



Christchurch Town Council

Old Town Hall
30 High Street
Christchurch
Dorset, BH23 1AY

Extraordinary Full Council Agenda

Monday, 26 April 2021, 6.00pm

You are summoned to attend an Extraordinary meeting of the **Christchurch Town Council** to be held via Zoom conferencing facilities **on Monday 26 April 2021 at 6.00pm.**

Membership:**Mayor:** Cllr L Dedman**Deputy Mayor:** Cllr Mrs S Bungey

Cllr J A Abbott	Cllr G R Jarvis
Cllr V Charrett	Cllr D C Jones
Cllr A E Coulton	Cllr T Lane
Cllr F J M Cox	Cllr S J McCormack
Cllr M Cox	Cllr F F T Neale
Cllr S Fotheringham	Cllr G E E Polson
Cllr C A Gardiner	Cllr Mrs S Spittle
Cllr W Grace	Cllr M J Tarling
Cllr P Hilliard	

Members of the public wishing to attend the meeting should use the link:

<https://zoom.us/j/95312174681?from=addon>

Meeting ID: 953 1217 4681

Passcode: 088587

The business to be transacted is set out overleaf.

Daniel Lucas

Town Clerk

20 April 2021

For further information please contact Daniel Lucas on 01202 022479 or email townclerk@christchurch-tc.gov.uk

Agenda

1. **Apologies for Absence**
To receive apologies for absence.
2. **Declaration of Interests**
Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.
3. **Outside Bodies Representation for 2021/22**
To approve the Outside Bodies and nominations for the Council's representatives to Outside Bodies. Page 3
4. **Procedure Note**
Members to consider the Council's Procedure Note for determining Membership to the Council's Committees and Other Bodies. The attached procedure note follows input from Councillors following Cllr David Jones' original amendments. The attached consolidates those comments received with those originally suggested by Cllr Jones. Two issues remain unresolved, which requires determination by Council. Appendix 1
 - i) Whether this Council should be bound by old CBC rules of procedure – first introductory paragraph; and
 - ii) Paragraph 14 and the suggestion made that Council needs to clearly state that a Member can only be Chairman/Vice-Chairman of only 1 Standing Committee

RECOMMENDATION: To consider the attached procedure note and determine along the two points identified above and resolve accordingly.
5. **Annual Council Date**
Members to consider amending the date for Annual Council Meeting to Wednesday, 5th May 2021 at 6pm in order that Mayor-Making and Annual Council may be held virtually in a Covid-Secure manner. Verbal Report
6. **Exempt Business**

RECOMMENDATION: To consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the financial and business affairs of the authority.

7. **CCLA Investment Management Limited - Public Sector Deposit Fund (Exempt)**

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

REPRESENTATION ON OUTSIDE BODIES 2021/22

OUTSIDE BODY	VENUE OF MEETINGS	DETAILS OF MEETINGS	REPRESENTATIVE (Councillor	REPORTS TO COUNCIL
Christchurch Harbour Association		March & Nov 5.30pm	1 Councillor representative	yes
Citizens' Advice Bureau		tbc	1 Councillor representative	yes
Christchurch BID Steering Group	Zoom meetings	4.30pm monthly: • 13th May • 17th June • 15th July • 12th August • 9th September	1 Councillor representative	yes
Christchurch and District Sports Council		tbc	Cllr Mrs Bungey, Cllr Jarvis and Cllr Grace expressed an interest in joining the CDSC group	yes
Friends of Druitt Gardens		tbc	1 Councillor representative	yes
Legate's Charity – Representative Trustees		Jan, April, July & Oct	The Mayor (ex officio) Deputy Mayor Charity status to be reviewed	yes
Regent Centre Liaison Meeting		Last Monday of Jan, April, July & Oct 5.00pm	(Chairman of Resources Plus 1 other member)	yes
Stanpit Marsh Advisory Panel	Stanpit Marsh Information Centre, Stanpit Marsh Local Nature Reserve, Christchurch.	May & Oct	2 Councillor representatives	yes

PROCEDURE NOTE

STANDING COMMITTEES AND OTHER BODIES

In the event of an event not considered in the Procedure Note arising, it shall be competent for the Mayor, or other person presiding, to follow the precedent of the former Christchurch Borough Council as set down in its Rules of Procedure extant on 31 March 2019

STANDING COMMITTEES AND OTHER BODIES – GENERAL

1. Application

These rules apply when Council meets to determine the Membership of each of the Councils Standing Committees (Community Committee, Planning & Regulatory Committee and Resources Committee) and other bodies (Working Groups, Task and Finish Groups, Outside bodies appointment etc..).

2. Size of Committees and Other Bodies

The size of committees and other bodies (Working Groups, Task and Finish Groups etc..) shall be decided by the Council at its Annual Council meeting if known in advance and by an Ordinary Council meeting (or Extraordinary Council Meeting if solely called for such purpose) during the course of a civic year as and when necessary. As agreed at Annual Council on the 15 May 2019 each Standing Committee comprises of 9 elected members with a quorum of 3 (Council, 15 May 2019 Minute No. 9).

3. Terms of Reference

The terms of reference for each Standing Committee and Other Body and those decisions and functions delegated to each Standing Committee and Other Body shall be set by Annual Council and can only be amended by a decision of Full Council.

4. Membership

All councillors may be members of a committee/other body and can sit on more than 1 committee/other body.

PROCEDURE FOR CONSIDERATION OF COMMITTEE/OTHER BODY MEMBERSHIP

5. INITIAL EXPRESSION OF INTEREST

The Town Clerk shall before Annual Council call for an “initial expression of interest” via email to all members. This email shall be entitled “Committee Membership¹ for

¹ Or “Outside Body membership”, “Working Group membership” etc..

[incoming civic year] expressions of interest”.² The Town Clerk shall provide a clear deadline for date of receipt of expressions of interest which shall be 5 clear working days after the date and time of that email. Expressions of personal interest **MUST** be in writing via email made *personally* by a member and cannot be forwarded to the Town Clerk via proxy (NB The Administrative Officer may accept service of a notification on the Town Clerk’s behalf). The email intimating expression of interest must clearly convey on which committee/other body the member wishes to serve or such committee(s)/other bodies on which they currently serve and wish to be re-considered for election.

6. Expressions of interest *cannot* be made for another member.

7. CLOSURE OF EXPRESSION OF INTEREST

The Town Clerk shall write conveying the closure of the period of receipt for initial expressions of interest and shall notify members where there are more expressions of interest than seats on the committee(s)/other body available and where numbers are deficient in some, or all committees/other body. This email shall identify those members who have shown expressions of interest across all committees/other body. It shall become apparent where such committees/other body are over-subscribed by expressions of interest.

8. Where a committees/other body is under-subscribed, a second expression of interest email shall be sent to members entitled in the same format as rule 5 above, this time highlighting those committee/other body where there is under-subscription. The Town Clerk shall provide a clear deadline for date of receipt of expressions of interest which shall be 5 clear working days after the date and time of that email. Expressions of personal interest **MUST** be in writing via email made *personally* by a member and cannot be forwarded to the Town Clerk via proxy.
9. The process at rule 8 above shall continue until under-subscribed committees/other body meet composition of 9 members exactly for committees, or as designated in terms of number of members for an other body³. If then over-subscribed following a second, third (etc) cycle of expressions of interest the process at rule 10 shall be engaged.

10. INTERNAL VOTE FOR COMMITTEE/OTHER BODY MEMBERSHIP

Following the closure of expressions of interest and where a committee/other body is over-subscribed the Town Clerk shall conduct an internal exhaustive vote⁴. This shall be conducted in person (or virtually) with at least 5 clear days’ notice of the informal

² Or words to similar effect.

³ As resolved by Council in creating a working group/task and finish group with the numbers of members having been resolved by Council.

⁴ “exhaustive vote” here means the process where if more than 9 members wish to sit on the committee a secret ballot shall be called. The votes of all of council members present at the internal meeting shall be cast for their 9 members of choice. The member with the least number of votes is then removed from the next round of voting. This shall continue ab initio until the committee has 9 members elected by the process. If in the unusual event of a tie for least number of votes, the Mayor shall have the casting vote in favour of who progresses to the next round.

meeting of Council being conveyed by email with the title "Informal Meeting of Council: Committee Membership Ballot".⁵

11. Members who wish to cast votes for membership of committee/other bodies *must* be present in person or via virtual attendance. NO votes by email, proxy or in writing shall be accepted and only those present at the meeting shall have the ability to cast votes. If a Member is late to the meeting and votes already cast for the first round of the exhaustive vote for the committee/other body being considered at the time of arrival shall bar and preclude that member from voting in any subsequent rounds for the committee/other body under consideration at the time. If any further selections for membership of further committees/other bodies which remain to be considered, that late member can then vote accordingly.
12. Following this process and where all committees have full composition of 9 members by internal vote or otherwise, the Town Clerk shall place the settled committee membership on the Annual Council agenda for subsequent resolution. For other bodies, the composition of the group shall be reported to the necessary committee with that delegated function.

13. CHAIRMEN/VICE-CHAIRMEN OF COMMITTEES AND OTHER BODIES

(Explanatory Note: The Town Council has grown from inception to understand the internal dynamics and personalities of Council. As such members agree that it should be for those 9 members of committee to determine as its first order of business who should be the Chairman and Vice-Chairman of the committee in question given that the 9 members shall work with the Chairman/Vice-Chairman over the course of the civic year)..

Every Committee at its first meeting in every year must, as its first item of business, elect a Chairman and Vice-Chairman. The Mayor, or in his or her absence the Deputy Mayor, shall preside at the election of Chairmen. If neither are present the Committee shall select one of their number to preside at the election of Chairman. The elections shall be conducted by written ballot where more than one nomination is received EITHER A simple majority shall suffice to decide the issue OR the Chairman shall proceed by exhaustive ballot as set out in paragraphs 10 and 11 above. The same shall also occur for other bodies where the Working Group/Task and Finish Group etc shall appoint its own Chairman/Vice-Chairman appreciating that where necessary external nonelected members may also have the right in law to vote in such situations.

14. Members *must* consider whether a conflict of interest arises or has the potential to arise if they are wishing to be considered for the position of Chairman/Vice-Chairman of a more than one committee and/or other body. Members shall also consider the diversity of life experiences this Council has and the continuing professional development of all members when considering taking office as a Chairman/Vice-Chairman. Consideration should also be given to forthcoming projects and initiatives

⁵ Or words of similar effect.

which may well require experience and expertise. Consequently, no member can serve as Chairman or Vice-Chairman of more than one Standing Committee⁶.

15. RESIGNATION OF COMMITTEE MEMBER/CAUSUAL VACANCIES

A member may wish to resign from a committee/other body. This should be communicated to the Chairman and Town Clerk in writing in an unequivocal manner. A casual vacancy may also arise due to the death of a councillor or disqualification. Upon resignation or upon learning of a casual vacancy the Town Clerk shall invoke the procedure at rules 5-10.

RESOLVED ON⁷:

MINUTE NUMBER:

DATE:

REVIEW DUE: March 2022.

⁶ For Clarity this means that if a member is a Chairman of one Standing Committee s/he cannot be a Chairman or Vice-Chairman of another. Secondly, if a member is a Vice-Chairman s/he cannot be a Chairman or Vice-Chairman of another.

⁷ The version as completed and presented having included any necessary amendments as minuted.