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This meeting will recommend action to the Town Clerk

and is not in itself a decision-making meeting.

**MEETING:** Advisory Meeting of Weymouth Town Council

**DATE & TIME**: Wednesday 19th May 2021 at 7.00pm

**PLACE:** Zoom

A close up of a logo

Description automatically generated

This is a meeting in public, not a public meeting.

Due to the current restrictions in place the Council is unable to meet in person and so will be meeting virtually. The public can view the meeting on the Council’s Facebook page [www.facebook.com/WeymouthWTC](http://www.facebook.com/WeymouthWTC). Should members of the public and press wish to attend the meetings or ask a public question, please email [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk). Agenda and papers are available at [www.weymouthtowncouncil.gov.uk](http://www.weymouthtowncouncil.gov.uk)

J L Biscombe, FSLCC, CiLCA Town Clerk 14th May 2021 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Agenda

1. Welcome
2. Apologies
3. Councillor Questions and Updates
4. Town Mayor’s Announcements
5. Public Questions
6. Election of Leader and Deputy Leader
7. Nominations to Committees
8. Nomination of Champion roles
9. Nominations to outside bodies
10. Confirmation of working group membership
11. Updated Code of Conduct
12. Tree Management Policy (from Services Committee)
13. Amendment to Standing Orders
14. CIL funding for speed surveys
15. Notice of Motion - Commemorate the life and work of HRH Prince Phillip the Duke of Edinburgh

## Notice of Motion - Concern at Reduction in Rail Services to Weymouth

1. Information Items

## Welcome

Introduction and outline from the Town Clerk.

This is an advisory meeting to recommend actions to the Town Clerk to be enacted under Standing Order 15:18

## Apologies for Absence

To receive apologies for absence.

## Councillor Questions and Updates

Prior notice preferred for questions. Please note that this item encompasses the Councillor Questions, Councillor Updates and Updates from Representatives on Outside Bodies items on previous agendas.

## Town Mayor’s Announcements

To receive announcements from the Town Mayor.

## Public Question Time

Questions referring to the work of Dorset Council will not be taken at this meeting.

The length of time available for public questions will be determined by the Chairman.

## Election of Leader and Deputy Leader

Members are asked to elect a Leader and Deputy Leader, and to recommend to the Town Clerk that those elected members are recognised as such.

## Nominations to Committees

Members are asked to agree nominations to Committees and those Committees will then agree their Chairs and Vice-Chairs:

1. HR Committee.
2. Appeals Committee.
3. Planning and Licensing Committee.
4. Services Committee.
5. Finance and Governance Committee.

The membership of this Committee must include Chairs of HR, Planning and Licensing and Services.

Members are asked to recommend that the Town Clerk recognises the nominations, Chairs and Vice-Chair appointments, and takes appropriate action.

## Nomination of Champion roles

In accordance with the Town Councils Standing Orders, paragraph 11, Champions can only be elected by Full Council. They will be re-elected each year. The need for Member Champions should be evaluated regularly as changes to the Council’s priorities may change the areas which need a Champion. The Council currently has two Champions:

1. Community Champion
2. Armed Forces Covenant Champion

Members are asked to consider Champion roles and also asked to recommend that the Town Clerk recognises any nominations and takes appropriate action.

## Nominations to outside bodies

Members are asked to nominate Councillors to the following groups:

1. Dorset Association of Parish and Town Councils (DAPTC) and National Association of Local Councils (NALC) (2, plus an additional in case cover is needed)
2. Harbour Board (1)
3. We Are Weymouth (Weymouth BID) (1)
4. Two Councillors as Trustees on the JRE Charity Trust Board (2)

Members are asked to recommend that the Town Clerk recognises the nominations and takes appropriate action.

## Confirmation of Working Group membership

It is anticipated that membership of the working groups will stay relatively constant to allow continuity of work.

1. Green and Clean
2. Income Generation
3. Tumbledown
4. Neighbourhood Plan
5. Tourism, Events, Arts and Festivals (TEAF)
6. Town Centre
7. Governance
8. Digital
9. Apprentice
10. Finance/Budget

The Council also has the Asset review, the Cleansing and Waste Contract review and the informal Parks Strategy Development Group taking place. It is not proposed to change the membership of these at this point.

Members are asked to review working groups that may be required in light of Council resources and capacity.

Working groups are asked to elect a Chair and Vice-Chair at the next working group meeting and to agree updated Terms of Reference using the agreed template.

Members are asked to recommend that the Town Clerk recognises the nominations and takes appropriate action.

## Updated Code of Conduct

Members are asked to consider the updated Code of Conduct attached at Appendix A.

Members are asked to recommend to the Town Clerk that this Code of Conduct is adopted by the Council.

## Tree Management Policy (from Services Committee)

**Purpose of Report**

To consider the adoption of the draft Tree Management Policy (Appendix B), which was recommended by the Services Committee on 21 April 2021.

**Background**

The Tree Management Policy is a document that sets out the maintenance and management of Weymouth’s trees.

This policy will lead to a clear view of the role that trees play and the implications of tree ownership and management, demonstrating that Weymouth Town Council is committed to preserving and managing its tree stock effectively.

**Impact Assessment**

**Equalities –** N/A

**Environmental –** As described in the report.

**Crime and Disorder –** If trees are felled without permission of the Town Council, the criminal damage will be reported to the Police for further action. The trees in our landscape are well managed and this helps to improve the civic appearance and in turn reduces the fear of crime.

**Financial –** No change - existing budgets in place.

**Resources –** No change - existing staff in place.

**Economic –** Well managed trees within the natural environment makes it a desirable place to live and work. In turn it helps to reduce anti-social behaviour and contributes to the development of health and wellbeing. It also makes the town attractive as a location to move to or relocate business to.

**Risk Management -** Failure to implement and adhere to a tree management policy would leave the council at risk of insurance claims for personal injury or damage to property. Failure to implement and adhere to the policy or failure to carry out the works appropriately could lead to reputational damage to the council. Failure to undertake a tri-annual tree survey and to act on any recommendations received would leave the council at risk of financial losses and potential legal action.

**Corporate Priorities -**

* Improve the wellbeing of the people of Weymouth.
* Manage the Council’s assets and resources responsibly and transparently.
* Manage the Council’s services effectively to meet the needs of the communities we serve.
* Work to become greener and cleaner in our activities as well as supporting our communities and partners to be as green as possible.
* Strive for continuous improvement and service development.

### Recommendation

That councillors agree to the adoption of the draft Tree Management Policy in Appendix B.

## Amendments to Standing Orders

Members are asked to recommend to the Town Clerk that the following amendments are made to Standing Orders

1. The Advisory Group

To amend 27.4.1 to read:

A regular meeting comprising the Town Clerk, The Mayor, The Leader of the Council, Chair of Finance and Governance, Chair of Services and Political Group Leader. Vice Chairs and Deputy Leaders may attend in place of standing members and other Councillors may attend if invited.

b) Scheme of delegation relating to the Planning and Licensing Committee.

To add;

6.3 Where an urgent decision is required due to planning timescales or other constraints, the Committee may make a decision by email. A majority decision of Councillors nominated to the Committee will be required.

### Recommendation:

That Councillor recommend to the Town Clerk that the amendments above are made to Standing Orders

## CIL Funding for Speed Surveys

Councillors are asked to agree that **£2,000 from the CIL funding is moved into a budget for 21/22 for speed surveys.**

Dorset Council carry out speed surveys in the Weymouth area. The usual cost of a temporary survey is £250 + VAT for the first site and then £175 + VAT for each additional site installed at the same time in the same area. There is currently no budget allocated to such surveys.

Surveys are to be agreed by Planning and Licensing as the Committee that deals with road safety and parking requests.

### Recommendation

That Councillors recommend that the Town Clerk move £2,000 from the CIL funds to a dedicated budget for speed surveys.

## Notice of Motion - Commemorate the life and work of HRH Prince Phillip the Duke of Edinburgh

Councillors are asked to discuss the motion attached at Appendix C and agree a way forward.

Proposer: Cllr James Seconder: Cllr Barrow

## Notice of Motion – Concern at Reduction in Rail Services to Weymouth

Councillors are asked to discuss the motion attached at Appendix D and agree a way forward.

Proposer: Cllr Wakeling Seconder: Cllrs Barrow, Brookes, Frost, Gray, James, Harris,

Huckle, Lambert, Legg, Orrell, Northam, Roos,

Taylor, Weaving, Whatley, Wheller & Winter

**Impact Assessment**

* **Equalities** - A frequent, affordable, reliable railway is necessary to enable the freedom of movement of people who may not be able to drive.
* **Environmental** - A frequent, affordable, reliable railway is essential to facilitate carbon-free travel to and from Weymouth.
* **Crime and Disorder** - none identified
* **Financial** - none identified
* **Resources** - Officer time will be required to send a letter. Can be met from existing budgets.
* **Economic** - A frequent, affordable, reliable railway will bring tourists to the town, and help local businesses by enabling easier journeys to other towns and cities.
* **Risk Management** - none identified
* **Corporate priorities** –
  + Improve the wellbeing of the people of Weymouth.
  + Work to become greener and cleaner in our activities as well as supporting our communities and partners to be as green as possible.
  + Promote opportunities for economic success of the area.
  + Strive for continuous improvement and service development.
  + Work with partners to deliver our core values and strategy.

**Recommendations**

For Weymouth Town Council to:

1. Express our regret and disappointment of the reduction of this critical railway service.
2. Write to:
   * Claire Mann, Managing Director, South Western Railway
   * Mark Hopwood, Managing Director, Great Western Railway
   * BCP - Cllr Mike Greene, Portfolio Holder for Transport and Sustainability
   * DC - Cllr Ray Bryan, Portfolio Holder for Highways, Travel and Environment
   * Chris Heaton-Harris MP, Minister of State for Railways
   * Richard Drax MP,
   * Chris Loder MP

Requesting that the two railway companies:

* + Engage more with rail users from Weymouth & wider Dorset.
  + Urgently improve train provision to Weymouth along both lines
  + Increased services early in the morning and later in the evening
  + Restore our direct services to Waterloo
  + Investigate modern season ticket types, eg. work one or two days per week in London
  + Provide more capacity over school holidays and the holiday season particularly with the current uncertainty over international holidays
  + To have the public toilets at Weymouth station opened when the station is manned (potentially as part of the planned gateway improvement)

## Information Items – for noting only

### Key Objectives for the Council

The attached table (Appendix E) reflects the up-to-date position with regard to agreed corporate priority projects.

### Actions from previous Full Council meetings

Please note that actions that have previously been reported to a Full Council meeting as “completed” are not shown in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Who | Action | Status |
| 05/05/21 | JB | Liaise with Cllr Orrell regarding holding a meeting with the DC Portfolio Holder for Housing and Community Safety to discuss antisocial behaviour | In progress |
| 24/02/21 | MR | Events Forward Plan to be added to agenda for Services Committee on 21st April 2021. | Completed. |
| 13/01/21 | JB | Lease for Overcombe car park to be signed at an appropriate time. | In progress |
| 13/01/21 | JB | Commence legal negotiations with regards to Rylands Lane allotments and bring legal agreement back to Full Council for signing at a later date. | In progress |
| 13/01/21 | TW | Explore tree planting for every child in Weymouth who started school during 2020. | In progress |
| 09/09/20 | MR/TW | Issues around allotment holders being given notice to quit with little notice, without the right of appeal, to be considered by the Services Committee at a future meeting. | In progress. TW leading with Cllr Wheller. |
| 24/06/20 | GW, CH, JB | Cllrs Winter, Huckle and Bergman to report back to Full Council as work regarding a potential ferry service develops. | In progress |
| 19/02/20 | JB/MR | Explore the organisation of an event in the Summer in the town centre for residents to speak with Councillors and Officers. | To be progressed at a later date. |
| 20/11/19 | JB | Governance Working Group to explore the key differences and principles between WTC and DC | To be taken forward |
| 16/10/19 | MR | Develop a Community Emergency Plan in liaison with DC. Create an emergency planning page on the WTC website. | Completed |
| 31/07/19 | TW | Update on work at The Marsh including CCTV | In progress |

### Forward Plan

WTC Forward Plan – this is not a definitive list and is subject to regular change, amendment and revision.

|  |  |  |
| --- | --- | --- |
| Date | Meeting | Items for consideration |
| 02/06/21 | Services | Beach Management update  Review of Allotment Notice to Quit Period  Events Service Plan  Town Centre Management Service Plan  Updated Events Programme 2021 |
| 09/06/21 | HR | Town Clerks appraisal date (Early September)  Union recognition agreement |
| 16/06/21 | F&G | Grant Applications  Approve Governance Statement  Financial outturn 19/20  Updated Standing Orders  Updated Financial Regulations  Recommended policy updates to Full Council  Petitions Policy  Member attendance recording  Radipole Café  Catering Services Mobilisation Update – Standing Item |
| 23/06/21 | Full Council | Approve Governance Statement  Financial outturn 19/20  Updated Standing Orders  Updated Financial Regulations  Bin Policy  Recommended policy updates  Petitions Policy  Member attendance recording  Proposed inclusion of Mural Trail Project to the council’s development action plan  Ironman Host Venue Agreement (HVA) |
| 07/07/21 | Services | Provision of Public Litter Bins Policy |
| 21/07/21 | F&G | Grant Applications  Q1 Budget monitoring  Consultations Policy  Catering Services Mobilisation Update – Standing Item |
|  |  |  |
| 01/09/21 | Full Council | Q1 Budget monitoring  Consultations Policy |
| 08/09/21 | Services |  |
| 22/09/21 | F&G | Grant Applications  Recommended policy updates to Full Council  Catering Services Mobilisation Update – Standing Item |
| 29/09/21 | HR | Town Clerk’s Appraisal |
| 06/10/21 | Full Council | Recommended policy updates |
| 20/10/21 | Services |  |
| 03/11/21 | F&G | Appointment of Internal Auditors for 21/22  Q2 Budget Monitoring Report  Catering Services Mobilisation Update – Standing Item |
| 17/11/21 | Full Council | Appointment of Internal Auditors for 21/22  Q2 Budget monitoring |
| 24/11/21 | HR | Town Clerk’s Appraisal outcome  Salary budget 21/22 |
| 01/12/21 | Services |  |
| 15/12/21 | F&G | Draft Budget and Precept  Catering Services Mobilisation Update – Standing Item |

### Recommendation:

That Councillors note the information items.