

WEST MOORS TOWN COUNCIL

MINUTES of the Virtual **ANNUAL TOWN COUNCIL MEETING** held on Thursday 6th May 2021 via Zoom at 7.30pm.

PRESENT:

Cllr Mrs R Burke	Cllr A Clarke	Cllr D Green
Cllr M Hawkes	Cllr Mrs C Holmes	Cllr S Linford
Cllr Mrs N Senior	Cllr D Shortell	Cllr C Way
Cllr T Willats	Cllr K Wilkes	Cllr Mrs P Yeo

OTHERS PRESENT: Mrs Judi Weedon (Clerk to the Council)
Dorset Councillor M Dyer

APOLOGIES: None

21/001 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE YEAR MAY 2021 TO MAY 2022

Cllr K Wilkes was proposed and seconded, after a vote Cllr K Wilkes was duly elected Chairman to the Council.

21/002 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN

Cllr K Wilkes signed the Declaration of Acceptance of Office as Chairman to the Council and showed it to camera so it could be seen by all, the Clerk verbally received it and will sign it at a later date.

21/003 TO ELECT A VICE CHAIRMAN OF THE COUNCIL

Cllr C Way was proposed and seconded, after a vote Cllr C Way was duly elected Vice Chairman to the Council.

The Chair thanked Cllr A Clarke for his Vice-Chairmanship during 2020/21

21/004 QUESTIONS FROM MEMBERS OF THE PUBLIC

None

21/005 TO RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS – LOCALISM ACT 2011 – DISPENSATIONS FROM SECTION 31(4)

None

21/006 TO APPOINT STANDING COMMITTEES

It was **RESOLVED** that the committees be appointed as follows:

Finance and GP	Environment	Planning Consultative	Complaints Sub-Committee
Cllr A Clarke	Cllr Mrs R Burke	Cllr Mrs R Burke	Cllr A Clarke
Cllr M Hawkes	Cllr A Clarke	Cllr D Green	Cllr M Hawkes
Cllr Mrs C Holmes	Cllr D Green	Cllr M Hawkes	Cllr Mrs C Holmes
Cllr Mrs N Senior	Cllr M Hawkes	Cllr S Linford	Cllr Mrs N Senior
Cllr D Shortell	Cllr Mrs C Holmes	Cllr Mrs N Senior	Cllr A Willats
Cllr C Way	Cllr S Linford	Cllr C Way	Cllr Mrs P Yeo
Cllr K Wilkes	Cllr D Shortell	Cllr K Wilkes	
Cllr Mrs P Yeo	Cllr A Willats	Cllr A Willats	
	Cllr Mrs P Yeo	Cllr Mrs P Yeo	
<i>Quorum 4</i>	<i>Quorum 4</i>	<i>Quorum 4</i>	<i>Quorum 3 (from 6)</i>

21/007 TO APPOINT WORKING PARTY MEMBERS AND OTHER COUNCIL GROUPS/ RESPONSIBILITIES

It was **RESOLVED** that members are appointed as follows:

Jean Ware Legacy Award (3)	Apprentice/ Vocational Award (3)	Good Citizen Award Panel	Social Media Administrators (2)
Cllr M Hawkes	Cllr D Green	Cllr M Hawkes	Cllr M Hawkes
Cllr D Shortell	Cllr Mrs N Senior	Cllr D Shortell	Cllr Mrs N Senior
Cllr K Wilkes	Cllr D Shortell	Cllr Mrs P Yeo	
	Cllr C Way		
	Cllr K Wilkes		
Business Plan WP	Cemetery WP (3)	Climate Emergency Working Group (3)	WESTIVAL Day group (3 min)
Cllr M Hawkes	Cllr Mrs R Burke	Cllr A Clarke	Cllr M Hawkes
Cllr Mrs C Holmes	Cllr A Clarke	Cllr Mrs C Holmes	Cllr C Way
Cllr C Way	Cllr Mrs P Yeo	Cllr M Hawkes	Cllr A Willats
		Cllr D Shortell	
Archivist			
Vacant			

21/008 TO APPOINT REPRESENTATIVES OF THE COUNCIL TO OUTSIDE BODIES

It was **RESOLVED** that representatives be appointed as follows:

Position	No. of reps required	
DAPTC: Town and Larger Parish Committee	2	Cllr Colin Way, Cllr Tony Willats
Eastern Area Committee	2	Cllr Colin Way, Cllr Tony Willats
Memorial Hall Council Representative	1	Cllr Mrs Rita Burke
Youth Club Liaison Representative	1	Cllr Colin Way
Footpath Liaison Officer	1	Cllr Alex Clarke
Tree Preservation Officer	1	Cllr Steve Linford
Allotment Association Representative	1	Cllr Mrs Nicki Senior
East Dorset Environment Partnership	1	Cllr Keith Wilkes
Dementia Friends	1	Cllr Alex Clarke

21/009 TO APPROVE AND SIGN MINUTES OF THE VIRTUAL TOWN COUNCIL MEETING HELD ON 22nd APRIL 2021

Having been circulated, the minutes on pages 2678-2681 were agreed and adopted. Minutes to be signed by the Chair at a later date, due to coronavirus restrictions.

At 19:42 hrs Cllr Mrs C Holmes left the meeting due to technical difficulties.

21/010 TO APPROVE, ADOPT AND SIGN COMMITTEE MEETING MINUTES

- a. **The Report of the Planning Consultative Committee** held on the 29th April 2021 pages 2682-2684 as circulated, was confirmed and adopted. Minutes to be signed at a later date due to coronavirus restrictions.
- b. **The Report of the Environment Committee** held on the 29th April 2021 pages 2685-2688 as circulated, was confirmed and adopted. Minutes to be signed at a later date due to coronavirus restrictions.
Recommendation 656 was RESOLVED. Voting: unanimous
Recommendation 658a was RESOLVED. Voting: unanimous
Recommendation 658b was RESOLVED. Voting: unanimous
Recommendation 658c was RESOLVED. Voting: unanimous

21/011 TO RECEIVE TOWN CLERKS REPORT

- a. The 3rd West Moors Brownies carried out a litter pick at Fryer Field and surrounding areas on the 29th April.
- b. Asset Transfer: Dorset Council have contacted our solicitor about the transfer of the Park Way Car Park and toilets. Once documents are received, they will be signed and returned. Cllr Clarke asked for an update on the progress of the transfer of land at Fryer Field. He was informed that there are issues with overage clauses from the Fryer Family, but once the Park Way transfers are complete the office will start to push Dorset Council to complete the outstanding land transfers.
- c. CCTV Fryer Field: Upgraded CCTV will be installed on the 7th June
- d. CCTV Council Office: CCTV was installed in the council office on the 5th May.

21/012 ANNUAL GOVERNANCE STATEMENT AND STATEMENT OF ACCOUNTS

Members reviewed the Annual Governance Statement and the Annual Statement of Accounts for 2020/21

Members considered each of the Annual Governance statements and all members agreed that they confirmed to the best of their knowledge and belief that the council complied with all the governance statements.

- a) **RESOLVED that the Annual Governance Statement for 2020/21 be approved and signed by the Chair. (Chair to sign at a later date due to Covid-19 restrictions)**
Voting: unanimous

Members then reviewed the figures on the Accounting Statements, it was then

- b) **RESOLVED that the Accounting Statements for 2020/21 be approved and signed by the Chair. (Chair to sign at a later date due to Covid-19 restrictions) A copy of the Accounting Statements is attached to these minutes on page 2693**
Voting: unanimous

21/013 TO CONSIDER OPTIONS FOR COUNCIL AND COMMITTEE MEETINGS FROM 7th MAY to 21st JUNE TO ENSURE COMPLIANCE WITH COVID-19 REGULATIONS ALONG WITH DELEGATED POWERS TO MAKE DECISIONS DURING THIS PERIOD

Members having deferred a decision from the 22nd April in order to wait for the outcome of the legal proceedings on this matter were informed that the legal challenge had failed and no Council or committee meetings can be held virtually after the 7th May.

After much discussion it was

RESOLVED that there would be no Council or Committee meetings held until after the 21st June in order to comply with government guidance relating to meeting with others inside, with the exception of the Planning Consultative committee meetings. Planning committee meetings to be held face to face as scheduled with 5 councillors and one staff member. All Planning Consultative committee members will be given the opportunity to give their opinion on any applications

via email prior to the meeting. However only those present at the actual meeting will be entitled to vote. Councillors to decide which five of them attend the meetings.

Voting: unanimous

It was further

RESOLVED to amend the Covid-19 Policy to ensure that delegated decisions could be carried out during the period 7th May to 21st June.

Voting: unanimous

21/014 DORSET COUNCILLOR REPORT

Members received a verbal report from Cllr M Dyer stating that there was a call for support for heavier fines for fly tipping, Dorset Waste had disposed of over 1000 abandoned vehicles, legal controls over the sale of disposable BBQ's and Chinese Lanterns were being considered. It was also reported that the recent forest fire had been caused by a spark from a bonfire.

21/015 INFORMATION FROM MEMBERS

Cllr A Clarke reported that the Health Walks are to restart on the 13th May and that bookings need to be made online through Activate.

Cllr Mrs N Senior asked if anything could be done about the traffic issues in Farm Road and surrounding junction after the recent car/pedestrian accident nearby. It was noted that this issue could be discussed at a meeting being held with Dorset Council on the 12th May.

Cllr C Way reported that the Youth Club was due to reopen on the 25th May and they are currently looking for youth workers who may be able to assist.

Cllr Mrs P Yeo suggested that a traffic camera could be placed on the pedestrian crossing by the library.

21/016 CORRESPONDENCE

None. All important and informative correspondence is emailed to Councillors as it arrives.

21/017 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:- that because of the confidential nature of the business to be transacted, it was likely that if Members of the Public were present during discussion, there would be disclosure to them of exempt information and they therefore be excluded from the Meeting in accordance with Section 1, subsection (2) of the Public Bodies (Admission to Meetings) Act 1960

Voting: Unanimous

21/018 TO APPROVE AND SIGN CONFIDENTIAL MINUTES OF THE VIRTUAL TOWN COUNCIL MEETING HELD ON 22nd APRIL 2021

Having been circulated, the confidential minutes on pages 112-113 were agreed and adopted. Minutes to be signed by the Chair at a later date, due to coronavirus restrictions.

The Chair declared the meeting closed at 20.31 hrs

The next meeting of the Town Council will be held on 24th June at 19:00hrs

SIGNED DATE

Chair

Section 2 – Accounting Statements 2020/21 for

WEST MOORS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	164,842	196,930	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	136,673	146,383	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	50,246	33,723	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	63,402	64,091	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	6,938	6,938	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	84,491	100,690	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	196,930	205,317	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	195,262	208,148	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	684,284	709,484	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	60,806	55,900	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

22/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

06/05/2021

as recorded in minute reference:

21/012b

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

