



**Wimborne Minster Town Council**  
Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

To: All Members of the Council

You are summoned to attend a meeting of the **TOWN COUNCIL** to be held on **TUESDAY 3 MAY 2022 at 7.00 pm** in the **COUNCIL CHAMBER**, Town Hall, West Borough, Wimborne Minster.

A handwritten signature in black ink, appearing to be 'H. Bull', followed by a horizontal line.

Acting Town Clerk  
25 April 2022

All members of the public and press are welcome to attend.

This meeting will be held in accordance with the restrictions and public advice in place at the time. If you test positive or have any Covid symptoms, please do NOT attend.

Please be aware that filming, photographing, and recording may occur during the meeting. A designated area will be set aside for members of the public not actively participating in the meeting where there will be no filming or photographs taken.

## **AGENDA**

### **1. Public Session**

Please note: Members of the public are invited to ask questions of the Council at the Chairman's discretion. A period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda. 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.

### **2. Apologies for absence**

### **3. Declarations of Interest**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Town Clerk.

### **4. To confirm the Minutes of the **TOWN COUNCIL MEETING** held on 19 April 2022 (pages 7650, 7651, 7652, 7653 and 7654).**

### **5. Casual Vacancies**

To receive confirmation from Dorset Council that an election has been called for the two vacancies in the Town Ward of Wimborne Minster and to note the election timetable (copy to follow).

### **6. Christmas Opening Arrangements**

To receive a report of the Acting Town Clerk (copy herewith).

**7. Calendar of Meetings/ Council Diary 2022/ 2023**

To approve the Council Diary for the 2022/ 2023 municipal year (copy herewith).

**8. The Queen's Green Canopy Tree Trail Update**

To receive a report of the Acting Town Clerk (copy to follow).

**9. Community Governance Review**

To consider the report of the Assistant Town Clerk (copy herewith).

**10. Dorset Councillors' Reports**

To receive and note reports from Dorset Councillors, if any.

**11. Town Mayor's Report**

To receive a report on the Town Mayor's and Deputy Town Mayor's civic activities.

**12. Town Council Representatives' Reports**

To receive and note reports from the Town Council Representatives on Outside Bodies, if any.

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

**Subject: Agenda Item 6 – Christmas Opening Arrangements**  
**Date: 3 May 2022**  
**Author: Acting Town Clerk**

### **Introduction**

Historically, a report on the Christmas opening arrangements for the Town Council would be considered in November/ December of each year. However, Staff members have asked for Christmas holiday dates to be agreed at the start of the leave year (April to March), so that they can plan their annual leave and any office cover can be pre-arranged.

The dates highlighted are public holidays for 2022/23:

**Monday, 26th December**

**Tuesday, 27th December**

Wednesday, 28th December

Thursday, 29th December

Friday, 30th December

**Monday, 2nd January 2023**

### **Proposal**

Proposed Christmas working arrangements for Wimborne Minster Town Council are as follows:

Friday 23 December – Offices close at 12 noon for Christmas period

Monday 26 December – public holiday

Tuesday 27 December – public holiday

Wednesday 28 December – statutory leave\*

Thursday 29 December – statutory leave\*

Friday 30 December – Office closed – staff to take annual leave

Monday 2 January 2023 – public holiday

Tuesday 3 January 2023 – business as usual, Offices reopen at 9.30am

I have checked what some other neighbouring Town Councils do, and these proposed Christmas arrangements follow common practice.

All staff will use their two statutory leave days on Wednesday 28 December and Thursday 29 December 2022. Following consultation, all Office staff would favour taking a day's leave on Friday 30 December 2022 and this would be taken from their annual leave entitlement as normal.

The Grounds Team and Cemetery Staff will operate with skeletal staffing over the Christmas period to ensure essential tasks, such as litter picking, and emptying bins are completed.

### **Recommendation**

It is RECOMMENDED that Wimborne Minster Town Council Offices are officially closed from Monday 26 December 2022 until Monday 2nd January 2023 inclusive.

*\*As per the NJC National Conditions - Employees shall have an entitlement to two extra statutory days holiday, the timing of which shall be determined by the authority or added to annual leave by local agreement (which has been the case in the past).*

## Agenda Item 7 - Calendar of Meetings and Council Diary 2022/ 2023

<b>MAY 2022</b>	
Monday 2	Bank Holiday
Tuesday 3	Full Council
<b>Friday 6</b>	<b>10 am - Personnel, Policy and Strategy Committee</b>
<b>Sunday 8</b>	<b>3 pm – Mayor’s Civic Thanksgiving Service</b>
Tuesday 10	Annual Meeting of the Town Council <b>With the Mayor Making Ceremony</b>
Tuesday 17	FREE
<b>Tuesday 24</b>	<b>Recreation and Leisure Committee</b>
Tuesday 31	FREE
<b>JUNE 2022</b>	
Thursday 2	Bank Holiday Queen’s Platinum Jubilee
Friday 3	Bank Holiday Queen’s Platinum Jubilee
Tuesday 7	FREE
<b>Friday 10</b>	<b>10 am - Personnel, Policy and Strategy Committee</b>
Tuesday 14	FREE
<b>Tuesday 21</b>	<b>Resources Committee followed by Planning and Environment Committee</b>
<b>Saturday 25</b>	<b>Armed Forces Day (raise a flag)</b>
Tuesday 28	Full Council (Annual Accounts and AGAR)
<b>JULY 2022</b>	
Friday 1	Public Inspection of Accounts commences (30 days)
Tuesday 5	FREE
<b>Friday 8</b>	<b>10 am - Personnel, Policy and Strategy Committee</b>
Tuesday 12	Full Council (TBC)
<b>Tuesday 19</b>	<b>Resources Committee followed by Recreation and Leisure Committee</b>
Tuesday 26	Full Council (TBC – if not held on 12 July 2022)
<b>AUGUST 2022</b>	
No meetings are scheduled for this month, although a Planning and Environment Committee meeting may be necessary	
<b>SEPTEMBER 2022</b>	
<b>Tuesday 6</b>	<b>Planning and Environment Committee</b>
<b>Friday 9</b>	<b>10 am – Personnel, Policy and Strategy Committee</b>
Tuesday 13	FREE
<b>Tuesday 20</b>	<b>Resources Committee</b>
Tuesday 27	Full Council
<b>OCTOBER 2022</b>	
<b>Tuesday 4</b>	<b>Recreation and Leisure Committee</b>
<b>Friday 7</b>	<b>10 am – Personnel, Policy and Strategy Committee</b>
Tuesday 11	FREE
<b>Tuesday 18</b>	<b>Resources Committee followed by Full Council</b>
Tuesday 25	FREE
<b>NOVEMBER 2022</b>	
Tuesday 1	FREE
Friday 4	<b>10 am – Personnel, Policy and Strategy Committee</b>
<b>Tuesday 8</b>	<b>Planning and Environment Committee</b>
<b>Friday 11</b>	<b>11 am – Armistice Day</b>
<b>Sunday 13</b>	<b>Remembrance Day (Parade and Church Service TBC)</b>
Tuesday 15	FREE

<b>Tuesday 22</b>	<b>Resources Committee followed by Recreation and Leisure Committee</b>
Tuesday 29	Full Council
<b>DECEMBER 2022</b>	
<b>Tuesday 6</b>	<b>Planning and Environment Committee</b>
Friday 9	<b>10 am – Personnel, Policy and Strategy Committee</b>
Tuesday 13	FREE
<b>Tuesday 20</b>	<b>Resources Committee followed by Full Council (Budget – TBC)</b>
Friday 23	Office closes at 12 noon
Monday 26	Bank Holiday
Tuesday 27	Bank Holiday
<b>JANUARY 2023</b>	
Monday 2	Bank Holiday
Tuesday 3	Office re-opens at 9.30am
Tuesday 10	FREE
<b>Tuesday 17</b>	<b>Resources Committee followed by Recreation and Leisure Committee</b>
Tuesday 24	FREE
Tuesday 31	Full Council
<b>FEBRUARY 2023</b>	
<b>Tuesday 7</b>	<b>Planning and Environment Committee</b>
Friday 10	<b>10 am – Personnel, Policy and Strategy Committee</b>
Tuesday 14	FREE
<b>Tuesday 21</b>	<b>Resources Committee</b>
Tuesday 28	Full Council
<b>MARCH 2023</b>	
<b>Tuesday 7</b>	<b>Recreation and Leisure Committee</b>
Friday 10	<b>10 am – Personnel, Policy and Strategy Committee</b>
<b>Monday 13</b>	<b>Commonwealth Day (raise a flag)</b>
Tuesday 14	FREE
Tuesday 21	FREE
Tuesday 28	Full Council
<b>APRIL 2023</b>	
Tuesday 4	<b>Planning and Environment Committee</b>
Friday 7	Bank Holiday (Good Friday)
Monday 10	Bank Holiday (Easter Monday)
Tuesday 11	FREE
Tuesday 18	Annual Town Meeting (TBC)
<b>Sunday 23</b>	<b>St George's Day (raise a flag)</b>
Tuesday 25	Full Council
<b>MAY 2023</b>	
Monday 1	Bank Holiday
Tuesday 2	FREE
Tuesday 9	Annual Meeting of the Town Council
Tuesday 16	FREE
<b>Tuesday 23</b>	<b>Recreation and Leisure Committee</b>
Monday 29	Bank Holiday
Tuesday 30	FREE

*\*Appeals Committee – Members to be appointed by Council as and when it is necessary to convene an appeals hearing.*

**Subject: Agenda Item 9 - Community Governance Review  
(Min 139 – 15.02.22)**  
**Date: 3 May 2022**  
**Author: Acting Town Clerk**

### **Progress Update**

Dorset Council's Full Council meeting held on 15 February 2022 approved the draft recommendations within the current governance review and the second period of consultation commencing from 28 February 2022 to 23 May 2022 inclusive.

The Town Council is invited to make representations on the draft proposals during this time. Any comments submitted during the second consultation period will be reviewed by Dorset Council and a report of final recommendations will be considered by their Full Council on 14 July 2022.

I wrote to all Members by email in March 2022 to ask for any comments or feedback on the proposals that specifically impact the Wimborne Minster boundary. To date, I have not received any feedback.

### **Background**

In February 2021, Members were advised that there would be a governance review across the Dorset Council area commencing in the Summer 2021. The review would be an opportunity for Town and Parish Councils to put forward recommendations on boundary changes e.g., this could include joining parishes together or separating some parishes that have in the intervening years increased in size making them more viable. The curtilage of the parish of Wimborne Minster was last changed in 2012 and implemented in 2014.

Following conversations with neighbouring parishes and some officer desk-based research, at an Extraordinary Informal Meeting of the Town Council held on 22 October 2021, Members made on recommendations as follows:

- a) *That the parish of Wimborne Minster be altered to include the polling district of Pamphill South with the caveat that the Town Council would have no objection to the Parish Council's wish to retain the area coloured blue on the map attached as Appendix B;*
- b) *That the parish of Wimborne Minster be altered to include the area south of the River Stour known as Wimborne Showground coloured red on the map attached as Appendix B;*
- c) *That the warding of Wimborne Minster for electoral purposes be removed.*

These suggestions were sent to Dorset Council in late October 2021 to be reviewed by a working group made up of the Group Leaders and the Deputy Group Leaders of that Council.

### **Dorset Council's Recommendations for Wimborne Minster**

In response to the representations made by the Town Council, the following recommendations have been set out by Dorset Council for Wimborne Minster:

1. *Bringing the area of Pamphill South within the Wimborne Minster parish. Pamphill parish were largely supportive of this but suggested that the Almshouses should*

*remain in Pamphill. However, Dorset Council were not persuaded by the argument that this small group of properties would be better served in terms of governance by remaining within Pamphill.*

- 2. Bringing the area known as “Wimborne Showground” within the Wimborne Minster parish. Dorset Council were persuaded by the argument that this area is more geographically aligned to the parish of Wimborne Minster.*
- 3. Removing the warding arrangements for Wimborne Minster parish. Dorset Council recognised that it was not possible to remove the warding arrangements as the parish is split by 2 Dorset Council wards.*

In addition to this, Dorset Council is recommending changes to the governance arrangements.

*The current governance arrangements for Wimborne Minster are as follows:*

<i>Parish Ward</i>	<i>Number of councillors</i>	<i>Electorate 2021</i>	<i>Electorate 2026</i>	<i>Electors per councillor 2026</i>
<i>East</i>	<i>2</i>	<i>912</i>	<i>1777</i>	<i>889</i>
<i>Town</i>	<i>12</i>	<i>5631</i>	<i>6906</i>	<i>576</i>

*The current governance arrangements for the Parish Council do not achieve electoral equality, taking into account the changes set out in the draft recommendation, and it is the Government’s Guidance that “it is not in the interests of effective and convenient local government either for voters or councillors, to have significant difference in levels of representation between different parish wards”.*

*Dorset Council therefore recommends an increase to councillor numbers in line with NALC recommendations as follows:*

<i>Parish Ward</i>	<i>Number of councillors</i>	<i>Electorate 2021</i>	<i>Electorate 2026</i>	<i>Electors per councillor 2026</i>
<i>Wimborne East (polling district COM4)</i>	<i>3</i>	<i>912</i>	<i>1777</i>	<i>593</i>
<i>Wimborne Town (polling districts WIM1, WIM2 and WIM3)</i>	<i>13</i>	<i>5846</i>	<i>7136</i>	<i>548</i>

*Dorset Council’s draft recommendation is to make a change to the current governance arrangements to move parts of the parish of Pamphill to Wimborne Minster parish, and also to change warding arrangements for Pamphill, Shapwick and Wimborne Minster.*

## **Recommendation**

**It is RECOMMENDED that the Town Council supports the proposals by Dorset Council in the Governance Review and to advise Dorset Council accordingly.**