

Ringwood Town Council
Council Summons and Agenda
Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
Tel: 01425 473883
www.ringwood.gov.uk

Dear Member

22nd May 2024

You are hereby summoned to attend the **ANNUAL MEETING** of the Town Council at the Forest Suite, Ringwood Gateway on **Wednesday 29th May 2024** at 7pm.



Mr C Wilkins
Town Clerk

Note: There is no public participation at the Annual Meeting.

AGENDA

1. Election of Town Mayor
2. Declaration of Acceptance of Office by the Town Mayor
3. To receive Apologies for Absence
4. To receive Declarations of Interest
5. Appointment of Deputy Town Mayor
6. Declaration of Acceptance of Office by the Deputy Town Mayor
7. PRESENTATION OF COMMUNITY AWARD
8. Committee and Working Party Membership
 - i) To note that members have been appointed to:-
 - a. Recreation, Leisure and Open Spaces Committee;
 - b. Planning, Town & Environment Committee; and
 - c. Staffing Committee

The current list is attached as *Report A*. In the event that any councillor wishes to relinquish membership of a committee, to appoint a replacement. The appointment of Members to the Policy & Finance Committee will be dealt with after the adjournment at Agenda Item 9 below.

(Note: Standing Orders provide for Councillors to be appointed for a 4-year period (2023 - 27) subject to amendments referred to above being possible at each Annual Meeting. The Mayor and Deputy Mayor are ex officio members of all committees.)

- ii) To note that Cllr Briers and Swyer (deputy) are the Council's representatives on the Sports Development at Long Lane Steering Group.

- iii) To note that Cllrs M DeBoos, Frederick, Georgiou, Turner, Swyer and officers have been appointed to the Communication Plan Task & Finish Group
9. Adjournment of Meeting
To adjourn the meeting to allow for meetings of Recreation, Leisure & Open Spaces Committee and Planning, Town & Environment Committee, at which each will elect their Chairman and Vice Chairman and make appointments to sub-committees and working parties
- [Resumption of Meeting]
10. Membership of Policy and Finance Committee
To appoint members to Policy & Finance Committee taking account of existing protocol that the Mayor, Deputy Mayor, and Chairpersons of the Recreation, Leisure & Open Spaces Committee and the Planning, Town & Environment Committee are automatically appointed to that Committee.
11. Adjournment of Meeting
To adjourn the meeting to allow for a meeting of Policy & Finance Committee, at which to elect a Chairman and Vice-Chairman and to consider appointments to sub-committees and working parties
- [Resumption of Meeting]
12. To approve as a correct record the minutes of the meeting held on 24th April 2024
13. Representatives on Outside Bodies
To note that representatives to outside bodies have been appointed, until the next elections in 2027 (*current list attached as Report B*). However, in the event of any councillor wishing to relinquish an appointment, to appoint a replacement.
14. To receive Minutes of Committee:
- | | |
|---|---------------------------------|
| RECREATION, LEISURE & OPEN SPACES | DATE: 1 st May 2024 |
| PLANNING, TOWN & ENVIRONMENT | DATE: 3 rd May 2024 |
| POLICY & FINANCE | DATE: 22 nd May 2024 |
| Communications Plan Task & Finish Group (<i>Report C</i>) | DATE: 7 th May 2024 |
15. DELEGATION OF ANNUAL GOVERNANCE REVIEWS
To approve delegation of the annual governance reviews to the Policy and Finance Committee
16. SPORTS DEVELOPMENT PROJECT AT LONG LANE
To receive a report from Cllr Briers (the Council's representative on the Steering Group) or Cllr Swyer (deputy) on project developments
17. To receive such communications as the Town Mayor may desire to lay before the Council
18. To receive Reports from County and District Councillors
19. To receive Reports from Ringwood Town Councillors
20. Forthcoming Meetings – to note the following dates:
- | | | |
|-----------------------------------|----------|--------------------------------------|
| Recreation, Leisure & Open Spaces | 7.00 pm | Wednesday 5 th June 2024 |
| Planning, Town & Environment | 10.00 am | Friday 7 th June 2024 |
| Policy & Finance | 7.00 pm | Wednesday 19 th June 2024 |
| Full Council | 7.00 pm | Wednesday 26 th June 2024 |

21. 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

22. LEGAL MATTERS

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

If you would like further information on any of the agenda items, please contact Mr Chris Wilkins, Town Clerk, on 01425 473883 or chris.wilkins@ringwood.gov.uk

Council Members:

Cllr Andrew Briers
Cllr Luke Dadford
Cllr Philip Day
Cllr Ingrid De Bruyn
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr John Haywood
Cllr Peter Kelleher
Cllr James Swyer
Cllr Michael Thierry
Cllr Glenys Turner
Cllr Becci Windsor

	RINGWOOD TOWN COUNCIL				A
	COMMITTEE MEMBERSHIP 2023-24				
	FULL COUNCIL	PLANNING, TOWN & ENVIRONMENT	RECREATION, LEISURE & OPEN SPACES	POLICY & FINANCE	STAFFING COMMITTEE
Chair	Cllr Gareth DeBoos	Cllr Philip Day	Cllr Andy Briers	Cllr Mary DeBoos	Cllr John Haywood
Vice Chair	Cllr Rae Frederick	Cllr Glenys Turner	Cllr Becci Windsor	Cllr Peter Kelleher	
Members & Ex officio Members (NB Town Mayor and Deputy Mayor are entitled to be ex officio members of all committees)	Cllr Andrew Briers Cllr Luke Dadford Cllr Philip Day Cllr Ingrid De Bruyn Cllr Mary DeBoos Cllr Janet Georgiou Cllr John Haywood Cllr Peter Kelleher Cllr James Swyer Cllr Michael Thierry Cllr Glenys Turner Cllr Becci Windsor	Cllr Andy Briers Cllr Luke Dadford Cllr Ingrid De Bruyn Cllr Mary DeBoos Cllr Janet Georgiou Cllr Peter Kelleher Cllr James Swyer Cllr Becci Windsor	Cllr Mary DeBoos Cllr Janet Georgiou Cllr John Haywood Cllr Peter Kelleher Cllr James Swyer Cllr Glenys Turner	Chair PTE – Cllr Philip Day Chair RLOS – Cllr Andy Briers Cllr Luke Dadford Cllr Janet Georgiou Cllr John Haywood Cllr James Swyer Cllr Glenys Turner	Mayor - Cllr Gareth DeBoos Chair P+F - Cllr Mary DeBoos Cllr Peter Kelleher Cllr James Swyer Cllr Glenys Turner
Ex-Officio Members		Cllr Gareth DeBoos Cllr Rae Frederick	Cllr Gareth DeBoos Cllr Rae Frederick	Cllr Gareth DeBoos Cllr Rae Frederick	Cllr Gareth DeBoos Cllr Rae Frederick

RINGWOOD TOWN COUNCIL - Representatives on Outside Bodies 2023-24

ORGANISATION / POSITION	COMMENTS	REPRESENTATIVE
New Forest Association of Local Councils (NFALC)	Two councillors needed. Representatives from every town and parish council in New Forest district are invited to meet quarterly to consider reports from NFDC and NFNPA and other issues of mutual interest	Cllr Janet Georgiou Cllr Gareth DeBoos
Flood Wardens	Two councillors needed to join a co-opted volunteer: Peter Street. Invited to attend meetings of the Flood Action Working Party, held as required (but not usually more than twice a year)	Cllr Peter Kelleher
New Forest Business Partnership	Two councillors	Cllr Mary DeBoos Cllr Rae Frederick
New Forest Consultative Panel	One councillor needed	Cllr Janet Georgiou
New Forest National Park Authority - South West Quadrant	One councillor needed Representatives from every town and parish council in the SW quadrant of the National Park are invited to meet quarterly to consider relevant National Park issues and initiatives	Cllr Gareth DeBoos
Ringwood Twinning Association	The Mayor is President <i>ex officio</i> Two other councillors are needed. Organizes exchange visits and fund-raising.	Mayor-Cllr Gareth DeBoos Cllr Luke Dadford Cllr Becci Windsor
The Ringwood Society	Two councillors needed. Monthly meetings to monitor planning applications and discuss local development issues.	Cllr Rae Frederick Cllr Glenys Turner
Tree Warden	One councillor needed. Works with Town Clerk and other staff on tree management issues especially those involving members of the public.	Cllr Glenys Turner
Western Escarpment Conservation Area Steering Group	One councillor needed. Representatives from every town and parish council in this Conservation Area on the edge of the National Park are invited to meet quarterly to consider relevant National Park issues and initiatives	Cllr Janet Georgiou
Ringwood United Charities	Three trustees appointed to the role by the Council. Legal office with associated duties	Cllr Mary DeBoos Cllr John Haywood Cllr Michael Thierry DC Jeremy Heron DC Rippon-Swaine

Communications Plan Task & Finish Group

Notes of meeting held on Tuesday 7 May 2024 at 2pm in Teams

Present: Cllr Mary DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr James Swyer (Chairman)

In attendance: Christopher Wilkins – Town Clerk
Jo Hurd – Deputy Town Clerk
Charmaine Bennett – Clubhouse & Events Manager

Absent: Cllr Glenys Turner

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Turner.

2. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

3. NOTES OF PREVIOUS MEETING

The notes of the meeting held on 5 March 2024 were approved.

4. REVIEW OF OBJECTIVES DOCUMENT

Since the last meeting, a column for 'Tone' and 'Positioning and Key Messages' had been added to the Objectives document and had been populated for most subject areas.

It was agreed that it would be useful to add triggers for each subject area. For example, the Neighbourhood Plan has a set timetable for LPA approval and Referendum. The next trigger for the Carvers Masterplan might be when a funding bid is successful, and for the Columbarium when construction work is due to commence.

Members discussed the possibility of including a standing item on Committee agendas to determine whether there was anything at the meeting that should be communicated. It was thought better, rather than include a specific agenda item, that officers and/or Chairmen and members of this T&FG raise communications when necessary, and also that communications be included in any reports if relevant. It would then be for Members to agree what should be communicated, why and to whom.

Officers will need to take the lead on most communications, save for those relating to major projects, where an agreed action plan will be in place.

A draft action plan for the Neighbourhood Plan was circulated prior to the meeting, and it was noted this would be the first real test of putting a plan into action.

It was noted that the R&F News is read by an audience that doesn't have access to social media and/or Council websites. Therefore, a trial newsletter was suggested, possibly in June (to promote D-Day events and the Neighbourhood Plan referendum) or October (to promote fireworks and Christmas events, a reminder of how to report

flooding and recap on things that have happened over the past few months). It was suggested that the Council's presence in the R&F News could be improved in any case by more active communication and the issuing of more press releases.

It was agreed there needed to be a cultural change within the Council, with more active reporting of business. This would provide more content for a regular newsletter.

However, there are resource and training implications that need to be addressed, and officers would benefit from a more structured framework.

It was agreed the focus should be on identified subject areas first and foremost, whilst reacting and/or sharing information when necessary, whilst being conscious of the need to sometimes get messages out to pre-empt negative conversations.

Rather than continue adding to the Objectives document, it was agreed that a detailed page for each subject would be more user friendly.

ACTIONS AGREED:

- i) Consideration of communications be included in reports to Council/Committee in future, if relevant.
- ii) Chairmen/members of this T&FG to raise the issue of communications at meetings, if relevant and not already included in a report.
- iii) Consideration to be given to a Council News advert in the R&F News.
- iv) Creation of a page (action plan) for each subject area, to include triggers – Cllr M DeBoos (RNP), Cllr Frederick (Carvers Masterplan), Cllr Swyer (Columbarium), Town Clerk (Business as Usual) – template to be agreed and pages created before the next meeting.

5. DATE OF NEXT MEETING

2pm, 4 June 2024 in Teams.

There being no further business, the meeting closed at 3pm.

RECEIVED
29 May 2024

APPROVED

TOWN MAYOR

WORKING PARTY CHAIRMAN