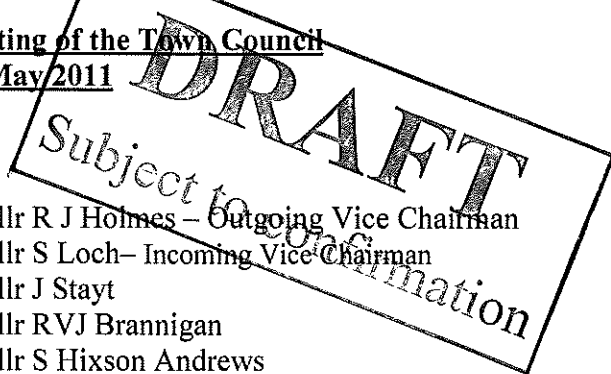


BLANDFORD FORUM TOWN COUNCIL

Minutes of the Statutory Annual Meeting of the Town Council Held on Monday 9th May 2011



PRESENT

Cllr E Butler – Outgoing/Incoming Chairman
Cllr T Harrocks
Cllr S Hitchings
Cllr A Pemberton
Cllr H Mieville
Cllr R Carter
Cllr H White
Cllr L Lindsay

Cllr R J Holmes – Outgoing Vice Chairman
Cllr S Loch – Incoming Vice Chairman
Cllr J Stayt
Cllr RVJ Brannigan
Cllr S Hixson Andrews
Cllr M Owen
Cllr F West
Cllr H Galpin

IN ATTENDANCE

Acting Town Clerk
District & County Cllr B Cooper
District Cllr J E T Tanner

Committee Clerk
District Cllr J Hickish

Members of the public were in attendance to witness the signing of the Declaration of Acceptance of Office. Permission from Council was given to take a photograph whilst Cllr Hixson Andrews signed the book.

YOUTH ADVISORS

Felix Morris-Duffin

Cllr Butler welcomed Roger Carter and Hugo Mieville to the Town Council and thanked fellow councillors and staff for their help and support over the last year.

Cllr Owen welcomed Cllrs Hickish and Tanner and the two new District Councillors also Town Councillors and lamented the loss of Cllr Steve Hitchings as a District Councillor.

Cllr White advised that since the changing of the Town boundaries two district councillors have not been invited to attend the Council meetings because the Council was unaware that the District boundaries had not been changed to replicate the Town's new boundaries.

Cllr Lindsay asked for the names of the roads for each ward to be put on each of the notice boards.

Cllr Owen commented that members of the public in Blandford St Mary did not get polling cards. The Acting Town Clerk reported that they are only sent out if requested.

Cllr Hixson Andrews – commended DT11 for their assistance and help in finding grant sources.

Cllr White was commended for his 40 years of service to the Town Council.

1. ELECTION OF THE CHAIRMAN OF COUNCIL AND TOWN MAYOR

Cllr White suggested having the Chairman and Mayor as two separate functions. The Acting Town Clerk reported that, according to Standing Order 2k “The role of the Chairman of the Council and the Town Mayor are normally held by the same councillor. However it can, in exceptional circumstances, on the ruling of Council, be two separate roles as can the Vice Chairman and Deputy Mayor roles.”

It was PROPOSED by Cllr Pemberton, SECONDED by Cllr Harrocks and AGREED (13 in favour, 2 abstentions, 1 against) that

ELECTION OF THE CHAIRMAN OF COUNCIL AND TOWN MAYOR (CONT)

Cllr Butler is elected as Chairman of Council and Town Mayor for 2011/12 and has signed the Declaration of Acceptance of Office.

2. APPROVE THE MAYOR'S CHARITIES FOR 2011/12

Cllr Butler informed Members that she has chosen Treads and Age Concern as the charities for her Mayoral Year 2011/12.

It was PROPOSED by Cllr Loch, SECONDED by Cllr Pemberton and AGREED unanimously that

The Mayor's chosen charities for 2011/12 are approved.

3. ELECTION OF THE VICE-CHAIRMAN OF COUNCIL AND DEPUTY TOWN MAYOR

It was PROPOSED by Cllr Butler, SECONDED by Cllr Pemberton and AGREED (13 for, 2 abstentions, 1 against) that

Cllr Loch is elected as Vice Chairman of Council and Deputy Town Mayor for 2011/12.

4. APOLOGIES

None

5. DECLARATION OF INTERESTS

Councillors were reminded of their obligations to declare orally their interests as per the Parish Councils Model Code of Conduct Order 2007 Number 1159. None were declared at this stage.

6. CONFIRM THE ACCURACY OF THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 11 APRIL 2011

It was PROPOSED by Cllr Stayt, SECONDED by Cllr Hitchings and AGREED (13 in favour, 3 abstentions) that the Minutes be APPROVED and SIGNED.

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 A).

It was PROPOSED by Cllr Owen, SECONDED by Cllr Hixson Andrews and AGREED (15 in favour, 1 abstention) that

The delegation arrangements the Town Council presently has in place in relation to Committees, Sub Committees, Employees and with other Local Authorities do not

**REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES
EMPLOYEES AND OTHER LOCAL AUTHORITIES (CONT)**

require changing for the 2011/12 Mayoral year, hence the Town Council is requested to approve the report.

ACTION: TOWN CLERK

9. REVIEW OF THE TERMS OF REFERENCES FOR COMMITTEES

The paper was noted (see Appendix B).

(i) **The Town Council agrees that no changes are required to the General Terms of Reference Applicable to All Committees.**

(ii) **Town Council Planning**

Cllr Hitchings pointed out that there is no mention of the consultation that takes place with regard to tree work applications. The wording "to monitor and make recommendations on tree applications and tree works" should be included in the remit.

Cllr Loch – Point 1 typo to be removed.

It was PROPOSED by Cllr West, SECONDED by Cllr Hitchings and AGREED unanimously that the Town Council

Agrees that the minor changes detailed at Appendix B, together with those suggested above, are added to the remit and delegated powers of the Town Council Planning Committee.

(iii) **Finance and Staffing**

It was PROPOSED by Cllr Lindsay, seconded by Cllr Hixson Andrews and AGREED unanimously that

The Finance & Staffing Committee reviews its remit and delegated powers at their next meeting and recommends any changes together with the minor changes detailed at Appendix C to Full Council.

ACTION: F & S CTTEE

(iv) **Town & General Purposes**

It was PROPOSED by Cllr Brannigan and SECONDED by Cllr Hixson Andrews and AGREED unanimously that

The Town & General Purposes Committee reviews its remit and delegated powers at their first meeting and recommends any changes to Full Council.

ACTION: T & GP CTTEE

(v) **Recreation & Amenities**

It was PROPOSED by Cllr Loch and SECONDED by Cllr West and AGREED unanimously that the Council

REVIEW OF THE TERMS OF REFERENCES FOR COMMITTEES (CONT)

Approves the removal of the Tabernacle Toilets from the remit and delegated powers of the Recreation & Amenities Committee as this now comes under the responsibility of the Town & General Purposes Committee.

ACTION: TOWN CLERK

10. RECEIPT OF NOMINATIONS TO EXISTING COMMITTEES

10.1 Town Council Planning (All Members)

10.1.1 Election of Chairman

It was PROPOSED by Cllr Owen and SECONDED by Cllr Hixson Andrews the Cllr Holmes stand for Chairman of Planning but she declined and the nomination was therefore withdrawn.

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr White and AGREED (13 in favour, 2 against, 1 abstention) that

Cllr Brannigan is Chairman of Planning for 2011/12.

10.1.2 Election of Vice-Chairmen of Town Council Planning (x 2)

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

Cllr Hixson Andrews is the Vice Chairman of Planning for 2011/12.

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

Cllr Owen is the Vice Chairman of Planning for 2011/12.

10.2 Recreation & Amenities

10.2.1 Nine Members including the Chairman and Vice Chairman of Council

Cllr Butler (Chairman of Council)
Cllr Lindsay
Cllr Mieville
Cllr Owen
Cllr Carter

Cllr Loch (Vice Chairman of Council)
Cllr Galpin
Cllr White
Cllr Hixson Andrews

10.2.2 Election of Chairman

It was PROPOSED by Cllr Hixson Andrews, SECONDED by Cllr Owen and AGREED (15 in favour, 1 against) that

Cllr Lindsay is Chairman of Recreation & Amenities for 2011/12.

RECEIPT OF NOMINATIONS TO EXISTING COMMITTEES (CONT)

10.3 Town & General Purposes

10.3.1 Nine Members including the Chairman and Vice Chairman of Council

Cllr Butler (Chairman of Council)	Cllr Loch (Vice Chairman of Council)
Cllr Stayt	Cllr Holmes
Cllr Hitchings	Cllr Brannigan
Cllr West	Cllr Pemberton
Cllr Harrocks	

10.3.2 Election of Chairman

It was PROPOSED by Cllr West, SECONDED by Cllr White and AGREED (11 in favour, 3 against, 2 abstentions) that

Cllr Stayt is Chairman of Town & General Purposes for 2011/12.

10.4 Finance & Staffing

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

The dates of the Finance and Staffing Committee meetings are transferred to Monday evenings for 2011/12.

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

Cllr Butler (Chairman of Council)	Cllr Loch (Vice Chairman of Council)
Cllr Hitchings	Cllr Lindsay
Cllr Stayt	Cllr Brannigan
Cllr Galpin	Cllr White
Cllr Pemberton	

10.4.2 Election of Chairman

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

Cllr Hitchings is Chairman of Finance & Staffing for 2011/12.

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**

The paper was noted (see Appendix C).

It was PROPOSED by Cllr Loch, SECONDED by Cllr Stayt and AGREED (15 in favour, 1 abstention) that

The Town Council continues with its existing Committee structure for the 2011/12 Mayoral year.

ACTION: TOWN CLERK

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

The paper was noted (see Appendix D).

It was PROPOSED by Cllr White, SECONDED by Cllr West and AGREED unanimously that the Council

- i) **Agrees that the Standing Orders adopted on 12 April 2010 by the Town Council are appropriate for the 2011/12 Mayoral year with the inclusion of the amendments detailed at Appendix A.**
- ii) **Agrees that the Financial Regulations adopted on 5 July 2010 by the Town Council continue to be appropriate for the 2011/12 Mayoral year until the Finance & Staffing Committee has the opportunity to review the regulations between June and October 2011.**

ACTION: TOWN CLERK

13. **REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**

The paper was noted (see Appendix E).

It was PROPOSED by Cllr Stayt, SECONDED by Cllr White and AGREED (15 in favour, 1 against) that

The Town Council endorses the position in relation to the agreement BFTC has with NDDC in relation to the Blandford Leisure Centre.

ACTION: TOWN CLERK

14. **REPORTS FROM REPRESENTATIVES OF COMMUNITY/LOCAL ORGANISATIONS**

The reports for 2010-11 were tabled (see Appendix O) from Cllr Butler - the Blandford Forum Charities and the Yuletide Festival, Cllr Lindsay - the Blandford Leisure Centre Action Group and Great Dorset Steam Fair, Cllr Rose - the Preetz Friendship Society, the Blandford Opportunity Group and the Clean-up Blandford Campaign, Cllr Brannigan - the Blandford Civic Society, Cllr Stayt - the Blandford-Mortain Twinning Association.

Cllr White offered his apologies for not getting his report in on time. The Chairman said that any Councillor could still send a report to the office and this would be circulated to members.

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

The paper was tabled (see Appendix F).

The appointment of Town Council representatives was agreed, as detailed at Appendix F.

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 G).

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

The Town Council approves the list of land registered to the Town Council.

ACTION: TOWN CLERK

It was PROPOSED by Cllr Butler, SECONDED by Cllr Loch and AGREED unanimously that

The Town Council approve that the Asset Registers are updated regularly.

ACTION: TOWN CLERK

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

Cllrs Brannigan, Mieville, Carter and Harrocks form the Working Group 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 H).

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Hixson-Andrews and AGREED unanimously that

The Town Council's Insurance Cover in respect of all insured risks is approved for the 2011/12 Mayoral year.

ACTION: TOWN CLERK

18. **REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES**

The paper was noted (see Appendix I).

It was PROPOSED by Cllr Hixson Andrews, SECONDED by Cllr Stayt and AGREED (15 in favour, 1 abstention) that

The Town Council notes the report and approves expenditure in advance for the continuation of the annual subscriptions to the DAPTC and SLCC into 2011/12 subject to the amounts being increased by no more than 5%.

ACTION: TOWN CLERK

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

The paper was noted (see Appendix J). It was noted that as the Standards Board is due to be disbanded, it was felt that Council should consider using any new procedures in line with North Dorset District Council.

It was PROPOSED by Cllr West, SECONDED by Cllr Hixson Andrews and AGREED (15 in favour, 1 abstention) that

The Town Council's Code of Practice for Handling Complaints is approved for the 2011/12 Mayoral year.

ACTION: TOWN CLERK

20. **REVIEW THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**

The paper was noted (see Appendix K).

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

The Town Council's procedure for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998 is approved for the 2011/12 Mayoral year.

ACTION: TOWN CLERK

21. **ESTABLISHING OR REVIEWING THE COUNCIL'S POLICY FOR COMMUNICATING WITH THE PRESS/MEDIA**

The paper was noted (see Appendix L).

It was PROPOSED by Cllr Brannigan, SECONDED by Cllr White and AGREED (15 in favour, 1 abstention) that

The Town Council, when dealing with the Press and Media operates in line with Standing Orders and the established practise as detailed in this report, for the 2011/12 Mayoral year.

ACTION: TOWN CLERK

22. **CONFIRM THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE YEAR AHEAD**

The paper was noted (see Appendix M).

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

The Town Council accepts the calendar as set out but agrees that the dates for the Finance & Staffing Committee meetings should be rearranged for Monday evenings.

Councillors will be notified of the changes in due course.

ACTION: TOWN CLERK

23. REVIEW OF THE COUNCIL'S RISK ASSESSMENT MANAGEMENT POLICY ARRANGEMENTS

The paper was noted (see Appendix N).

It was PROPOSED by Cllr Loch, SECONDED by Cllr Hixson Andrews and AGREED unanimously that

The Town Council's Risk Assessment Management Policy is approved for the 2011/12 Mayoral year.

ACTION: TOWN CLERK

The meeting closed at 8.37 pm.

SIGNED DATED