



## FERNDOWN TOWN COUNCIL

The Barrington Centre, Penny's Walk, Ferndown, Dorset BH22 9TH  
TEL: (01202) 892249, email: [customerservices@ferndown.gov.uk](mailto:customerservices@ferndown.gov.uk)

Cllrs: R Adkins, J L Baxter, T J Cordery, I Flay, S M Fleetham, P Hanson Graham, C Lugg, A Miller, M Parkes, J Robinson (Mayor and Chairman), K Stamp, M J Stickley, N J Wellstead, A Willis, L R Wilson and H Worth.

Dear Councillor,

You are hereby summoned to attend a **FULL COUNCIL MEETING** of **Ferndown Town Council** on **Monday 21 September 2020** at **7.00pm** via Microsoft Teams for the purpose of the transaction of the business shown on the agenda below.

For the Microsoft Teams meeting link information please contact the Town Clerk at [townclerk@ferndown.gov.uk](mailto:townclerk@ferndown.gov.uk) or call 01202 892249.

Louise Harrison, Town Clerk to Ferndown Town Council, 15 September 2020.

*In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78: Members are permitted to be present and attend a meeting without being present at the Barrington Centre together in the same place - extract from Act reads:*

*"The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place."*

### **Meetings and the Public**

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public and press are welcome to observe this virtual meeting using the link above and encouraged to submit any questions or comments under 'Public Participation' (see item 3 below) in advance of the meeting to the Town Clerk at [townclerk@ferndown.gov.uk](mailto:townclerk@ferndown.gov.uk) or by post (Town Clerk, Ferndown Town Council, The Barrington Centre, Penny's Walk, Ferndown, Dorset BH22 9TH) by 9am on Monday 21 September 2020. These will then be made available to all Councillors.

This agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public (referred to as Exempt Business), as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

# Agenda

## 1. Apologies

To receive and consider for acceptance any Member apologies for absence and approve (or not) by resolution to accept and note the reason for absence.

Members are requested to send apologies to the Town Clerk prior to the start of the meeting. If a Member has not attended a meeting of Council (or its committees) or has not tendered apologies which have been accepted by Council (or committee), for six consecutive months, they are disqualified.

## 2. Declarations of interest and dispensations

Members and officers are invited to make any declarations of interest that they may have in relation to an item on the agenda and are reminded to make any declarations at any stage during the meeting if it becomes apparent that it may be required when a particular item or issue is considered, as required by Council's Code of Conduct.

## 3. Public Participation

For the public or press to ask questions of the Council on matters relating to the agenda.

## 4. Updates, reports and announcements

To receive and note any updates, announcements, information or reports from:

- (i) the Town Mayor,
- (ii) Dorset Council Councillor's representing Ferndown on matters of interest to the town and the local community, and
- (iii) local organisations, representatives and partners.

## 5. Extraordinary Full Council Minutes of 26 August 2020

To verify the minutes of the previous Extraordinary Full Council meeting on 26 August 2020 (appendix 1) as a correct record and signed by the Chairman (at an appropriate time).

## 6. Matters to report from the new Town Clerk and Acting Town Clerk in relation to agenda item 5 above.

The Town Clerk has noted the appointment of an Interim Deputy Clerk from the previous meeting and will discuss this and a staff review at the next Personnel meeting

## 7. Committee and Working Party minutes/notes.

To receive and note committee minutes and working group notes (draft or approved as appropriate):

- (i) Planning Consultative Committee 23 June, 14 July, 4 & 25 August 2020 (appendix 2).
- (ii) Recreation Leisure and Amenities Committee 7 September 2020 (appendix 3)
- (iii) Barrington Centre Management Committee 4 June and 2 September 2020 (appendix 4).
- (iv) Finance and General Purposes Committee 26 June and 27 July 2020 (appendix 5).

## 8. Recommendations from Committees and Working Parties:

- (i) Finance and General Purposes Committee:

- Review the requirements and use of Member's tablets.
- Increase the staff training budget for this financial year from £5,000 to £8,500.

**9. COVID-19 Policy and RA**

To review and approve the COVID-19 Policy and risk assessments for Council services and facilities (appendix 6).

**10. Vacant Committee seats**

To approve and agree filling the vacant seats on the Personnel Committee (1), Barrington Centre Management Committee (1) and Planning Committee (2).

**11. Council calendar of meetings**

To agree Council's calendar of meetings (appendix 7).

**12. Internal Auditors report**

To note the Internal Auditors report (appendix 8).

**13. Forthcoming events 2020 during COVID-19**

To review the arrangements for the Remembrance Day (8 November 2020) and Christmas Lights event.

**14. Allotment rent 2021/2022**

To consider an increase in line with the current inflation rate for allotment rents for 2021/2022.

**15. Correspondence, training, consultations and forthcoming meetings**

Update from the Clerk in relation to Councillor training.

Forthcoming meetings (dependent on any amendments to agenda item 11):

- KGV MC Tuesday 22 September 2pm and 27 October
- Personnel Committee 29 September
- Natural Environment Committee Monday 5 October
- Recreation, Leisure and Amenities Committee Monday 12 October
- Planning Committee Tuesday 22 September and 13 October
- Barrington Centre Committee 21 October
- Finance and General Purposes Committee Monday 26 October
- Full Council Monday 2 November 7pm & KGV Sole Trustees

**16. Close of meeting**