



VERWOOD TOWN COUNCIL

26th July 2022

PRESENT: Councillor Simon Gibson (Mayor)

Councillor Alan Biggs
Councillor Toni Coombs
Councillor Lindsey Dedden
Councillor Spencer Flower
Councillor Philip Mann

Councillor Andrew Maw
Councillor Pat Morrow
Councillor Jane Russell
Councillor Kate Stephens

In Attendance: Carrie Lloyd, Town Clerk & Jan Sebire, Assistant Town Clerk
Public: 2

092/22/23 **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors; Lucy Clark, Sharmilee Bhowse, Martyn Hudson, Sandra Grove, Matthew Parker, Shelley Rose and Mark Thorpe. Members noted the casual vacancy created by Cllr Salmon not attending any meetings for 6 months.

093/22/23 **DECLARATION OF INTERESTS**

There were none.

094/22/23 **PUBLIC QUESTIONS**

There were none.

095/22/23 **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 29th June 2022 were approved as a correct record and were signed by the Mayor.

096/22/23 **ACTIONS ARISING FROM PREVIOUS MEETINGS**

Members noted the actions and updates from previous meetings.

097/22/23 **RECOMMENDATIONS FROM COMMITTEES**

In relation to Recommendations from the Finance and General Purposes Committee Members **RESOLVED** that;

085/22/23 **HR Sub Committee**

the Terms of Reference attached at Appendix A be approved and Cllrs Parker, Flower, Bhowse, Dedden and Mann be nominated to the Sub Committee.

091/22/23 **Financial Matters**

no changes to terms of employment be made until such time as the Council's permanent staff return.

098/22/23 **REPORT FROM THE MAYOR**

The Mayor advised that he had been pleased to attend 11 school events including Summer Fetes and Sports Days, Christchurch Town Council Civic Service and the opening of the new garden at The Hub.

099/22/23 **REPORT FROM REPRESENTATIVES ON OTHER BODIES**

Members noted the minutes of Age Concern AGM.

100/22/23 **REPORT FROM THE YOUTH WORKER**

The report was noted with thanks. Member requested that a glossary of abbreviations be provided for the next meeting and that the Town Clerk be abbreviated to CL to prevent any misunderstanding.

Members agreed that a meeting should be arranged in August to discuss the Strategic Plan for the Youth & Community Centre.

Action: Town Clerk

101/22/23 **PAYMENT TO CLEAR CHANNEL**

Members noted that the Council was now registered for VAT and RESOLVED that Clear Channel be paid £18,188.57 plus VAT for back dated maintenance of the Council's bus shelters and a reciprocal invoice for advertising rights on the bus shelters be raised.

Action: Town Clerk

102/22/23 **TOUR OF BRITAIN SPONSORSHIP**

Members considered the report which gave details of the Dorset stage of the Tour. It was noted that the route could not pass through the whole of Verwood but it was hoped that collaboration with The Hub would provide an excellent opportunity for residents and businesses.

RESOLVED that;

- (i) The Council provide sponsorship for flower troughs in Verwood at £5,000;
- (ii) Cllr Coombs contact local companies to request that they consider providing some land art in Verwood;
- (iii) The Town Clerk contact the Guides, Scouts & local schools to see what, if any, involvement they could have in the event;
- (iv) The Verwood Route be sent to all Councillors;
- (v) The Town Clerk, following consultation with the Mayor plan and execute an event for the day.

Action: Cllr Coombs / Town Clerk

103/22/23 **PERMANENT INSTALLATION OF NOTICE BOARD ON FERRETT GREEN**

Members noted the request. As Ferrett Green was Common Land which would require permission from the Secretary of State, it was not considered appropriate to site a notice board there permanently.

104/22/23 **PUBLIC ENGAGEMENT**

Members considered the infogram as circulated. It was considered a useful item for the Town Guide & the Council's website.

Cllr Flower was of the opinion that this would be useful for all Local Government bodies in Dorset and its production could rest with Dorset Council. He undertook to discuss it with Dorset Comms Department.

Action: Cllr Flower

105/22/23 **ASSISTANCE TO VERWOOD'S UKRAINIAN FAMILIES REGARDING EMPLOYMENT**

As Cllr rose had not been able to attend the meeting, this item was held over to the next meeting of the Council.

106/22/23 **HIGHWAY MATTERS**

Outside Tesco's Ringwood Rd – At present the parked vehicles had a Traffic calming effect and yellow lines were not considered appropriate whilst the cones laid out by Tesco's for loading & unloading worked most of the time.

Merryfield Close and Ringwood Rd Junction – a review has considered this not a dangerous junction and at present, no further action will be taken.

Springfield Rd – Members noted the report of officers and the response that there was no collision criteria for Dorset Highways. **RESOLVED** that a traffic survey by Dorset Highways be requested & Highways also be requested to look into siting a Speed Indicator Device in Springfield Rd.

Action: Town Clerk

Emergency Service Access along Howe Lane to Margards Lane – Members noted the recent delays to the Fire Service attending a fire at the Solar Farm due to parked cars. **RESOLVED** that Dorset Council's on-street parking team be requested to attend at the start of the next school term with a view to placing yellow lines on one side of Howe Lane to Margards Lane including Springfield Rd.

Action: Town Clerk

Church Hill Court, Church Hill – Members noted the difficulty experienced by residents and **RESOLVED** that the issue be raised with Dorset Highways.

Action: Town Clerk

Parking near Trinity First School – Members noted the problems experienced near the school. Members were concerned about the safety

and wellbeing of both children and parents walking into and out of school. Members **RESOLVED** that Highways be requested to look into the double parking, parking in passing bays and pavement parking at school pick up times, parking on the roundabout close to the fire station and consider putting double yellow lines around the roundabout & parent & child crossing signs up and a review of a school crossing patrol too.

Action: Town Clerk

Members further **RESOLVED** that Amenities Committee be delegated authority to consider all Highways matters in future.

Action: Town Clerk

107/22/23

FLAG FLYING AND PURCHASE OF NEW FLAG POLES

Members noted the report of Officers and **RESOLVED** that

- (i) 2 new hinged flag poles be purchased for the Town Council Offices as well as a Council flag and;
- (ii) In line with Government guidelines, the Union Flag is always flown on the lefthand side flagpole (as you look at the building) referred to as the "superior flagpole" and other flags will be flown on the second flagpole including but not limited to;
 - the national flag, civil ensign, or the civil air ensign of any country.
 - The flag of Saint David or Saint Patrick.
 - The flag of any administrative area within any country outside the United Kingdom.
 - Any flag of Her Majesty's forces.
 - The Armed Forces Day flag.
 - The flag of the Commonwealth, the European Union, the United Nations, or any other international organisation of which the United Kingdom is a member.
 - A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom.
 - The horizontal striped rainbow flag, such as the 'Pride' Flag.
 - Specified award schemes (e.g. The Queen's Awards for Enterprise, and Investors in People).

Action: Town Clerk

108/22/23

FIRE RISK ASSESSMENT

Members noted the Risk Assessment for the Council Offices and referred it to Finance and General Purposes Committee for discussion.

Action: Town Clerk

109/22/23 **SALE OF LAND – WOODPECKER CLOSE**

Members noted that the land was being offered at auction again and **RESOLVED** that the Town Clerk be authorised to submit a bid of £5,000 plus fees.

Action: Town Clerk

110/22/23 **REPORT FROM THE INTERNET COUNCILLOR**

None

111/22/23 **REPORT FROM THE PRESS & P.R. COUNCILLOR**

None

112/22/23 **REPORT FROM DORSET COUNCILLORS**

Members were recommended to listen to Cllr Flower's interview on Forest FM regarding the Local Plan.

113/22/23 **APPROVAL OF PAYMENTS**

Members approved the payments made in June.

114/22/23 **FUTURE AGENDA ITEMS**

Cllr Maw requested details of the weedkiller used on highways and Council land.

Action: Town Clerk

115/22/23 **DELEGATION DURING AUGUST**

The Council being in recess for the month of August, Members **RESOLVED** to delegate to the Town Clerk all matters of an urgent nature following consultation with the Mayor and Deputy Mayor

The meeting closed at 9.05 p.m.

The next meeting is scheduled for 27th September 2022 at 7.30pm at the Council Offices.

.....Mayor

HR Sub Committee terms of reference

The HR Committee is a Sub-Committee of Verwood Town Council's Finance and General Purposes Committee .

Membership

The Committee shall consist of five members of Verwood Town Council, as agreed and minuted in a Finance and General Purposes Committee meeting.

Appointment of Sub-Committee

Verwood Town Council shall at their annual meeting in May determine the members of the Sub Committee.

Casual Vacancies

Verwood Town Council from among their members shall fill casual vacancies occurring in membership of the Sub Committee.

Frequency of Meetings

The Sub Committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk or the Committee. A quorum at each meeting shall be 3 members.

Functions of the Sub Committee

- To decide upon the arrangements for the appointment and appraisal of staff, including reviewing and updating contracts.
- To review and update where necessary the contract of employment and job description for any staff role, prior to any new appointment, and at least one every five years even if there is no new appointment required.
- To discuss and agree the process for any new appointment, including job description, shortlisting criteria and interview dates. Normally all correspondence with candidates and referees should be by the Clerk, but in the Clerk's absence this should be by a member of the Committee who has been appointed to that role by full Council.
- To recommend to full Council, after interview and due consideration, suitable candidates for appointment. Decision on appointment is made by full Council.
- To consider remuneration levels for staff, including any changes to pay grades, if required. To make recommendations to full Council for approval where there are financial implications. Note – any nationally agreed annual increase as announced by SLCC/NALC will be automatically awarded to staff.
- To deal with any matters that are raised under Verwood Town Council's own specific policies and any applicable national legislation such as disciplinary, grievance, health and safety as it applies to staff, any Code of Conduct matters that apply to staff, any HR disputes, or other HR related issues.