

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT
Please note that meetings may be recorded

WEST MOORS TOWN COUNCIL

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Dear Councillor

You are summoned to attend the **ANNUAL MEETING OF THE TOWN COUNCIL** to be held on **THURSDAY 16th MAY 2024** at **7.30pm** in the **Pavilion, Fryer Field** to transact the following business:

J Weedon

Judi Weedon
Clerk

9th May, 2024

Cllr Mrs R Burke
Cllr J Randall
Cllr C Way

Cllr D Green
Cllr T Salt
Cllr K Wilkes

Cllr M Hawkes
Cllr Mrs N Senior
Cllr Mrs P Yeo

Cllr Mrs C Holmes
Cllr D Shortell

AGENDA

1. [TO ELECT THE CHAIRMAN OF THE COUNCIL FOR THE YEAR MAY 2024 TO MAY 2025.](#)
2. To Receive the Declaration of Acceptance of Office by the Chairman
3. [To Elect the Vice Chairman of the Council for the year May 2024 to May 2025](#)
4. [To Receive Apologies for Absence](#)
5. Questions from Members of the Public (Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out) Public session is limited to 10 minutes
6. To Receive Declarations of Interests and requests for Dispensations - Localism Act 2011 – Dispensations from section 31(4)
7. [To Appoint Standing Committees as follows:](#)
 - a. Finance and General-Purpose committee (8 members)
 - b. Environment committee (8 members)
 - c. Planning Consultative committee (8 members)
 - d. Complaints Sub-committee (6 members)
8. [To Appoint Working Party members and other Council groups/responsibilities as follows:](#)
 - a. Good Citizen Award Panel (3 members)
 - b. WESTIVAL Day Organising Group (minimum 3 members)
9. [To Appoint Representatives of the Council to Outside Bodies](#)
10. To Approve and Sign the Minutes of the Town Council meeting held on Thursday 25th April 2024 (pages 3164-3169). To Receive any Matters Arising from them (for information only)

11. To Approve, Adopt and Sign the following Committee meeting reports:
 - a) Planning Consultative committee 02.05.24 (3170-3171)
 - b) Environment committee 02.05.24 (3172-3174)
12. [To Consider Co-option to the Council](#)
13. [To Approve the use of the General Power of Competence](#)
14. [To Receive the Clerks Report](#)
15. [To Approve the Accounts for Payment](#)
16. [To Review Delegation Arrangements to committees, sub-committees and employees.](#)
17. [To Discuss how to proceed with producing a Strategic Plan](#)
18. [To Discuss holding a Civic Service](#)
19. [To Receive Westival Update](#)
20. [To Receive Report from Dorset Councillors](#)
21. [To Receive Information from Members](#)
22. Correspondence

**ANNUAL TOWN COUNCIL MEETING
THURSDAY 16th MAY 2024**

AGENDA ITEM 1 – Election of a Chairman

Nominations received for Chairman of the Town Council are:

Cllr Rita Burke: nominated by Cllr Mrs C Holmes and Cllr Penny Yeo

Further nominations will be accepted at the meeting and if they are seconded a vote will take place via secret ballot to elect a chairman

AGENDA ITEM 2 – Declaration of Acceptance of Office

The newly elected Chairman will sign his/her Declaration of Acceptance of Office before continuing with the meeting.

AGENDA ITEM 3 - Election of Vice Chairman

Nominations received for Vice Chairman of the Town Council are:

No Nominations have been received for Vice Chair.

AGENDA ITEM 4 – Apologies for Absence

The Clerk will give the apologies for those councillors who have given prior notice that they are unable to attend the meeting.

PLEASE NOTE: That a reason for all future apologies for non-attendance at meetings will be required. This is part of the Local Government Act 1972 s 85(3) and Sch 12 para 40.

The reason for the apology will be noted in the minutes.

AGENDA ITEM 5 – Questions from Members of the Public

Public are required to submit questions a minimum of 24 hours prior to meeting. Please note that the meeting is by law 'a meeting held in public, not a 'public meeting'. The law gives members of the public the right to attend and observe but not to speak. Any questions/representations received will be read out) Public session is limited to 10 minutes

AGENDA ITEM 6 – Declarations of Interests

If an item appears on the agenda that a member holds a pecuniary interest in, as stated on their registration of pecuniary interest form, they must declare that interest and follow the rules set out in the Code of Conduct.

If any member is in any doubt whether to declare an interest, please speak to the clerk.

AGENDA ITEM 7 and 8 – Committee Members and Working Party members and other responsibilities

Each Councillor has been given their first and second choices for committee membership.

Standing orders state that a minimum of 8 members per committee with a quorum of 4, there is no upper limit to membership.

Some members have expressed an interest in sitting on all three committees.

Members who did not return their forms (Cllr's Randall, Green and Shortell) have been allocated the same committees as last year.

	Finance and GP	Environment	Planning Consultative	Complaints Sub-Committee
1	Cllr M Hawkes	Cllr Mrs R Burke	Cllr Mrs R Burke	Cllr Mrs R Burke
2	Cllr Mrs C Holmes	Cllr D Green	Cllr D Green	Cllr J Randall
3	Cllr J Randall	Cllr M Hawkes	Cllr M Hawkes	Cllr Mrs N Senior
4	Cllr Mrs N Senior	Cllr Mrs C Holmes	Cllr J Randall	Cllr K Wilkes
5	Cllr D Shortell	Cllr J Randall	Cllr T Salt	
6	Cllr C Way	Cllr T Salt	Cllr Mrs N Senior	
7	Cllr K Wilkes	Cllr D Shortell	Cllr C Way	
8	Cllr Mrs P Yeo	Cllr Mrs P Yeo	Cllr K Wilkes	
9			Cllr Mrs P Yeo	
10				
	<i>Quorum 4</i>	<i>Quorum 4</i>	<i>Quorum 4</i>	<i>Quorum 3 (from 6)</i>
	Good Citizen Award Panel	WESTIVAL Day group (3 min)	Cemetery WP (3)	Archivist
	Cllr Mrs R Burke	Cllr Mrs R Burke	currently in abeyance	Vacant
		Cllr M Hawkes		
		Cllr T Salt		
		Cllr C Way		

AGENDA ITEM 9 - Representatives on outside bodies

Below is a provisional list of representatives, any vacancies can be decided during the meeting.

Position	No. of reps required	
DAPTC: Town and Larger Parish Committee	2	Cllr Colin Way, Cllr Keith Wilkes
Eastern Area Committee	2	Cllr Colin Way, Cllr Keith Wilkes
Youth Club Liaison Representative	1	VACANT
Footpath Liaison Officer	1	VACANT
Tree Preservation Officer	1	VACANT
Allotment Association Representative	1	Cllr Mrs Nicki Senior
East Dorset Environment Partnership	1	Cllr Keith Wilkes
Dementia Friends	1	VACANT

AGENDA ITEM 12 – Co-Option

Members having met and interviewed Jim Staig are asked to consider if they wish to co-opt him to join the Town Council.

Please note that the Council is not obliged to co-opt a candidate if they deem them not suitable.

Please note that it is an accepted procedure that the candidate, if co-opted, sit in on the council meeting but does not take an active role as they would not have had time to sign their acceptance of office and read all the relevant protocols.

AGENDA ITEM 13 – General Power of Competence

This is a statutory power given to eligible town and parish councils under the Localism Act 2011 s.1(1). It gives power to do anything that individuals generally may do apart from such things that break other laws.

In order to gain this power the council must meet certain criteria as shown below:

Electoral mandate: At least two thirds of the members of the council must have been elected at ordinary elections or at a by-election. (West Moors has 12 seats so at least 8 have to have been elected. We currently have 11 members who have been elected, therefore meet this criterion)

Qualified Clerk: The clerk must hold:-

One of the specified qualifications and have completed relevant training (The Clerk has the CiLCA qualification, therefore this criterion is met)

Resolution: The council must initially resolve at a council meeting and then at every subsequent “relevant annual meeting” that it meets the eligibility criteria in order to continue to exercise the power. (“relevant annual meeting” is the annual meeting that takes place in a year of ordinary elections, (normally once every four years))

Members are therefore requested to resolve that they meet the criteria in order to use the General Power of Competence

AGENDA ITEM 14 – Clerks Report

The Clerk’s report is an update of on-going issues as well as informing members of any other matters that do not require a decision.

1. Please can you check your Register of Interests and let me know if they need updating, this needs to be done before the end of May. [Check your ROI here](#)
2. All Accounts and AGAR were send to BDO LLP on 27th April.
3. EV Chargers: All the required documentation has been signed and returned. Joju, the installers will now be arranging the power supply installation.
4. D- Day Event: This is now all arranged, and tickets are being allocated on a first come first served basis.

AGENDA ITEM 15 – Accounts for Payment

A list of payments will be emailed out prior to the meeting for approval.

AGENDA ITEM 16 – Delegation arrangements

[Members are asked to approve the attached report](#)

AGENDA ITEM 17 – Strategic Plan

Current members all having attended a Strategic planning session on the 8th February with the DAPTC are asked how they would like to proceed with producing a document for the council to adopt.

AGENDA ITEM 18 – Civic Service

Cllr Rita Burke having attended a Civic Celebration of Service arranged by Corfe Mullen Town Council has requested that councillors consider holding a Civic event in West Moors.

A copy of the event programme for Corfe Mullen is attached for reference.

Members are required to consider if they wish to hold such an event, including;

- details and structure of an event
 - time of year the event may be held
 - invitees
 - costs and budget (currently, there is no budget for such an event)
 - officer time to arrange this event
-

AGENDA ITEM 19 – Westival Update

Members will receive an update at the meeting.

AGENDA ITEM 20 – Dorset Councillor Report

West Moors Town Council welcome back Dorset councillor David Shortell and newly elected councillor Andy Skeats.

Any reports received will be send out prior to meeting.

AGENDA ITEM 21 – Members Information

An opportunity for brief verbal reports from members who have information relevant to West Moors.

Members are asked to produce a written report of attendance at meetings etc on which they are the Council representative. Please send this to the Clerk so it can be sent out with the agenda.

AGENDA ITEM 22 – Correspondence

All important and informative emails are forwarded on to members as they arrive.

**Review of Delegation Arrangements to Committees,
Sub-Committees and Employees**

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review any delegation arrangements it might have for its Committees, Sub-Committees and Employees.

Delegation Arrangements to Committees

The Town Council operates with a committee structure, which has been in place for many years and has worked well. Each Committee operates within an agreed remit (terms of reference). Committees are Planning Consultative, Finance and General-Purpose and Environment.

Delegation Arrangements to Sub-Committees

The Town Council at present does not have any formal sub-committees. The Town Council generally operates with Working Groups that are established either by the Town Council or by a committee and meet as frequently as is required while a particular issue is considered. A Working Group reports back to either its parent committee or the Town Council on a regular basis or once the task has been completed. When the task of the Working Group has been completed the Working Group disbands.

Delegation Arrangements to Employees

The Town Council delegates a range of tasks and responsibilities to various employees of the Council and these are clearly detailed in the Standing Orders and Financial Regulations.

Recommendation

The delegation arrangements the Town Council presently has in place in relation to Committees, Sub Committees and Employees as detailed above do not appear to require change for the 2024/25 Municipal year, hence the Town Council is requested to approve the report.