

**WIMBORNE MINSTER TOWN COUNCIL**

**MINUTES** of an **EXTRAORDINARY MEETING** of the **TOWN COUNCIL** held on **TUESDAY 28 JANUARY 2020 at 6.40 pm** in the Committee Room, Town Hall, West Borough, Wimborne Minster.

**MEMBERS PRESENT**

Cllr S K Bartlett - Town Mayor & Chairman of the Council  
Cllr K F Webb – Deputy Town Mayor & Vice-Chairman of the Council  
Cllr D Burt  
Cllr C L Butter  
Cllr C A Chedgy  
Cllr L C Hinks  
Cllr D J March  
Cllr W J Richmond  
Cllr A E Roberts  
Cllr F Shirley  
Cllr M R Tidd  
Cllr S Wheeler

**MEMBERS NOT PRESENT**

Cllr M J Hopkins  
Cllr M Roe

**OFFICERS PRESENT**

Town Clerk  
Assistant Town Clerk

**201**            **SUSPENSION OF STANDING ORDERS**

**RESOLVED** that Standing Orders Number 1 (relating to venue), 30 (standing to speak) and those parts of Number 29 relating to speaking more than once be suspended for this meeting.

**202**            **CALENDAR OF MEETINGS 2020/21**

The Town Clerk submitted a suggested calendar of meetings for the 2020/21 municipal year, a copy of which had been circulated to each Member and a copy of which appears as **Appendix A** to these Minutes in the Minute Book.

Upon the motion being moved that the calendar be approved, an amendment was proposed and seconded 'that all committee meetings except those of the Personnel, Policy & Strategy Committee, commence at 7.00 pm instead of

6.30 pm'. Upon being put to the meeting the amendment was declared to be carried.

**RESOLVED that the Calendar of Meetings for 2020/21, as amended above, be approved.**

203

**BUDGETS AND PRECEPT 2020/21**

The Town Clerk submitted a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix B** to these Minutes in the Minute Book.

The report set out the budget position and included suggested budgets for each of the spending committees as well as additional items of expenditure not included in those budgets (see section 10 of his report) but on which the Council was requested to make a decision.

The Town Clerk added that he had inadvertently omitted two additional recommendations at paragraph 10.4 g) that £15,000 be included in the budget for the Climate Change and Biodiversity Project and h) that there be no increase in fees for the services referred to in paragraphs 7.1, 7.2 and 7.3 of his report.

Cllr Chedgy, the Town Council's BID representative, drew Members' attention to the BID's budget constraints in 2020/21 which might have an impact on the various items (e.g. installation and removal of bunting) where the Town Council and the BID have shared the costs. If and when it was confirmed by the BID that it was unable to make a financial contribution to those items in 2020/21, the Town Council would be asked, at the appropriate time, to consider how it wished to proceed.

Members were reminded that although money was provided in budgets it did not mean that this included authority to spend the sum concerned. Authority to spend was subject to the terms of the delegation scheme and compliance with Financial Regulations.

Members considered the various recommendations contained in the report and it was

**RESOLVED:**

- a) that no Member Allowances be paid during the life of this Council (to 2024);
- b) that the £7,000 expenditure (and it may be less) required for VE Day Celebrations approved in principle by the Council be met from the General Fund;

- c) that the £10,000 in the Redcotts Development Fund be vired to the General Fund to meet the cost additional projects which may arise during 2020/21;
- d) that £4,500 be added to the Resources Committee budget for erection and removal of bunting;
- e) that £5,000 be added to the Resources Committee budget to support the renewal of Wimborne BID in 2020 subject to the BID supplying a detailed breakdown as to how the money is to be spent;
- f) that £7,100 be vired from the CCTV Fund to reduce the Band D increase to 3%;
- g) that £15,000 be provided in the Resources Committee budget to meet the cost of projects emanating from the Climate Change and Bio-Diversity Task & Finish Group and subsequently approved by Council;
- h) that there be no increases in hiring fees for the services referred to in paragraphs 7.1, 7.2 and 7.3 of the Town Clerk's report;
- i) that the budgets of the spending committees, as submitted and including the additions set out in d), e) and g) above, be approved;
- j) that the Town Clerk be authorised to submit a request to Dorset Council to collect a precept of £413,450 (four hundred and thirteen thousand four hundred and fifty pounds) for 2020/21.

204 NEIGHBOURHOOD PLAN (Min 164 – 03.12.19)

The Town Clerk submitted a report, a copy of which had been circulated to each Member and a copy of which appears as **Appendix C** to these Minutes in the Minute Book.

The Town Council considered a series of recommendations from the Chairman and Vice-Chairman of the Council and Chairmen of Committees for moving this project forward.

**RESOLVED** that the recommendations a) to f) in the report be approved.

The meeting closed at 7.49 pm.

Signed ..... Date.....  
Town Mayor and Chairman of the Council

**WIMBORNE MINSTER TOWN COUNCIL  
CALENDAR OF MEETINGS 2020/2021**

All meetings of Committees are held in the Committee Room, Town Hall, West Borough.  
All other meetings are held normally in the Council Chamber, Town Hall, West Borough.  
The press and public are welcome to attend meetings.

**2020****MAY**

1	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
5	<b>ANNUAL TOWN COUNCIL</b>	<b>7.30 pm</b>
12	PLANNING & ENVIRONMENT COMMITTEE	7.00 pm
19	RESOURCES COMMITTEE	7.00 pm
26	FREE	

**JUNE**

2	FREE	
5	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
9	FREE	
16	RESOURCES COMMITTEE	7.00 pm
23	RECREATION & LEISURE COMMITTEE	7.00 pm
30	FREE	

**JULY**

3	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
7	<b>TOWN COUNCIL</b>	<b>7.30 pm</b>
14	PLANNING & ENVIRONMENT COMMITTEE	7.00 pm
21	RESOURCES COMMITTEE	7.00 pm
28	FREE	

**AUGUST**

4	FREE	
7	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
11	FREE	
18	RESOURCES COMMITTEE	7.00 pm
25	RECREATION & LEISURE COMMITTEE	7.00 pm

**SEPTEMBER**

1	FREE	
4	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
8	<b>TOWN COUNCIL</b>	<b>7.30 pm</b>
15	PLANNING & ENVIRONMENT COMMITTEE	7.00 pm
22	RESOURCES COMMITTEE	7.00 pm
29	FREE	

**OCTOBER**

2	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
6	FREE	
13	RECREATION & LEISURE COMMITTEE	7.00 pm
20	RESOURCES COMMITTEE	7.00 pm
27	FREE	

## NOVEMBER

3	FREE	
6	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
10	<b>TOWN COUNCIL</b>	<b>7.30 pm</b>
17	RESOURCES COMMITTEE	7.00 pm
24	PLANNING & ENVIRONMENT COMMITTEE	7.00 pm

## DECEMBER

1	RECREATION & LEISURE COMMITTEE	7.00 pm
4	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
8	RESOURCES COMMITTEE	7.00 pm
15	FREE	
22	FREE	
29	FREE	

## 2021

### JANUARY

5	FREE	
8	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
12	<b>TOWN COUNCIL</b>	<b>7.30 pm</b>
19	RESOURCES COMMITTEE	7.00 pm
26	PLANNING & ENVIRONMENT COMMITTEE	7.00 pm

### FEBRUARY

2	FREE	
5	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
9	RECREATION & LEISURE COMMITTEE	7.00 pm
16	RESOURCES COMMITTEE	7.00 pm
23	FREE	

### MARCH

2	FREE	
5	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
9	<b>TOWN COUNCIL</b>	<b>7.30 pm</b>
16	RESOURCES COMMITTEE	7.00 pm
23	PLANNING & ENVIRONMENT COMMITTEE	7.00 pm
30	<b>ANNUAL TOWN MEETING</b>	<b>7.30 pm</b>

### APRIL

6	FREE	
9	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
13	RECREATION & LEISURE COMMITTEE	7.00 pm
20	RESOURCES COMMITTEE	7.00 pm
27	FREE	

### MAY

4	FREE	
7	PERSONNEL, POLICY & STRATEGY COMMITTEE	10.00 am
9	<b>CIVIC SERVICE</b>	<b>3.00 pm</b>
11	<b>ANNUAL TOWN COUNCIL</b>	<b>7.30 pm</b>
18	RESOURCES COMMITTEE	7.00 pm
25	PLANNING & ENVIRONMENT	7.00 pm

WIMBORNE MINSTER TOWN COUNCIL

To: Extraordinary Town Council

On: 28 January 2020

TOWN CLERK'S REPORT

BUDGETS AND PRECEPT 2020/2021

(Item 4)

Attached to this report as Appendix 1 are the suggested budgets for all Committees which have been discussed with the Chairman and Vice-Chairman of the Council and the Chairmen of Committees (referred to in this report collectively as the Chairmen).

There are a number of important points for the Council to be aware of when considering those budgets and the subsequent precept.

**1.0 Tax Base**

1.1 I have been advised that the tax base for 2020/21 has increased from 2952 to 3059.50.

**2.0 Overview**

2.1 The financial position of the Council is sound but given the tax base there is little room for manoeuvre with regard to increases in budgets and new budget items. If all projects mooted since 2019 were approved a significant increase in the precept of the order of 30% would ensue which, in my view, is insupportable.

**3.0 Process Applied in Establishing the Budget Position and Options**

3.1 Before setting out the various budget changes, it would be useful for members to understand the process I have gone through in order to come up with precept options.

- a. All existing budgets were assessed and only essential increases have been applied.
- b. New budget items for 2020/21 which are supported by the Chairmen have been added at the end of the summary.
- c. All earmarked funds have been assessed.
- d. Likely income was reviewed and opportunities for increasing income were explored.

Code 5462 – Professional Fees – No budget had been provided in the current year as the Council decided that these would be met from the designated fund and the General Fund.

Code 5620 – Business Rates – This cost increased as a result of an increase in the rateable value of the Town Hall following the re-occupation of the office formerly occupied by Inshore IFA.

Code 5628 – Marriage Licence Fund – the year end estimate shows that the licence has been renewed for 3 years (commencing on 26 January 2020). Money is provided in the budget over 3 years to meet the cost of a renewal in 2023.

Code 5833 – Regalia – This is primarily due to the purchase of a replacement Mayoral robe

Code 6047 – Annual Grants – At the time of writing this report the grants awarded totalled £32,500. This includes an application held in abeyance from Cranborne Chase AONB of £1,250 and £1,000 awarded to Radio Wimborne for Son et Lumiere which has been returned as the event did not take place.

Also included in this figure are additional grant applications for £2,500 from Wimborne Green Festival and Dial-a-Ride in the sum of £750 which have yet to be processed. If these grants are awarded in full, a balance of £7,500 will remain at the end of the year.

It is suggested that any underspent money should be transferred to the General Fund.

Code 6242 – Working Together – no expenditure has been allocated to this code and could be used to fund initial Neighbourhood Plan expenditure (see next agenda item).

Code 6470 – CCTV Maintenance – More maintenance was required than had been anticipated (this has meant a corresponding increase in the contribution from Dorset Council).

Code 6663 – Planting Fund – no budget, so expenditure taken from Fund.

Code 6677 – Dog Control Contract – began later in the year than expected.

Code 6668 – Contract Work – no budget, so expenditure taken from Fund.

## **8.0 Detailed recommendations for 2020/21 - Expenditure**

### **8.1 Resources Committee**

- 8.1.1 Code 5404 Salaries – now includes all staff costs. Increased to meet national pay award and to meet contractual obligations for incremental increases with effect from 1 April 2020. Also anticipated increases in employer superannuation contributions.
- 8.1.2 Code 5406 – General Office Expenses – this has been increased to cover copier charges, ICO registration, the TV Licence and additional miscellaneous items.
- 8.1.3 Code 5407 – Training - This has been increased to allow for additional office-staff training.
- 8.1.4 Code 5410 – Insurance – Insurance costs expected to rise in line with inflation.
- 8.1.5 Code 5411 – Code added for outsourcing Health & Safety agreed by Council.
- 8.1.6 Code 5412 – Election Expenses – Reduced to zero as sufficient in fund.
- 8.1.7 Code 5413 – Office Equipment - Reduced to zero as sufficient in fund.
- 8.1.8 Codes 5418 & 5419 – added to monitor expenditure from the £50,000 grant awarded by East Dorset District Council.
- 8.1.10 Code 5466 – Christmas & New Year’s Eve – the amount shown in the budget is an estimate based on no changes being made to the existing lighting display.
- 8.1.11 Code 5830 – Mayoral Allowance - increased annually in line with CPI inflation as approved by Council in 2019. (CPI was 1.5% as at 30 November 2019)
- 8.1.12 Code 6047 – Annual Grants – Has been maintained at £40,000.
- 8.1.13 Code 6668 – Contract Work – included to meet the cost of pollarding the lime trees at Leigh Park in 2020/21.

### **9.0 Summary**

- 9.1 Excluding the new budget items referred to in paragraph 3.1.b) above and detailed in paragraph 10 below, the budget set out in Appendix 1 (attached), which includes the changes above, given the increased tax base, would result in a decrease in the Band D Council Tax of 1.34% i.e. from £131.20 to £129.45.



Expenditure

Account	Ref Name	2018/19 Actual £	2019/20 Budget £	Yr End Estimate £	2020/21 Proposed Budget £
5402	ADMIN - Bank Charge	358.00	380.00	390.00	560.00
5403	ADMIN - Telephone, Mobile & Internet	1,248.73	1,250.00	658.59	1,460.40
5404	ADMIN - Salaries	175,925.07	208,500.00	207,450.00	220,552.33
5406	ADMIN - Gen Office Expenses	4,230.99	3,000.00	3,000.00	3,500.00
5407	ADMIN - Training	1,054.44	1,000.00	980.00	1,500.00
5408	ADMIN - Postage	418.19	350.00	300.00	350.00
5409	ADMIN - Photocopier Lease	1,169.92	1,370.00	1,169.92	1,270.00
5410	ADMIN - Insurance	11,216.47	12,000.00	13,000.00	13,500.00
5411	ADMIN - Health & Safety			0.00	1,730.00
5412	ADMIN - Election Expenses Fund	0.00	4,000.00	0.00	0.00
5413	ADMIN - Office Equipment	500.00	500.00	554.96	0.00
5415	ADMIN - Travel	302.99	0.00	0.00	300.00
5417	ADMIN - Advertising	474.00	500.00	379.00	500.00
5418	ADMIN - IT Upgrade (2860)			4,896.00	0.00
5419	ADMIN - Council Chamber Refurb. (2860)			7,000.00	0.00
5420	ADMIN - Membership Of Outside Bodies	1,987.14	2,010.00	1,870.00	2,200.00
5421	ADMIN - Newsletter	519.00	1,000.00	0.00	0.00
5422	ADMIN - Public Relations	45.00	500.00	132.50	300.00
5462	ADMIN - Professional Fees	200.00	0.00	768.00	0.00
5463	ADMIN - Audit fees	1,775.40	2,050.00	2,085.80	2,200.00
5464	ADMIN - Square Bookings Assistance	3,000.00	0.00	0.00	0.00
5465	ADMIN - IT Support, Software	1,031.54	4,400.00	4,170.00	5,019.60
5466	ADMIN - Christmas & New Year's Eve	14,899.73	16,000.00	14,650.00	16,000.00
	<b>SUB TOTAL of GROUP</b>	<b>220,356.61</b>	<b>258,810.00</b>	<b>263,454.77</b>	<b>270,942.33</b>

BID

Expenditure

Account	Ref Name	2018/19 Actual £	2019/20 Budget £	Yr End Estimate £	2020/21 Proposed Budget £
6040	GSL - Cemetery Precept	11,620.40	11,970.00	11,969.05	12,328.15
6046	GSL - Bid Levy	213.75	250.00	249.44	270.00
6047	GSL - Annual Grants	37,066.00	40,000.00	32,500.00	40,000.00
	<b>SUB TOTAL of GROUP</b>	<b>48,900.15</b>	<b>52,220.00</b>	<b>44,718.49</b>	<b>52,598.15</b>
6447	BUILDINGS - Buildings Fund	5,500.00	0.00	9,955.83	0.00
6449	BUILDINGS - Leigh Park Com Centre Loan	14,953.14	15,000.00	14,953.14	15,000.00
6453	BUILDINGS - Redcotts Lodge Loan	2,062.96	2,100.00	2,062.96	2,100.00
6455	BUILDINGS - T/Hall Development Loan	11,853.08	11,900.00	11,853.08	11,900.00
6456	BUILDINGS - Redcotts Storage/Toilets Loan	6,891.18	6,900.00	6,891.18	6,900.00
6457	BUILDINGS - St John Ambulance Building		1,500.00	0.00	0.00
	<b>SUB TOTAL of GROUP</b>	<b>41,260.36</b>	<b>37,400.00</b>	<b>45,716.19</b>	<b>35,900.00</b>
6470	C.C.T.V. - Maintenance	3,492.13	3,500.00	4,100.00	3,500.00
6471	C.C.T.V. - Loan Repayments	7,837.16	7,838.00	7,837.16	7,838.00
6473	C.C.T.V. - Wayleave Electricity Supply	50.00	0.00	0.00	0.00
	<b>SUB TOTAL of GROUP</b>	<b>11,379.29</b>	<b>11,338.00</b>	<b>11,937.16</b>	<b>11,338.00</b>
6500	ASSET REPLACEMENT - C.C.T.V	0.00	0.00	0.00	0.00
6501	ASSET REPLACEMENT - Office Equipment	1,600.00	1,500.00	0.00	0.00
	<b>SUB TOTAL OF GROUP</b>	<b>1,600.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>349,263.41</b>	<b>387,780.00</b>	<b>393,438.15</b>	<b>398,506.48</b>

WIMBORNE MINSTER TOWN COUNCIL  
RESOURCES COMMITTEE

Funds under the Committee's control  
Balances correct as at 30 November 2019

Account	Ref Name	£
2802	Fund - Buildings 6447	40,670.40
2804	Fund - Marriage Licence 5628	1,970.00
2805	Fund - Election Expenses 5412	2,990.99
2806	Fund - Office Equipment 6501 & 5413	8,321.63
2826	Fund - Legal Expenses 5411	1,061.00
2860	Fund - Improvements Fund (from EDDC)	50,000.00
2897	Fund - CCTV 6500	26,487.51
2900	Fund - TCLG Fund	3,833.69
2902	Fund - CiL - Community Infrastructure Levy	New for 2020/21
2903	Fund - Staff Training	New for 2020/21
2906	Fund - Pension Contingency Fund	New for 2020/21
	<b>Total</b>	<b>135,335.22</b>

PWLB

SAGE Code	Loan	Loan Code	Annual Paym	Int rate	Reason	Loan Drawn Down	Final Payment
6455	Town Hall Refurbishment	484612	11,853.08	5.50	Refurbishment	2,000.00	29.09.2025
6471	CCTV Loan 1	486033	7,837.16	5.00	CCTV Installation	2,001.00	29.10.2026
6453	Redcotts Lodge	489340	2,062.96	4.75	Refurbishment	2,004.00	30.09.2029
6449	Leigh Park Com Centre	496458	14,953.14	4.63	Building the Centre	2,010.00	13.07.2042
6456	Redcotts Rec New Storage & Toilets	497936	6,891.18	3.85	New toilets & store	2,010.00	11.10.2035
6897	Redcotts Play Area Redevelopment	502904	7909.72	2.97	Play Area Refurb	2,014.00	2024

Other

6245	The Square Contribution	3000.00	Refurbishment	£1,500 in 2021/22 financial year
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WIMBORNE MINSTER TOWN COUNCIL  
RECREATION & LEISURE COMMITTEE

Expenditure

Account	Ref Name	2018/19		2019/20		Yr End		2020/21	
		Actual	Budget	Estimate	Proposed Budget	£	£	£	£
6816	R/COTTS - Toilets Airfreshener Contract	299.00	240.00	240.00	250.00				
6817	R/COTTS - Pavilion Boilers Service Contract	0.00	210.00	214.00	220.00				
6818	R/COTTS - Water/Sewerage	0.00	800.00	800.00	800.00				
6870	R/COTTS - Football Pitches Consumables	21.67	150.00	91.84	150.00				
6871	R/COTTS - Bowling Green Consumables	1,138.78	1,567.00	1,094.17	1,567.00				
6874	R/COTTS - Grass Tennis	0.00	0.00	58.30	500.00				
6891	R/COTTS - Pavilion Gas	680.74	800.00	650.00	800.00				
6892	R/COTTS - Pavilion Services	3,089.35	2,800.00	2,800.00	2,800.00				
6893	R/COTTS - Cleaner / Maintenance	3,076.53	3,500.00	3,500.00	3,800.00				
6894	R/COTTS - Pavilion Legionella Testing	2,152.95	1,300.00	1,292.00	1,380.00				
6896	R/COTTS - Play Area Inspections		850.00	855.00	850.00				
6897	R/COTTS - Play Area Redevelopment Loan	7,909.72	7,910.00	7,909.72	7,910.00				
6898	R/COTTS - Play Area	1,000.00	1,000.00	1,070.26	0.00				
	<b>SUB TOTAL of GROUP</b>	<b>19,368.74</b>	<b>21,127.00</b>	<b>20,575.29</b>	<b>21,027.00</b>				

<b>TOTAL EXPENDITURE</b>	<b>45,800.54</b>	<b>47,077.00</b>	<b>44,574.98</b>	<b>42,947.00</b>
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WIMBORNE MINSTER TOWN COUNCIL  
RECREATION & LEISURE COMMITTEE

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Funds under the Committee's control  
Balances correct as at 30 November 2019

Account	Ref Name	£
2808	Contract Work 6668 & 6894	3,570.36
2810	Planting 6663 & 6673	1,205.53
2812	Leigh Park Play Area Fund	2100.52
2813	Redcotts Play Area Fund	2000
2815	Vehicle & Plant Fund 6502, 6671 & 6672	45,509.84
2823	Redcotts Future Development Fund	10,000.00
2824	Car Park/Footpaths 6665	1,919.14
2828	WBC Cap/Renewal 3072	4,180.00
2890	Section 106 Redcotts Tennis	29.00
2904	Youth Café	0.00
2905	Gunstone Trust	8,350.78
		78,865.17

## Resources Committee

2019/20			2020/21		
Expenditure	Income	Net	Expenditure	Income	Net
387,780.00	36,065.00	351,715.00	398,506.48	36,565.00	361,941.48

## Planning &amp; Environment Committee

2019/20			2020/21		
Expenditure	Income	Net	Expenditure	Income	Net
11,530.00	-	11,530.00	9,050.00	-	9,050.00

## Recreation &amp; Leisure Committee

2019/20			2020/21		
Expenditure	Income	Net	Expenditure	Income	Net
47,077.00	19,810.00	27,267.00	42,947.00	17,950.00	24,997.00

## Totals

2019/20			2020/21		
Expenditure	Income	Net	Expenditure	Income	Net
446,387.00	55,875.00	390,512.00	450,503.48	54,515.00	395,988.48

Transfer to/(from) General Fund 0.00 Virement to/(from) CCTV Fund -7100

## Additions

2807 & 2829 - offset precept	-	3,249.00	Bunting installation		4,500.00
			BID Renewal		5,000.00
			Climate Change & Biodiversity		15,000.00

Adjustment 37.00 Adjustment 61.52

Total 387,300.00 413,450.00

Proposed Precept for 2020/21 413,450.00

Increase on 2019/20 precept 26,150.00

The actual precept for 2019/20 was 387,300.00

Revised Tax Base 3,059.50

Increase on 2019/20 Precept	Proposed Precept 2020/21	Band D Council Tax Rate	% Increase on 2019/20 Precept
£	£	£	£
26,150.00	413,450	135.14	6.752%

Band D Council Tax 2019/20	Proposed Band D Council Tax 2020/21	% Increase on 2019/20 Band D Council Tax	Increase on 2019/20
£	£	£	£
131.20	135.14	3.00%	3.94

**WIMBORNE MINSTER TOWN COUNCIL**

**To: Extraordinary Town Council**

**On: 28 January 2020**

**TOWN CLERK'S REPORT**

**NEIGHBOURHOOD PLAN**

(Item 5)

As Members are aware, the Chairman of the Planning & Environment Committee has laid the groundwork for the Council to consider whether to develop a Neighbourhood Plan and has produced several reports to his Committee setting out the reasons and procedures for doing so. I do not propose to repeat those in this report.

Initially, it was thought that there might be advantages if neighbouring parishes were included in a Neighbourhood Plan area but now it is felt that this could be problematic for practical and procedural reasons. The intention would be however to co-operate with and consult those parishes

The Chairman and Vice-Chairman of the Council and Chairmen of Committees have discussed informally the best way forward for this project to gain traction and would recommend the following for consideration by Council:

- a) That the Town Council request Dorset Council to allow the Town Council to proceed with the production of a Neighbourhood Plan based upon the area defined by the parish boundary of Wimborne Minster;
- b) That pending a response from Dorset Council, a Task & Finish Group be appointed in accordance with S.O.49, comprising the Chairman and Vice-Chairman of the Planning and Environment Committee, the Chairman of Recreation & Leisure Committee together with any other councillor who is willing and able to become involved in the resulting workload;
- c) That the Neighbourhood Plan Task & Finish Group be authorised to co-opt onto the Group such other members of the residential and business community as it thinks fit to ensure that all parties interested in and affected by the Plan are involved;
- d) That £1500 be allocated from Code 6242 (Working Together Programme) in this year's budget to meet the cost of initial public consultations including printing of information leaflets and holding public meetings, such costs to be authorised by the Town Clerk;
- e) That pending a decision by Dorset Council, the Group is required to produce terms of reference for creating a Neighbourhood Plan including a project plan setting out the aspects to be covered by the Plan, the stages and timescales,

sources and amounts of funding together with costs of producing the Plan including costs to the Town Council, directly or indirectly;

- f) That when the work referred to in e) above is completed, the Task & Finish Group report the results to the Personnel, Policy and Strategy Committee for that Committee to consider the impact on staff time, priorities and scheduling and to make recommendations to Council.