



Dorset Association of Parish and Town Councils

(Affiliated to the National Association of Local Councils)

Colliton Annexe

Colliton Park

Dorchester

Dorset DT1 1XJ

EXECUTIVE COMMITTEE MEETING

Minutes of the virtual meeting held on Thursday 12th May 2022 at 10am Via Zoom

ATTENDANCE

Present:

John Parker	DAPTC President
Cllr Jill Crouch	DAPTC Chair/Central Area Chair
Cllr K D Johnson	DAPTC Vice-Chair/ Towns and Larger Parish Councils Committee Chair
Cllr Lindsey Dedden	Eastern Area
Cllr Peter Bowyer	Chair Purbeck Area
Cllr Sarah Jackson	Purbeck Area
Cllr Steve Butler	Chair Eastern Area
Cllr Janet Wallace	Eastern Area and NALC Representative

In attendance:

Neil Wedge	DAPTC Chief Executive
------------	-----------------------

22/08 - Welcome, apologies and declarations of interest

Apologies received from Cllr Stuart Waite, Cllr Chris Turner, Tony Gibb, Donna Yea, Cllr Haydn White, Cllr John Broom and Cllr Jacqui Sewell.

There were no declarations of interest recorded.

22/09 - Confirmation of Minutes – 21st January 2022

Approved: The minutes for the above meeting were approved as a true record.

22/10 - Chief Executive Report

Received: The Chief Executive's Report was noted.

- a) Strategic Working Group Priorities
- b) Staffing Committee Priorities

Action: Chief Executive to book in person meeting in early June for the Strategic Working Group to review the priorities and look at how DAPTC may need to adapt to reflect the changes in local government in Dorset.

Action: Chief Executive to book an online meeting with the Staffing Committee to look at current priorities.

22/11 – Financial Report

a) Provisional Year End – Treasurer’s Report

Received: The report was received and noted with a final year end position being published at the next Executive Meeting.

Approved: That Cllr Steve Butler and the Chief Executive represent DAPTC in discussions with both Dorset Council (DC) and The Integrated Care Board (ICB) about future grant funding arrangements. Cllr Butler and the Chief Executive would then include the Chair and President of DAPTC in helping shape any ongoing dialogue and updates to the Executive Committee and the membership.

Action: Chief Executive to update DC and the ICB about who will be involved in future grant funding discussions.

b) Banking Arrangements

Approved: Chief Executive to progress the switch from Unity Bank Trust to an alternative provider.

Action: Chief Executive asked to investigate small business banking with Starling.

22/12 – Staffing Proposals

1. Year-end additional hours payments

Approved: Payments approved and to be made in June pay run and attributed to 2021/22

2. Discretionary pay awards

Approved: Discretionary pay awards previously agreed are confirm and to be backdated to 1st April 2022.

3. Working hours proposal

Approved: Working hours changes approved in part and subject to a future review following clarity on DAPTC funding and outputs from the Strategic Working Group. Chief Executive to communicate to DAPTC Team.

Action: Chief Executive to communicate changes 1:1 with colleagues and submit the necessary changes to the Treasurer for June payroll.

Action: Chief Executive to follow up a point raised by Cllr Peter Bowyer about the delivery of training using volunteers with a knowledge of the ‘Dorset context’.

22/13 – Receive Reports from Area Committees and Representatives

Highlights from the area committees recently held were summarised by delegates as were representatives attending forums on behalf of DAPTC. Reports are on the [DAPTC Executive Committee webpage](#).

22/14 – Items to report or agenda items for future meetings

Question raised for future consideration:

1. Cllr Sarah Jackson raised a question about enhanced email addresses that had been issued by DAPTC. This was answered by the Chief Executive.
2. Cllr Peter Bowyer raised a question about how parish and towns can get involved in the levelling up agenda specifically in relation to rural locations.
3. Cllr Peter Bowyer raised how motions brought to the DAPTC AGM other than those going to NALC can get progressed
4. Cllr KD Johnson raised a question about the level of attendance at area committees and how to improve it.

Action: Chief Executive to follow up points 2 and 3 and point 4 to be added to the discussion with the Strategy Working Group.

Next virtual Executive Committee meeting: Friday 4th March 2022 at 10am via Zoom

Action Sheet

Your attention is drawn to the following actions, which were agreed at the meeting held on Thursday 12th May 2022

Paragraph	Action to be taken	To be taken by
22/10	Chief Executive to book in person meeting in early June for the Strategic Working Group to review the priorities and look at how DAPTC may need to adapt to reflect the changes in local government in Dorset.	Chief Executive
22/10	Chief Executive to book an online meeting with the Staffing Committee to look at current priorities.	Chief Executive
22/11	Chief Executive to update DC and the ICB about who will be involved in future grant funding discussions.	Chief Executive
22/11	Chief Executive asked to investigate small business banking with Starling.	Chief Executive
22/12	Chief Executive to communicate changes 1:1 with colleagues and submit the necessary changes to the Treasurer for June payroll.	Chief Executive
22/12	Chief Executive to follow up a point raised by Cllr Peter Bowyer about the delivery of training using volunteers with a knowledge of the 'Dorset context'.	Chief Executive
22/14	Chief Executive to follow up points 2 and 3 and point 4 to be added to the discussion with the Strategy Working Group.	Chief Executive

End.