



**Minutes of the Annual Meeting of the Corfe Mullen Town Council**  
**held on Tuesday 4 May 2021 at 19:00 via Zoom**

**Present:**                   **Councillors**  
D Sowry-House (Chairman/Mayor)  
A Craven  
D Everett  
P Harrison  
A Holland  
P Holland  
B Honeyman  
T Howard  
S Jefferies  
J Lortie  
D Mattocks  
P Purvis  
J Stennett

**In Attendance:**   Nicola Gray (Town Clerk)  
Catherine Horsley (Deputy Town Clerk) (minute taker)

**Public Participation**

There were no members of the public present.

**TC 21/01    To Elect Chairman/Mayor of the Town Council for the Municipal Year 2021-2022**

Cllr Everett proposed Cllr Sowry-House to continue as Chairman/Mayor of the Town Council for the municipal year 2021/22. This was seconded by Cllr Honeyman with all members voted in favour.

Cllr Sowry-House accepted the position.

It was **RESOLVED** that Cllr Sowry-House be elected as Chairman/Mayor of Corfe Mullen Town Council for the municipal year 2021/22.

It was **RESOLVED** that Cllr Sowry-House would sign the Declaration of Acceptance of Office prior to the next Town Council meeting, and the Clerk would confirm at the next Town Council Meeting that this had been completed.

**TC 21/02    To Elect Vice Chairman/Deputy Mayor of the Town Council for the Municipal Year 2021-2022**

Cllr Jefferies proposed Cllr Mattocks to continue as Vice Chairman/Deputy Mayor of the Town Council for the municipal year 2021/22. This was seconded by Cllr Everett with all members voting in favour.

Cllr Mattocks accepted the position.

It was **RESOLVED** that Cllr Mattocks be elected Vice Chairman/Deputy Mayor of Corfe Mullen Town Council for the municipal year 2021/22.

**TC 21/03 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr M Barron and Cllr P Harrison, both of whom were attending the Dorset Council Annual Meeting. However, they would join the meeting should the Dorset Council meeting finish in time.

**TC 21/04 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations).

There were no declarations of interest.

**TC 21/05 To Approve minutes of meeting held on 27 April 2021** LGA 1972, sch 12, para 41 **A**

The minutes of the meeting held on 27 April 2021 were APPROVED, subject to the amendment of minute no. 20/206, the words "would of haven" to "would have".

**TC 21/06 To Appoint Members to Committees and Sub-Committees for the Municipal Year 2021-22** **B**

*Cllr P Harrison joined the meeting.*

Members discussed the membership of the Committees and Sub-Committees for the Municipal Year 2021/22, noting the maximum number of members detailed in the Terms of Reference were 5 for the Staffing Sub-Committee, and 8 for the Committees.

Committees for the 2021/22 municipal year would be as follows:

**Planning Committee:**

Cllr D Everett  
Cllr A Holland  
Cllr B Honeyman  
Cllr T Howard  
Cllr J Lortie  
Cllr D Mattocks  
Cllr J Stennett  
Cllr D Sowry-House

**Community Services Committee:**

Cllr M Barron  
Cllr A Craven  
Cllr P Holland  
Cllr B Honeyman  
Cllr S Jefferies  
Cllr D Mattocks  
Cllr P Purvis  
Cllr D Sowry-House

**Finance & Administration Committee:**

Cllr A Craven  
Cllr P Harrison  
Cllr A Holland  
Cllr P Holland  
Cllr T Howard  
Cllr J Lortie  
Cllr J Stennett  
Cllr D Sowry-House

**Staffing Sub-Committee:**

Cllr B Honeyman  
Cllr P Holland  
Cllr S Jefferies  
Cllr P Purvis  
Cllr D Sowry-House

The Clerk advised the Standing Orders and Terms of Reference for the Committees and Sub-Committees, did not specify the Chairman/Mayor of the Town Council attendance, therefore implying the chairman was part of the 8 and 5 members.

It was **RESOLVED** to appoint the membership of the Committees and Sub-Committees for the Municipal Year 2021/22.

**TC 21/07 To Review Representatives to Outside Bodies, Appoint Representatives and Review Arrangements for Reporting Back C**

Members discussed the appointment of representatives to outside bodies and arrangements for reporting back, as follows:

**DAPTC Eastern Area Committee:**

Cllr B Honeyman  
Cllr S Jefferies

**DAPTC Towns & Larger Parishes Committee:**

Cllr P Holland  
Cllr A Holland

**Beacon Hill Liaison Sub-Committee:**

Cllr S Jefferies  
Cllr D Sowry-House

**Corfe Mullen Sports Association:**

Cllr P Harrison  
Cllr B Honeyman

**Corfe Mullen Youth Trust:**

One vacancy

The Clerk advised representatives should advise when they had attended a meeting in order that an agenda item be added to the next available Full Council meeting for the representative to report back to Council.

It was **RESOLVED** to appoint the representatives to outside bodies or the municipal year 2021/22.

**TC 21/08 To Approve Accounts for Payment**

**D**

The Chairman noted the cost in relation to the fire extinguishers for the Grounds Staff trucks and asked if maintenance and servicing was included in the contract for the provision of fire extinguishers at the Grounds Unit. The Clerk confirmed she had reviewed the contract, which was not cost effective, noting the truck fire extinguishers would be replaced when applicable.

A discussion around whether the sports pavilion extinguishers could be included in the Corfe Mullen Town Council service contract took place, and the clerk advised she would investigate the legalities around this. Cllr Mattocks, as Chairman of CMSA noted he was sure the current secretary obtained the very best price for the CMSA, and Cllr Jefferies agreed.

Cllr Craven asked why a potato fork had been purchased. The Deputy Clerk confirmed this was at the request of the Grounds staff to move woodchip at the allotment site more quickly and easily. It was noted tools and equipment used by the Grounds staff was being reviewed to ensure they had the right robust tools for the job which would last.

Cllr Jefferies asked if it was the Town Council's responsibility as employer to provide sunscreen for the Grounds staff. The Clerk confirmed it was a requirement for staff who worked outside and may be exposed to the sun to be provided with effective sun protection under health & safety regulations.

It was **RESOLVED** to approve the Accounts for Payment.

**TC 21/09 Matters for Forthcoming Agendas** No decisions can be taken<sup>1</sup>

**Verbal**

The Clerk confirmed the following items would normally be dealt with at the Annual Town Council meeting in accordance with Standing Orders, however, the meeting was brought forward to comply with the virtual meeting requirements and there was not enough time to complete the documents properly. They would therefore be phased for update and review by Full Council over the coming year when meetings recommenced:

- Review of Terms of Reference for Committees
- Review and Adoption of Financial Regulations
- Review of Inventory of Land and Other Assets Including Buildings and Office and Grounds Maintenance Equipment
- Confirmation of Arrangements for Insurance Cover in Respect of all Insurable Risks
- Review of the Council's and/or Staff Subscriptions to Other Bodies
- Review of the Council's Complaints Procedure
- Review of the Council's Policies, Procedures and Practices in Respect of its obligations under Freedom of Information and Data Protection Legislation
- Review of the Press/Media Policy
- Annual Calendar of Meetings

**TC 21/10 To Agree a date and time for the next meeting**

As a result of the lack of amendment to legislation to allow virtual meetings to continue, the date of the next meeting would be confirmed when Council deemed it safe for

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<sup>1</sup> Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

Councillors and Staff to return to face to face meetings and when those meetings could be held legally without breach of Coronavirus regulations or transparency rules for public attendance.

**TC 21/11 Close of meeting**

The meeting closed at 19:50.

*Signed* ..... *Date* .....