



**Minutes of the Annual Meeting of Alderholt Parish Council
Committee Room, Alderholt Village Hall
7.00pm Monday 9th May 2016**

85/16

PRESENT;

Cllr G Logan (Chairman)

Cllr S Archer

Cllr A Hibberd

Cllr K Murton

Cllr J Simcock

Cllr M Smethers

Cllr J Walker,

Also present; Mrs M Humby Clerk, Mrs K Brooker, Assistant Clerk

Mrs Lynn Evans

PCSO Robin Morgan

2 members of the public

APOLOGIES;

Mr David Tooke

Dorset County Councillor Steve Butler

86/16

WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING

The Chairman welcomed everyone to the meeting and advised of fire procedures for escape in the event of a fire.

87/16

ELECTION OF A CHAIRMAN

There were 2 members nominated for the role of Chairman;

Cllr Gina Logan-proposed by John Simcock and seconded by Martin Smethers

Cllr Stuart Archer-proposed by Adrian Hibberd and seconded by Kate Murton

Cllrs were requested to vote by secret ballot. The clerk and assistant clerk counted the votes with the outcome being a 4/3 majority in favour of Cllr Logan

Cllr Gina Logan was duly elected as the Chairman to Alderholt Parish Council.

88/16

TO RECEIVE THE CHAIRMAN'S DECLARATION OF OFFICE

The Chairman's declaration of office was duly signed by Cllr Logan and witnessed by the clerk.

Cllr Stuart Archer left the meeting at this point

89/16

ELECTION OF A VICE CHAIRMAN

There were 2 members nominated for the role of Vice Chairman;

Cllr Adrian Hibberd -proposed by Kate Murton and seconded by Gina Logan

Chairman's Signature;



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Cllr Martin Smethers -proposed by Janet Walker and seconded by John Simcock
Cllrs were requested to vote by secret ballot. The clerk and assistant clerk counted the votes
with the outcome being a 3/3 split vote

The Chairman, Cllr Gina Logan gave a casting vote.

**Cllr Adrian Hibberd was duly elected as the Vice Chairman to Alderholt Parish
Council.**

90/16

TO FILL 2 PARISH COUNCILLOR VACANCIES THROUGH THE CO OPTION PROCESS

Three applications had been received for the two parish councillor vacancies. Interviews had
been organised at an extraordinary meeting on Tuesday 2nd May. However, one applicant
withdrew and the extraordinary meeting was cancelled. The applications of David Tooke and
Lynn Evans were therefore considered by Cllrs for co option to the parish council at this
meeting.

**Cllrs unanimously agreed to the Co option of David Tooke and Lynn Evans to
Alderholt Parish Council**

91/16

TO RECEIVE NEW CO OPTED MEMBERS' DECLARATIONS OF OFFICE.

A declaration of office was duly signed by Lyn Evans and witnessed by the clerk. Cllr Lynn
Evans then took her place at the meeting table to take part in the meeting.

David Tooke is currently on holiday and had given his apologies. He will be required to sign
a declaration of office on his return

Co opted Cllrs are also required to complete their register of interest form and return it to the
monitoring officer within 28 days.

92/16

**TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF
DISPENSATIONS**

No pecuniary interests were declared nor dispensations requested.

93/16

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

**Cllrs unanimously resolved to agree the minutes of the Parish Council meeting dated
11th April 2016 as a correct record of that meeting.** They were then signed by the
Chairman.

94/16

TO REVIEW ANY OUTSTANDING ITEMS FROM LAST MONTHS MEETING



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13 th April 2015	Verge cutting back- Ringwood / Hillbury Road	SB/RM	SB has confirmed that works have now been completed.
12 th October 2015	Dog Bin Emptying	MH/DWP	Still awaiting confirmation from DWP regarding the dog bin emptying in Alderholt. Dave Nichols from DWP to meet with Clerk – appt rearranged 9 th May. Clerk to report to June meeting
12 th October	Certificate from EDDC re DCA Award for Alderholt	KB/SB	Picture and Certificate presented to Cllr Logan on 22 nd April
11 th January	Cllr Training	MH	Events attended as they come up -local training on hold until new Cllrs in place. Clerk to now organise
14 th March	Co-op Store Parking	MH	Clerk to contact store to determine when entrance will be widened as per planning application. MS and GL attended meeting on 6 th May and reported back. Agreed clerk to send letter to Co Op requesting them to complete second phase of planning application regards parking. Clerk also to discuss with planning officer
11 th April	Grit Bins	KB/MH	Grit bins delivered on 4 th May. Cllr Hibberd to install
11 th April	Consultation on the future of Mobile Libraries	Cllrs	Cllr comments to be emailed to clerk by 25 th April. None received
11 th April	DCC Dorset Schools Admission's Policy	Cllrs	Cllr comments to be emailed to clerk by 25 th April. None received



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TO REVIEW DELEGATION ARRANGEMENTS, APPOINT COMMITTEES, MEMBERS TO SERVE ON THESE COMMITTEES AND TO REVIEW THEIR TERMS OF REFERENCE

Cllrs unanimously agreed to the arrangements as detailed in appendix 1 attached to the minutes.

Due to insufficient Cllrs willing to be on the Rifle Range working party, and the stage that it is now at, agreement was made to disband the working party with all information now being directed to full council. Cllr Hibberd will be the direct liaison point between the scouts and the PC.

96/16

TO APPOINT REPRESENTATIVES FOR EXTERNAL BODIES AND VILLAGE AMENITIES

Cllrs unanimously agreed to the arrangements as detailed in appendix 2 attached to the minutes.

Flowerbed upkeep-It was agreed that the upkeep of the flowerbed outside the committee room was not agreed by the Parish Council before installation and therefore should be organised and paid for by the Village Hall, or least split between the 2 organisations. The clerk to write to the VHMC

97/16

TO CONSIDER AND ADOPT THE DOCUMENT ;GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES IN ENGLAND MARCH 2016

Cllrs unanimously agreed to adopt the Document ;Governance And Accountability For Smaller Authorities In England March 2016

98/16

TO CONSIDER ANNUAL ITEMS FOR REVIEW;(REPORT CIRCULATED)

- APC Policies –to be reviewed as appropriate by Policy and Finance Committee
- Ongoing annual Commitments
 - Annual membership of DAPTC and SLCC- Budget allocated to continue with membership of these for 2016/17
 - Dog warden contract EDDC- Budget allocated to continue with same number of hours for 2016/17
 - DDR's; BT (Qtly payment) and Bmth Water (mthly payment)
 - SLA; Alderholt Recreation Ground-reviewed annually
 - Rental Agreement Alderholt Village Hall –to be reviewed during 2016/17
- Insurance arrangements for insurance cover in respect of all insured risks- Insurance reviewed September annually



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- Fixed assets-forms part of annual return-information circulated
- Confirmation of dates and times for ordinary meetings of full council for the year ahead-previously agreed and circulated

Cllr unanimously agreed to all of the above points.

99/16

TO CONSIDER APPROVAL OF THE ANNUAL RETURN

The Annual Return is the external audit for Alderholt Parish Council. A copy of parts 1 and 2 and associated reports had previously been circulated to Cllrs.

- Cllrs unanimously agreed to Section 1 of the Annual Return-Annual Governance Statement. Members are acknowledging their responsibility for ensuring that there is a sound system of internal control and that statements 1-9 are agreed.
- Cllrs unanimously agreed to Section 2 of the Annual Return -Accounting Statements.

100/16

FINANCE

1. Cllrs unanimously agreed to the end of year budgets 2015/16 and the reallocation of budget savings as follow;
 - £5000 to the Recreation Ground rebuild Fund
 - £2000 to the Recreation Ground Equipment Replacement Reserve Fund
 - £1853.12 to The Capital Project Reserve Fund(details of which the expenditure of this are to be determined this year)
2. Cllrs unanimously agreed to sanction the following payments;

PAYMENTS FOR SANCTION

Association of Dorset Watches-CSW new radar gun donation	20.00
Alderholt Recreation Association-1st annual pymt	
AHRG SLA	1550.00
DAPTC-Cllr Training- K Murton	65.00
EDDC-Dog warden patrols	450.00
Viking Stationery	124.14
TOTAL PAYMENTS FOR SANCTION	2209.14

CREDITS

Co Op Interest- current a/c	0.35
EDDC precept	38893.10

Chairman's Signature;



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Total of credits pd to current account	38893.45
Co Op savings account	0.00
Nationwide postal a/c interest	0.00
TOTAL CREDITS RECEIVED	38893.45
<u>DDR's</u>	
Semcorp bmth	15.77
TOTAL DDR'S	15.77
<u>PAYMENTS MADE IN BETWEEN MEETINGS</u>	
	0.00
Cashplus debit card;	
Discount Displays-Annual Parish Meeting banner	92.16
Total expenditure on Debit Card	92.16
TOTAL PETTY CASH	28.48

3. Total cash book funds for the Council as at 9th May; £153750.97cr
4. **Cllr Simcock** to carry out next month's financial control checks
5. **Cllrs unanimously agreed to authorise the transfer of 1000 pounds to the prepaid debit card from the Co Op current account**

101/16

TO RECEIVE THE CHAIRMAN'S/CLERKS REPORT

The Clerk's report is attached to the minutes. **Noted**

102/16

TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR

Cllr Butler was not present at this meeting.

103/16

TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR

Cllr Gina Logan advised of forthcoming changes to the DWP in order for efficiency savings to be made. Residents will be advised of any changes affecting them.

EDDC are now to reconsider their position regarding a Unitary Council in Dorset which will be put to public consultation.



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104/16

PUBLIC OPEN FORUM

There were 2 members of the public present. Various points were discussed with the following requiring action;

- 1. The Parish Council Co option policy will be revisited at the next Policy and Finance Meeting in June**

Cllr Smethers raised a point of order that Standing Order (3h) was being breached, as it was leading to a debate on the point raised, and the discussion was then curtailed. Ian Cole will be advised of the Co Option Policy following the outcome of the P & F Committee meeting

105/16

RECREATION GROUND

The following items in relation to the recreation ground were discussed;

1. PC Weekly Inspections; Cllr Smethers- nothing to report.
2. **Cllr Simcock** to carry out next month's inspections and to also carry out visual checks of the equipment
3. Following a tree falling down at the recreation ground onto the tennis courts, the tennis club have asked the parish council to determine ownership of the boundary trees and hedge. Cllr Hibberd has discussed the issue with the owner and the clerk has carried out a land registry check. Ownership is still unclear. **Agreed that the clerk to write to the neighbouring landowner.**

106/16

TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES

- Planning Committee Minutes 18th April 2016 circulated and **noted**

107/16

TO CONSIDER REPORTS FROM COUNCIL REPRESENTATIVES, AND EXTERNAL BODIES

- DAPTC Eastern Area Minutes 12th April 2016. **Noted**

108/16

TO CONSIDER REPORTS FROM THE RIFLE RANGE WORKING PARTY

Report from Cllr Martin Smethers on behalf of the Rifle Range working party;

Following the last meeting of the Working Party, the Scouts received information from East Dorset Planning Department which required further investigation on both sides.

This resulted in:

- Cllr Gina Logan and Cllr Steve Butler having extensive discussions with East Dorset Planning



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- Will Parke (on behalf of the Scouts) has carried out a full and detailed survey of the trees and boundary fencing
- Cllrs Gina Logan and Adrian Hibberd have carried out detailed measurements of the previous buildings and structures that formed part of the rifle range
- The Scouts are considering the implications and the impact that may have on them

It is the aim to have a further meeting of the working party as soon as possible, when all the additional information will be considered and a way forward determined. It is hoped that this will be completed so that a more detailed update can be placed before the Council at the June meeting.

Due to the decision by Cllrs to disband the working party, Cllr Hibberd will liaise with the scouts and information will be forwarded to Cllrs, hopefully for the June meeting.

109/16

TO CONSIDER REPORTS AND PROPOSALS FROM THE RECREATION REBUILD WORKING PARTY

Report circulated with a proposal;

The Recreation Ground Re-Build Project Working Party proposes that in the light of the VAT information obtained, the project is progressed as option 1 the refurbishment and extensions, and the architects Relph Ross are instructed to proceed to planning permission (this agreed in principle APC minute 192/15 dated 9.11.15.) as per scheme 2 referenced in their letter FK/1650/FQ3 dated 2.11.15. The cost for making this submission being £7,543.22 plus VAT and LA planning fees

Resolved unanimously

Cllrs also requested it be noted that they would like members of the public to be made aware of this project as soon as possible. However, more information needs to be discussed with the Parish Council at an extraordinary meeting before this happens.

110/16

TO CONSIDER CORRESPONDENCE RECEIVED

1. A response has been received from UK Cycling Events Ltd regarding the complaint from the PC about the behaviour of cyclists at recent cycling events going through Alderholt. The event manager apologised and has requested a meeting with the NFDC Safety Advisory group to discuss the points raised.

111/16

ANY OTHER ITEMS FOR REPORT ONLY

1. Cllr Logan advised of graffiti on the Blackwater Grove Bridleway which Cllr Murton agreed to remove.



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Meeting closed at 9.00pm

Clerks Report

Queens 90th Birthday Commemorative Coins for St James' School

Commemorative Coins for the Queen's 90th Birthday were ordered by the Parish Council for all of the school children attending St James' First School. On 21st May, Cllr Gina Logan and Cllr Martin Smethers attended a Tea Party birthday celebration event organised by the school to hand out the coins to the children.

DWP Round changes

Dorset Waste Partnership has now been completed the rollout of the Recycle for Dorset Scheme across the County, and has begun working on optimising its collection rounds in order to increase efficiency and make savings.

Nearly all households in East Dorset will have new collection days in order to maximise efficiency.

The DWP will be writing directly to all affected households, clearly explaining their new collection dates (and transitional arrangements) well before the new rounds come into effect. They will run a wider communications campaign from mid-May, informing residents and asking them to look out for the aforementioned letters detailing the changes. They will also provide online support with dedicated webpages on Dorset For You, which will remain updated throughout the period of activity.

Dorset's Annual Road Repairs

Dorset Highways surface dressing programme is underway, with rural roads across the county scheduled for treatment.

The gang will be 'dressing' C and D class (rural) roads – sealing them from water to prolong their life by up to ten years, and restoring skid resistance – with around 70 sites scheduled for treatment in this year's £2m programme of work.

On average it takes between half a day and a day to treat one site, depending on the size of the section of road. Due to the amount and size of equipment being used – and the narrowness of the roads being treated – the road will be closed during the work.

Loose chippings are swept up one or two days after the work, and a week after if needed.

Sites are revisited after three months to check on the chippings and road condition

Appx 1:

Chairman's Signature;



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ARRANGEMENTS FOR DELEGATED AUTHORITY, COMMITTEE STRUCTURES AND WORKING PARTIES

Delegated Authority

Under section 101 (2) of the Local Government Act 1972, Alderholt Parish Council has delegated its statutory powers and functions to the clerk for the year 2016/17 to deal with;

1. General administration issues relating to Alderholt Allotments
2. General administration issues relating to Alderholt Recreation Ground
3. General Administration issues relating to the Parish Office

In the event that expenditure needs to be made outside of a meeting relating to the above items financial regulation 4.1 and 4.5 will apply;

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over £5,000;*
- *a duly delegated committee of the council for items over £500; or*
- *the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.*

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman

4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Appointment Of Committees And Terms Of Reference

PLANNING COMMITTEE (5 MEMBERS)

STANDING ORDERS; As per full Council with the exception of;

The composition, time, date and place of meetings of a committee are determined by the council or the committee itself. No statutory annual or similar meetings are required.

This committee will normally meet publicly every 3 weeks or at a frequency which fulfils current EDDC planning policy

Chairman's Signature;



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QUORUM; 3 Members

MEMBERS;

Cllr Adrian Hibberd

Cllr David Tooke

Cllr John Simcock

Cllr Kate Murton

Cllr Lynn Evans

SUBSTITUTE MEMBERS; All other Council members

POWERS;

Under section 101 (1) of the Local Government Act 1972, Alderholt Parish Council has delegated its statutory powers and functions to this committee for the municipal year 2016/17 to deal with;

1. Comments on all planning applications relating to Alderholt as a statutory consultee
2. Comments and /or decisions on all planning issues and policies relating to Alderholt such as Village Design Statements and Affordable Housing Policies
3. Comments and /or decisions on consultation papers relating to planning issues and policies including Mineral and Waste in and around Alderholt

Procedures to be followed as laid down in APC Planning Protocol (please note this is to be reviewed and may be subject to change following the implementation of electronic planning). Any changes to the protocol to be decided by the clerk and planning committee members

In the event that there are no applications received during the meeting cycle, the meeting may be cancelled at the discretion of the Planning Chairman and clerk.

The clerk will request a time extension from EDDC for any applications where the response date does not fit into the meeting cycle. In the event that an extension is not possible, an additional meeting may be called or if the application is straightforward, at the discretion of the Planning Chairman and clerk, members' comments may be submitted by email to the clerk. In the latter instance, a public notice must be displayed for 3 clear days inviting members of the public to make comments to the parish office before the council response is submitted.

This committee has no financial powers

POLICY AND FINANCE COMMITTEE (5 MEMBERS)

Chairman's Signature;



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STANDING ORDERS; As per full Council with the exception of;

The composition, time, date and place of meetings of a committee are determined by the council or the committee itself. No statutory annual or similar meetings are required
This committee will normally meet publicly every Quarter or more often if it is deemed necessary by the Chairman or clerk.

QUORUM; 3 Members

MEMBERS;

Cllr Adrian Hibberd

Cllr Gina Logan

Cllr David Tooke

Cllr Kate Murton

Cllr John Simcock

SUBSTITUTE MEMBERS; All other Council members

POWERS; Under section 101 (1) of the Local Government Act 1972, Alderholt Parish Council has delegated its statutory powers and functions to this committee for the municipal year 2016/17 to make decisions regarding;

1. Finance- regulation and control of Council finances including banking, budgets, reserves and grant payments.
2. Employment-all employment issues including appraisals, contracts, salaries
3. Complaints-to deal with any complaints in line with the Parish Council Complaints procedure
4. Council Policies; reviewing existing and establishing new policies as required by the council and law.

With the exception of those functions listed below and any other issues that under legislation need to be agreed by full Council;

- The Precept
- Borrowing money
- Consideration of the audit report

Appointment Of Working Parties And Terms Of Reference

RECREATION GROUND REBUILD PROJECT WORKING PARTY



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A Working Party or Group is an informal group of members (& non Members if necessary) set up by a resolution of the Council (full or a committee) to investigate a particular issue on behalf of the council (or committee).

The purpose of this Working Party is to **investigate and advise the council on a project to provide a new Pavilion and Sports club at the Recreation Ground.** The Recreation Ground Re-Build Working Party (WP) is constituted as an advisory group to Alderholt Parish Council.

STANDING ORDERS; As per 4a

QUORUM; 2 PC members

1 member from the Recreation Association

1 member from the Sports & Social Club

MEMBERS; 3 PC members-

Cllr Gina Logan

Cllr John Simcock

Cllr Kate Murton

Minimum of 1 member from the Recreation Association

Minimum of 1 member from the Sports & Social Club

Minimum of 1 member from each sports clubs: Tennis/Cricket/Football

The Chairman of the WP shall be a member of the Parish Council, and elected annually by the Parish Council.

SUBSTITUTE MEMBERS;

If a member is not able to attend, they will be able to send a substitute member from their organisation who will be able to vote in their place.

Members of the Parish Council and public who do not sit on the WP may attend meetings and speak only with the permission of the Chairman. They may not vote.

POWERS;

The WP has no delegated or executive powers to make decisions and shall make recommendations only to the Parish Council for consideration and approval.

EXPENDITURE;

The WP has no delegated executive powers to place orders for works and services. This must be done by the Parish Council

The WP shall approach the Finance Committee or full Council for any budget which might be required. However a budget may not automatically be granted. Expenditure even within an

Chairman's Signature;



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agreed budget must be first authorised by full council and all invoices to be submitted through the Parish office

Quotes and estimates can be obtained by members of Working Parties but should be in written form and in the name of the Parish Council, not a member. In all circumstances, Standing Order no 30 should be followed. Clear records should be kept and copied to the office along with the final report.

MEETINGS;

Meetings are informal and do not have to comply with legislation required for council or committee meetings. The WP will meet as often as the workload requires and meetings do not have to be publicly advertised, held in a public place nor include a public session

The clerk is not required to attend meetings unless specifically requested in order to give guidance on a particular issue.

Minutes of meetings are not required however informal notes including dates and attendees of meetings are useful for reference.

CORRESPONDENCE AND EMAILS;

General correspondence or email for gathering information can be sent directly from the Working Party members but it must be stated clearly that this is on behalf of the Working Party and not the opinion of the full council.

Any correspondence giving direct instruction must be first reported to the Council (or committee) and then conducted through the Parish Clerk.

In the event that the Working Party identifies something which requires urgent action, the WP Chairman and clerk should be notified and if in agreement the item should be actioned via the clerk and reported back to Council (committee) at the next available meeting. The WP may consult and seek advice & information from external organisations and relevant experts. However it must ensure that any such correspondence cannot be interpreted as a decision or an opinion of the Parish Council.

WP members may be given a variety of tasks in order to establish information. When they have completed their task, any relevant information that other members will require in order to make a proposal should be copied to the WP Chairman and circulated to all.

RECOMMENDATIONS AND PROPOSALS;

In order to make a proposal to the Council, the meeting shall be quorate. The proposal should form part of the written report from the meeting and this, along with any supporting



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documentation should be sent to the clerk. The proposal must be in WRITTEN form and stated clearly.

To be included on the full council agenda this must be received by the clerk 3 clear days before a Council Meeting. (clear days do not include the day the notice is issued, the day of the meeting, a Sunday, a day of the Christmas or Easter break, a bank holiday or a day appointed for public thanksgiving or mourning)

If the Working Party is unable to function efficiently due to having no delegated powers, it must report back to the next council or committee meeting requesting that the Working Party be changed to a Committee or sub Committee in which delegated powers can be agreed. This can only be done by a resolution of the Council.

In all cases, Members should always abide by the Code of Conduct, Standing Orders, Financial Regulations and any other relevant legislation.

OBJECTIVES; (Jan 2015 amended as per min 11/15.4, November 2016 amended min 192/15 and confirmed May 2016)

1. To gather information and report back to Council on getting the rebuild design to the planning stage. As agreed by full council min 192/15, the working party are authorised;
 - That Relph Ross are the new architects for this project
 - To support the Relph Ross proposal for the project as per scheme 2 referenced in the letter FK/1650/FQ3, dated 2/11/15
 - The PC will pay for the architect fees of £15029.83 plus VAT from the rebuild fund in respect of the above point
2. To determine the committee structure and to look into the financial control and management of the new building for report back to Council.

RIFLE RANGE SCOUT PROJECT WORKING PARTY - DISBANDED

NOTES TO THE ABOVE;

Substitute Members To Committees;

Refer to NALC Standing Orders for Local Councils-Refer to Part One Law and Procedures for Local Councils; Delegation Arrangements S.4 (m);

S.12(2) of the LGA 1972 requires the Council to fix the number of Councillors and non Councillors and their terms of office in a committee. Standing orders permit that substitute

Chairman's Signature;



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members may be appointed which may be particularly useful if ordinary members are not able to attend deeming the meeting inquorate. Standing orders should regulate the circumstances in which a substitute is justified and provide that if the substitute member is legitimately summoned to and is present at a meeting which the ordinary member he is replacing then attends, the ordinary member cannot participate in that meeting.

- j) The Council may wish to appoint substitute members to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the proper officer *at least one day* before the meeting that they are unable to attend.
- k) An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

Substitute members will be all remaining Parish Councillors and will apply to all committees. Committee members should make every possible endeavour to attend committee meetings and substitute members should not be used as the norm

Appx 2 COUNCIL REPRESENTATIVES

External Bodies

A written report must be submitted to the clerk in time for circulation with the agenda (7 days before the meeting). Any recommendations or proposals resulting from the meeting to be made clear in the report and to the clerk so that this item can be included on the agenda (it is illegal to make a decision on items not included in the agenda). In the event that there are no proposals from a meeting and minutes are produced by the organisation, a separate report is not necessary if a copy of the minutes are sent to the clerk and then circulated to all members for information

Organisation	Representative
DAPTC (Eastern Area Committee) (2 representatives)	Cllr Adrian Hibberd Cllr Kate Murton
Village Hall Management Committee (1 representative)	Cllr Janet Walker
Recreation Association Committee (2 representatives)	Cllr John Simcock Cllr Adrian Hibberd

Parish Amenities

Chairman's Signature;



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The role of a representative for parish amenities is someone who the Clerk can liaise directly with when amenity issues occur. It may be that this is the Chairman or an individual Councillor.

Amenity	Representative
Allotments (2 representatives)	Cllr Janet Walker Cllr Gina Logan
Faster Broadband (1 representative)	Cllr Kate Murton
Education (1 representative)	Cllr Lynn Evans
Footpath Officer/ Ranger (authorised By DCC)	Cllr David Tooke
Grit Bins/ Winter Maintenance (1 representative)	Cllr Adrian Hibberd
Health (1 representative)	Cllr Lynn Evans
Solar Farm (1 representative)	Cllr Stuart Archer
Transport (1 representative)	Cllr Janet Walker
APC Flowerbed upkeep (1 representative)	Cllr Kate Murton