



Dorset Association of Parish & Town Councils Strategy Working Group

Date: 26th March 2021

Time: 11:00am

Members: John Parker (President), Cllr Steve Butler, Cllr Lindsey Dedden, Cllr Stuart Waite, Cllr Peter Bowyer and Cllr Sarah Jackson.

Also in attendance: Chief Executive Neil Wedge, Customer Relationship Manager Debbie Hollings and Training Co-Ordinator Lisa Cooper

ACTIONS

Item	Topic	Timing
1	Introduction (President)	10:00
2	Terms of Reference	10:05
3	Appointments:	10:30
	a) Chair	
	b) Vice Chair	
4	Discuss and agree approach to:	10:35
	a) Strategic Plan	
	b) Area Committee Review	
5	Supporting Policy Documents for DAPTC	10:50
6	Schedule of discussion points to prioritise outside of Area Committee Review & Strategic Plan	11:10
7	Date of Next Meeting	11:25

ACTIONS:

Item	Action	Who	When
2	Update draft Terms of Reference: <ul style="list-style-type: none"> Amend and updated as suggested and publish to website 	NSW	29/3/21
3	Appointments agreed and to update website: <ul style="list-style-type: none"> J Parker – Chair P N Bowyer – Vice Chair 	NSW	31/3/21
	Discuss and agree approach to Strategic Plan: <ul style="list-style-type: none"> Focus initially in next meeting on items 2 & 3 and undertake analysis between: <ul style="list-style-type: none"> Executive Committee & DAPTC Team Members Stakeholders Draft Stakeholder list Provide explanation of SWOT & PESTLE analysis document Complete own SWOT & PESTLE analysis (all members of SWG) 	NSW NSW ALL	8/4/21 31/3/21 30/4/21
4a			
4b	Focus in 2021 for the Area Committee Review is in 3 parts: <ul style="list-style-type: none"> Looks at steps to increase awareness of meetings and need to attend including an appeal for support from the President 	NSW/JP	30/4/21

	<ul style="list-style-type: none"> Progress work and discussions to set up a BCP Area Committee and an approach to BCP to support. This includes a seat on the Executive Committee. 	NSW	31/5/21
	<ul style="list-style-type: none"> Pilot or test some themed meetings on topics like 'Climate Change' 	NSW	30/6/21
	Other points discussed and agreed:		
	<ul style="list-style-type: none"> Establish a rota to ensure DC/BCP Councillor attendance and discuss with DC/BCP to progress. Invitation is on an 'as and when required' basis for specific topics and issues. 	NSW	30/4/21
	<ul style="list-style-type: none"> Look at setting some high-level themes that DAPTC adopt as focus areas across Dorset and that we then provide guidance and training on to help raise awareness. Climate was one example given and '20 is Plenty' campaign. 	NSW	30/4/21
	<ul style="list-style-type: none"> These topics could align with DC/BCP initiatives to support grant funding arrangements. 		
	Supporting Policy Documents for DAPTC:		
5	<ul style="list-style-type: none"> Move forward with planned policies and add to the website for Executive Committee members to review ahead of bring them to a meeting to adopt en-bloc. 	NSW	16/4/21
	Schedule of discussion points to prioritise outside of Area Committee Review (add to the list):		
6	<ul style="list-style-type: none"> Design, development and delivery of training offer to help mitigate any lost grant income. Develop with Dorset Council an SLA/Protocol to aid better engagement with the unitary council. (NSW to share any draft supplied with Executive Committee members for comment) 	NSW	30/4/21
	Date of next meeting.		
7	<ul style="list-style-type: none"> Monthly meetings with an option to squeeze more in if required. Doodle poll to be issued to agree some dates/times. 	NSW	1/4/21