

Dorset Assoc. of Parish and Town Councils

Ref	Date	Area / Exec	Key Date	Questions / Actions	Respondent	Owner	Update / Response	Status
6	22/05/2002	Exec Comm	10/07/2020	The Chief Executive to follow up on the Parish and Town Engagement process with Cllr Tony Alford	Other	NSW	Emailed John Sellgren to invite Cllr. Alford, David Walsh and John Sellgren to the next Exec. Committee. Update provided at 7/8/20 Exec Committee 16/9 CE asks Exec Committee members if there are any further actions following the update on 7/8/20? 28/9 Survey recommends to keep this open whilst new cabinet members assumes responsibility	Open
15	10/07/2020	Exec Comm	TBC	Ref:20/21 - Executive Committee Working Group to suggest a standard format for Area reports to the Executive Committee	DAPTC	NSW	For discussion on 7/8/20 16/9 CE to provide a draft report template for circulation to chairs with the aim of drawing the key points from minutes in an 'Exec Summary' - unless committee members just prefer to provide minutes? Please email views. 28/9 CE to issue draft to Strategy WG members for feedback	Open
16	10/07/2020	Exec Comm	30/11/2020	Ref:20/22 - [CALC Sustainability] It would be good to gather Executive Committee input as well as the broader membership and this work should be scheduled for early 2021.	DAPTC	NSW	Schedule for future Executive Committee but ahead of 2021 to plan more detailed timeline and scope/approach. 16/9 If agreed 18/9 to progress work on the different categories to address feedback on the constitution - this should be factored into one of those categories. CE recommends keep open. 28/9 Moving this action to that body of work (constitution review) and undertaking a survey as part of this process. Keep open until new work commences.	Open
17	10/07/2020	Exec Comm	31/08/2020	Ref:20/24 - Chief Executive to gather other CALC service level agreements ahead of planning some work on this topic.	DAPTC	NSW	12/8/20 - in progress and compile examples for Exec members to read. 16/9 Copies have been obtained for Exec Committee members to read. These should be included in one of the categories of work following constitution feedback. CE recommends keep open. 28/9 - documents being added weekly and Exec members encouraged to keep checking for new documents.	Open
18	10/07/2020	Exec Comm	31/08/2020	Ref:20/24 - Chief Executive will consider developing some induction material for new Executive Committee members to ensure they understand the support provided to members.	DAPTC	NSW	16/9 - dates now in the diary and available for members, new clerks, councillors to enrol. CE recommends action closed. 28/9 - draft welcome letter created and currently seeking feedback from two recent new additions to committee.	Open
22	07/08/2020	Exec Comm	18/09/2020	John Sellgren agreed to look at the comment made by Tony Gibb in relation to the regulations on UK Statutory Instruments 2012 No. 811 SCHEDULE 1	DC	NSW	16/9 CE has chased John Sellgren for a response to emailed action post meeting 28/9 No response yet, chased.	Open

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23	07/08/2020	Exec Comm	18/09/2020	Chief Executive to update the responses to the AGM Motions on the website.	DAPTC	NSW	16/9 - remains a work in progress 28/9 - Update issued on Langton Matrvers PC two motions and issued to LMPC, copy to Purbeck Area Committee and Corfe Castle PC who submitted a 2020 motion re-stating LMPC 2019 submission.	Open
24	18/09/2020	Exec Comm	09-Oct	Chief Executive to investigate options for facilitating the management of the AGM and dealing with the AGM voting process	DAPTC	NSW	30/9 - Brief sent to Breakthrough Communications for a quote and proposal.	Open
25	18/09/2020	Exec Comm	01-Nov	Chief Executive to send SurveyMonkey questionnaire to member councils to seek potential attendance levels at the AGM	DAPTC	NSW	30/9 - to be issued by email to all members	Open
26	18/09/2020	Exec Comm	09-Oct	Chief Executive to update Executive Committee members with proposals for the AGM process	DAPTC	NSW	30/9 - Brief sent to Breakthrough Communications for a quote and proposal.	Open
27	18/09/2020	Exec Comm	09-Oct	Recommendation for subscription levels to be submitted by the Executive Committee to the AGM on 14 November 2020	DAPTC	NSW	30/9 - Treasurer has supplied a paper for 9/10/20 Exec Committee	Open
28	18/09/2020	Exec Comm	09-Oct	Revised Constitution to reflect change of date from December 31st to 31st January as the date by which time members can exercise their choice to leave membership	DAPTC	JP	30/9 - Copy to be issued to Executive Committee members ahead of distribution for the AGM.	Open
31	18/09/2020	Exec Comm	09-Oct	Chief Executive contact Lodors Parish Council to clarify the motion and ask the council how they want to progress matters.	DAPTC	NSW	30/9 - Call to the Chair scheduled for w/c 5/10	Open
32	18/09/2020	Exec Comm	09-Oct	Revised constitution to be amended in line with comments shown in above chart, for 2020 AGM	DAPTC	JP	30/9 - Copy to be issued to Executive Committee members ahead of distribution for the AGM.	Open
33	18/09/2020	Exec Comm	01-Dec	Document detailing roles of President and Vice President to be produced as part of ongoing constitution work post AGM	DAPTC	NSW		Open
34	18/09/2020	Exec Comm	12-Oct	Chief Executive to investigate options for appointing an auditor with a wider brief to report on governance as well as financial matters	DAPTC	NSW	30/9 Seeking names to be put forward for Executive to consider.	Open
35	18/09/2020	Exec Comm	12-Oct	Communicate when issuing the draft constitution to the AGM a supporting note setting out the other work intended under the following points (following feedback received): 1. Constitution (Part 1) – feedback from Summer 2020 to be considered at the 2020 AGM a. Area Committee Review (Part 2) 2. Strategic Plan 3. Policies / Enabling Documents 4. Operating Procedures 5. Things we can action right now	DAPTC	NSW	30/9 - Draft to be issued to Exec Committee for 9/10	Open