

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
Tel: 01425 473883
www.ringwood.gov.uk

SUMMONS

Dear Member

20th February 2025

You are hereby summoned to attend a meeting of the Town Council at the Forest Suite, Ringwood Gateway on 26th February 2025 at 7.00pm.

Mr C Wilkins
Town Clerk

AGENDA

1.* PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. To receive Apologies for Absence

3. To receive Declarations of Interest

4. To approve as a correct record the minutes of the meeting on 29th January 2025

5. To receive Minutes of Committees and approve recommendations contained therein:

Recreation, Leisure & Open Spaces

DATE :- 5th February 2025

Planning, Town & Environment

DATE:- 7th February 2025

Policy & Finance

DATE:- 19th February 2025

6. COMMITTEE COMPOSITION

To consider any changes to the composition of council committees, sub-committees, working parties or panels

7. SCHEDULE OF MEETINGS

To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council (May 2025 – May 2026) (*Report A*)

8. COMMUNICATION PLAN

To review the development of Council communications plan since it was approved (*Report B*)

9.* To receive such communications as the Town Mayor may desire to lay before the Council

10.* To receive Reports from County and District Councillors

11.* To Receive Reports from Ringwood Town Councillors

12. Forthcoming Meetings – to note the following dates:

Recreation, Leisure & Open Spaces	7.00pm	Wednesday 5 th March 2025
Planning, Town & Environment	10.00am	Friday 7 th March 2025
Staffing meeting	7.00pm	Wednesday 12 th March 2025
Policy & Finance	7.00pm	Wednesday 19 th March 2025
Full Council	7.00pm	Wednesday 26 th March 2025

13. EXCLUSION OF THE PRESS AND PUBLIC

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature

14. LEGAL MATTERS

To receive a verbal report from the Town Clerk on legal matters

15. COMMUNITY AWARDS

To consider any nominations

If you would like further information on any of the agenda items, please contact Mr Chris Wilkins, Town Clerk, on 01425 484720 or chris.wilkins@ringwood.gov.uk

Council Members:

Chairman: Cllr Rae Frederick, Town Mayor
Vice-Chairman: Cllr Philip Day, Deputy Mayor
Cllr Andrew Briers
Cllr Luke Dadford
Cllr Ingrid De Bruyn
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Janet Georgiou
Cllr John Haywood
Cllr Peter Kelleher
Cllr James Swyer
Cllr Michael Thierry
Cllr Glenys Turner
Cllr Becci Windsor

Officers:

Chris Wilkins, Town Clerk
Jo Hurd, Deputy Town Clerk

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**RINGWOOD TOWN COUNCIL
SCHEDULE OF COMMITTEE MEETINGS
MARCH 2025 - MAY 2026**

Note:- RLOS 1st Wed, PTE 1st Fri, P+F 3rd Wed (or 4th where 5 Wed's in the month), FC last Wed.
Staffing committee twice a year (Sept and March usually, plus additional meetings, as required).

MARCH 2025		
5	Recreation, Leisure and Open Spaces	7.00pm
7	Planning, Town and Environment	10.00am
12	Staffing	7.00pm
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
APRIL 2025		
2	Recreation, Leisure and Open Spaces	7.00pm
4	Planning, Town and Environment	10.00am
23	Policy & Finance	7.00pm
30	Full Council	7.00pm
MAY 2025		
2	Planning, Town and Environment	10.00am
7	Recreation, Leisure and Open Spaces	7.00pm
14	ANNUAL TOWN ASSEMBLY	7.00pm
21	Policy & Finance	7.00pm
28	ANNUAL (COUNCIL) MEETING	7.00pm
JUNE 2025		
4	Recreation, Leisure and Open Spaces	7.00pm
6	Planning, Town and Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
JULY 2025		
2	Recreation, Leisure and Open Spaces	7.00pm
4	Planning, Town and Environment	10.00am
23	Policy & Finance	7.00pm
30	Full Council	7.00pm
AUGUST 2025		
1	Planning, Town & Environment	10.00am
SEPTEMBER 2025		
3	Recreation, Leisure and Open Spaces	7:00pm
5	Planning, Town and Environment	10.00am
10	Staffing	7.00pm
17	Policy & Finance	7.00pm
24	Full Council	7.00pm
OCTOBER 2025		
1	Recreation, Leisure & Open Spaces	7.00pm
3	Planning, Town & Environment	10.00am
22	Policy & Finance	7.00pm
29	Full Council	7.00pm

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NOVEMBER 2025		
5	Recreation, Leisure and Open Spaces	7.00pm
7	Planning, Town and Open Spaces	10.00am
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
DECEMBER 2025		
3	Recreation, Leisure & Open Spaces	7.00 pm
5	Planning, Town & Environment	10.00am
10	Policy and Finance	7.00pm
17	Full Council	7.00pm
JANUARY 2026		
7	Recreation, Leisure & Open Spaces	7.00pm
9	Planning, Town & Environment	10.00am
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
FEBRUARY 2026		
4	Recreation, Leisure and Open Spaces	7.00pm
6	Planning, Town and Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
MARCH 2026		
4	Recreation, Leisure and Open Spaces	7.00pm
6	Planning, Town and Environment	10.00am
11	Staffing	7.00pm
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
APRIL 2026		
1	Recreation, Leisure and Open Spaces	7.00pm
3	Planning, Town & Environment	10.00am
22	Policy & Finance	7.00pm
29	Full Council	7.00pm
MAY 2026		
1	Planning, Town and Environment	10.00am
6	Recreation, Leisure and Open Spaces	7.00pm
13	ANNUAL TOWN ASSEMBLY	7.00pm
20	Policy & Finance	7.00pm
27	ANNUAL (COUNCIL) MEETING	7.00pm

For further information, please contact 01425 473883 or email us at:
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EXTRACT FROM THE MINUTES OF THE COUNCIL MEETING

31ST July 2024**C/7198
COMMUNICATIONS TASK AND FINISH GROUP**

Cllr Swyer introduced the final report of the Communications Plan Task and Finish Group and Members considered the recommendations therein (*Annex C*).

The recommendations were as follows:

7.1 That officers assume overall responsibility for communications. This will be reviewed in a year to assess the need for training, resource etc.

7.2 All committees members, particularly chairs, should consider if items not on the projects list are suitable for communication. All members have the freedom to discuss communications matters at the relevant committee.

7.3 All communications plans should be inclusive and accessible, featuring a mix of digital, print and display where possible.

7.4 Ringwood Town Council should run a quarterly advert in Ringwood & Fordingbridge News to ensure communication of events, objectives and progress to the entire

parish.

7.5 To trial school visits for a full academic year and collect feedback from students, staff and members to review its success.

7.6 At its meeting in January 2025, the Council should review the development of Council communications between now and then and members of the Task and Finish Group should monitor these with particular attention and be ready to comment at that meeting.

In respect of 7.5, the Group felt that the Student Advisor Scheme should not be resurrected, and the approach should be changed by Members going to the young people in school and engaging with them in workshop style meetings to gather ideas and obtain feedback.

RESOLVED: 1) That the notes of the meeting held on 16th July be noted; and
2) That the final report of the Communications Plan Task and Finish Group be received and the recommendations, as outlined above, be agreed.