



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 5th March 2021 at 10.00am Via Zoom

21/01 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
	Central Area
Cllr Debbie Wiltshire	Eastern Area/NALC Rep
Cllr Janet Wallace	Towns and Larger Parish Councils Committee
Cllr Lindsey Dedden	Towns and Larger Parish Councils Committee
Cllr Haydn White	Northern Area Chairman
Cllr Mike Jones	Northern Area
Cllr Stuart Waite	Purbeck Area Chairman
Cllr Peter Bowyer	Purbeck Area
Cllr Sarah Jackson	Chair, Towns and Larger Parish Councils Committee
Cllr Chris Turner	Western Area
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
Mrs. Donna Yea	DAPTC Honorary Treasurer

Apologies for absence received from:

Cllr Peter Noel	Western Area
Cllr Steve Butler	Eastern Area Chairman
Cllr Janet Page	DAPTC Vice-President
Mr Tony Gibb	DAPTC Vice-President

21/02 WELCOME

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

21/03 DECLARATIONS OF INTEREST

There were no declarations of interest.

21/04 CONFIRMATION OF MINUTES OF THE MEETING HELD VIA ZOOM ON 22nd January 2021

Sarah Jackson asked that the action relating to affordable housing was to ask NALC why it hadn't been successful getting the definition changed. The CE said he would alter that part of the record. The minutes of the Executive Committee meeting on 22nd January 2021 were accepted, as amended by the committee as a true and accurate record of events.

21/05 DORSET COUNCIL UPDATE – CLLR. JILL HAYNES

Cllr. Haynes provided an update on the following:

- The plans being developed in advance of the county opening up for the holiday periods both at easter and Summer. Looking to get all the stakeholders together to look at key topics having learned from 2020 around visitor behaviour.
- There has also been an increase number of visits to household refuse sites which have been difficult to manage, may be considering appointment booking system.
- A paper was submitted to cabinet this week to propose closure of 3 Tourist Information Centres. Dorset Council will work with the impacted locations to look at alternative means of promoting the locations.
- A protocol is being looked at to set out how responses and enquiries can be managed more effectively.
- Small parcels of land are also being looked at and Dorset council wish to agree a streamlined process to effect the transfer of these in a low cost way.
- Funds have been secured from central government to assist with actions supporting the climate strategy. £19m has been secured which needs spending before September 2021.

Action for Jill Haynes: Peter Bowyer asked if members of the public can access the Executive Advisory Committee minutes relating to the Local Plan.

Action for Jill Haynes: Chris Turner asked Jill Haynes to find out why councils are no longer being asked to comment on licensing applications.

21/06 CHIEF EXECUTIVE'S UPDATE

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

1. DORSET LOCAL GOVERNMENT UPDATE

Dorset Council

- The regular calls between larger parishes and towns are now on a monthly basis and continue to feature key updates from Director of Public Health, Sam Crowe.
- **Training Planned.** DAPTC have been asked to deliver training now to not only our membership, but also Dorset Council councillors on the following during Spring:
 - New Code of Conduct
 - New Digital Register of Interest Process
 - New Complaints Procedure

Dorset Council will pay for their members to be trained. The course content is currently being developed and it will include a parallel number of sessions for Clerks and Officers. The aim is to get a pan Dorset adoption of the new code. The engagement slides I have used to brief DC/BCP officers is in the appendices at the foot of this document.

- **Independent Allowances Review Panel** sought DAPTC input and support to their review of councillor allowances. DAPTC will be surveying the membership in the coming weeks so that the panel can review and report back their findings and then publish recommendations.
- **Dorset Councillor Webinar.** I was asked to present to the monthly webinar for Dorset Councillors to provide an update on the changes being made at DAPTC and also appeal

for Dorset Councillors to ensure that support to individual towns and parishes is focused with a strong two-way dialogue. (My slides are in the appendices below).

- **Dorset Local Enterprise (Rural Economy Group).** After a period of not meeting this group has just issued an invite for me to attend quarterly meetings going forward. 3rd March 2021.
- **Digital Place Programme Board.** Dorset Council asked me to join this meeting from the end of 2020. At the last meeting we, along with the Dorset Chamber of Commerce were asked to provide reports for our respective members on the progress of various initiatives across Dorset. These being the superfast broadband, gigabit and 5G projects. I will be looking to get views from members on what is working well and not for the digital vouchers scheme going forward.

The demand on my time from various requests via BCP and DC is increasing each month and will lead to an increasing need to manage time allocated, specifically as the time demand from training provision increases over Spring and early Summer.

Bournemouth, Christchurch and Poole Council (BCP Council)

- We continue to support Throop & Holdenhurst Villages Parish Council and have now established email addresses and content for a website for the shadow council. This will be on the new DAPTC website for smaller parishes.
- A formal request for DAPTC support with a briefing to senior colleagues at BCP. We have gathered feedback and input from the 4 members in the BCP area and will present slides at a senior manager event on 30th March 2021.

2. TRAINING

Events & Engagement

What We Do - DAPTC: These sessions continue to prove popular and only last 1 hour. Dates have been confirmed and are on the website for the whole of 2021. We now also include a slot from the branch mentor for SLCC to help any new clerks attending.

Webinars

We have just re-launched and refreshed new councillor training by packaging an e-learning module to the new councillor course previously run. Additionally, we encourage new councillors to get one or two council meetings 'under their belt' and then join us for the 'What We Do' session too.

E-learning

DAPTC are exploring with fellow members of the SWCALCs a joint venture to develop e-learning content beyond the NALC pilot phase. I had a demonstration of the authoring software to understand costs and how easy it is to establish and publish material. This item is on the agenda today for Executive Committee review.

Seminars

Draft Dorset Cultural Strategy – this consultation has just been concluded and the feedback will be submitted to the Arts Development Company for Dorset Council.

We have been asked by Dorset Council to support with some engagement and briefings on the **Armed Forces Covenant** with a view to seeking parishes and towns signing the covenant. Two sessions have been booked for 22nd April 2021 which will be hosted by DAPTC and will include information from the team managing the covenant in Dorset plus serving officers and veterans.

3. ADVICE / SUPPORT

The volume of support enquiries continues at a high level and has naturally focused on the following areas:

- Virtual meetings and alternative planning for annual council and parish meetings
- Conduct issues
- Local Plan / Planning issues
- And the normal mixture of powers related and finance queries

4. DORSET NHS CLINICAL COMMISSIONING GROUP (CCG)

We submit our final impact report that should trigger payment of the grant for the current year. The CCG seem pleased with the changes made to our communications and two-way dialogue at quarterly meetings.

During the coming year Dorset CCG would like to establish some focus groups among parishes to gather feedback on a variety of initiatives. DAPTC would help structure and facilitate these groups.

5. WEBSITE PILOT FOR SMALL PARISHES

We are just about to go live with the first batch of parish councils having tested the concept with Farnham Parish Council. You can view the [demo site](#) and [the video training pages](#) to aid officers in loading material.

6. CONSTITUTION REVIEW PART 2

The area surveys have now been closed and we have completed a desk based exercise looking back over 2/3 years to the end of 2020 of attendance and other topics at Area Committees. These will be published to the website by the time our meeting takes place this week. It would be helpful if members of the Strategic Working Group make themselves familiar with the content before the first meeting of 2021. Scroll down and read the Area Committee feedback and desk based work [HERE](#).

Part of the feedback received in 2020 sought to ensure DAPTC had the most appropriate and up to date policies in place to support the operation. We have been sourcing a schedule of draft policy documents from SW Councils our HR advisers and NALC as our national body. All policies are current versions. The draft policies will be uploaded in the first two weeks of March and can be read in the '[Reading Room for Exec members](#)' section of this webpage. These policies will be split between the Staffing Committee and Strategic Working Group to review and recommend to Executive Committee.

7. MEMBERSHIP RENEWALS

We have not received any additional membership cancellations since the last Executive Committee.

8. DAPTC WEBSITE (latest website data in the appendices)

We continue to develop our own website as best we can and have added the Resource Hub and made the first two pages live and will look to add further information over the coming weeks. These are in the password protected area and can be viewed here: [DAPTC RESOURCE HUB](#).

9. Future Meetings DAPTC Executive

These are now set out on the DAPTC website.

Action for Neil Wedge: Provide copies of the presentations recently made to Dorset Council.

21/07 FINANCIAL REPORT

a. **YTD Financial Report**

The report had been circulated to Executive Committee members prior to this meeting.

b. **Resource Costs – TOIL / Holiday Pay / Contracted Hours Options**

The report had been circulated to Executive Committee members prior to this meeting.

c. **Area Secretary Honorariums**

The report had been circulated to Executive Committee members prior to this meeting.

(a) The financial report year to date was received by the Executive Committee.

(b) Option A was proposed by KD Johnson and seconded by Chris Turner was approved by the Executive Committee.

(c) Option A was proposed by Chris Turner and seconded by John Parker was approved by Executive Committee.

21/08 E-learning Proposal for South West Conference of Local Councils

The report outlining the proposal had been circulated to Executive Committee members prior to this meeting

Proposed by Lindsey Dedden that DAPTC enter into an agreement with SWCLCAs and Nimble. Seconded by Jacqui Sewell and approved by the Executive Committee.

Action for Neil Wedge: Chief Executive asked to sign the agreement with Nimble for DAPTC.

21/09 Dorset Council Survey to DAPTC Members

A copy of the draft survey – and a copy of the draft survey with suggested amendments by the DAPTC office team – had been circulated to Executive Committee members prior to this meeting

Action for Neil Wedge: To factor in feedback provided in advance by email and from the meeting to issue to Dorset Council by the deadline.

21/10 RECEIVE REPORTS FROM AREA COMMITTEES AND REPRESENTATIVES

Representatives gave updates on the reports submitted.

21/11 MATTERS ARISING

a. **2021 AGM Speakers**

Sarah Jackson suggested Dorset Community Action as potential speakers.

Chris Turner suggested the current Police & Crime Commissioner.

Haydn White suggested an update from Dorset Council on the Local Plan and this was endorsed by Peter Bowyer.

Peter Bowyer suggested a speaker from the Dorset Local Enterprise Partnership.

b. Local Plan DAPTC Submission

Action for Neil Wedge: To draft a list of potential speakers to share with Executive Committee at a future meeting from the suggestions made.

Action for Neil Wedge: To contact the sub-group of Executive Committee members to input to a response to the Local Plan of overarching themes. Deadline 15th March 2021.

21/12 FUTURE MEETING DATES

The Chief Executive put forward two dates and times for a Staffing Committee (16th March 10am) and Strategic Working Group (26th March 11am) and the website will be updated.

The meeting ended at 12:55pm

Next virtual Executive Committee meeting: Friday 16 April at 10am via Zoom

Action Sheet

Your attention is drawn to the following actions, which were agreed at the meeting held on 5th March 2021

Paragraph	Action to be taken	To be taken by
21/05	Peter Bowyer asked if members of the public can access the Executive Advisory Committee minutes relating to the Local Plan.	Cllr Jill Haynes
21/05	Chris Turner asked Jill Haynes to find out why councils are no longer being asked to comment on licensing applications.	Cllr Jill Haynes
21/06	Provide copies of the presentations recently made to Dorset Council	Chief Executive
21/08	Chief Executive asked to sign the agreement with Nimble for DAPTC.	Chief Executive
21/09	To factor in feedback provided in advance by email and from the meeting to issue to Dorset Council by the deadline.	Chief Executive
21/11	To draft a list of potential speakers to share with Executive Committee at a future meeting from the suggestions made. To contact the sub-group of Executive Committee members to input to a response to the Local Plan of overarching themes. Deadline 15 th March 2021.	Chief Executive

End.