blandford Food Bank as the Mayor's Charities for 2023/24 and he will raise funds for the Dorset Air Ambulance at a particular event at some point during the year due to the support they have offered to his son.

1.2 Confirmation of the Mayor's Chaplain for 2023/24

Cllr Mieville confirmed that Reverend Chris Beaumont from the Blandford Forum Parish Church will be the Mayor's Chaplain for 2023/24.

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

It was PROPOSED by Cllr Lindsay and SECONDED by Cllr Bray that Cllr Nocturin Lacey-Clarke is Vice Chairman and Deputy Mayor for 2023/24.

It was PROPOSED by Cllr Stevens and SECONDED by Cllr L Hitchings that Cllr Holmes is Vice Chairman and Deputy Mayor for 2023/24.

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

Following a vote, with 4 in favour of Cllr Holmes and 10 in favour of Cllr Lacey-Clarke, Cllr Lacey-Clarke is elected as Vice Chairman of Council and Deputy Mayor for 2023/24 with an absolute majority.

3. **APOLOGIES**

Cllr B Quayle

Cllr P Osborne

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 17TH APRIL 2023**

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Cross and AGREED (9 in favour, 5 abstentions) 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 2023/24 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 S Hitchings, SECONDED by Cllr Herbert and AGREED unanimously that

All grant applications are now deferred to full council meetings and the Grants criteria and Finance & Staffing Remit are amended accordingly.

ACTION: TOWN CLERK

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Carter 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**

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

- A minor change is required to the remit and delegated powers of the Town Council Planning Committee
- Minor changes are required to the remit and delegated powers of the Finance & Staffing Committee to incorporate the deferral of Grants to full council meetings
- 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 Cross was PROPOSED by Cllr Herbert and SECONDED by Cllr Carter, and it was AGREED unanimously that

Cllr Cross is Chairman of the Planning Committee for 2023/24.

ACTION: TOWN CLERK

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

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

Cllr Carter is Vice Chairman of the Planning Committee for 2023/24.

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

9.2.2 **Election of Chairman**

Cllr Lindsay was PROPOSED by Cllr White and SECONDED by Cllr L Hitchings and which was AGREED unanimously that

Cllr Lindsay is Chairman of the Recreation & Amenities Committee for 2023/24.

ACTION: TOWN CLERK

9.2.3 **Election of Vice Chairman**

Cllr Bray was PROPOSED by Cllr Lacey-Clarke and SECONDED by Cllr White. Cllr Stevens was PROPOSED by Cllr L Hitchings and SECONDED by Cllr Carter. Cllr Bray then withdrew and it was AGREED unanimously that

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

Cllr Stevens is Vice Chairman of the Recreation & Amenities Committee for 2023/24.

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

9.3.2 Election of Chairman

Cllr Herbert was PROPOSED by Cllr White and SECONDED by Cllr Carter which was AGREED unanimously that

Cllr Herbert is Chairman of the Town & General Purposes Committee for 2023/24.

ACTION: TOWN CLERK

9.3.3 Election of Vice Chairman

Cllr Holmes was PROPOSED by Cllr Cross and SECONDED by Cllr Mieville which was AGREED (7 in favour, 1 abstention) that

Cllr Holmes is Vice Chairman of the Town & General Purposes Committee for 2023/24.

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 H Mieville (Chairman of Council)	Cllr Lacey-Clarke (Vice Chairman of Council)
Cllr Herbert (T&GP Chairman)	Cllr Lindsay (R&A Chairman)
Cllr L Hitchings	Cllr S Hitchings
Cllr E Bray	Cllr H White
Cllr C Stevens	Cllr R Holmes

9.4.2 Election of Chairman

Cllr L Hitchings was PROPOSED by Cllr Clark and SECONDED by Cllr Lindsay which was AGREED (13 in favour, 1 abstention) that

Cllr L Hitchings is Chairman of the Finance & Staffing Committee for 2023/24.

ACTION: TOWN CLERK

9.4.3 Election of Vice Chairman

Cllr Holmes was PROPOSED by Cllr Lacey-Clarke and SECONDED by Cllr Bray, which was AGREED unanimously that

Cllr Holmes is Vice Chairman of the Finance & Staffing Committee for 2023/24.

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 L Hitchings, SECONDED by Cllr White and AGREED unanimously that

The Town Council continues with its existing Committee structure for the 2023/24 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 Mieville and AGREED unanimously that

The Town Council approves the Standing Orders and Financial Regulations for the 2023/24 Mayoral year but establishes a working group to review the document and report back to a full council meeting.

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 L Hitchings and AGREED unanimously that

The Town Council notes the arrangements currently in place with other local authorities, not-for-profit bodies and businesses. Other businesses are approached for comparative quotes regarding the sponsorship of the Town Council's vehicles.

ACTION: TOWN CLERK

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

Cllr Bray asked for Councillors to let her know if they are aware of any funding for the Youth & Community Centre.

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 Stevens and AGREED unanimously that

The appointment of Town Council representatives for 2023/24 is agreed as follows (overleaf).

ACTION: TOWN CLERK

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

ORGANISATION	REPRESENTATIVE 2023/24
BFTC Commemoration Group	Clr Stevens Clr Cross Clr Carter
Age Concern	Clr Herbert
Allotment Society	Clr Lindsay Clr Mieville
Ancient Monuments Officer	Clr Clark
Blandford + Neighbourhood Plan	Clr Carter Clr Cross Clr Holmes
Blandford Area Youth Management Committee Councillors asked the Town Clerk to query if this is still running	Clr Lacey-Clarke Clr Jacques Clr Bray
Blandford Fashion Museum	Clr Holmes Clr Stevens
Blandford Food Bank	Clr S Hitchings
Blandford Forum Charities (4 Cllrs) (Five-year term)	Clr Quayle Clr Carter Clr Clark Clr Holmes
Blandford Leisure Centre Consultative Group	Clr Herbert Clr Carter
Blandford Literary Festival	Clr Mieville
Blandford Opportunity Group	Clr L Hitchings
Blandford Public Transport Group Parish Transport Representative	Clr S Hitchings
Blandford Yuletide Festival	Clr L Hitchings Clr Stevens Clr Clark
Blandford Business Group	Clr Herbert (Chair of T&GP) Clr Stevens Clr Cross
Citizens Advice Dorset	Clr Osborne
Civic Society Group of the Blandford Museum Arts & Heritage Trust	Clr Quayle Clr Cross
Clean Up Blandford Campaign	Clr Stevens Clr Cross Clr Mieville
Cycling Officer	Clr L Hitchings
Diversity Representative	Clr Mieville Clr Lacey-Clarke

Dorset Association of Parish & Town Councils (DAPTC) Larger Councils and North Dorset	Cllr White Cllr Stevens
Flood Warden	Cllr Clark
Foundation Governors Blandford Secondary School Foundation	Cllr Carter Cllr Mieville Cllr Lacey-Clarke (Deputy)
Free Expression	Cllr Mieville
Garrison/Police/Council Joint Partnership Group	The Town Clerk is to find out if there is a way of continuing this partnership group.
Georgian Fayre	Cllr Stevens Cllr L Hitchings
Mortain & Blandford Twinning Association	Cllr Cross Cllr Carter
Preetz Twinning Association	Cllr Carter
Remembrance Sunday Planning Group (5-year term)	Cllr Lindsay Cllr Holmes Cllr Carter Cllr Bray
TIC Observer	Cllr Bray
TREADS	Cllr Mieville
Tree Warden	Cllr Clark
William Williams Charity Representative	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).

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 (cont)**

It was PROPOSED by Cllr Clark, SECONDED by Cllr L Hitchings and AGREED (13 in favour, 1 non-vote) 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 27th March 2023.

In addition, new staff are asked 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 (13 in favour, 1 non-vote) that

The Town Council notes that its Insurance Cover in respect of all insured risks is approved for the 2023/24 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).

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

The Town Council's subscriptions to other bodies are approved for the 2023/24 Mayoral year.

ACTION: TOWN CLERK

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

The paper was noted (see Appendix L).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Holmes and AGREED (11 in favour, 3 abstentions) that

The Town Council's Complaints Procedure is approved for the 2023/24 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 Cross and AGREED unanimously that

The Town Council's Privacy Policy, including Freedom of Information Policy, and its Website Accessibility Statement are approved for the 2023/24 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 Carter, SECONDED by Cllr Holmes 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 2023/24 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 L Hitchings, SECONDED by Cllr Lindsay and AGREED unanimously that

The Town Council Employment Policies and Procedures are approved for the 2023/24 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).

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

The Town Council reaffirms the calendar for the 2023/24 Mayoral year.

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 Stevens and AGREED unanimously that

The Town Council's Risk Assessment Management Policy (including Financial) is approved for the 2023/24 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 Lindsay, SECONDED by Cllr L Hitchings and AGREED unanimously that

The Town Council agrees that the Business Continuity Plan continues to be appropriate for the 2023/24 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 L Hitchings, SECONDED by Cllr Cross and AGREED (13 in favour, 1 against) that

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

The Town Council agrees that the Climate Change and Biodiversity Action Plan continues to be appropriate for the 2023/24 Mayoral year.

ACTION: TOWN CLERK

The meeting closed at 8:29 pm.

SIGNED

DATED