

## PORTLAND TOWN COUNCIL

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7<sup>th</sup> September 2016

Dear Councillor

You are hereby summoned to attend the **TOWN COUNCIL MEETING**, to be held in **PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE**, on **WEDNESDAY, 14<sup>TH</sup> SEPTEMBER 2016**, commencing at **7.00 pm** when the business set out below will be transacted.

It should be noted that it is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Ian Looker  
Town Clerk

## AGENDA

1. **Chairman's Welcome**
2. **Prayers**
3. **Apologies for Absence**
4. **Declarations of Interest** – to receive any declarations from Councillors or Officers of personal or prejudicial interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests.
5. **Open Forum**
  - a) **Police Question Time**
  - b) **Public Half-Hour** (Limit: 3 minutes per speaker, 30 minutes total)
  - c) **Reports from Borough and County Councillors**
6. **Minutes of the Town Council Meeting, 17<sup>th</sup> August 2016**  
(attached)
7. **Minute Update and Matters Arising from the Minutes**  
(attached)
8. **Written Questions for the Chairman**
9. **Town Mayor's Announcements**
10. **Financial Matters**
  - a) **Payments for Authorisation** (to follow)
  - b) **2016/17 Financial Report to 31<sup>st</sup> August 2016**  
(attached)
11. **Big Lottery Grant** – to receive an update report from the Chairman and consider the following motion from Cllr. Nowak, “that the Council write to the Lottery and explain we need to change the wording to the application, requesting we delete the wording of ‘Easton & Victoria Gardens’ and change that to ‘public open spaces on Portland’”, also any further actions (see also attached)

12. **West Weares: Portland Community Partnership Agreement with Dorset Wildlife Trust** – to consider an approach by PCP that the Council “assist with [the agreement] by paying for another annual cut or perhaps include a wider area” (see attached)
13. **Proposed Dorset and East Devon National Park** – following the presentation to the Marine, Environment & Tourism Partnership to consider sending a letter of support to Natural England
14. **Local Government Reorganisation in Dorset** – to consider whether to frame a corporate response to the consultation (see attached)
15. **Fire Safety Risk Assessment** – to consider the report of the recent assessment and further actions by the Council (see attached, including confidential report)
16. **Waste Carrier Registration** – to decide whether to renew (see attached)
17. **Council Chairman and Town Mayor** – to consider a report by the Clerk (attached)
18. **DAPTC Annual General Meeting, 2016** – to consider a circular from its Chief Executive (attached)
19. **Reports from Representatives to Outside Bodies and Voluntary Posts**
20. **Exclusion of Press & Public** (discretionary)  
“That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) ... by reason of the confidential nature of the business to be transacted.”
21. **Date of Next Meeting**  
The next scheduled meeting of the Town Council is due to take place at the Easton Methodist Church Hall, Easton on Wednesday, 19<sup>th</sup> October 2016, starting at 7.00 pm.

## **PORTLAND TOWN COUNCIL**

### **TOWN COUNCIL MEETING HELD ON WEDNESDAY, 17<sup>TH</sup> AUGUST 2016 IN PETER TRIM HALL, ST. GEORGE'S CENTRE**

**PRESENT:** Councillors R. Nowak (Chairman), Mrs S. Cocking, C. Flack, Mrs S. Reynolds, D. Symes, D. Thurston and R. Wild.

**IN ATTENDANCE:** Ian Looker (Town Clerk), Cllr. Margaret Leicester (Weymouth & Portland Borough Council), Andy Matthews (Neighbourhood Plan Working Group), Patrick Myers (Dorset County Council) and four members of the public.

#### **3229 – CHAIRMAN'S WELCOME**

Cllr. Nowak welcomed all to the meeting and advised of fire precautions at the hall.

#### **3230 – LOCAL GOVERNMENT REORGANISATION IN DORSET**

Patrick Myers gave a presentation and answered questions from members and the public.

#### **3231 – PRAYERS**

The Clerk led the meeting in prayer.

#### **3232 – APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs. Ms J. Atwell, J. Draper, C. Gover, A. Sergison and Mrs S. West.

#### **3233 – DECLARATIONS OF INTEREST**

There were none.

#### **3234 – OPEN FORUM**

##### **a) Police Question Time**

No representative of the Police present. Council noted the death of PCSO Lynne Huckins and asked the Clerk to write to the Police expressing its condolences.

##### **b) Public Half-Hour**

June Morley referred to an Echo article on 19<sup>th</sup> July concerning the Council's plan to hold events in Easton and Victoria Gardens. She thought the article "insulting" and regretted that the Town Council had not been in touch with the Friends of Easton Gardens to consult with them. From the chair Cllr. Nowak offered an explanation and apology.

Cllr. Margaret Leicester supported Mrs Morley, quoting from her work as a former member of the Town Council.

Carrie Dalby spoke on behalf of the Friends of Victoria Gardens and expressed disappointment over the lack of communication.

##### **c) Reports from Borough and County Councillors**

Cllr. Nowak said the Borough had reversed its policy on car park charges, deciding to make increases though not on the Island as yet. It was also looking at the disposal of some uneconomic car parks.

### **3235 – MINUTES**

**a) Town Council Meeting, 15<sup>th</sup> June 2016**

**b) Town Council Meeting, 13<sup>th</sup> July 2016**

Both sets of minutes was formally agreed and signed as a correct record.

### **3236 – MINUTE UPDATE AND MATTERS ARISING FROM THE MINUTES**

**a) Town Council Meeting, 15<sup>th</sup> June 2016**

There were no matters arising.

**b) Town Council Meeting, 13<sup>th</sup> July 2016**

**a) Minute 3213(b)(ii) – Events & Tourism Working Group**

Cllr. Nowak noted that no meeting had been requested.

**b) Minute 3213(b)(iii) – Jubilee Pillars**

Cllr. Nowak thought the land there had been passed by the Borough to the Land Trust. The Clerk was asked to urge the Trust to cut the grass on the Fair site in time for the October event.

**c) Minute 3217(b) – Mayors' Plaques, Existing and Future**

Cllr. Reynolds queried progress. Cllr. Nowak replied that the Parish had declined the offer and the representatives of St. George's had not yet met. There would be a small charge for the supply of wooden plaques.

**d) Minute 3219 – West Weares**

The Clerk was asked to pursue the request for grass cutting at West Weares and Cheyne Weares, particularly the former.

**e) Minute 3222 – Planning Meetings**

Cllrs. Flack and Symes were due to meet soon to advise on the purchase of equipment.

### **3237 – WRITTEN QUESTIONS FOR THE CHAIRMAN**

There were none.

### **3238 – TOWN MAYOR'S ANNOUNCEMENTS**

There were none.

### **3239 – FINANCIAL MATTERS**

**a) Payments for Authorisation**

**RESOLVED** – that the schedule of invoices (cheque refs. 3532, 3550 – 3567) in the sum of £5,007.79 including VAT be authorised for payment.

**b) 2016/17 Financial Report to 31<sup>st</sup> July 2016**

**RESOLVED** – that £4,000 be transferred from reserves to the Council Offices budget.

**RESOLVED** – that the report be accepted.

### **3240 – COUNCIL OFFICES: AUCTIONS**

Cllr. Nowak reported that the final proceeds from the auctions were £2,560.40.

**3241 – WORKING GROUPS**

**RESOLVED** – that under Standing Order 7(a) the resolution at Minute 3172 of the Town Council meeting on 18<sup>th</sup> May 2016, “that each of the four groups [Cheyne Weares, Events & Tourism, Finance and Human Resources & IT] continue to operate as Working Groups”, be rescinded.

**RESOLVED** – that the Human Resources & IT Working Group be absorbed within the Finance Working Group, to be renamed Finance & Staffing Working Group, leaving three ongoing Working Groups.

**RESOLVED** – that in respect of staffing matters the Finance and Staffing Working Group should include Cllrs. Gover and Sergison and exclude any co-opted members.

**3242 – CODE OF CONDUCT**

**RESOLVED** – the Council adopt the NALC Template Code of Conduct.

**3243 – REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES AND VOLUNTARY POSTS**

There were none.

**3244 – EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** – “that pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for an urgent, additional Agenda Item – Deed of Receipt and Release, by reason of the confidential nature of the business to be transacted.

**3245 – DEED OF RECEIPT AND RELEASE**

**RESOLVED** – that the Council seek legal advice on the wording of the Deed, enquiring first whether its costs could be covered by the Council’s insurance, failing that to seek advice from [named consultant].

**3246 – DATE OF NEXT MEETING**

The next scheduled meeting of the Town Council is due to take place on Wednesday, 14<sup>th</sup> September 2016, at the Peter Trim Hall, St. George’s Centre, Reforne starting at 7.00 pm.

The meeting ended at 8.50 pm.

Signed ..... Dated.....  
(Chair)

## MINUTE UPDATE

### **a) Minute 3216(c) (Meeting 13<sup>th</sup> July 2016) – High Interest Account**

It has been extremely difficult to close the Nationwide account because of the Society's insistence that both existing signatories sign the closure form. One of the signatories lives at an undisclosed address in Turkey. Thus the high interest account with Lloyds has not been opened yet.

I have learned that whereas the Unity Trust Bank will make a charge for every Internet banking transaction Lloyds can offer a service free of charge.

Both these issues will be referred to the Finance & Staffing Group meeting on 13<sup>th</sup> September.

### **b) Minute 3236(b) – Jubilee Pillars and Fair Site**

The Land Trust owns part of the site and the Borough retains "a triangle of land by the Pillars." The Land Trust has sent a plan of the site with some areas shaded to denote ownership, but it is difficult to interpret. Both the Trust and the Borough deny that it is their responsibility to cut the grass on the site. I e-mailed the Borough on 23<sup>rd</sup> August for their interpretation of the plan, but await a reply.

### **c) Minute 3236(d) – West Weares and Cheyne Weares**

The grass has been cut at both sites.

### **d) Minute 3236(e) – Planning Meetings**

The Council has been donated a projector and screen. Cllr. Symes is checking them at present.

### **e) Minute 3240 – Council Offices: Auctions**

At the time of writing I have not had confirmation of the final transfer of funds.

### **f) Minute 3245 – Deed of Receipt and Release**

Our insurers said that free legal advice was not possible in this particular case. The legal consultant has been contacted and will provide advice after his return from holiday on 19<sup>th</sup> September.

**2016/17 FINANCIAL REPORT TO 31<sup>ST</sup> AUGUST 2016**

**Changes to Projections**

**Expenditure**

IT Support	Decrease £100	Recent invoices charged to Office Move
Stationery	Decrease £150	Adjustment to current spending level
Office Move	Increase £290	Addition of recent IT support invoices

**Income**

Compensation	Increase £50,000	Not budgeted
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Target expenditure and income for the month (see right-hand column) is 42%.

## Portland Town Council - Financial Report, 14.9.16

	Budget	Expend. 2015/16	Expend. to 31.8.16	Projected 2016/17	Paid / Rec'd to Date (%)
<b>EXPENDITURE</b>					
Salaries	29,844	30,333	12,323	29,600	41.29
Advertising	280	219	56	220	20.00
Audit	1,300	1,377	352	1,380	27.08
Civic Expenditure	1,000	956	378	1,000	37.80
Computer Equipment	300	0	236	300	78.67
Computer Software	360	39	21	360	5.83
IT Support	250	175	0	200	0.00
Contingency	0	0	0	0	-
Council Offices	17,200 <sup>1</sup>	0	4,506	17,070	26.20
Elections	6,000	4,210	4,209	4,210	70.15
Furniture & Equipment	612	895	95	800	15.52
Hire of Halls	840	1,108	390	1,100	46.43
Honorarium	100	100	100	100	100.00
Insurance	1,500	1,309	1,250	1,250	83.33
Legal Fees	0	1,896	168	200	-
Mayoral Allowance	1,000	700	1,000	1,000	100.00
Miscellaneous	0	0	0	0	-
Postage	790	945	184	790	23.29
Publications	20	5	79	80	395.00
Stationery	850	719	236	570	27.76
Subscriptions	1,600	1,471	1,425	1,600	89.06
Telephone / Internet	500	598	272	700	54.40
Training / Conferences	1,000	389	285	600	28.50
Travelling & Subsistence	100	89	93	190	93.00
<b>Sub-Total</b>	<b>65,446</b>	<b>47,533</b>	<b>27,658</b>	<b>63,320</b>	<b>42.26</b>
Cheyne Weares	4,800	4,608	236	4,000	4.92
Gifts and Donations	100	70	0	70	0.00
Grants	1,750	2,232	0	1,000	0.00
Landscape Maintenance	5,000	52	52	2,000	1.04
Neighbourhood Plan	18,000	3,678	2,342	8,000	13.01
Office Move	3,800	163	3,838	4,300	101.00
Projects	4,150	1,375	400	4,150	9.64
Town Crier	50	35	0	35	0.00
Website	1,200	2,651	0	1,450	0.00
<b>Sub-Total</b>	<b>38,850</b>	<b>14,864</b>	<b>6,868</b>	<b>25,005</b>	<b>17.68</b>
<b>TOTAL</b>	<b>104,296</b>	<b>62,397</b>	<b>34,526</b>	<b>88,325</b>	<b>33.10</b>

**INCOME**

Precept	63,679	50,723	31,843	63,679	50.01
Discount Grant	2,000	3,390	1,000	2,000	50.00
Compensation	0	0	50,000	50,000	-
Fair	1,750	1,375	0	1,000	0.00
Hire of Halls Refund	840	801	1,350	1,350	160.71
Interest	220	72	181	220	82.27
Neighbourhood Plan Grant	15,000	2,500	4,500	15,000	30.00
Sale of Council Furniture	0	0	1,909	2,000	-
Other	0	70	0	0	-
<b>TOTAL</b>	<b>83,489</b>	<b>58,931</b>	<b>90,783</b>	<b>135,249</b>	108.74

**SURPLUS / DEFICIT (-)  
FOR YEAR**

	-20,807	-3,466	56,257	46,924	
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**RESERVES RELEASED**

Cheyne Weares	4,800		4,800	4,800	
Council Offices	4,000		4,000	4,000	
Grants - Fair	0		0	0	
Landscape Maintenance	5,000		5,000	5,000	
Legal Fees	4,000		4,000	4,000	
Neighbourhood Plan	3,000		3,000	3,000	
<b>TOTAL</b>	<b>20,800</b>		<b>20,800</b>	<b>20,800</b>	
<b>Net Total after Reserve Release</b>	<b>-7</b>		<b>77,057</b>	<b>67,724</b>	

<sup>1</sup> £4,000 added from Reserves 17.8.16

## Council Offices

**Expend. to  
31.8.16**

Council Tax	370
Electricity	72
Rent	2,625
Waste Collection	16
Water & Sewerage	19
Building Materials	304
Contractor Payment	770
Fire Risk Assessment	280
Signage	50
<b>Total</b>	<b>£4,506</b>

## Office Move

**Expend. to  
31.8.16**

Auction Refund	30
Building Maint. & Materials	1,129
Catering Expenses	3
Legal Fees	712
IT Support	280
Mail Transfer	425
Removals	813
Skip Hire	286
Staff Relocation	160
<b>Total</b>	<b>£3,838</b>

## Neighbourhood Plan

**Expend. to  
31.8.16**

Consultant's Fee	2,250
Staff Overtime	92
<b>Total</b>	<b>£2,342</b>

## **BIG LOTTERY GRANT**

The Council's bid for funding has been successful and a grant of £5,800 awarded. The intention is to hold four events over the next twelve months to celebrate "everything Portland."

My personal concern is that without an Assistant Clerk in post we shall struggle to provide administrative support to the events.



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## **DORSET WILDLIFE TRUST WORKS CONTRACT TERMS**

### **Outline of contract**

Dorset Wildlife Trust agree to oversee and make payment on behalf of the Portland Community Partnership, for mowing of the agreed area shown on the attached Mowing Plan.

Mowing is to be undertaken on the areas specified on the attached Mowing Plan, within the dates stipulated on the attached Mowing and Payment Schedule. These areas will be cut to result in the arising material being mulched and a remaining sward height should be no taller than 50mm. Paths which are indicated as requiring cutting will be cut at a width of one metre either side of the path edge.

### **CONTENTS:**

Conditions of service

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This contract is made between the Dorset Wildlife Trust (hereinafter called "the Trust") and Portland Community Partnership (hereinafter called "PCP").

WHERE IT IS AGREED as follows:

The Trust hereby agrees to:

1. Arrange mowing on the dates outlined on the attached Mowing and Payment Schedule, as appropriate at the agreed site, subject to the terms and conditions of this brief. The agreed work areas and paths which require mowing are indicated on the attached Mowing Plan Map. Mowing will be completed within the dates stipulated on the attached Mowing and Payment Schedule.
2. Accept responsibility for ensuring Sub-contractors take all appropriate measures to comply with the Health and Safety at Work Act (1974) and all other relevant Acts and Regulations in respect of the work undertaken. The Trust's Health and Safety procedures will be made available. In the event of any breach of these standards committed by the Sub-contractor, the Trust will be informed of the nature of the breach and of the remedial action to be taken within a specified time.
3. Agrees to ensure all Sub-contractors hold adequate Public Liability Insurance cover for the duration of the contract.

The Trust agrees to:

4. Pay the Sub-contractor, for the mowing dates outlined in the Mowing Payment Schedule, not more than £1912.8 incl. Vat, provided that the work has been completed to the agreed specification, to the satisfaction of the Trust and upon receipt of an appropriate invoice.

#### **Mowing and payment schedule**

<b>Mowing year</b>	<b>Payment</b>
2016 - 1 <sup>st</sup> September – 30 <sup>th</sup> September	£1912.8 incl. Vat
2017 - 1 <sup>st</sup> March – 31 <sup>st</sup> March	£1912.8 incl. Vat
2017 - 1 <sup>st</sup> September – 30 <sup>th</sup> September	£1912.8 incl. Vat
2018 - 1 <sup>st</sup> March – 31 <sup>st</sup> March	£1912.8 incl. Vat
2018 - 1 <sup>st</sup> September – 30 <sup>th</sup> September	£1912.8 incl. Vat



# WEST COVE – Mowing Plan

Paths to be cut on scheduled mowing date

Areas to be cut on scheduled mowing date



Map produced by the Dorset Wildlife Trust  
GetMapping copyright. Using under agreement with DCC as  
part of membership of GeoWessex group.



## **Dorset's Councils**

### **Town and Parish Council Consultation Questionnaire**

September 2016

To the secretary of Portland Town Council,

As you may be aware, Dorset's councils are considering reducing the number of local authorities in the county from nine to two, and want to hear the views of their town and parish councils about the changes being proposed.

**Please liaise with your members to understand their views, and provide the feedback using the link to the Town and Parish Council questionnaire below.**

<https://www.ors.org.uk/web/index.php/survey/index/sid/244883/lang/en/token/RD42>

Additional information on the proposals is also available via this link.

You may have already seen a copy of the open consultation questionnaire and completed it as an *individual*, but this is a separate questionnaire specifically aimed at capturing the views of Town and Parish Council members, and so it is important that you complete it on behalf of your council.

Opinion Research Services have been selected to run the consultation on behalf of all nine councils in Dorset. Responses will be independently processed by ORS. ORS adhere fully to the Data Protection Act 1998. Responses from individual town and parish councils may be identified in the analysis.

Please complete this questionnaire by **Tuesday 25th October**.

Thank you in anticipation of your response and for your time and interest.

Yours sincerely

Jonathan Lee,  
Managing Director  
Opinion Research Services

(This email has been sent to you by Opinion Research Services (ORS) who manage the Reshaping your Councils consultation on behalf of Dorset's Councils).

## **FIRE SAFETY RISK ASSESSMENT**

Action has already been taken or is in hand regarding the more urgent items involving the downstairs offices. Members who have been involved may wish to give further details at the meeting.

In respect of the maisonette it is suggested that further discussion is required to agree a way forward.

## **WASTE CARRIER REGISTRATION**

The Council took out registration with the Environment Agency in order to satisfy legal requirements in respect of the Island Lengthsman. This registration expires on 24<sup>th</sup> September.

The advice of Council is sought because renewal within the expiry date costs £105, whereas if this were done at a later date the charge would be £154.

## **COUNCIL CHAIRMAN AND TOWN MAYOR**

Town councils generally appoint a Town Mayor to chair full meetings of the council while parish councils have a Chairman and Portland Town Council has followed this practice over the years.

However in 2015 Council decided to carry out an experiment for two years of having both a Town Mayor and separate post of Council Chairman. Cllr. Rob Hughes was appointed as the first Chairman in May 2015 and Standing Orders modified accordingly.

The intention was that the Town Mayor could concentrate on the ceremonial side of the existing role while the Chairman was able to deal with the administrative business. The view of many would be that this arrangement has proven quite successful as the single role is a demanding one and the division of work follows commonsense lines.

In the course of my CiLCA studies I have had to look at the Local Government Act of 1972. This appears to show that "Chairman" and "Town Mayor" were alternative titles, but not separable roles, s245B(2)(b). I checked this with DAPTC and they sent me the appended legal ruling from NALC in respect of Blandford Town Council, which was considering the same separation.

Since our situation is apparently illegal the Council needs to rectify it. It could reinstate the previous historical arrangement just to have a Town Mayor or it might devise an alternative solution. In view of its unexpectedness it does not seem reasonable to require an immediate decision. I would just recommend Council to proceed with studied haste to reach a conclusion.

## COUNCIL CHAIRMAN AND TOWN MAYOR

**From:** Gurvynda Paddan-White

**Sent:** 21 June 2016 10:55

**To:** Daptc

**Subject:** Our ref: Dors 16/144 – Blandford Forum Town Council – Splitting the roles of chairman and mayor

Dear Linda

Thank you for your instructions in respect of Blandford Forum Town Council ('the Council') received on 7 June 2016 regarding the splitting of roles of chairman and mayor.

The following advice is made on the information that was provided within the instructions. In addition, in order to advise accordingly I have considered the Council's standing orders, Regulation 5L, found on their website.

Advice

I am asked to advise whether the Council has the legal right to have a separate Mayor and Chairman, and therefore a separate Deputy Mayor and Vice-Chairman. The Council currently, from the instructions, I assume has a separate Mayor and Chairman. I note its standing orders allow, in exceptional circumstances, on the ruling of the Council the roles of Mayor and Chairman can be separate as can be the Vice-Chairman and Deputy Mayor roles.

In short, there is no legal power to separate these two roles, and the standing orders are not correct in permitting this, even in 'exceptional circumstances', which I further note is undefined. The reason for this being as follows.

Section 245(6) of the Local Government Act 1972 (LGA 1972) states that:

*The council of a parish [...] which is not grouped with any other parish [...] may resolve that the parish [...] shall have the status of a town and thereupon—*

- (a) the council of the parish [...] shall bear the name of the council of the town;*
- (b) the chairman and vice-chairman of the council shall be respectively entitled to the style of town mayor and deputy town mayor;*
- (c) the parish meeting [...] shall have the style of town meeting.*

I draw your attention to the underlined subsection b above, which makes clear that the roles of chairman and town mayor are identical, and therefore cannot be separate. The Council cannot have both a Chairman and Mayor, and neither can it have a Vice-Chairman and Deputy Mayor. These two terms and roles are the same and cannot be split.

Whilst noting the Council's comments "helps provide Councillors with opportunities for a more significant role within the Council" this already is provided for; by virtue of

Vice-Chairman/Deputy Mayor and Chairman/Mayor. An another option would be by way of councillors standing for committee positions.

In summary, the Council needs to amend its Standing Orders immediately to reflect such changes, and the Council is reminded that it cannot separate the roles of Chairman and Mayor or Deputy Mayor and Vice-Chairman, even in exceptional circumstances.

I hope this advice assists.

Kind regards

**Gurvynda Paddan-White**  
**Solicitor**

National Association of Local Councils

## DAPTC ANNUAL GENERAL MEETING, 2016

### INFORMATION & TIMETABLE: UPDATED DEADLINE FOR PROPOSALS

**Please note that the deadline for submission of proposals has been extended to 30th September.**

The deadline has been extended in response to member councils' concerns that they would be unable to prepare proposals in time. Any additional proposals will be considered by the Executive Committee meeting on 3rd October. The timetable for next year will also be changed.

Please can I remind you that **proposals should be sent to the DAPTC office with the following information**, to comply with guidelines from the National Association of Local Council (NALC):

- A. The reasons why the Parish or Town Council is submitting the proposal. Motions at the AGM should require that the Association take the issue forward with outside bodies, such as NALC
- B. How the issue is affecting local councils in their area (with case study evidence)
- C. What it is specifically the Parish or Town Council would like to change (eg a law)

You are reminded that any council wishing to propose a resolution at the AGM must have their representative in attendance at the AGM to propose the resolution.

Please also consider if the issue would be more suitable to being discussed at your DAPTC area meeting and if necessary, brought to the Executive Committee's attention through that process.

Any proposed motions are considered by the Executive Committee for submission to the AGM. The Executive will consider:

1. What it is specifically that the county association would like to change
2. The action that the county association wants to take on the issue.

As usual, the Executive Committee will agree motions to be put to the AGM which will be circulated to all councils, for discussion at a council meeting and to agree a voting mandate for their representative, prior to the AGM.

**Please note that town and parish council representatives attending the AGM may be required to make a decision after an informed debate and possible amendment. DAPTC will recognise the final decision.**

The DAPTC constitution states: "Every member council will be entitled to two representatives, but only one vote on any particular motion."

The AGM will debate the motions, and consider giving the Executive Committee delegated power to finalise the wording and any supplementary information to NALC.

## **AGM – 5th November 2016**

The AGM this year will be on **Saturday 5th November 2016** and will be a morning event followed by lunch. Agenda and reports will be sent out by Friday 7th October 2016 at the latest. Please note that the Annual Report and /or Accounts may be sent out earlier.

Again as last year, it is intended to have a short business meeting (including any motions for resolution) followed by coffee and then a debate on a topical issue.

### **Catering preparation**

Numbers of representatives attending the AGM will be needed by **19th October** please.

Many thanks  
Hilary Trevorah

5th September 2016

[Edited]