



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

To: All Members of the Council

You are summoned to attend the **ANNUAL MEETING** of the **TOWN COUNCIL** to be held on **TUESDAY 10 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
4 May 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.

A G E N D A

- 1. To elect the Town Mayor and Chairman of the Council for the 2022/ 2023 Municipal Year**
Cllr Carol Butter will be proposed and seconded.
- 2. Declaration of Acceptance of Office**
The Town Mayor will read and sign the Declaration.
- 3. To elect the Deputy Town Mayor and Vice-Chairman of the Council for the 2022/ 2023 Municipal Year**
Cllr Diann March will be proposed and seconded.
- 4. Suspension Of Standing Orders**
To suspend Standing Order Number 16 (Order of Business of the Annual Meeting of the Council) in order to receive apologies for absence and declarations of interests from Members.
- 5. Apologies for absence**
- 6. Declarations of Interest**
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Town Clerk.

7. Appointment of Standing Committees, Committee Chairmen and Vice-Chairmen 2022/ 2023

To confirm the Schedule of Committee Appointments with the appointment of the Committee Chairmen and Vice-Chairmen (copy herewith).

8. Appointment of Members to Specific Posts and Outside Organisations 2022/ 2023

To confirm the Schedule of Appointments (copy herewith).

9. Members' Allowances 2022/ 2023

To receive a report of the Acting Town Clerk on whether to pay Members' Allowances for the 2022/ 2023 Municipal Year (copy to follow).

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 7 - Appointment of Standing Committees,
Committee Chairmen and Vice-Chairmen 2022/ 2023
Date: 10 May 2022
Author: Acting Town Clerk

PLANNING & ENVIRONMENT COMMITTEE

Cllr Shane Bartlett
Cllr Mike Hopkins
Cllr Bill Richmond (Vice-Chairman elect)
Cllr Ann Roberts
Cllr Francesca Shirley
Cllr Kelly Webb
Cllr Simon Wheeler (Chairman elect)

Vacancy

Chairman of the Council - Ex-Officio
Vice-Chairman of the Council - Ex-Officio

RECREATION & LEISURE COMMITTEE

Cllr Shane Bartlett (Chairman elect)
Cllr Derek Burt
Cllr Carole Chedgy
Cllr Louise Hinks
Cllr Bill Richmond
Cllr Ann Roberts (Vice-Chairman Elect)

Vacancy

Vacancy

Chairman of the Council - Ex-Officio
Vice-Chairman of the Council - Ex-Officio

RESOURCES COMMITTEE

Cllr Derek Burt
Cllr Carole Chedgy (Chairman elect)
Cllr Mrs Louise Hinks
Cllr Mike Hopkins (Vice-Chairman elect)
Cllr Francesca Shirley
Cllr Kelly Webb
Cllr Simon Wheeler

Vacancy

Chairman of the Council - Ex-Officio
Vice-Chairman of the Council - Ex-Officio

PERSONNEL, POLICY & STRATEGY COMMITTEE

Chairman of the Council (Chairman)
Vice-Chairman of the Council
Chairman Planning & Environment Committee
Chairman Recreation & Leisure Committee
Chairman Resources Committee

**Subject: Agenda Item 8 – Appointment to Specific Posts and
Outside Organisations 2022/ 2023**
Date: 10 May 2022
Author: Acting Town Clerk

Allendale Community Centre Management Committee	Cllr C Chedgy Cllr C Butter (Reserve)
Citizens Advice	Cllr D Burt
Dorset Association of Parish & Town Councils	Cllr S K Bartlett Cllr D J March
Dreamboats	Cllr S K Bartlett
East Dorset Environment Partnership	Vacancy
Fairtrade Steering Group	Cllr F Shirley
Museum of East Dorset	Cllr D J March
Planet Wimborne	Cllr F Shirley
St Margaret's & Stone's Charity (until 2026)	Cllr A E Roberts
Vision Wimborne	Cllr S K Bartlett
Walford Mill Board of Directors	Cllr Ms C L Butter
Wimborne BID	Vacancy
Wimborne in Bloom	Cllr A Roberts
Wimborne Cemetery Joint Management Committee (until 2024)	Cllr K Webb Cllr L Hinks
Wimborne Minster Folk Festival	Cllr S Wheeler
Wimborne Militia Management Committee	Town Mayor Deputy Town Mayor
Wimborne/Ochsenfurt Twinning Association	Cllr M Hopkins
Wimborne/Valognes Twinning Association	Cllr L C Hinks
Wimborne War on Waste	Cllr F Shirley
1069 Squadron Air Training Corps Civilian Committee	Vacancy

Specific Posts

Civil Protection representative

Town Mayor

Community Resilience Officer

Town Mayor

Flood Wardens

Cllr W J Richmond
Cllr A E Roberts

Rights of Way representative

Cllr A E Roberts

Tree Warden

Cllr W J Richmond

Subject: Agenda Item 9 – Members’ Allowances 2022/ 2023
Date: 10 May 2022
Author: Acting Town Clerk

The Local Authorities (Members’ Allowances) (England) Regulations 2003 came into force on 1st May 2003.

A parish or town council is able to pay a parish basic allowance for each year to its chairman only or to each of its elected members.

The allowance is not a salary. It is a figure, which is calculated to cover the expenses, which are normally associated with the basic duties of being a local councillor. Travelling and subsistence allowances are treated separately.

Under the 2003 Regulations, a Parish Remuneration Panel may be established by a responsible authority (which is defined as a district or unitary authority) to make recommendations as to:

- a) the amount of parish basic allowance payable to members of the parish or town council (the council must take this into account in setting the agreed level);
- b) the amount of travelling and subsistence allowance payable;
- c) whether the parish basic allowance should be payable only to the chairman of the council or to all of the members;
- d) if to be paid to all members whether the level to be paid to the chairman should be higher and if so, what that higher figure should be;
- e) the responsibilities or duties in respect of which members should receive the travelling and subsistence allowance.

The Dorset Parish Independent Remuneration Panel final report with recommendations was published in November 2021 for the 2022/ 2023 financial year. The Panel recommended that the maximum basic allowance payable per member of parish and town councils for 2022/ 2023 is £520.

However, town and parish councils are not under any obligation to consider the question of allowances for their elected members.

It has been customary at Wimborne Minster Town Council for Members to forego any paid allowances since the introduction of the Regulations in 2003 and in this regard, no provision has been made in the Town Council’s budget for the 2022/ 2023 financial year.

Should Members wish to change this policy, then a further report will need to be written and brought back to a future Council meeting with the implications of paying Members’ allowances and have regard to the recommendations from the Dorset Parish Independent Remuneration Panel report.

It is therefore RECOMMENDED that Wimborne Minster Town Council continues to not pay Members' allowances for the 2022/ 2023 Municipal Year.