

CHRISTCHURCH TOWN COUNCIL

Council

Minutes of the Meeting held on 19 July 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: Cllr J Abbott, Cllr Hon Freeman Cllr C R Bungey, Cllr A E Coulton, Cllr M Cox, Cllr Mrs F Cox, Cllr C A Gardiner, Cllr W Grace, 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.

Apologies: Cllr S Fotheringham

Officers Daniel Lucas, Town Clerk

Present: Susan Roxby, Administrative Support Officer

45. Prayers

The Mayor's Chaplain, the Reverend Canon Charles Stewart opened the proceedings with prayers.

46. Declarations of Interest

There were no declarations of interest on this occasion.

47. Minutes of Previous Meeting

The minutes of the meeting held on 15 May 2019 were agreed and signed as an accurate record.

Councillors M Cox and Mrs F Cox joined the meeting at 6.09pm.

48. Announcements

1. The Mayor

The Mayor announced that, since the last meeting of the council, she had been privileged to attend some wonderful engagements.

In addition, the Mayor advised that a letter had been received from Ms Lianne Dalziel, Mayor of Christchurch New Zealand following receipt of a book of condolences signed by Christchurch Residents and forwarded by the former Christchurch Borough Council. They had been overwhelmed by the amount of condolences received across New Zealand and around the world.

The full schedule of events had been circulated to each Member, a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

2. The Town Clerk

The Town Clerk advised that he had exercised under the Urgent Delegation Procedure on the 29 May 2019 skip hire for Rutland Road Allotments.

3. Cllr Bungey

Cllr Bungey updated Members that the Lighthouse Youth Club had been given notice to vacate their premises and following discussions with Bournemouth, Christchurch and Poole Council (BCP Council) new premises had now been offered. Contracts were yet to be signed in September which would enable the Youth Club to continue in Christchurch.

49. Public Participation

Maureen King, Director of Priory Mews (Management Co. Ltd) gave a statement regarding the Ducking Stool Boardwalk by Mill Stream in Christchurch, a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

50. Public Questions

The Mayor reported that no questions had been submitted to the Town Clerk in accordance with the Council's Standing Orders.

51. Questions from Councillors

The Mayor reported that one question had been submitted to the Town Clerk in accordance with the Council's Standing Orders.

Question from Cllr Tarling

Cllr Tarling asked if it would be possible to access the arboricultural reports for the tree works being undertaken in Druitt Gardens so that these may be investigated.

The Town Clerk advised that the arboricultural reports were publicly available through the Planning Portal for the Druitt Gardens' application and that Cllr Tarling could carry out an investigation if Members wished him to.

The Mayor confirmed that Cllr Tarling could carry out an investigation and on completion be referred to the Town Clerk.

52. Committee Minutes

The Committee Minutes for the last cycle of meetings were received as follows:

Planning Committee 7 June 2019

The Committee Minutes for the meeting of the Planning Committee held on 11 June 2019 were received.

The recommendation arising from the meeting was considered and approved:

Minute No. 16. Christchurch Neighbourhood Plan

Voting: unanimous

Resources Committee, 11 June 2019

The Committee minutes for the meeting of the Resources Committee held on 11 June 2019 were received.

The recommendations arising from the meeting were considered and approved:

Minute No.21 Bank Account Signatories

Voting: unanimous

Minute No.23 Cllr Email addresses

Voting: unanimous

Community Committee, 2 July 2019

The Committee Minutes for the meeting of the Community Committee held on 2 July 2019 were received.

Cllr Neale questioned the reason for the appointment of Cllr S J McCormack as the Single Point of Contact (SPOC) for the Police and BCP Council was not determined by Full Council.

The Town Clerk advised that the request for a Councillor to be appointed as a SPOC had been received after the Annual Council meeting had been held and therefore was decided at the next meeting of the Community Committee.

The Mayor stated that the SPOC appointed at the Community Meeting should stand.

The recommendations arising from the meeting were then considered and approved:

Minute No. 33. Residents' Survey

Members agreed the membership of the Resident's Survey Working Group as follows:

Cllr D Jones
Cllr Mrs S Bungey
Cllr T Lane
Cllr J Abbott
Cllr C A Gardiner

Voting: unanimous

Minute No. 34. Civic Working Group

Members agreed the membership of the Civic Working Group as follows:

Mayor
Deputy Mayor
Chairman of Community
Cllr Mrs S Spittle

Cllr F Neale

Voting: unanimous

Resources Committee, 9 July 2019

The Committee Minutes for the meeting of the Resources Committee held on 9 July 2019 were received.

The recommendation arising from the meeting was considered and approved:

Minute No. 42. Adoption of Policies:

Grievance Policy
Disciplinary Policy
Sickness Absence Policy

Voting: Unanimous

53. Motions Considered Under Standing Order 1 in order which they have been notified to the Town Clerk

A Motion was received dated 5 July 2019 from Cllr D Jones as follows:

That the resolution of Council dated 15 May to appoint Cllr Simon McCormack to the Planning and Regulatory Committee be amended so that he now vacates the Committee and that Cllr Mrs Gillian Jarvis is appointed as a Member of that Committee.

The motion as set out above was put the vote and was carried.

Voting: 17:0 (1 Abstention)

54. Transfer of Arms update – Roll of Honour quote update

The Town Clerk updated Members that the College of Arms had receive payment from BCP Council for the transfer of Arms, but due to an administrative error the fee was not paid in full. A further payment of £50 was required for the petition to be completed.

The Town Clerk informed Members that in order to keep up the tradition of an Honours Board at the Old Town Hall, a quotation of £385 plus vat to supply and fit a new Honours Board had been received.

RESOLVED that the expenditure to fit and supply a new Honours Board at the Old Town Hall be approved.

Voting: unanimous

55. ICO Registration

The Town Clerk updated Members that the Data Protection (Charges and Information) Regulations 2018 required every organisation that processed personal information to pay a fee to the Information Commissioners' Office, unless an exemption applied. Failure to pay the fee may result in a fixed penalty. As a "data controller" and "processor" under the GDPR and Data Protection Act 2018, this Town Council needed to register and pay the fee accordingly being a "Tier 1" fee of £40, or "Tier 2" fee of £60.

RESOLVED that the Town Clerk be delegated to register the Town Council with the Information Commissioners' Office and complete the online payment of the registration fee accordingly.

Voting: Unanimous

56. Appoint to external bodies – Legate's Charity Update

A report was submitted, 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 Clerk gave an overview of the administration of the Legates Charity.

Members questioned whether the Legates Charity would continue on the same terms if the administration was carried out by the Dorset Community Foundation. The Town Clerk informed members that the funds would be ringfenced to respect the aims and objectives of the bequest.

RESOLVED that The Town Council:

- (a) pass the management and administration of the Legate's charitable legacy to the Dorset Community Foundation in principle subject to further information about costings etc;**

- (b) the Town Clerk be delegated to action the resolution in consultation with the Dorset Community Foundation ascertaining how the governance, handover, management and costings shall have an impact upon the charity; and
- (c) the Town Clerk shall report the findings of the above delegation to the next cycle of Council for a final decision to be made.

Voting: 17:0 (1 Abstention)

57. Local Government Pension Scheme

The Town Clerk updated Members on details for the Council to apply for admitted body status in the Local Government Pension Scheme (LGPS) with retrospective effect to the 1 April 2019 for all employees of the Council. The LGPS was the pension provider for employees of Christchurch Borough Council/East Dorset District Council and therefore was the provider for TUPE'd members of staff. However, those staff who were not TUPE'd do not have this default position. The Town Council can use any pension provider it desired, however the LGPS is the most common provider in the Local Government Sector.

RESOLVED that Members agreed to adopt the Local Government Pension Scheme as the Council's pension provider for all employees with retrospective effect to 1 April 2019 and that the Council apply for admitted body status to the scheme for employees of the Council.

Voting: unanimous

- 58. RESOLVED to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the financial and business affairs of the authority and other authorities.**

Voting: unanimous

Resources Committee, 11 June 2019

The Exempt Committee minutes for the meeting of the Resources Committee held on 11 June 2019 were received.

The recommendation arising from the meeting was noted:

Minute No. 25. Highcliffe and Walford Neighbourhood Council – Assistance

Community Committee, 2 July 2019

The Exempt Committee Minutes for the meeting of the Resources Committee held on 9 July 2019 were received.

The recommendation arising from the meeting was noted:

Minute No. 37. Service Level Agreement

The meeting ended at 7.55pm

CHAIRMAN