



# **Dorset Association of Parish & Town Councils**

## **Members' Information Pack**

**2021**

## **Annual General Meeting**

**This year the AGM will be held online via Zoom.**  
**Saturday 13th November 2021 — 10am to approx. 12 noon**  
**[AGM Support Page](#)**



### **Contents:**

Page 2 | AGM Joining Instructions

Page 3 | Agenda

Page 4 | Meeting Protocols

Page 5 | Agenda Supporting Information

Page 6 | AGM Motions from Members

## JOINING THE MEETING

### 2021 AGM Communication

**DAPTC is inviting you to a scheduled Zoom meeting.**

**Topic: DAPTC 2021 Annual General Meeting**

**Time: Nov 13, 2021 10:00 AM**

Attendees are asked to register for the DAPTC AGM using the following link:

**[DAPTC AGM REGISTRATION](#)**

After you have clicked on the above link in advance of the meeting, an email will be automatically generated with joining instructions for the meeting.

Please do not leave this task until the date and time of the meeting.

The information for the DAPTC AGM is also held on our website by clicking on the link below:

**[DAPTC 2021 Annual General Meeting](#)**

**Please advise the DAPTC office if you have any specific requirements for the meeting in terms of access arrangements. Specifically if you will be dialling in rather than enabling video/audio connection.**

**Email: [daptc@dorsetcc.gov.uk](mailto:daptc@dorsetcc.gov.uk)**

# AGM AGENDA

## Business to be conducted:



## Annual General Meeting

### AGENDA

Saturday 13<sup>th</sup> November 2021

Online via Zoom 10am to 12 noon

This meeting will be recorded for the compilation of minutes and in the event any clarification is required upon votes cast. Any delegate whom wishes to switch their camera off upon joining the meeting, can do so. All attendees are requested to mute unless speaking on specific items.

1. **Welcome**
2. **Guest Speakers**
3. **Apologies for absence**
4. **To elect honorary officers:**
  - a) President
  - b) Vice Presidents
  - c) Treasurer
  - d) Auditor
5. **Approval of minutes for the 2020 AGM**
6. **To receive and approve the Annual Report including the Treasurer's Report and Audited Accounts for the year ending 31<sup>st</sup> March 2021 and 6a Approval of the Annual Subscription for 2022/23**
7. **Motions submitted by Member Councils**

*The AGM will debate the motions and consider giving the Executive Committee delegated power to finalise the wording and any supplementary information to NALC or third parties.*

  - A) Blandford Town Council
  - B) Wimborne Minster Town Council
  - c) Studland Parish Council

*End*

# MEETING PROTOCOLS

## 2021 AGM Communication

This year due to the restrictions around social distancing it will not be possible to hold the DAPTC AGM as normal at County Hall. The Executive Committee took the decision to move the meeting online to ensure it can undertake the normal business conducted annually.

This will mean that the length of the meeting will be shortened and will focus on the business in hand rather than the usual inclusion of speakers, sponsors and the opportunity to interact over a buffet and coffee.

We will still need to vote on key matters and this will be undertaken on the normal one vote per member council basis as per the constitution. To facilitate this it will require each council that sends more than one attendee to nominate amongst those attendees, an individual who will cast their council/parish meeting vote.

---

**IMPORTANT:** To help identify those who will cast the vote we will ask those individuals on joining the call to change their name by clicking on the 3 white dots in the top righthand corner of their image and changing their name to show the council name only. All other participants will alter their name to show the prefix Cllr followed by Christian name and surname.

---

### Proposers & Seconders

We will seek proposers and seconders for certain items in advance of the meeting and will publish these. This will enable a smoother way of conducting the meeting so that attendees can move to vote quickly.

---

### Voting

This will be done by the polling feature in Zoom and will appear on screen at the appropriate point the President announces the intention to capture the votes of members. This is where the nominated attendee from each council/parish meeting will cast their vote. There will not be a vote by show of hands or using emojis within the Zoom call.

The polling feature will appear on screen so that the nominated voters for each member council can cast their vote. There will be 30 seconds allowed to submit the vote. The outcome of the vote will be displayed on screen for all attendees after the time has elapsed and a warning will be given after 20 seconds, that there are 10 seconds left to vote.

---

### Motions

For each of the motions submitted by members there will be time devoted to each submission with a short statement on the following lines:

**Proposer for the Motion:** The nominated spokesperson for the motion is allocated 3 minutes

Secunder for the Motion: The seconder is allocated 2 minutes to make a statement in support of the motion

1st Motion Supporter: Allocated 2 minutes to support the motion

2nd Motion Supporter: Allocated 2 minutes to support the motion

1st Motion Opposer: Allocated 2 minutes to oppose the motion

2nd Motion Opposer: Allocated 2 minutes to oppose the motion

**The motion supporter and opposer opportunities will open on Monday 1st November 2021 at 9am and be allocated on a first come first served basis. These opportunities will close at 10am on 10th November 2021.**

# SUPPORTING INFORMATION

## Items 1 to 6 of the Agenda

### 1. WELCOME

President, John Parker will welcome members to the 2021 AGM and host the online event.

### 2. GUEST SPEAKERS

We are pleased to welcome David Sidwick the Police & Crime Commissioner for Dorset to open our AGM. Also speaking will be Cllr. Laura Miller, Portfolio Holder for Customer and Community Services (Dorset Council)

### 3. APOLOGIES FOR ABSENCE

Anyone wishing to send apologies can do so in advance to [daptc@dorsetcc.gov.uk](mailto:daptc@dorsetcc.gov.uk)

### 4. TO ELECT THE HONORARY OFFICERS

- President—John Parker will be standing for re-election
- Vice Presidents—Tony Gibb will be standing for re-election
- Treasurer—Donna Yea will be standing for re-election
- Auditor—Andy Notley will be standing for re-election

Should there be any further nominees, these can be submitted by email to [daptc@dorsetcc.gov.uk](mailto:daptc@dorsetcc.gov.uk) before 5pm on Thursday 12th November 2020.

### 5. APPROVAL OF THE MINUTES FOR 2020 AGM

The draft minutes for 2020 can be accessed and read by clicking here: [Draft 2020 AGM Minutes](#)

### 6. TO RECEIVE AND APPROVE [THE ANNUAL REPORT](#) INCLUDING THE TREASURER'S REPORT AND AUDITED ACCOUNTS

**A) Approve the annual subscription for 2022/23—recommended by DAPTC for 2022/23 as a 3.2% increase**

Example DAPTC Subscription charges based on CPI of 3.2% 2022/2023

Category	Scale of Electors	Subscriptions 2021/22	CPI Increase 3.20%	Subscriptions 2022/2023
1	0 - 150	£53.33	£1.71	£55.04
2	151-250	£85.29	£2.73	£88.02
3	251-350	£133.80	£4.28	£138.08
4	351-450	£173.40	£5.55	£178.95
5	451-550	£217.07	£6.95	£224.02
6	551-650	£259.14	£8.29	£267.43
7	651-750	£306.32	£9.80	£316.12
8	751-850	£338.33	£10.83	£349.16
9	851-950	£389.56	£12.47	£402.02
10	951-1050	£447.64	£14.32	£461.96
11	1051-1200	£494.12	£15.81	£509.93
12	1201-1400	£540.36	£17.29	£557.65
13	1401-1650	£634.58	£20.31	£654.89
14	1651-2000	£795.98	£25.47	£821.46
15	2001-2500	£815.41	£26.09	£841.50
16	2501-3200	£873.22	£27.94	£901.17
17	3201-4150	£926.36	£29.64	£956.00
18	4151-5400	£1,038.34	£33.23	£1,071.57
19	5401-7000	£1,174.48	£37.58	£1,212.06
20	7001-9000	£1,335.66	£42.74	£1,378.40
21	9001-13000	£1,477.78	£47.29	£1,525.07
22	13000 - 14,999	£1,719.13	£55.01	£1,774.14
23	15000-24,999	£1,891.05	£60.51	£1,951.56
24	25,000+	£2,629.08	£84.13	£2,713.21
Parish meetings		£35.41	£1.13	£36.54

Examples of increase per elector for 6 parish councils

Category	No. of Electors	Cost per elector 2021/22	Cost per elector 2022/23
1	135	0.40 pence	0.41 pence
3	289	0.46 pence	0.48 pence
5	510	0.43 pence	0.44 pence
8	825	0.41 pence	0.42 pence
10	998	0.45 pence	0.46 pence
13	1555	0.41 pence	0.42 pence
16	2860	0.31 pence	0.32 pence
20	8540	0.16 pence	0.16 pence
24	26000	0.10 pence	0.10 pence

**NOTE:** This is an illustration of the recommended increase from the DAPTC Executive Committee of 3.2% and the impact on member councils.

# AGM MOTIONS

## Item 7

### Motion A

**Submitted by:** Blandford Forum Town Council [[Read the full submission](#)]

The Town Council requests that, with the new Code of Conduct in place which is considered to be lacking in means of enforcement, the government continues to be lobbied for stronger penalties should Councillors breach the Code of Conduct.

DAPTC are asked to follow this up by:

- Write to NALC's Chair to encourage support and a focus on the motion
- Engage with Monitoring Officers to encourage county wide support for stronger sanctions
- Write to Dorset MPs seeking support

### Motion B

**Submitted by:** Wimborne Minster Town Council [[Read the full submission](#)]

The Town Council would like to see the inclusion of enhanced tree protection measures in subsequent legislation, for example more stringent protection for trees and hedgerows compared to those in Tree Preservation Orders.

- Write to NALC's Chair to encourage support and a focus on the motion
- Engage with Tree Preservation officers in the unitary authorities in Dorset
- Write to Dorset MPs seeking support

### Motion C

**Submitted by:** Studland Council

The local councils call on Dorset Council to re-instate a) the provision of yellow notices associated with properties seeking planning developments and b) the notification in writing of neighbours where there are planning applications.

- Write to Dorset Council in support of the motion and asking for a response to the specific points raised
- Engage Dorset MPs to ensure awareness