

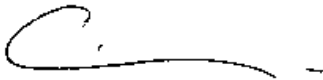
**Ringwood Town Council**  
**Council Summons and Agenda**

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT  
Tel: 01425 473883  
www.ringwood.gov.uk

Dear Member

28<sup>th</sup> April 2021

You are hereby summoned to attend the **ANNUAL MEETING** of the Town Council on **Wednesday 5<sup>th</sup> May 2021 at 5pm.**



Mr C Wilkins  
Town Clerk

Note: there is no public participation at the Annual Meeting – *Handbook Section 29 – Procedure for Public Participation at Meetings 5.5.1 adopted 13.01.10 refers.*

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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. Councillors are encouraged to join in good time ready for a start of the meeting proper at 5.00pm. In the event of difficulty joining please contact Chris Wilkins, Town Clerk on (01425) 484720 or by sending an email to [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk).

Members of the press or public who would like to observe the meeting are requested to tell us in advance by contacting Chris Wilkins, Town Clerk. You can join the meeting by following the link:-

<https://us02web.zoom.us/j/86083212873?pwd=UithOXR6RHhNOFQrOEw3TXdNRHNkdz09>

Meeting ID: 860 8321 2873      Passcode: 042030

## **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. Membership of Committees
  - i) To note that members have been appointed to 1) Recreation, Leisure and Open Spaces Committee 2) Planning, Town & Environment Committee 3) Staffing Committee, until the next elections in 2023 (*Report A*). In the event that any councillor wishes to

relinquish membership of a committee, a replacement be appointed. The appointment of Members to the Policy & Finance Committee will be dealt with after the adjournment at Agenda Item 10 below. (Note: Standing Orders provide for Councillors to be appointed for a 4-year period (2019 - 23) 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 Loose and Cllr Briers (deputy) are the Council's representative on the Sports Development at Long Lane Steering Group.

8. 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]

9. Membership of Policy and Finance Committee

To appoint members to Policy & Finance Committee taking account of existing protocol that the Mayor, Deputy Mayor, and Chairmen of the Recreation, Leisure & Open Spaces Committee and the Planning, Town & Environment Committee are automatically appointed to that Committee.

10. 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]

11. To approve as a correct record the Minutes of the Meeting held on 31<sup>st</sup> March 2021

12. FUTURE MEETING ARRANGEMENTS

To receive a verbal report and advice from the Town Clerk on the lawfulness of using remote technology to hold meetings after 6<sup>th</sup> May and decide how such meetings shall be held. To approve as a correct record the minutes of the meeting held on 31<sup>st</sup> March 2021.

13. Representatives on Outside Bodies

To note that representatives to outside bodies have been appointed, until the next elections in 2023 (*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  
PLANNING, TOWN & ENVIRONMENT  
POLICY & FINANCE

DATE: 7<sup>th</sup> April 2021  
DATE: 9<sup>th</sup> and 20<sup>th</sup> April 2021  
DATE: 21<sup>st</sup> April 2021

15. Delegation of Annual Governance Reviews

To approve delegation of the annual governance reviews to the Policy and Finance Committee

16. 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)

17. 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)
18. To receive Reports from County and District Councillors (Councillors are reminded that no decision taking may take place, as a result of this item)
19. Forthcoming Meetings – to note the following dates:


Planning, Town & Environment	10.00 am	Friday 7 <sup>th</sup> May 2021
Recreation, Leisure & Open Spaces	7.00 pm	Wednesday 12 <sup>th</sup> May 2021
Policy & Finance	7.00 pm	Wednesday 19 <sup>th</sup> May 2021
Full Council	7.00 pm	Wednesday 26 <sup>th</sup> May 2021

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

Council Members:

Cllr Andy Briers  
Cllr Philip Day  
Cllr Gareth Deboos  
Cllr Hilary Edge  
VACANCY  
Cllr Rae Frederick  
Cllr John Haywood

Cllr Jeremy Heron  
Cllr Peter Kelleher  
Cllr Darren Loose  
Cllr Gloria O'Reilly  
Cllr Tony Ring  
Cllr Steve Rippon-Swaine  
Cllr Glenys Turner

	RINGWOOD TOWN COUNCIL				
	<b>COMMITTEE MEMBERSHIP 2020-21</b> (updated 15.4.21)				
	<b>FULL COUNCIL</b>	<b>PLANNING, TOWN &amp; ENVIRONMENT</b>	<b>RECREATION, LEISURE &amp; OPEN SPACES</b>	<b>POLICY &amp; FINANCE</b>	<b>STAFFING COMMITTEE</b>
<b>Chairman</b>	Cllr Tony Ring	Cllr Philip Day	Cllr Andy Briers	Cllr Jeremy Heron	
<b>Vice Chairman</b>	Cllr Philip Day	Cllr Rae Frederick	Cllr Darren Loose	Cllr Steve Rippon-Swaine	
<b>Members &amp; Ex officio Members</b> (NB Town Mayor and Deputy Mayor are entitled to be ex officio members of all committees)	Cllr Andy Briers Cllr Gareth Deboos Cllr Hilary Edge Vacancy (election) 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	Cllr Andy Briers Cllr Gareth Deboos Cllr Hilary Edge Cllr Peter Kelleher Cllr Gloria O'Reilly Cllr Tony Ring Cllr Glenys Turner	Cllr Philip Day Cllr Gareth Deboos Cllr Hilary Edge Cllr Rae Frederick Cllr John Haywood Cllr Peter Kelleher Cllr Gloria O'Reilly Cllr Tony Ring Cllr Glenys Turner	Cllr Andy Briers Cllr Philip Day Cllr John Haywood Cllr Peter Kelleher Cllr Gloria O'Reilly Cllr Tony Ring	Town Mayor Chairman of P+ F Cllr John Haywood Cllr Gloria O'Reilly Vacancy (to be filled at AM)
<b>Ex-Officio Members</b>					
<b>Student Advisors</b>					

**RINGWOOD TOWN COUNCIL**

**Representatives on Outside Bodies 2019-23 – From 15<sup>th</sup> May 2019 – to be confirmed at AM on 5<sup>th</sup> May 2021**

<b>ORGANISATION / POSITION</b>	<b>Representative</b>	<b>COMMENTS</b>
New Forest Association of Local Councils (NFALC)	Vacancy Cllr John Haywood	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
Flood Wardens	Cllr O'Reilly 1 further required. Deferred to PTE 7 June 19	Two councillors needed to join two co-opted volunteers: Norman Light and Peter Street. Invited to attend meetings of the Flood Action Working Party, held as required (but not usually more than twice a year)
Hampshire Association of Local Councils (HALC)	Cllr John Haywood	One councillor needed. Representatives from every town and parish council in Hampshire are invited to meet annually to consider issues of mutual interest
New Forest Business Partnership	Cllr Jeremy Heron Cllr Tony Ring	Appointed at FC 26.6.19, Meeting 11.7.19
New Forest Consultative Panel	Cllr John Haywood	One councillor needed
New Forest National Park Authority - South West Quadrant	Cllr Gareth Deboos	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
Ringwood Twinning Association	Cllr Tony Ring 2 others required. Deferred until after the Twinning Association AGM on 20Jun19	The Mayor is President <i>ex officio</i> Two other councillors are needed. Organizes exchange visits and fund-raising.
A31 Development meeting/forum	Cllr Philip Day Cllr Tony Ring	Town Mayor and Chairman of PT&E represent the Town Council at meetings with Highways England to consider issues relating to the A31 Improvement Scheme. District and County Councillors also attend.
The Ringwood Society	Cllr Rae Frederick Cllr Glenys Turner	Two councillors needed. Monthly meetings to monitor planning applications and discuss local development issues.
Tree Warden	Cllr Glenys Turner	One councillor needed. Works with Town Clerk and other staff on tree management issues especially those involving members of the public.
Western Escarpment Conservation Area Steering Group	Cllr Gareth Deboos	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
Gateway Project Board	Cllr Andy Briers	One councillor appointed. Last recorded meeting in Jan. 2017.

Ringwood United Charities	Cllr John Haywood Cllr Jeremy Heron Cllr Steve Rippon-Swaine	Three councillors have been appointed but their status is unclear. If they are trustees, it is doubtful this is a valid appointment procedure. If financial oversight is still needed, would the annual report to the Town Assembly and/or the P&F committee suffice?
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	It was determined at the Annual meeting on 5 <sup>th</sup> May 2021 that there would no longer be Council representatives appointed to the following bodies:-	

\* These working parties were formed by and/or include members from other organisations and should not be confused with working parties established by this council (which usually include only councillors and officers).