

**CHRISTCHURCH TOWN COUNCIL**

**Annual Council Meeting**

Minutes of the Meeting held on 15 May 2019 at 6.00pm at the Druitt Hall,  
High Street, Christchurch BH23 1AJ

Present:-

Cllr Mrs L Dedman – Mayor

Cllr Mrs S Bungey – Deputy Mayor

Present: Hon Freeman Cllr C R Bungey, Cllr A E Coulton, Cllr M Cox, Cllr S Fotheringham, Cllr C A Gardiner, Cllr P Hilliard, Cllr G R Jarvis, Cllr D C Jones, Cllr T Lane, Cllr S J McCormack, Cllr F Neale, Cllr G E E Polson, Cllr Mrs S Spittle and Cllr M J Tarling.

Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Administrative Support Officer

1. **Prayers**

The Mayor opened the proceedings with the Lord's prayer.

2. **Apologies for Absence**

Apologies of absence were received from Cllr Mrs F Cox.

Apologies were also received from Cllr J Abbott and Cllr W Grace who were attending the Royal Garden Party as representatives of the former Christchurch Borough Council.

3. **Declarations of Interest**

There were no declarations of interest on this occasion.

4. **Election of Town Mayor 2019/20**

It was proposed by Councillor David Jones, seconded by Councillor Gillian Jarvis, and unanimously –

**RESOLVED that Councillor Mrs Lesley Dedman be elected Mayor of Christchurch Town Council for the 2019/2020 Municipal Year.**

Voting: Unanimous

5. **Town Mayor's Acceptance of Office**

The new Mayor (Councillor Mrs Lesley Dedman) made the Statutory Declaration of Acceptance of Office. The Mayor then delivered the Mayor's Speech during which she:

- thanked her proposer and seconder
- thanked the Council for her election
- thanked the Town Clerk for all the work undertaken setting up the newly formed Town Council and arranging the Annual Meeting
- advised that she would have various escorts to accompany her on Mayoral engagements
- announced that her Mayoral Charity for the 2019/20 Civic Year would be the Dorset Community Foundation.

6. **Appointment of Deputy Town Mayor 2019/20**

It was proposed by Councillor Paul Hilliard, seconded by Councillor Tom Lane, and unanimously –

**RESOLVED that Councillor Mrs Susan Bungey be elected Deputy Mayor of Christchurch Town Council for the 2019/2020 Municipal Year.**

Voting: Unanimous

7. **Deputy Mayor's Acceptance of Office**

The new Deputy Mayor (Councillor Mrs Susan Bungey) made the Statutory Declaration of Acceptance of Office.

8. **Appointment of Mayor's Chaplain**

The appointment of Mayor's Chaplain to be deferred until the next meeting of the Full Council.

9. **Standing Committees and Committee Memberships**

The Town Clerk submitted a report, 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.

Members were asked to decide whether the Town Council wished to create committees and delegate decisions to such committees, and establish the terms of reference for each committee.

Members were directed to Appendix 1 which sets out the terms of reference and full delegation to the committees and were informed that each committee would consist of 9 Councillors and quorum for each committee would be a minimum of 3 Councillors.

The appointment of Chairmen and Councillors to the following committees were noted:

**Planning and Regulatory Committee:**

Cllr D Jones (Chairman)  
Cllr L Dedman  
Cllr J A Abbott  
Cllr S J McCormack  
Cllr S Fotheringham  
Cllr F Neale  
Cllr M Cox  
Cllr T Lane  
Cllr M J Tarling

**Resources Committee:**

Cllr P Hilliard (Chairman)  
Honorary Freeman Cllr C Bungey  
Cllr C A Gardiner  
Cllr F Neale  
Cllr Mrs S Spittle  
Cllr Mrs S Bungey  
Cllr A E Coulton  
Cllr W Grace  
Cllr M J Tarling

**Community Committee:**

Honorary Freeman Cllr C Bungey (Chairman)  
Cllr S J McCormack  
Cllr C A Gardiner  
Cllr Mrs S Spittle  
Cllr G R Jarvis

Cllr G E E Polson  
Cllr Mrs S Bungey  
Cllr A E Coulton  
Cllr W Grace

**RESOLVED that:**

- (a) the creation of committees and delegated decisions to committees be approved;**
- (b) the creation of a Planning and Regulatory Committee, Resources Committee and Community Committee and the terms of reference and quorum of each committee be approved and adopted;**
- (c) the calendar of meetings for the 2019/2020 Council year be noted; and**
- (d) the election of Chairmen and the appointment of Members for each committee for the 2019/2020 municipal year be approved.**

Voting: unanimous

10. **Annual Budget 2019/2020**

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.

Members were advised of the assets transferred under the Establishment Order as of 1<sup>st</sup> April 2019 and the proposed budget and precept amount of £342,009.00 for 2019/20. The budget was received from the outgoing Borough Council in the shadow period and as such the Town Council now cannot raise a precept above this amount as set out in the establishment order.

An annual budget had to be set by Christchurch Town Council in order to receive the precept from Bournemouth Christchurch and Poole Council (BCP) which is the billing authority for the Town Council.

Members were informed that it was a requirement for town councils to have a minimum of three to six months operating costs set aside as general reserves, with best practice to be nearer six months.

The budget received from the Shadow authority had not allocated any reserves and therefore reserves needed to be allocated as detailed in appendix 2.

The Mayor considered that this was a good budget which foresaw what the anticipated costs would be for the Town Council by looking at the previous costs incurred by the former Borough Council.

**RESOLVED that:**

- (a) the assets transferred to Christchurch Town Council be noted; and**
- (b) the 2019/20 budget and precept of £342,009.00 be approved to the billing authority (Bournemouth Christchurch Poole Council).**

Voting: Unanimous

11. **Outside Bodies Representation for 2019/20**

The appointment of Councillors as the Council's representatives on the following Outside Bodies for 2019/20 were noted:

Citizens Advice Bureau – Cllr G Jarvis

Regent Centre – Cllr P Hilliard and Cllr M Tarling

Christchurch Harbour Association – Honorary Freeman Cllr C Bungey and Cllr T Lane.

Members were informed that the Legates Charity rules would be looked into regarding the number of trustees and setting up a sub-committee, and that no appointments would be made at this point.

**RESOLVED that:**

- (a) the appointment of members as the Council's representatives on Outside Bodies for the Citizens Advice Bureau, Regent Centre and Christchurch Harbour Association be confirmed; and**
- (b) the appointment of members as the Council's representatives for the Legates Charity be deferred until the charity rules are confirmed regarding the number of trustees and sub-committee setup.**

Voting: Unanimous

12. **Members Code of Conduct**

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.

Members were informed that the Code of Conduct was crucial in ensuring public confidence in those tasked with making decisions which impacted upon the local community. The standards regime was a detailed statutory mechanism designed to prove effective, open and transparent decision making within local government.

**RESOLVED that the model Code of Conduct, as set out in Appendix '1' be adopted.**

Voting: Unanimous

13. **Report of the Town Clerk – Transfer of our Armorial Bearings**

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

Members were informed that it would be beneficial for the Town Council to have use of the coat of arms as a corporate identity for its website and papers.

A Member considered that the existing Borough signs on the highways depicting the coat of arms should be retained until these can be updated omitting the title of 'Borough'.

Members agreed that the practice of installing a Mayoral Board should be carried forward to the Town Council.

Members congratulated the Town Clerk for the work undertaken on the Coat of Arms and the reinstatement of the Mayoral board in the Old Town Hall.

**RESOLVED that:**

- (a) the Town Council accepts the transfer of the grant of arms from Christchurch Borough Council noting nil cost to the Town Council;**

- (b) the Town Clerk be delegated authority to liaise with the College of Arms to complete the transfer and associated administration;**
- (c) the Coat of Arms be established as the corporate identity of the Town Council and to be used where appropriate; and**
- (d) the Town Council adopts the custom and practice of installing boards to mark the incumbent Mayor and upon succession to renew accordingly and authorises the clerk to obtain quotes for the preparation and installation of the same.**

Voting: Unanimous

The meeting ended at 7.15pm

CHAIRMAN