

# Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT

Tel: 01425 473883

[www.ringwood.gov.uk](http://www.ringwood.gov.uk)

## SUMMONS

Dear Member

21<sup>st</sup> May 2020

You are hereby summoned to attend a meeting of the Town Council to be held on 27<sup>th</sup> May 2020 at 6.30pm (for a 7pm start).



Mr C Wilkins  
Town Clerk

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Ringwood Town Council is committed to transparency in its decision-making processes. The current crisis prevents the holding of physical meetings but insofar as it is possible and in accordance with Government Regulations, this meeting will take place in a virtual environment using the "Zoom" technology. If you would like to participate or simply observe the meeting, you will need to tell us in advance by contacting Chris Wilkins, Town Clerk on (01425) 484720 or sending an email to [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk) by no later than 12noon on Tuesday 26<sup>th</sup> May 2020. You will then receive an email explaining how you can participate or observe.

## 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 held on 26<sup>th</sup> February 2020

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

Recreation, Leisure & Open Spaces

DATE :- 4<sup>th</sup> March 2020

Planning, Town & Environment

DATE:- 6<sup>th</sup> March & 1<sup>st</sup> May 2020

Policy & Finance

DATE:-18<sup>th</sup> March & 20<sup>th</sup> May 2020

### 6. ANNUAL TOWN COUNCIL MEETING

To consider a report from the Town Clerk (*Report A*)

### 7. STAFFING COMMITTEE

To consider a report from the Town Clerk (*Report B*)

## 8. TOWN CLERK'S BUSINESS

To receive a verbal update from the Town Clerk on developments in the conduct of Council business during the coronavirus outbreak and an opportunity for questions from members.

9. To receive such communications as the Town Mayor may desire to lay before the Council (Councillors are reminded that no decision taking may take place as a result of this item)

10. To Receive Reports from Ringwood Town Councillors and Student Advisors (Councillors are reminded that no decision taking may take place as a result of this item)

11. To receive Reports from County and District Councillors (Councillors are reminded that no decision taking may take place as a result of this item)

12. Forthcoming Meetings – to note the following dates:

Recreation, Leisure & Open Spaces	7.00pm	Wednesday 3 <sup>rd</sup> June 2020
Planning, Town & Environment	10.00am	Friday 5 <sup>th</sup> June 2020
Policy & Finance	7.00pm	Wednesday 18 <sup>th</sup> June 2020
Full Council	7.00pm	Wednesday 25 <sup>th</sup> June 2020

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](mailto:chris.wilkins@ringwood.gov.uk)

### Council Members:

Chairman: Cllr Tony Ring, Town Mayor

Vice-Chairman: Cllr Philip Day, Deputy Mayor

Cllr Andy Briers

Cllr Gareth Deboos

Cllr Hilary Edge

Cllr Rae Frederick

Cllr John Haywood

Cllr Jeremy Heron

Cllr Peter Kelleher

Cllr Darren Loose

Cllr Gloria O'Reilly

Cllr Steve Rippon-Swaine

Cllr Glenys Turner

### Student Advisors:

Ruth Port

Rhys Phillips

**TOWN COUNCIL****27<sup>th</sup> May 2020****Annual Town Council Meeting****1. Introduction and reason for report**

- 1.1 By the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 (“the Regulations”) the legal requirement to hold an Annual Town Council meeting in 2020 has been removed but the Council retains, in effect, the option to hold one if it wishes to do so. It is therefore appropriate for councillors to consider if the wish to hold an Annual Meeting and, if so, when.

**2. Background information and options**

- 2.1 By the Local Government Act 1972 (“the Act”), the Council would normally be required to hold the Annual Meeting this month. The Annual Meeting is the occasion on which the Council makes various decisions required or recommended to be taken every year including:

- The election of the Town Mayor
- The election of the Deputy Town Mayor
- The appointments of members to committees
- The appointment of councillors as its representatives on outside bodies.

The Regulations remove the legal requirement to hold an Annual Meeting before 7 May 2021. The Regulations also provide that where an appointment would ordinarily be made or is required to be made at the Annual Meeting, the last appointment continues until the next annual meeting or until such time as the Council shall determine.

- 2.2 The Annual Town Council Meeting should not be confused with the Annual Town Meeting (aka the Annual Assembly). The latter is not a meeting of the Council at all (although it is common for it to be convened by it.) The Regulations do not apply to it; with the result that it cannot be held using remote technology and cannot therefore be organized under the current restrictions on public gatherings.
- 2.3 If members wish to have an opportunity (before May 2021) to transact the business ordinarily conducted at the Annual Town Council Meeting and can agree when, the Town Clerk will arrange that. However, there is no requirement to do this and in default of a decision to that effect, the Town Clerk will not arrange an Annual Town Council Meeting until May 2021.
- 2.4 By the Act, a newly-elected Mayor must immediately sign a Declaration of Acceptance of Office in the presence of the Town Clerk. The Regulations make no provision regarding this requirement. It would be near impossible to meet this requirement whilst meeting using remote technology and complying with current “social-distancing” requirements. For this reason alone, attempting to hold an Annual Town Council Meeting at this time (or even scheduling one for a later date earlier than May 2021) is inadvisable.
- 2.5 At the last Annual Town Council Meeting, authority to undertake much of the formal business (other than elections and appointments) recommended to be dealt with then was delegated to the Policy & Finance Committee. Officers have designed a programme for bringing these items to that Committee through the year. Nothing in the Regulations affects this or requires that it be dealt with differently.

# A

2.6 There is a need to make an appointment to membership of the Staffing Committee and this is the subject of a separate report.

3. Issues for decision and any recommendations

3.1 **Whether to schedule an Annual Town Council meeting (or other opportunity to elect the Town Mayor and/or Deputy Town Mayor and/or make other appointments other than in respect of the Staffing Committee) before May 2021 and, if so, when.**

***RECOMMENDATION: Members are respectfully recommended not to schedule such a meeting unless some compelling reason so to do is adduced at the meeting.***

For further information, contact:

Christopher Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

**TOWN COUNCIL****27<sup>th</sup> May 2020****Staffing Committee****1. Introduction and reason for report**

- 1.1 Cllr. Day wishes to resign from this Committee rendering it necessary that members appoint a replacement for him.

**2. Background information and options**

- 2.1 Cllr. Day considers it inappropriate that he continue as a member of this committee because he now has two personal friends among the Council's staff. This is potentially problematic because the Committee may be called upon to consider questions about staff competence, performance, remuneration, grievances, discipline, etc. It is important that its members are (and are seen to be) objective, fair and independent and their judgments un-swayed by personal considerations. If Committee members are obliged to declare such interests and be excluded from full participation in its business, meetings may become inquorate and the committee unable to function.

- 2.2 Some decisions that the Staffing Committee may be called upon to make are subject to appeal. In that event, it would be necessary to form a panel of three councillors who are NOT members of the committee (and therefore able to bring fresh minds to bear on the matter). For this reason, it would be unwise to have too many councillors sitting on the Committee.

- 2.3 The Town Mayor and the Chair of the Policy & Finance Committee are appointed to the Staffing Committee *ex officio*. Cllrs. Haywood and O'Reilly are also currently members. It would be desirable that the committee have a fifth member.

- 2.4 Legal or other specialist advice is always obtained for and presented to the committee when this is necessary or helpful.

**3. Issues for decision and any recommendations****3.1 Whom to appoint to membership of the Staffing Committee.**

For further information, contact:

Christopher Wilkins, Town Clerk

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