

CHRISTCHURCH TOWN COUNCIL

FULL COUNCIL

Minutes of the Meeting held via Zoom conferencing facilities on

26 May 2020 at 6.00pm

Present:-

Cllr Mrs L Dedman – Mayor

Cllr Mrs S Bungey – Deputy Mayor

Present: Cllr J Abbott, Cllr A E Coulton, Cllr Mrs F Cox, Cllr M Cox, Cllr C A Gardiner, Cllr W Grace, Cllr P Hilliard, Cllr G R Jarvis, Cllr D C Jones, Cllr S J McCormack, Cllr F F T Neale, Cllr Mrs S Spittle and Cllr M J Tarling.

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

Members of the
Public present: 3

Members of the None present
Press present:

1. Prayers

The Mayor, Cllr Lesley Dedman opened the proceedings with prayers.

2. Declarations of Interest

There were no declarations of interest on this occasion.

3. Minutes of Previous Meeting

The minutes of the meeting held on 17 January 2020 were agreed as an accurate record.

Announcements

1. The Mayor

Members paid a silent tribute to Honorary Freeman Cllr Colin Bungey who had recently passed away, in recognition of his contribution to this Council as a past Mayor, Honorary Freeman and an Independent Councillor.

The Mayor announced that, since the last meeting of the council, she had been privileged to attend some wonderful engagements, highlighting the Gang Show event and the World of Prayer Service.

In addition, the Mayor gave mention to the Mayor's Charity Gala Dinner which was very enjoyable and thanked those Members able to attend this event.

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 the Internal Auditor had signed off the Council's draft Annual Return, Balance Sheet and Income and Expenditure Account. Members were informed that the 2019/20 Annual Return deadline had been extended due to the coronavirus and that these would be signed off at the next Full Council Meeting.

4. Public Participation

An elector provided the committee with an updated 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. Members were asked if they were in agreement for a letter to be sent to BCP Council from Christchurch Town Council giving their support to the proposal for BCP Council to adopt the boardwalk.

Resolved that the Town Clerk be delegated in consultation with the Mayor and Chairman of Planning Committee to write to the BCP Chief Executive, Portfolio Holder and Chairman of the Planning Committee in support of the proposal for BCP Council to adopt the boardwalk.

Voting: nem.con.

5. Public Questions

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

6. Questions from Councillors

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

7. Verbal Reports from Partner Organisations

There were no verbal reports from Partner Organisations on this occasion.

8. Committee Minutes

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

Planning Committee, 28 January 2020

The Minutes of the meeting held on 28 January 2020 were received.

Voting: nem.con.

Resources Committee, 13 February 2020

The Minutes of the meeting held on 13 February 2020 were received.

Voting: nem. con.

Community Committee, 17 February 2020

The Minutes of the meeting held on 17 February 2020 were received.

Voting: nem. con.

Planning Committee, 26 February 2020

The Minutes of the meeting held on 26 February 2020 were received.

Voting: nem. con.

Resources Committee, 9 March 2020

The Minutes of the meeting held on 9 March 2020 were received.

Voting: nem. con.

Resources Committee, 6 May 2020

The Minutes of the meeting held on 6 May 2020 were received.

Voting: nem. con.

9. Community Grant Policy and Application Form

A report was submitted, a copy of which had been circulated to each member a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Members were requested to consider the report on the adoption of the Community Grants Policy and the creation of a Community Grants Working Group, together with the terms of reference.

The Town Clerk advised that as Britain in Bloom was not going ahead this year due to the coronavirus, that Members may wish to vire the Britain in Bloom budget of £25,000 to the Community Grants Budget.

Members felt the Grants Policy was a good initiative and that the maximum value of each grant awarded should be £2,500. Members considered that in addition to the Town Clerk that elected representation should also be included in the choice of the two community volunteers to be on the Community Grants Working Group and that recommendations should be reported to the Community.

RESOLVED that the Town Council:

- a) adopts the Community Grants Policy and application form and increases the maximum value up to £2,500 for each grant;**
- b) create a Community Grants Working Group which shall comprise 3 elected Town Councillors and 2 volunteer members of the community to determine applications for grants above £200 and make recommendations therein to Community Committee;**
- c) delegate to the Town Clerk and elected representation the ability to determine applications for grants up to the value of £200 in consultation with the Chairman of Resources Committee and Community Committee and at least one of the volunteer members of the Working Group;**
- d) delegate to the Town Clerk to conduct a recruitment process for the 2 volunteer members to be appointed to Working Group with 3 Members who form the Working Group.**

Voting: nem. con.

10. **Insurance Renewal**

The Town Clerk updated Members on a quote received for the renewal of the Council's insurance arrangements and advised that Zurich Insurance would continue for the 2020/21 Civic Year.

Resolved that Members noted the verbal report.

Voting: nem.con.

11. **To appoint Dorset Planning Consultant Ltd as the Town Council's Planning Consultant to advise and assist the Council in the preparation of a Christchurch Neighbourhood Plan**

A report was submitted, 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 requested to consider the report to appoint Dorset Planning Consultant Ltd as the Town Council's Planning Consultant to advise and assist the Council in the preparation of a Christchurch Neighbourhood Plan.

A Member considered that the Council should request a timescale from the Planning Consultant.

The Town Clerk advised that a Working Group would be formed to discuss a timeline and project management for the Christchurch Neighbourhood Plan.

The Mayor hoped that a Working Group would be formed very quickly.

RESOLVED that:

The Town Council:

- a) **appoint the Dorset Planning Consultant Ltd based upon its standard fees set by the Government Grant rate administered by Locality at £78.50 per hour (based on £550 per day) subject to VAT (£78.50 +VAT), and travel time at £25 per hour and mileage at 45p/mile plus disbursements;**
- b) **authorise the Town Clerk to sign on behalf of the Town Council the contract as appended; and**
- c) **delegate to the Town Clerk the function of applying on behalf of the Town Council for central Government funding for the plan preparation.**

Voting: nem.con

Cllr M Cox left the meeting at 7.08pm.

12. **Decision on Open Spaces Closures re: Events**

The Town Clerk updated Members on BCP Council's decision concerning events and the decision not to permit outdoor events on BCP Council's public open spaces due to the continued impact of the coronavirus outbreak up until the end of August 2020.

RESOLVED that:

- a) events on Town Council land be cancelled due to the ongoing Coronavirus concerns; and**

- b) the Town Council shall not entertain new applications for events until after the end of August 2020 where this decision shall also be subject to review and update.**

Voting: nem.con

13. **Decision required to re-task Britain in Bloom Budget/Options**

Members considered the options to re-task the Britain in Bloom budget following the cancellation of the event this year due to the coronavirus pandemic.

Members considered that the Council should reserve some of the funding for next year's Britain in Bloom, and that £5,000 should be retained in preparation for 2020/2021, with the remaining £20,000 of the Britain in Bloom budget to be vired to the Community Grant Fund,

The Town Clerk informed Members that he did not want to presume that the Council would enter Britain in Bloom for next year and that was the reason that the total budget of £25,000 had been recommended for virement.

RESOLVED that:

- a) £20,000 of the 2020/2021 Britain in Bloom budget for this financial year be vired to the Community Grant fund; and**

- b) £5,000 be retained in the Britain in Bloom Budget in preparation for the 2021/2022 Civic Year.**

Voting: nem.con

14. **Appointment of Chairman of Community Committee**

Following the sad loss of the Chairman of Community Committee, Honorary Freeman Cllr Colin Bungey who had recently passed away, members were asked to appoint a new Chairman of the Community Committee for the 2020/2021 Civic Year.

RESOLVED that Cllr Neale fill the Councillor vacancy on the Community Committee and be appointed Chairman of the Community Committee for the 2020/2021 Civic Year.

Voting: nem.con.

15. **Mayoralty Update**

The Town Clerk advised Members that due to the coronavirus pandemic the law allowed for the Mayoralty to remain the same for the 2020/21 civic year as the previous civic year 2019/20 to maintain the status quo, and elect a new Mayor at its next Annual Council Meeting to be held in May 2021.

Members considered that the status quo should be kept for the 2020/2021 civic year and the existing Mayoralty arrangements be continued.

RESOLVED that due to the extraordinary events of this year, that the status quo be maintained, and the Mayoralty and all offices be retained for the 2020/21 Civic Year.

Voting: nem.con

The meeting ended at 7.40pm

CHAIRMAN