

CORFE MULLEN TOWN COUNCIL
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**Minutes Of The Meeting Of Corfe Mullen Town Council Held On Tuesday 28 July 2020
at 7pm on Zoom online**

Present: Councillors
D Sowry-House (Mayor)
M Barron
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)

No Members of Public were present

- TC 20/33 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**
There were no apologies.
- TC 20/34 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 20/35 To Approve minutes of meeting held on 23 June 2020** LGA 1972, sch 12, para 41 **A**
The minutes were approved subject to the correct spelling of Cllr Jefferies name at items 20/19 and 20/31.
- TC 20/36 To Retrospectively agree actions since the last meeting** **B**
RESOLVED to approve the already agreed actions in respect of planning application comments, works to trees backing Rectory Close and Allotment Compost Bays.
- TC 20/37 To Approve Accounts for Payment** **C**
Cllr Craven asked what the Edge IT systems entry was in respect of set up and annual fee re Allotments and whether it was an annual cost to what had already been agreed.

The Clerk explained it was the email package which had not been included in the original purchase and was an annual subscription fee to provide the office staff the ability to email from within the programme in a more efficient manner.

Cllr Craven asked if the AJV Computing item in respect of resolving computer issues was covered by an annual fee or on a pay as you go arrangement. The Clerk explained there was no annual contract in place and on returning to working in the office several IT issues had ensued and required expert help to return to full working.

Cllr Craven asked if the mobile phone arrangements for the ground staff had been considered for a contract rather than pay as you go. The Clerk noted the arrangements did need looking at.

RESOLVED to approve the Accounts for Payment.

TC 20/38 To Approve Bank Reconciliation for the month ended 30 June 2020 **D**
RESOLVED to approve the Bank Reconciliation for the month ended 30 June 2020.

TC 20/39 To Receive the Quarterly Budget Monitoring Report **E**
Cllr Craven asked if the reduction in expenditure had been due to the pandemic causing reduced working by the Council and would spending catch up. The Clerk confirmed the expenditure would catch up and reflected the reduced level of work so far in the financial year.

Cllr Craven asked if the training and professional fees were high because of the new Clerk's training and the Clerk confirmed this was the cause.

Members noted the Quarterly Budget Monitoring Report.

TC 20/40 To Approve the Code of Conduct **F**
RESOLVED to approve the Code of Conduct.

TC 20/41 To resolve to exclude members of the press and public – Confidential Session
RESOLVED that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

TC 20/42 Recommendations from Staffing Sub-Committee **G**
Cllr Harrison noted the description of Corfe Mullen in the advertisement was incorrect as small village and suggested it should state the 9th largest conurbation. It was agreed to amend the wording to "Corfe Mullen is a Large Community in East Dorset".
Cllr Craven asked if there had been consideration as to the increase to staffing costs because of the recommendations and Cllr Sowry-House explained there was a reduction in staffing proposal to what had been considered previously. Cllr Craven further asked if the grounds staff increase would be offset by the expenditure experienced each year by outsourcing work. The Clerk confirmed it was hoped this would ease the situation.

RESOLVED to approve the recommendations from the Staffing Sub-Committee subject to the minor amendment to the job advert.

TC 20/43 To consider the quotes for a cleaning contract for the Recreation Ground Toilets and Village Hall amenities H

Members discussed the varying quotes and the need for cleaning of the toilets and amenities under the Covid-19 guidelines along with the basic cleaning requirements.

It was **RESOLVED** to appoint Bloom Cleaning Company as cleaners on a rolling monthly contract with an initial three-month review with annual reviews thereafter.

TC 20/44 Matters for Forthcoming Agendas No decisions can be taken¹

- Discussion and Decision of the Pavilion Lease
- Review of Byelaws in respect of BBQ's and Electric vehicles

TC 20/45 To Agree a date and time for the next meeting

It was noted the date of the next meeting would take place at 7pm on Tuesday 25 August 2020.

Signed *M. Swaythorne*

Date *17-09-20*

¹ 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) 83 LJ Ch 119)