



# BLANDFORD FORUM TOWN COUNCIL

To: All Town, District & County Councillors

Members of the Public & Press

**PLEASE NOTE THAT ALL MEMBERS WILL BE REQUIRED TO MAKE  
THEIR DECLARATION OF ACCEPTANCE OF OFFICE AT 7.00PM  
BEFORE THE MEETING OFFICIALLY STARTS**

Dear Member

## **STATUTORY ANNUAL MEETING OF THE TOWN COUNCIL**

You are summoned to attend the Statutory Annual Meeting of the Town Council which will be held in the Community Room, Church Lane, Blandford Forum on **Monday 9 May 2011 at 7.00 pm** to consider the following items. An ordinary Town Council meeting will follow immediately after this meeting.

Linda Scott-Giles  
Acting Town Clerk  
3 May 2011

## **A G E N D A**

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Council, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the County and District Councils may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Council may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Council.

Members of the public are advised that recordings of any kind will only be allowed with the express permission of the Council on each occasion. Should a recording be permitted the Council should be given a copy of that recording.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights.

1. Election of the Chairman of Council and Town Mayor (the Chairman will sign his/her Declaration of Office)
2. Approve the Mayor's Charities for 2011/12
3. Election of the Vice-Chairman of Council and Deputy Town Mayor
4. Apologies
5. Declaration of Interests (Councillors are reminded of their obligations to declare orally their interests as per the Parish Councils Model Code of Conduct Order 2007 Number 1159)

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Town Clerk's Office  
Church Lane, Blandford Forum  
Dorset DT11 7AD



QUALITY  
TOWN  
COUNCIL

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Tel: 01258 454500 • Fax: 01258 454432  
Email: [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk)  
[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)

6. Confirm the accuracy of the Minutes of the Town Council meeting held on 11 April 2011
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 (paper attached)
9. Review of the terms of references for committees (paper attached)
10. Receipt of nominations to existing committees  
Members have already indicated their preference, which will be finalised at the meeting.
  - 10.1 Town Council Planning (All Members)
    - 10.1.1 Election of Chairman
    - 10.1.2 Election of Vice-Chairmen of Town Council Planning (x 2)
  - 10.2 Recreation & Amenities
    - 10.2.1 Nine Members including the Chairman and Vice Chairman of Council
    - 10.2.2 Election of Chairman
  - 10.3 Town & General Purposes
    - 10.3.1 Nine Members including the Chairman and Vice Chairman of Council
    - 10.3.2 Election of Chairman
  - 10.4 Finance & Staffing
    - 10.4.1 Nine Members including the Chairman and Vice Chairman of Council and the Chairmen of the Recreation & Amenities and Town & General Purposes Committees
    - 10.4.2 Election of Chairman
11. 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 (paper attached)
12. Review and adoption of appropriate standing orders and financial regulations (paper attached)
13. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities (paper attached)
14. Reports from representatives of community and local organisations (written reports to be tabled at the meeting)
15. Review of representation and subsequent appointment on external bodies and arrangements for reporting back (paper to be tabled at the meeting)
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 (paper attached)
17. Review and confirmation of arrangements for insurance cover in respect of all insured risks (paper attached)

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18. Review of the Council's and/or employees' memberships of other bodies (paper attached)
19. Review the Council's complaints procedure (paper attached)
20. Review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (paper attached)
21. Establishing or reviewing the Council's policy for communicating with the press/media (paper attached)
22. Confirm the dates, times and place of ordinary meetings of the full Council for the year ahead (paper attached)
23. Review of the Council's Risk Assessment Management Policy Arrangements (paper attached)

#### **DATES OF FUTURE MEETINGS**

16 May Planning  
23 May Recreation & Amenities  
27 May Mayor Making (Fri)

**Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at [www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)**

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