

**CHRISTCHURCH TOWN COUNCIL**

**ANNUAL COUNCIL MEETING**

Minutes of the Meeting held on 16 May 2022 at 6.00pm Christchurch  
Library, High Street, Christchurch, BH23 1AW

Present:-

Cllr Mrs S Bungey – Mayor

Cllr A E Coulton – Deputy Mayor

Present: Cllr V Charrett, Cllr L Dedman, 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 G E E Polson, Cllr R D Luscombe, Cllr Mrs S Spittle and Cllr M J Tarling.

Apologies: Cllr Mrs F Cox, Cllr M Cox, Cllr H Farrell-Jarvis and Cllr W Grace.

Officers Present: James Atkinson, Projects Officer, Emma Cross, Mayor’s Secretary, Daniel Lucas, Town Clerk and Susan Roxby, Democratic Services Officer.

Members of the Public present: 46

Members of the Press present: 0

**1. Prayers**

The Mayor’s Chaplain, the Reverend Canon Charles Stewart 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 16 March 2022 and the extraordinary meeting held on 5 April 2022 were agreed and signed as an accurate record.

Voting: Unanimous

Proposed by: Cllr P Hilliard  
Seconded by: Cllr M Tarling

4. **Committee Minutes**

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

**Planning Committee 22 March 2022**

The Minutes of the meeting held on 22 March 2022 were received.

Voting: Unanimous

**Resources Committee 5 April 2022**

The Minutes of the meeting held on 5 April 2022 were received.

Voting: Unanimous

**Community Committee 12 April 2022**

The Minutes of the meeting held on 12 April 2022 were received.

Voting: Unanimous

**Planning Committee 26 April 2022**

The Minutes of the meeting held on 26 April 2022 were received.

Voting: Unanimous

**Resources Committee 3 May 2022**

The Minutes of the meeting held on 3 May 2022 were received.

The recommendation arising from the meeting of the Community Committee held on 3 May 2022 was then considered and approved:

Minute no. 422      Transfer of Funds to the Public Sector Deposit Fund from the Unity Trust bank account.

**RESOLVED that the Town Clerk be delegated the transfer of £150,000 from the Unity Trust Current Account to the Public Sector Deposit fund.**

Voting: Unanimous

Cllr A Coulton  
Cllr McCormack

5. **Election of Town Mayor 2022/23**

It was proposed by Councillor Lesley Dedman, seconded by Councillor Tom Lane, and unanimously –

**RESOLVED that Councillor Mrs Avril Coulton be elected Mayor of Christchurch Town Council for the 2022/23 Municipal Year.**

Voting: Unanimous

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

The new Mayor, Councillor Mrs Avril Coulton 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 and Officers for all their work during the civic year;
- thanked her husband, Mr Jeremy Coulton for agreeing to act as her Consort;
- thanked Reverend Canon Charles Stewart for agreeing to be her Chaplin;
- announced that her Mayoral Charity for the 2022/23 Civic Year would be the Macmillan unit in Christchurch; and
- referred to the Books of Remembrance to remember all of those who have given their lives for the life we have today.

7. **Mayor 2021/22 – Vote of Thanks**

It was proposed by Councillor Lesley Dedman, seconded by Cllr Tarling and unanimously-

**RESOLVED that the Council places on record its appreciation to Councillor Mrs Sue Bungey and Mr Michael Trowman for their services as Mayor and Mayor's Consort of Christchurch during the 2021/2022 Municipal Year.**

The Mayor then presented badges to Councillor Mrs Sue Bungey and Mr Michael Trowman commemorating their year of office as Mayor and Mayor's Consort of the Christchurch (2021-22).

Cllr Mrs Bungey thanked Officers and gave special thanks to the Mayor's secretary. She further thanked the Christchurch Residents for all of their support and stated that it had been an honour to serve as the Mayor of Christchurch.

Voting: unanimous

8. **Appointment of Deputy Town Mayor 2022/23**

It was proposed by Councillor David Jones, seconded by Councillor Mrs Susan Spittle, and unanimously –

**RESOLVED that Councillor Mrs Vivienne Charrett be elected Deputy Mayor of Christchurch Town Council for the 2022/23 Municipal Year.**

Voting: Unanimous

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

The new Deputy Mayor, Councillor Mrs Vivienne Charrett made the Statutory Declaration of Acceptance of Office.

The Mayor presented Councillor Mrs Vivienne with the badge of office as Deputy Mayor.

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

The Mayor appointed the Reverend Canon Charles Stewart, Priest in Charge of the Priory, as his Chaplain until the next Annual Meeting of the Council.

11. **Standing Committees and Committee Memberships**

Members were asked to approve the appointment of Members to Committees and the arrangements made for Outside Bodies Representation as set out in the submitted schedules, a copy of which appears as Appendices 'A' and 'B' to these Minutes in the Minute Book.

The appointment of Councillors to the following committees were approved:

**COMMUNITY COMMITTEE**

Cllr Mrs S Bungey  
Cllr V Charrett  
Cllr A Coulton  
Cllr C Gardiner  
Cllr W Grace  
Cllr G Jarvis  
Cllr S McCormack  
Cllr R Luscombe  
Cllr Mr S Spittle

**PLANNING COMMITTEE**

Cllr V Charrett  
Cllr M Cox  
Cllr L Dedman  
Cllr H Farrell-Jarvis  
Cllr S Fotheringham  
Cllr G Jarvis  
Cllr D Jones  
Cllr R Luscombe  
Cllr M Tarling

**RESOURCES COMMITTEE**

Cllr A Coulton  
Cllr M Cox  
Cllr L Dedman  
Cllr C Gardiner  
Cllr W Grace  
Cllr P Hilliard  
Cllr G Poulson  
Cllr M Tarling  
Cllr Mrs S Spittle

The appointment of Councillors as the Council's representatives on the following Outside Bodies for 2022/23 were approved as appended below:

OUTSIDE BODY	VENUE OF MEETINGS	DETAILS OF MEETINGS	REPRESENTATIVE (Councillor)	REPORTS TO COUNCIL
Christchurch Harbour Association		March & Nov 5.30pm	2 Councillor representatives Cllr P Hilliard Cllr R Luscombe	yes
Christchurch BID		4.30pm monthly:	1 Councillor representative Cllr M Cox	yes

Christchurch and District Sports Council		tbc	tbc	yes
Friends of Druitt Gardens		tbc	1 Councillor representative Cllr A Coulton	yes
Legate's Charity – Representative Trustees		Jan, April, July & Oct	The Mayor (ex officio) Charity status to be reviewed	yes
Regent Centre Liaison Meeting		Last Monday of Jan, April, July & Oct 5.00pm	(Chairman of Resources Plus 1 other member) Cllr M Tarling	yes
Stanpit Marsh Advisory Panel	Stanpit Marsh Information Centre, Stanpit Marsh Local Nature Reserve, Christchurch.	May & Oct	2 Councillor representatives Cllr G Jarvis Cllr M Tarling	yes

**RESOLVED that:**

- (a) the appointment of Members for each committee for the 2022/2023 municipal year be approved as set; and**
- (b) the appointment of members as the Council's representatives on Outside Bodies for the 2022/23 municipal be approved as set.**

Voting: unanimous

Proposed by: Cllr D Jones  
Seconded by: Cllr C Gardiner

**12. Renewal of Council Policies**

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 asked to review and update where necessary the Town Council Policies.

**RESOLVED that the Town Council renews and adopts its existing Council Policies for the 2022/23 municipal year.**

Voting: unanimous

Proposed by: Cllr S Fotheringham  
Seconded by: Cllr R Luscombe

**13. General Power of Competence – Declaration**

A Section 1 of the Localism Act 2011 (“LA”) provides that a local authority has the power to do anything that individuals may generally do. “Local Authority” is defined in section 8 of the LA2011 and includes an “eligible” parish/town council. The prescribed criteria which a local council is required to fulfil in order to become an eligible parish council are set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. It confirms that a local council is eligible to use the general power of competence if:- it has a qualified clerk; a minimum of two-thirds of the total number of councillors have been elected; and it has resolved at a meeting of the council and each subsequent relevant annual meeting (that is, an annual meeting that takes place in a year of ordinary elections of parish councillors) that it meets these conditions. “Qualified Clerk” means one who has attained one of: the Certificate in Local Council Administration; the Certificate of Higher Education in Local Policy; the Certificate of Higher Education in Local Council Administration; or the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications and the clerk completed training on the General Power of Competence, unless such training was part of obtaining a qualification mentioned above.

**RESOLVED that the Council meets the criteria for 2022/23 as defined in the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in having a qualified clerk and a minimum of two-thirds of its councillors have been elected and as a matter of law has the right to exercise the general power of competence as defined.**

Voting: unanimous

Proposed by: Cllr D Jones  
Seconded by: Cllr M Tarling

**14. Annual Governance Statement 2021/2022**

The Annual Governance Statement 2021/2022 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.

**RESOLVED** that the Annual Governance Statement be approved (Section 1 of the Annual Governance and Accountability Return “AGAR”) and that the Statement be signed by the Mayor and the Town Clerk of the meeting where approval was given.

Voting: unanimous

Proposed by: Cllr R Luscombe

Seconded by: Cllr V Charrett

#### 15. **Accounts 2021/2022**

The Annual Accounts 2021/2022 was submitted, a copy of which had been circulated to each member a copy of which appears as Appendix ‘E’ to these Minutes in the Minute Book.

**RESOLVED** that Council:

- a) notes the Income and Expenditure Account and Balance Sheet for the Council’s year end position as at 31 March 2022; and sets the period for the exercise of public rights for inspection of the financial accounts as commencing on Monday 13 June 2022 and ending on Friday 22 July 2022; and
- b) approves the Annual Accounting Statements for the year ending 31 March 2022 (Section 2 of the AGAR) and the Annual Statements be signed by the Mayor of the meeting where approval was given.

Voting: unanimous

Proposed by: Cllr S McCormack

Seconded by: Cllr T Lane

#### 16. **Update of signatories to the Council’s Bank Account Mandate.**

The Town Clerk informed Members that the Council was required to update the Unity Trust Bank Account mandate. The Council’s financial regulations required that signatories should be reviewed regularly for safety and efficiency and updates to the mandate were required due to appointments to office for the 2022-2023 municipal year as follows:

- Cllr Mrs Susan Bungey be removed as a signatory;
- Cllr Lesley Dedman be removed as a signatory;
- Cllr Vienne Charrett be added as a signatory;
- Cllr Simon McCormack be added as a signatory; and
- Council be content that Cllr Avril Coulton, Cllr Michael Cox and Cllr Paul Hilliard and the Town Clerk, Daniel Lucas remain as signatories;



**RESOLVED that Council confirms the following Councillors and the Town Clerk be appointed as bank account signatories on behalf of the Town Council to authorise payments and sign cheques:**

**Cllr Avril Coulton  
Cllr Michael Cox  
Cllr Vivienne Charrett  
Cllr Paul Hilliard  
Cllr Simon McCormack  
Town Clerk, Daniel Lucas**

Voting: unanimous

Proposed by: Cllr T Lane  
Seconded by: Cllr M Tarling

**17. Confirmation of signatories to the Public Sector Deposit Fund mandate.**

The Town Clerk informed Members that the signatories on the Public Sector Deposit Fund mandate had been reviewed and that no updates to the mandate were required for the municipal year 2022/23.

**RESOLVED that the following Councillors and the Town Clerk remain signatories on the Public Sector Deposit Fund mandate:**

**Cllr Mrs Susan Bungey  
Cllr Michael Cox  
Cllr Mrs Avril Coulton  
Town Clerk, Daniel Lucas**

Voting: unanimous

Proposed by: Cllr R Luscombe  
Seconded by: Cllr G Jarvis

**18. New laptop – quotation**

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

The Town Clerk informed Members that due to 'ghosting' issues a replacement laptop was required for a member of staff. The laptop was in its 4<sup>th</sup> year and near the end of its life expectancy and would be written off as it was more cost efficient to order a replacement laptop rather than carryout costly repairs.

**RESOLVED that:**

- a) the Council approved the quotation for a Dell Outlet Latitude 7410 LT laptop provided by Rejuvenate at a cost of £1,066.80 plus VAT £213.36 with the total sum payable £1,280.16;**
- b) the Town Clerk be delegated the authorisation to enter into the contract and authorise payment accordingly; and**
- c) the original laptop be written off.**

Voting: unanimous

Proposed by: Cllr McCormack

Seconded by: Cllr Spittle

The meeting ended at 7.08pm

CHAIRMAN