



Dear Councillor

12 March 2020

You are summoned to attend an **EXTRAORDINARY** meeting of the **TOWN COUNCIL** to be held on **TUESDAY, 17 MARCH 2020** to follow the meeting of **Resources Committee to be held on that evening** in the **COMMITTEE ROOM**, Town Hall, West Borough, Wimborne Minster.

Yours sincerely

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

Town Clerk

#### AGENDA

- 1           **SUSPENSION OF STANDING ORDERS**  
To suspend Standing Orders Number 1 (relating to venue), 30 (standing to speak) and those parts of Number 29 relating to speaking more than once.
- 2           **APOLOGIES FOR ABSENCE**
- 3           **MEMBER LAPTOPS**  
To approve the purchase of 14 Dell laptops for use by the Members of the Town Council for the sole use of Council business (confidential quotation herewith).
- 4           **CORONAVIRUS EMERGENCY**  
In the event that formal meetings cannot be held because of this emergency, to consider delegating to the Town Clerk, or in his absence the Assistant Town Clerk, in consultation with the appropriate Chairman and Vice-Chairman, all matters relating to the business of the Town Council until 31 May 2020.

**TO ALL MEMBERS OF THE TOWN COUNCIL**



**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, and Data Protection (General Data Protection Regulation).

**PUBLIC RIGHTS TO SPEAK AT MEETINGS**

Members of the public have a right to speak for no more than 3 minutes at meetings of the Council, to ask questions, give evidence and to make representations. Such rights shall be exercised at Town Council meetings immediately after the Chairman opens the meeting. . No written communications or representations connected with items on the agenda shall be circulated to councillors unless they have been received by the Town Clerk and circulated at least two days in advance of the meeting.