



Dorset Association of Parish and Town Councils

(Affiliated to the National Association of Local Councils)

Colliton Annexe

Colliton Park

Dorchester

Dorset DT1 1XJ

EXECUTIVE COMMITTEE

Minutes of the virtual meeting held on Friday 16th April 2021 at 10.00am Via Zoom

21/13 ATTENDANCE

Present:

Mr John Parker	DAPTC President
Cllr Jill Crouch	DAPTC Chair/Central Area Chair
Cllr K D Johnson	DAPTC Vice-Chair/ Towns and Larger Parish Councils Committee
Mr Tony Gibb	DAPTC Vice-President
Cllr Steve Butler	Eastern Area Chairman
Cllr Janet Wallace	Eastern Area/NALC Rep
Cllr Lindsey Dedden	Towns and Larger Parish Councils Committee
Cllr Haydn White	Towns and Larger Parish Councils Committee
Cllr Stuart Waite	Northern Area Chairman
Cllr Peter Bowyer	Purbeck Area Chairman
Cllr Sarah Jackson	Purbeck Area
Cllr Chris Turner	Chair, Towns and Larger Parish Councils Committee
Cllr John Broom	Western Area
Cllr Jacqui Sewell	Western Area

In attendance:

Mr Neil Wedge	DAPTC Chief Executive
Cllr Jill Haynes	Dorset Council Portfolio Holder for Housing and Community Safety

Apologies for absence received from:

Cllr Peter Noel	Western Area
Cllr Haydn White	Towns and Larger Parish Councils Committee
Mr Tony Gibb	DAPTC Vice-President
Cllr Debbie Wiltshire	Central Area
Cllr Sarah Jackson	Purbeck Area
Mrs. Donna Yea	DAPTC Honorary Treasurer

21/14 WELCOME

The Chair welcomed the Executive Committee members to the Executive Committee meeting.

The meeting commenced with a short statement about the sad passing of DAPTC Vice President, Janet Page. A minute's silence was held.

21/15 DECLARATIONS OF INTEREST

There were no declarations of interest.

21/16 CONFIRMATION OF MINUTES OF THE MEETING HELD VIA ZOOM ON 5th March 2021

The minutes of the Executive Committee meeting on 5th March 2021 were accepted by the

committee as a true and accurate record of events.

21/17 DORSET COUNCIL UPDATE – CLLR. JILL HAYNES

a. Draft Dorset Council Protocol

Cllr. Haynes introduced the first draft of the Dorset Council Protocol aimed at helping parishes and towns resolve issues with Dorset Council. In the event an issue appears to be not being responded to there would be a means of escalating the issue. Questions were asked by committee members around the timeline for responses and the Clerk being the sole route for issues.

Action: CE to gather feedback from Executive Committee members and to submit this to Lisa Pearce.

21/18 CHIEF EXECUTIVE'S UPDATE

The Chief Executive's report had been circulated to the Executive Committee members prior to the meeting.

Action: CE to add a 'Conflict of Interest Policy' to the schedule of policies being looked at and add it to Staffing Committee agenda at next opportunity.

Action: Members of Executive Committee were asked if they would consider and put forward any ideas for speakers for either the Clerks' Seminar in October or the AGM in November.

21/19 FINANCIAL REPORT

- a. Provisional Year End Financial Report** The report had been circulated to Executive Committee members prior to this meeting.

The final year end financial picture would be finalized in due course by the Treasurer and submitted for checking by the Auditor. A final statement would be distributed for members to see.

21/20 DAPTC STAR AWARDS

- a. 2019/20 and 2020/21 & b. Future approach to Star Awards**

Members discussed the merits of the proposal put forward. The preferred route forward was to recognise the training commitment of members as before with the presentation of certificates and to review how this might be improved for the current year.

Action: CE was asked to process the two years of certificates and return with a fresh proposal for the current year. 2019/20 and 2020/21 Certificates would be issued in late April early May.

21/21 UPDATES FROM:

- a. Staffing Committee including recommendations for discretionary pay awards**

The awards presented were reviewed and approved as recommended by Staffing Committee. Proposed by K D Johnson, seconded by Jacqui Sewell and unanimously approved. **Action:** CE to advise Treasurer of the outcome.

- b. Strategy Working Group**

John Parker gave a brief overview of the recent discussions at Strategy Working

Group which had been focused on a desire to breath life into the Area Committee structure rather than changing it imminently and an initial Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis exercise that had been commenced. Agreement had been reached to ensure we used a triangular approach to ensure we had a clear view of what our members and key stakeholders felt about the organisation. This would be gathering views from the membership, executive Committee members and key stakeholders. The recent Dorset Council survey may form part of this exercise.

21/22 RECEIVE REPORTS FROM AREA COMMITTEES AND REPRESENTATIVES

Representatives gave updates on the reports submitted.

21/23 MATTERS ARISING

- a. **Vice President Vacancy** – this would be revisited in the planning ahead of the AGM in November. **Action:** CE to add to AGM preparation plan.
- b. **Staffing Committee Vacancy** – unresolved.
- c. **AONB Representative Vacancy** – **Action:** this would be actioned by the CE and distributed by email ahead of next AONB meeting.

21/24 FUTURE MEETING DATES

The meeting ended at 12:10pm

Next virtual Executive Committee meeting: Friday 28th May at 10am via Zoom

Action Sheet

Your attention is drawn to the following actions, which were agreed at the meeting held on 16th April 2021

Paragraph	Action to be taken	To be taken by
21/17	CE to gather feedback from Executive Committee members and to submit this to Lisa Pearce.	CE
21/18	CE to add a 'Conflict of Interest Policy' to the schedule of policies being looked at and add it to Staffing Committee agenda at next opportunity.	CE
21/18	Members of Executive Committee were asked if they would consider and put forward any ideas for speakers for either the Clerks' Seminar in October or the AGM in November.	All – CE to email members

21/20	CE was asked to process the two years of certificates and return with a fresh proposal for the current year. 2019/20 and 2020/21 Certificates would be issued in late April early May.	CE
21/21	Proposed by K D Johnson, seconded by Jacqui Sewell and unanimously approved. Action: CE to advise Treasurer of the outcome.	CE
21/21	CE to add the Vice President action to the planning for the AGM ahead of November 2021.	CE
21/21	CE to circulate an email to look for nominees for the AONB vacancies and then advise the AONB ahead of the next meeting.	CE

End.

DRAFT