

BLANDFORD FORUM TOWN COUNCIL
Minutes of the Annual Meeting of the Town Council
Held on Monday 13th May 2024 at 7pm in Woodhouse Gardens Pavilion



PRESENT

Cllr N Lacey-Clarke – Outgoing Vice Chairman / Incoming Chairman
Cllr H Miéville – Outgoing Chairman and Incoming Vice Chairman
Cllr S Hitchings
Cllr B Quayle
Cllr R Holmes
Cllr Y Miéville
Cllr T Clarkson

Cllr L Hitchings
Cllr A Cross
Cllr S Chapman
Cllr M Putt

IN ATTENDANCE

Town Clerk
Mayor's Assistant (left at 7:11pm)

Operations Manager

Cllr Miéville thanked Councillors and staff for their support over the year, which he has thoroughly enjoyed. As the senior Councillor, Cllr S Hitchings asked fellow Councillors to avoid party politics within the town council. He wished the council well over the next five-year term and thanked the Mayor and Mayoress for their efforts over the 2023/24 Mayoral year, as well as the council staff.

1. ELECTION OF THE CHAIRMAN OF COUNCIL/TOWN MAYOR

It was PROPOSED by Cllr Quayle, SECONDED by Cllr Holmes that Cllr Lacey-Clarke is Chairman and Mayor for 2024/25. Following a written ballot, it was AGREED with an absolute majority (6 in favour, 2 against, 3 abstentions) that

Cllr Lacey-Clarke is elected as Chairman of Council and Town Mayor for 2024/25 and will complete his Declaration of Acceptance of Office as Chairman of Council.

Cllr Lacey-Clarke thanked fellow Councillors for their support and confirmed he is committed to the role over the next year.

1.1 Confirmation of the Mayor's Charity for 2024/25

Cllr Lacey-Clarke nominated Blandford Youth Centre and Blandford Amateur Boxing Club as the Mayor's Charities for 2024/25.

1.2 Confirmation of the Mayor's Chaplain for 2024/25

Cllr Lacey-Clarke confirmed that Harry Vincent, youth vicar and Blandford resident, will be the Mayor's Chaplain for 2024/25.

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

It was PROPOSED by Cllr Chapman and SECONDED by Cllr Cross that Cllr H Miéville is Vice Chairman and Deputy Mayor for 2024/25.

It was PROPOSED by Cllr H Miéville and SECONDED by Cllr Lacey-Clarke that Cllr Holmes is Vice Chairman and Deputy Mayor for 2024/25.

Following a written ballot, it was agreed with an absolute majority (6 in favour, 2 against, 3 abstentions) that

Cllr Hugo Miéville is elected as Vice Chairman of Council and Deputy Mayor for 2024/25 with an absolute majority of six in favour.

3. **APOLOGIES**

Cllr C Stevens

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 22nd APRIL 2024**

It was PROPOSED by Cllr Cross, SECONDED by Cllr Holmes and AGREED (8 in favour, 3 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 S Hitchings and AGREED (6 in favour, 4 against, 1 abstention) that

The Corn Exchange meetings have a separately elected chairman.

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

Subject to the above resolution, the delegation arrangements the Town Council presently has in place in relation to Committees, Sub Committees, Employees and with other Local Authorities as detailed above do not appear to require change for the 2024/25 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 Chapman, SECONDED by Cllr Holmes and AGREED unanimously that

No changes are required to the General Terms of Reference Applicable to All Committees or the Planning, Finance & Staffing Committee, Town & General Purposes Committee and Recreation & Amenities Committee remits. Only a minor change is required to the Corn Exchange remit regarding the separate chairman/vice chairman as referred to in the previous agenda item.

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 Holmes and SECONDED by Cllr H Miéville, and it was AGREED unanimously that

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

Cllr Cross is Chairman of the Planning Committee for 2024/25.

ACTION: TOWN CLERK

9.1.2 Election of Vice-Chairmen of Town Council Planning

Cllr Holmes was PROPOSED by Cllr Holmes and SECONDED by Cllr H Miéville, and it was AGREED unanimously that

Cllr Holmes is Vice Chairman of the Planning Committee for 2024/25.

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 N Lacey-Clarke (Chairman of Council)	Cllr H Miéville (Vice Chairman of Council)
Cllr S Chapman	Cllr A Cross
Cllr M Putt	Cllr L Hitchings
Cllr T Clarkson	Cllr S Hitchings
Cllr (vacancy)	

9.2.2 Election of Chairman

Cllr Chapman was PROPOSED by Cllr H Miéville and SECONDED by Cllr Putt, which was AGREED (10 in favour, 1 abstention) that

Cllr Chapman is Chairman of the Recreation & Amenities Committee for 2024/25.

ACTION: TOWN CLERK

9.2.3 Election of Vice Chairman

Cllr Cross was PROPOSED by Cllr Putt and SECONDED by Cllr S Hitchings, which was AGREED unanimously that

Cllr Cross is Vice Chairman of the Recreation & Amenities Committee for 2024/25.

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 Lacey-Clarke (Chairman of Council)	Cllr H Miéville (Vice Chairman of Council)
Cllr Y Miéville	Cllr Stevens
Cllr Clarkson	Cllr Holmes
Cllr S Hitchings	Cllr Quayle
Cllr Chapman	

9.3.2 Election of Chairman

Cllr Stevens was PROPOSED by Cllr L Hitchings and SECONDED by Cllr S Hitchings which was AGREED unanimously that

Cllr Stevens is Chairman of the Town & General Purposes Committee for 2024/25.

ACTION: TOWN CLERK

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

9.3.3 Election of Vice Chairman

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

Cllr Holmes is Vice Chairman of the Town & General Purposes Committee for 2024/25.

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

Membership was agreed as follows:

Cllr Lacey-Clarke (Chairman of Council)
Cllr Stevens (T&GP Chairman)
Cllr Clarkson
Cllr S Hitchings
Cllr L Hitchings

Cllr H Miéville (Vice Chairman of Council)
Cllr Chapman (R&A Chairman)
Cllr Holmes
Cllr Cross

9.4.2 Election of Chairman

Cllr L Hitchings was PROPOSED by Cllr S Hitchings and SECONDED by Cllr H Miéville, which was AGREED unanimously that

Cllr L Hitchings is Chairman of the Finance & Staffing Committee for 2024/25.

ACTION: TOWN CLERK

9.4.3 Election of Vice Chairman

Cllr Holmes was PROPOSED by Cllr Lacey-Clarke and SECONDED by Cllr Quayle, which was AGREED (6 in favour, 5 abstentions) that

Cllr Holmes is Vice Chairman of the Finance & Staffing Committee for 2024/25.

ACTION: TOWN CLERK

Post Meeting Note: Cllr Holmes has stood down from the Vice Chairman role and it is an agenda item for the Finance & Staffing Committee Meeting scheduled for 10th June 2024.

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).

Cllr S Hitchings was PROPOSED by Cllr H Miéville and SECONDED by Cllr Putt, which was AGREED (9 in favour, 2 abstentions) that

Cllr S Hitchings is Chairman of the Corn Exchange meetings for 2024/25.

ACTION: TOWN CLERK

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr H Miéville and AGREED (9 in favour, 1 against, 1 abstention) that

A separate Vice Chairman is appointed for the Corn Exchange meetings.

ACTION: TOWN CLERK

10. **APPOINTMENT OF ANY NEW COMMITTEES, CONFIRMATION OF THE TERMS OF REFERENCE, THE NUMBER OF MEMBERS (cont.)**

Cllr Cross was PROPOSED by Cllr Holmes and SECONDED by Cllr H Miéville, which was AGREED unanimously that

Cllr Cross is Vice Chairman of the Corn Exchange meetings for 2024/25.

ACTION: TOWN CLERK

The Town Council continues with its existing Committee structure for the 2024/25 Mayoral year but will confirm membership of the working groups at the next opportunity.

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 Cross and AGREED unanimously that

The Town Council reviews and adopts the Standing Orders for the 2024/25 Mayoral year and will review the Financial Regulations at the F&S Committee meeting scheduled for 10th June 2024.

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 Chapman, 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.

ACTION: TOWN CLERK

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

None

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

The paper was tabled (see Appendix G).

A vote was taken on the complete list and it was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Chapman and AGREED unanimously that

The appointment of Town Council representatives is agreed as follows:

ORGANISATION	REPRESENTATIVE 2024/25
BFTC Commemoration Group	Cllr T Clarkson Cllr S Chapman Cllr C Stevens Cllr R Holmes Cllr A Cross

Age Concern	Cllr T Clarkson
Allotment Society	Cllr S Chapman Cllr H Miéville
Ancient Monuments Officer	Cllr T Clarkson
Blandford + Neighbourhood Plan The MoU states that ' <i>Membership of the B+ shall be two representatives from each Parish (these may be Councillors or residents)</i> '. 	<u>Voting Rights:</u> Cllr A Cross Roger Carter (resident) <u>Attendees:</u> Cllr T Clarkson Cllr S Chapman Cllr Y Miéville Cllr R Holmes
Blandford Business Group	Cllr C Stevens (Chair of T&GP) Cllr H Miéville
Blandford Community Fridge	Cllr C Stevens Cllr Y Miéville
Blandford Fashion Museum	Cllr C Stevens Cllr M Putt
Blandford Food Bank	Cllr S Hitchings Cllr H Miéville (Deputy)
Blandford Forum Charities (4 Cllrs) (Five-year term)	Cllr R Holmes Cllr A Cross Cllr Y Miéville Cllr H Miéville
Blandford Information Centre Observer	Cllr
Blandford Leisure Centre Consultative Group	Cllr S Chapman Cllr M Putt
Blandford Literary Festival	Cllr H Miéville Cllr Y Miéville
Blandford Opportunity Group	Cllr T Clarkson
Blandford Youth & Community Centre	Cllr T Clarkson Cllr H Miéville
Blandford Yuletide Festival	Cllr T Clarkson Cllr L Hitchings Cllr S Chapman Cllr Y Miéville Cllr C Stevens Cllr H Miéville Cllr M Putt
Citizens Advice Dorset	Cllr T Clarkson
Civic Society Group of the Blandford Museum Arts & Heritage Trust	Cllr A Cross Cllr T Clarkson
Clean Up Blandford Campaign	Cllr Y Miéville Cllr C Stevens Cllr A Cross Cllr H Miéville
Cycling Officer	Cllr L Hitchings
Diversity Ambassadors	Cllr T Clarkson Cllr R Holmes Cllr H Miéville

Dorset Association of Parish & Town Councils (DAPTC) Larger Councils and North Dorset	Cllr Y Miéville Cllr C Stevens
Flood Warden	Cllr T Clarkson Cllr R Holmes
Foundation Governors Blandford Secondary School Foundation	Cllr H Miéville Cllr S Chapman (Deputy)
Free Expression	Cllr
Mortain & Blandford Twinning Association	Cllr A Cross Cllr H Miéville
North Dorset Tourism Meetings	Cllr C Stevens Cllr T Clarkson
Preetz Twinning Association	Cllr H Miéville
Remembrance Sunday Planning Group (5-year term)	Cllr T Clarkson Cllr S Hitchings Cllr S Chapman Cllr R Holmes
TREADS	Cllr Y Miéville Cllr H Miéville
Tree Warden	Cllr T Clarkson
Wellness Clinics	Cllr T Clarkson Cllr S Hitchings Cllr S Chapman Cllr R Holmes Cllr M Putt
William Williams Charity Representative	Cllr C Stevens

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 Holmes 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 AND MAYORAL SCROLL

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 AND MAYORAL SCROLL (cont.)**

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

- The Town Council approves the list of land registered to the Town Council and note Appendix A, with the removal of the toilet block at Park Road Recreation Ground.
- The Town Council's Asset Registers are updated regularly and were last reviewed at full council on 25th March 2024.
- The deeds and trusts were last inspected in 2023/24 but will not be inspected during 2024/25 or 2025/26 due to the closure of the Corn Exchange and limited access to the fire safe. However, the new councillors will check them as soon as possible.
- The Town Clerk will ensure the scrolls are checked in May.

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 Cross and AGREED unanimously that

The Town Council notes that its Insurance Cover in respect of all insured risks is approved for the 2024/25 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) and the Town Council's subscriptions to other bodies are approved for the 2024/25 Mayoral year.

ACTION: TOWN CLERK

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

The paper was noted (see Appendix L).

It was PROPOSED by Cllr H Miéville, SECONDED by Cllr Chapman and AGREED (10 in favour, 1 against) that

The Town Council's Complaints Procedure is approved for the 2024/25 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).

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 (cont.)**

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

The Town Council's Privacy Policy, including Freedom of Information Policy, and its Website Accessibility Statement are approved for the 2024/25 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 L Hitchings, SECONDED by Cllr Chapman 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 2024/25 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 Lacey-Clarke, SECONDED by Cllr L Hitchings and AGREED (10 in favour, 1 abstention) that

The Town Council Employment Policies and Procedures are approved for the 2024/25 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) and the Town Council notes the calendar up to July 2024.

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

The Town Council's Risk Assessment Management Policy (including Financial) is approved for the 2024/25 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 L Hitchings, SECONDED by Cllr Cross and AGREED unanimously that

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

The Town Council agrees that the Business Continuity Plan continues to be appropriate for the 2024/25 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 Y Miéville and AGREED (10 in favour, 1 against) that

The Town Council agrees that the Climate Change and Biodiversity Action Plan continues to be appropriate for the 2024/25 Mayoral year.

ACTION: TOWN CLERK

The meeting closed at 8:39pm.

SIGNED

DATED