

From the Town Clerk



WIMBORNE MINSTER TOWN COUNCIL
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Dear Councillor

30 November 2017

You are summoned to attend a meeting of the **TOWN COUNCIL** to be held on **TUESDAY 5 DECEMBER 2017 at 7.30 pm** in the **COUNCIL CHAMBER**, Town Hall, West Borough, Wimborne Minster.

COUNCILLORS ARE REMINDED TO BRING WITH THEM TO THIS MEETING ANY WRITTEN REPORTS TO COMMITTEES TO WHICH THEY MAY WISH TO REFER.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Lawrence Verté'.

Town Clerk

PUBLIC QUESTION TIME

Before commencement of the formal agenda, members of the public are invited to ask questions of the Council at the Chairman's discretion.

AGENDA

- 1 Apologies for absence.
- 2 To confirm the Minutes of the **TOWN COUNCIL MEETING** held on 31 October 2017 (pages 7187, 7188, 7189, 7190 and 7191).
- 3 To receive the Minutes of the **PLANNING & ENVIRONMENT COMMITTEE** held on 14 November 2017 (pages 7192, 7193 and 7194).
- 4 To receive the Minutes of the **RESOURCES COMMITTEE** held on 21 November 2017 (pages 7195 and 7196).
- 5 **CHRISTMAS CLOSURE OF OFFICE**
To consider the report of the Town Clerk (copy herewith).
- 6 **DORSET COUNTY COUNCILLOR'S REPORT** (if any).
- 7 **EAST DORSET DISTRICT COUNCILLORS' REPORTS** (if any).
- 8 **TOWN MAYOR'S REPORT.**
- 9 **TOWN COUNCIL REPRESENTATIVES' REPORTS** (if any).



Town Council – 5 December 2017

LOCALISM ACT 2011 and CODE of CONDUCT

Members are reminded to comply with those elements of the Localism Act and the Town Council's Code of Conduct in respect of disclosable pecuniary interests.

GENERAL CONDUCT

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 and any disability), Crime & Disorder, Health & Safety and Human Rights.

TO ALL MEMBERS OF THE TOWN COUNCIL

WIMBORNE MINSTER TOWN COUNCIL

To: Town Council

On: 5 December 2017

TOWN CLERK'S REPORT

CHRISTMAS CLOSURE OF OFFICE

(Item 5)

Members are asked to consider the Christmas closure arrangements for this year.

It is customary to close the office between Christmas and New Year and for office staff to take the appropriate number of days from their annual leave.

This year that would mean closing the office on Wednesday 27 (Monday 25 and Tuesday 26 December 2017 are bank holidays), Thursday 28 and Friday 29 December 2017 and re-opening on Tuesday 2 January 2018 (1 January 2018 is a bank holiday).

The Council's decision is requested.