



2020

# Review of DAPTC Constitution

Dorset Association of Parish & Town Councils – June 2020 Consultation to Update the DAPTC Constitution

**Dear Member Council**

Below is a draft revision of the DAPTC constitution. The constitution was last updated in 2011 and needs to be revised to cater for the changes that have occurred in that time – not least the change in the Local Government structure of Dorset.

DAPTC Executive Committee is made up of representatives from the area committees across Dorset and are responsible for the policies and strategy of the organisation. The Executive Committee set up a strategy working group who have been reviewing the constitution over recent months and making recommendations. The Executive Committee now feels that the revision is ready to be consulted on by you, the DAPTC members.

The constitution is a set of statements and rules that set out your association's aims and objectives and provides the framework for its governance. It is not a long document (8 pages) and much of it is about definitions and roles. Please have your council look at the revision and let DAPTC have your comments by 1<sup>st</sup> September. In addition to comments about the highlighted sections, we would welcome feedback/observations you may have on any of the other sections.

Please also note that the annexes have not been significantly reviewed or revised at this time, but it is planned to do so for the 2021 AGM

The process is that the Executive Committee will receive and review your comments before agreeing a final version to be put to the membership at this year's AGM. You will receive that final version in advance of the AGM to allow your representatives to express your views and vote at the AGM.

**Your feedback is sought by 1<sup>st</sup> September 2020 to enable the feedback to be reviewed and submitted for inclusion in the AGM on 14<sup>th</sup> November 2020.**

Jill Barry  
Acting Chair – DAPTC

John Parker  
President – DAPTC

Neil Wedge  
Chief Executive - DAPTC

Ref:	2011 Constitution Under Review	Draft Updated Constitution Proposed	Notes
1.0	<b>CONSTITUTION AND NAME</b> The Association consists of Parish and Town Councils in the County of Dorset and is known as the Dorset Association of Parish and Town Councils (hereinafter abbreviated to DAPTC).	<b>CONSTITUTION AND NAME</b> The Association draws its membership from Parish, Town, Neighbourhood, Community or Village Councils in the two unitary authority areas (Dorset Council and Bournemouth, Christchurch and Poole Council) within the County of Dorset. It will be known as the Dorset Association of Parish and Town Councils (hereinafter abbreviated to DAPTC).	Bring up to date with current structures in local government in Dorset.
2.0	<b>DEFINITIONS</b>	<b>DEFINITIONS</b>	



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<b>a</b>	Parish Council means a council of a town, parish or of a group of parishes (and includes the parish meeting of a rural parish not entitled to elect a parish council).	Parish Council means a council of a town, parish or of a group of parishes (and includes the parish meeting of a rural parish not entitled to elect a parish council).	No change
<b>b</b>	Member Council means any such council, which at the relevant time has paid its subscription for the current year.	Member Council means any such council, which at the relevant time has paid its subscription for the current year.	No change
<b>3.0</b>	<b>GENERAL PRINCIPLES</b> All DAPTC meetings will be conducted by members within the spirit of the Code of Conduct.	<b>GENERAL PRINCIPLES</b> All DAPTC meetings will be conducted by members within the spirit of the Code of Conduct.	No change
<b>4.0</b>	<b>OBJECTIVES</b> The objectives of the DAPTC are to support and foster the interests of parish and town councils consistent with the objectives of the National Association of Local Councils, which are: To protect and promote the interests, rights, functions, and privileges of members. To assist members in the performance of their duties and to promote and develop the social, cultural and recreational life of parishes and villages.	<b>OBJECTIVES</b> The objectives of the DAPTC are to support and foster the interests of parish and town councils consistent with the objectives of the National Association of Local Councils, which are: To protect and promote the interests, rights, functions, and privileges of members. To assist members in the performance of their duties and to promote and develop the social, cultural and recreational life of parishes and villages.	No change
<b>a</b>	To protect and promote the interests, rights, functions, and privileges of members.	To protect and promote the interests, rights, functions, and privileges of members.	No change
<b>b</b>	To assist members in the performance of their duties and to promote and develop the social, cultural and recreational life of parishes and villages.	To assist members in the performance of their duties and to promote and develop the social, cultural and recreational life of parishes and villages.	No change
<b>c</b>	To promote a widespread and well-informed interest in local government.	To promote a widespread and well-informed interest in local government.	No change
<b>d</b>	To promote good local government.	To promote good local government.	No change
<b>e</b>		To represent the interests and views of member councils	Additional objective agreed by Executive Committee to be in submission to members
<b>5.0</b>	<b>MEMBERSHIP</b> Every Parish or Town council in the county of Dorset is eligible for membership of the DAPTC.	<b>MEMBERSHIP</b> Every council as defined in 1. is eligible for membership of the DAPTC.	Clarification of those eligible for membership
<b>6.0</b>	<b>SUBSCRIPTIONS</b> Each member council is to pay to the DAPTC on, or before, 1st July in each financial year a subscription, which will be based upon the product of the number of electors in that council, the scale to be	<b>SUBSCRIPTIONS</b> Each member council is to pay to the DAPTC on, or before, 1st July in each financial year a subscription, which will be based upon the product of the number of electors in that council multiplied by a rate. The	Improved explanation of how the subscription is calculated and the governance approach to recommend any changes to the AGM



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	agreed from time to time by the Executive Committee and confirmed at the AGM.	rate is to be reviewed annually at a special meeting of the Executive Committee, usually in October, as soon as practicable after the NALC AGM. At that meeting, the Executive Committee will make a recommendation as to the proposed subscription for the next Financial Year to be agreed at the AGM.	
<b>b</b>	A proportion of the subscription will be paid to NALC, by the required date(s) in each financial year, in fees as fixed by NALC at their Annual General Meeting.	A proportion of the subscription will be paid to NALC, by the required date(s) in each financial year, in fees as fixed by NALC at their Annual General Meeting.	No change
<b>7.0</b>	<b>NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)</b> The Executive Committee will elect from its membership A NALC representative and deputies. The election shall take place at the same time as the election of the Chairman and Vice Chairman, this being the first meeting in each year after the DAPTC AGM.	<b>NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)</b> The Executive Committee will elect from its membership a NALC representative and <b>two</b> deputies. The election will take place at the same time as the election of the Chairman and Vice Chairman, this being the first meeting in each year after the DAPTC AGM.	Clarification of how many deputies.
<b>8.0</b>	<b>ANNUAL GENERAL MEETINGS</b>		
<b>a</b>	There is to be an Annual General Meeting (AGM) held when the Executive Committee directs; this will normally be at the beginning of November. The Chief Executive will give each member council, every ex officio and co-opted member of the Association not less than 4 weeks' notice of the date, time and place of the meeting and will send with such notice a copy of the annual report and of the accounts for the preceding financial year. The President will preside at the AGM or in his absence a Vice-President.	There is to be an Annual General Meeting (AGM) held when the Executive Committee directs; this will normally be at the beginning of November. The Chief Executive will give each member council, every ex officio and co-opted member of the Association not less than 4 weeks' notice of the date, time and place of the meeting and will send with such notice a copy of the annual report and of the accounts for the preceding financial year. The President will preside at the AGM or in his absence a Vice-President.	No change
<b>b</b>	The President, Vice-Presidents Treasurer and an Auditor or Auditors are to be elected at the Annual	The President, Vice-Presidents Treasurer and an Auditor or Auditors are to be elected at the Annual	No change

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	General Meeting each year and will be respectively eligible for re-election.	General Meeting each year and will be respectively eligible for re-election.	
<b>c</b>	Nominations for the offices of President and Vice-President are to be sent to the Chief Executive 4 weeks before the Annual General Meeting. No person will be eligible to be elected President for more than five years consecutively. Any person who has served five consecutive years as President will again be eligible for election as President after the passage of one year.	Nominations for the offices of President and Vice-President are to be sent to the Chief Executive 4 weeks before the Annual General Meeting. No person will be eligible to be elected President for more than five years consecutively. Any person who has served five consecutive years as President will again be eligible for election as President after the passage of one year.	No change
<b>d</b>	<b>The AGM will consider:</b>	<b>The AGM will consider:</b>	
<b>i</b>	The election of the President, VP Hon Treasurer Hon Auditor	The election of the President, VP Hon Treasurer Hon Auditor	No change
<b>ii</b>	The adoption of the annual report	The adoption of the annual report	No change
<b>iii</b>	Confirmation of the level of subscription for the following year	Confirmation of the level of subscription for the following year	No change
<b>iv</b>	A debate on any resolutions requiring external actions by the Association	A debate on any resolutions requiring external actions by the Association	No change
<b>v</b>	Motions requiring external actions by the association which have been submitted and presented in accordance with para. e below.	Motions requiring external actions by the association which have been submitted and presented in accordance with para. e below.	No change
<b>e</b>	Resolutions for the AGM must be submitted in advance according to a timetable provided by the Chief Executive. The sponsor council's representative must propose resolutions at the AGM.	Motions for resolution at the AGM must be submitted in advance according to a timetable provided by the Chief Executive. The sponsoring council's representative must propose its motion at the AGM. In the event of the sponsoring council's representative not being able to attend, the Chairman shall ask members present to vote as to whether the motion should be put. If the motion is to be put, the Chairman shall ask for an alternative proposer.	Updating of item to avoid potential issues if member council representative is unable to make the AGM
<b>f</b>	Every member council will be entitled to two representatives, but to only one vote on any particular motion. In addition, the President, Vice-	Every member council shall be entitled to two representatives, but to only one vote on any particular motion (see item 18a). In addition, the	Cross reference for clarity



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	Presidents and Past Presidents will be members of the AGM and entitled to vote.	President, Vice-Presidents and Past Presidents shall be members of the AGM and entitled to vote.	
<b>g</b>	Past Presidents may attend the Annual General Meeting and will be kept informed of matters concerning the Executive Committee.	Past Presidents may attend the Annual General Meeting and will, <b>on request</b> , be informed of matters concerning the Executive Committee.	Onus to be placed on past Presidents rather than make it an expectation of DAPTC office
<b>h</b>	<b>The quorum</b> at an AGM will be ten percent of the membership of the DAPTC. If, at an AGM, no quorum is present after half an hour of the time appointed for the commencement of business, the meeting will stand adjourned, to the same place, day and time in the next week, when the quorum will be five voting representatives of member councils.	<b>The quorum</b> at an AGM will be ten percent of the membership of the DAPTC. If, at an AGM, no quorum is present after half an hour of the time appointed for the commencement of business, the meeting will stand adjourned, to the same place, day and time in the next week, when the quorum will be five voting representatives of member councils.	Not in bold
<b>9.0</b>	<b>EXTRAORDINARY GENERAL MEETINGS</b> Extraordinary General Meetings may be requested at any time by a two thirds majority of the County Executive Committee /or will be called by the Chief Executive after the receipt of a requisition in writing signed by not less than ten member councils of DAPTC. Not less than 14 days notice will be given to each member council and to every ex officio and co-opted member of the general meeting stating the reasons and agenda for the meeting. The AGM quorum requirement will apply.	<b>EXTRAORDINARY GENERAL MEETINGS</b> Extraordinary General Meetings may be requested at any time by a two thirds majority of the County Executive Committee /or will be called by the Chief Executive after the receipt of a requisition in writing signed by not less than ten member councils of DAPTC. Not less than 14 days notice will be given to each member council and to every ex officio and co-opted member of the general meeting stating the reasons and agenda for the meeting. The AGM quorum requirement will apply.	No change
<b>10.0</b>	<b>COUNTY EXECUTIVE COMMITTEE</b>	<b>COUNTY EXECUTIVE COMMITTEE</b>	
<b>a</b>	There is to be a County Executive Committee (hereinafter referred to as the Executive Committee) which will comprise, as voting members, the following: The President, by virtue of such office, The Chairman, by virtue of such office (see paragraph 11 below),	There is to be a County Executive Committee (hereinafter referred to as the Executive Committee) which will comprise, as voting members, the following: The President, by virtue of such office, The Chairman, by virtue of such office (see paragraph 11 below),	No change
<b>i</b>	The President, by virtue of such office,	The President, by virtue of such office,	No change
<b>ii</b>	The Chairman, by virtue of such office (see paragraph 11 below),	The Chairman, by virtue of such office (see paragraph 11 below),	No change
<b>iii</b>	Two full members and one reserve member elected annually by each Area Meeting, provided that at least two of the three so elected must, at the date of	<b>Two full members elected annually by each Area Committee Meeting. Each Area Committee Meeting will also elect one reserve member who will attend if</b>	Improved wording – more explicit



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	election, be councillors of member councils.	a full member is unable to do so. At least two of the three so elected must, at the date of election to the Executive Committee, be councillors of member councils.	
iv	Two further full members elected annually by the North Dorset Area,	Two further full members elected annually by the North Dorset Area, who must, at the date of election to the Executive Committee, be councillors of member councils.	Improved wording – more explicit
v	One further full member elected annually by the Central Area,	One further full member elected annually by the Central Area, who must, at the date of election to the Executive Committee, be a councillor of a member council.	Improved wording – more explicit
vi	Four full members elected annually by the Towns and Larger Parish Councils Committee.	Four full members elected annually by the Towns and Larger Parish Councils Committee.	No change
b	The Chief Executive and Treasurer will attend meetings of the Executive Committee; neither will have the power to vote.	The Chief Executive and Treasurer shall attend meetings of the Executive Committee; neither will have the power to vote. A member or members of the DAPTC office staff may also attend to assist with the administration of the meeting.	Provision of suitable cover for holidays / illness
c	Vice Presidents may attend Executive meetings. They will not have the power to vote.	Vice Presidents may attend Executive meetings. They will not have the power to vote.	No change
d	Casual vacancies on the Executive Committee are to be filled from representatives from respective Area Meeting where the deputy is unable to fill the vacancy; or from the Towns and Larger Parish Councils Committee where the vacancy arises amongst those elected by that committee.	Casual vacancies on the Executive Committee are to be filled from representatives from respective Area Meeting where the deputy is unable to fill the vacancy; or from the Towns and Larger Parish Councils Committee where the vacancy arises amongst those elected by that committee.	No change
e	An elected member of the Executive Committee remains a member until the Area Meeting, or Committee, which elected him, completes its next election of its representatives to the Executive Committee or he ceases to be a councillor.	An elected member of the Executive Committee remains a member until the Area Meeting, or Towns and Larger Parish Councils Committee, which elected them, completes its next election of its representatives to the Executive Committee or they cease to be a councillor.	Correct naming of all committees

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11.0	<b>CHAIRMAN AND VICE-CHAIRMAN OF EXECUTIVE COMMITTEE</b>	<b>CHAIRMAN AND VICE-CHAIRMAN OF EXECUTIVE COMMITTEE</b>	
	At its first meeting in each year after the AGM the Executive Committee will elect from its membership a Chairman and a Vice-Chairman. Once elected, the Chairman's position on the Executive Committee is not dependant on his membership of any DAPTC Area Committee. No person will be eligible to be elected Chairman for more than three years consecutively. Any person who has served three consecutive years as Chairman will again be eligible for election as Chairman after the passage of one year. The Vice-Chairman will perform the duties of the Chairman in his absence. If at any meeting the Chairman and the Vice-Chairman are both absent, the Committee will elect a chairman from among their number for that meeting.	At its first meeting in each year after the AGM, the Executive Committee shall elect from its membership a Chairman and a Vice-Chairman. Once elected, the Chairman's position on the Executive Committee is not dependant on membership of any DAPTC Area Committee. No person shall be eligible to be elected Chairman for more than three years consecutively. Any person who has served three consecutive years as Chairman will again be eligible for election as Chairman after the passage of one year. The Vice-Chairman will perform the duties of the Chairman in his absence. If at any meeting the Chairman and the Vice-Chairman are both absent, the Committee will elect a chairman from among their number for that meeting.	No change
12	<b>FUNCTIONS OF THE EXECUTIVE COMMITTEE</b>	<b>FUNCTIONS OF THE EXECUTIVE COMMITTEE</b>	
a	Subject to the provisions of this Constitution, the Executive Committee may provide for the conduct, management, control and administration of the affairs of the DAPTC and may take such steps, incur such commitments or arrangements and employ such servants or agents as may be suitable for carrying the policy of the DAPTC into effect. The Executive Committee will control the banking and investment of the DAPTC funds.	Subject to the provisions of this Constitution, the Executive Committee may provide for the conduct, management, control and administration of the affairs of the DAPTC and may take such steps, incur such commitments or arrangements and employ such servants or agents as may be suitable for carrying the policy of the DAPTC into effect. The Executive Committee will control the banking and investment of the DAPTC funds.	No change
b	No money is to be borrowed by, or on behalf of the DAPTC, without the Executive Committee's consent.	The Executive Committee will be responsible for overseeing the banking and investment of DAPTC funds. No money shall be borrowed by, or on behalf of the DAPTC, without the Executive Committee's consent.	Offer clarity over Executive Committee role in financial affairs with the key change relating to 'oversight'.



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<b>c</b>	The Executive Committee, at their meeting before the Annual General Meeting, will make nominations for the posts of Treasurer and Auditor.	The Executive Committee, at their meeting before the Annual General Meeting, will make nominations for the posts of Treasurer and Auditor.	No change
<b>d</b>	Appointments to fill casual vacancies in any of the Association offices or honorary positions may be made by the Executive Committee.	Appointments to fill casual vacancies in any of the Association offices or honorary positions may be made by the Executive Committee.	No change
<b>e</b>	The Executive will decide the level of annual subscription for the following year for confirmation at the AGM.	The Executive will decide the level of annual subscription for the following year for confirmation at the AGM.	No change
<b>f</b>	The Executive Committee will present an annual report and submit the audited accounts to the AGM.	The Executive Committee will present an annual report and submit the audited accounts to the AGM.	No change
<b>13.0</b>	<b>SUB-COMMITTEES OF THE EXECUTIVE COMMITTEE</b>	<b>SUB-COMMITTEES OF THE EXECUTIVE COMMITTEE</b>	
		a The Executive Committee will establish a staffing sub-committee as part of the DAPTC Disciplinary and Grievance Procedures. This sub-committee can also advise on all staffing and recruitment issues.	New introduction to this section
	The Executive Committee will have power as follows:	b The Executive Committee will have power as follows:	Numbering change
<b>a</b>	To appoint sub-committees; which may include members from outside of the Executive Committee.	i) To appoint sub-committees; which may include members from outside of the Executive Committee (see d. below)	Clarity on the appointment of members from outside of the Executive Committee and the cross reference
<b>b</b>	To make rules for the transaction of the business of any sub-committee.	ii) To make rules for the transaction of the business of any sub-committee.	Numbering change
<b>c</b>	To delegate any of its functions to such sub-committees.	iii) To delegate any of its functions to such sub-committees.	Numbering change
<b>d</b>	The Chairman and the Vice-Chairman of the Executive Committee will be ex-officio members of every such sub-committee. Any such sub-committee may co-opt not more than one-third of its number from persons other than members of DAPTC as non-voting members.	c Except where The Chairman and the Vice-Chairman of the Executive Committee are appointed as members of any sub-committee, they will be ex-officio members of every such sub-committee but will have no vote at its meetings.	Numbering change and clarity on voting rights for appointed sub-committee members or appointments as ex-officio members
<b>e</b>	To appoint a staffing committee to implement DAPTC Disciplinary and Grievance Procedures.	d Any such sub-committee will be made up of appointed Executive Committee members (not including ex-officio members) but may co-opt	Numbering change, removal of 'e' from 2011 – clarity on co-opted members participation in sub-committees and their voting rights



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		persons other than members of the Executive Committee as non-voting members.	
<b>14.0</b>	<b>PLACE AND NOTICE OF MEETINGS</b>	<b>PLACE AND NOTICE OF MEETINGS</b>	
	The Chief Executive is to give to every entitled person, not less than seven clear days' notice in writing (or electronically) of the time and place of meetings of the Executive Committee, or of any sub-committee, specifying in such notice the business to be transacted.	The Chief Executive is to give to every entitled person, not less than seven clear days' notice in writing (or electronically) of the time and place of meetings of the Executive Committee, or of any sub-committee, specifying in such notice the business to be transacted.	No change
<b>15.0</b>	<b>OMISSION TO GIVE NOTICE OF MEETING</b>	<b>OMISSION TO GIVE NOTICE OF MEETING</b>	
	The accidental omission, or failure to give notice of any meeting, to any member council or person entitled to receive the same, will not invalidate the proceedings at any such meeting. Similarly, the non-receipt of any such notice by persons entitled to receive it will not invalidate the proceedings at any such meeting.	The accidental omission, or failure to give notice of any meeting, to any member council or person entitled to receive the same, will not invalidate the proceedings at any such meeting. Similarly, the non-receipt of any such notice by persons entitled to receive it will not invalidate the proceedings at any such meeting.	No change
<b>16.0</b>	<b>AREA COMMITTEES</b>	<b>AREA COMMITTEES</b>	
<b>a</b>	Area Committees consist of towns and parishes as defined at Annex A. Every DAPTC member council in the area will be entitled to membership of the appropriate Area Committee. Each member council may appoint up to two representatives and reserves, one of whom may be an officer, but will be entitled to one vote.	Area Committees consist of towns and parishes as defined at Annex A. Every DAPTC member council in the area will be entitled to membership of the appropriate Area Committee. Each member council may appoint up to two representatives and reserves, one of whom may be an officer, to its Area Committee.	Clarity about who may attend area committees and allowing areas to organise their voting arrangements.
<b>B</b>	Each Area Committee may arrange its own business and procedure in accordance with its constitution. A copy of the minutes of the proceedings of an Area Committee meeting is to be forwarded to the Chief Executive.	Each Area Committee may arrange its own business and procedure in accordance with its constitution. A copy of the minutes of the proceedings of an Area Committee meeting is to be forwarded to the Chief Executive.	No change
<b>c</b>	Each Area Committee may arrange its own business and procedure in accordance with its constitution. A copy of the minutes of the proceedings of an Area Committee meeting is to be forwarded to the Chief	Area Committee administration will be undertaken by an Area Secretary who may be paid travelling expenses and awarded an annual honorarium from DAPTC funds. The award and amount of an	Offer further clarity on the area committee administration and to add an annual review to ensure they remain appropriate



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	<p>Executive. An Area Secretary may be paid an honorarium. The duties of the Area Secretary are at Annex C.</p>	<p>honorarium will be reviewed annually to coincide with the staff pay reviews. Subject sufficient funds being available, the cost of venue hire for Area Committee meetings may be met by DAPTC. The payment of other ancillary costs relating to Area Committees will be considered by the Executive Committee on a case by case basis. The duties of the Area Secretary are at Annex C.</p>	
<p><b>17.0</b></p>	<p><b>TOWNS AND LARGER COUNCILS COMMITTEE</b> There is to be a Towns and Larger Councils Committee composed of two representatives of each of the member councils listed at Annex B. The list is to be reviewed periodically by the Executive Committee. The Chairman and Vice-Chairman of the Executive Committee are ex-officio members of the Committee but will have no vote at its meetings.</p>	<p><b>TOWNS AND LARGER COUNCILS COMMITTEE</b> There is to be a Towns and Larger Parish Councils Committee composed of two representatives of each of the member councils listed at Annex B. The list is to be reviewed periodically by the Executive Committee. The Chairman and Vice-Chairman of the Executive Committee are ex-officio members of the Committee but will have no vote at its meetings.</p>	<p>Description more appropriate given make up of membership</p>
<p><b>18.0</b></p>	<p><b>VOTING</b></p>	<p><b>VOTING</b></p>	
<p><b>a</b></p>	<p>At all meetings, except the AGM, every resolution may be determined by a show of hands. If not less than one third of the people present demand a ballot, the voting on that question will be by ballot. At the AGM there will be card votes.</p>	<p>At all meetings, except the AGM, every resolution will be determined by a show of hands. If not less than three of the people present request a ballot, the voting on that question shall be by ballot. At the AGM there will be card votes.</p>	<p>Wording change</p>
<p><b>b</b></p>	<p>When the votes on any matter are tied, the person presiding at that meeting will have a second or a casting vote.</p>	<p>When the votes on any matter are tied, the person presiding at that meeting will have a second or a casting vote.</p>	<p>No change</p>
<p><b>19.0</b></p>	<p><b>EXPENSES OF REPRESENTATIVES AND MEMBERS</b> Subject to sufficient money being available for the purpose, the necessary travelling, subsistence and other incidental expenses may be met wholly, or partly, from the funds of the DAPTC for representatives or members of the Executive attending meetings:-</p>	<p><b>EXPENSES OF REPRESENTATIVES AND MEMBERS</b> Subject to sufficient funds being available for the purpose, the necessary travelling, subsistence and other incidental expenses may be met wholly, or partly, from the funds of the DAPTC for representatives or members of the Executive attending meetings:-</p>	<p>No change</p>
<p><b>a</b></p>	<p>Of the National Association, of the National Council and of any committee thereof.</p>	<p>Of the National Association, of the National Council and of any committee thereof.</p>	<p>No change</p>

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<b>b</b>	Of the Executive Committee and of any sub-committees thereof.	Of the Executive Committee and of any sub-committees thereof.	No change
<b>20.0</b>	<b>RESIGNATION FROM MEMBERSHIP</b> Any member council wishing to terminate its membership of the DAPTC is required to do so by sending its resignation in writing to the Chief Executive before 31 December in any year, and the notice will become effective on 31 March of the following year. Any such council will continue to be liable for the payment of its subscription up to and including the date on which a notice becomes effective.	<b>RESIGNATION FROM MEMBERSHIP</b> Any member council wishing to terminate its membership of the DAPTC is required to do so by sending its resignation in writing to the Chief Executive before 31 December in any year, and the notice will become effective on 31 March of the following year. Any such council will continue to be liable for the payment of its subscription up to and including the date on which a notice becomes effective.	No change
<b>21.0</b>	<b>ALTERATIONS TO THE CONSTITUTION</b> Any alterations, amendment or addition to this constitution must be made at an AGM if approved by a majority of not less than two-thirds of the councils present and voting. No alteration, amendment or addition is to be made which is inconsistent with the constitution of the National Association.  Notice of any motion for such alteration, amendment, or addition, other than a notice given pursuant to a resolution of the Executive Committee, must be given in writing to the Chief Executive by a member council not less than three calendar months before the meeting. A copy of every such notice, including those given pursuant to a resolution of the Executive Committee, will then be sent to every member council and to each ex officio and co-opted member of the AGM, at least twenty-one days before the meeting at which it is to be considered.	<b>ALTERATIONS TO THE CONSTITUTION</b> Any alterations, amendment or addition to this constitution must be made at an AGM if approved by a majority of not less than two-thirds of the councils present and voting. No alteration, amendment or addition is to be made which is inconsistent with the constitution of the National Association.  Notice of any motion for such alteration, amendment, or addition, other than a notice given pursuant to a resolution of the Executive Committee, must be given in writing to the Chief Executive by a member council not less than three calendar months before the meeting. A copy of every such notice, including those given pursuant to a resolution of the Executive Committee, will then be sent to every member council and to each ex officio and co-opted member of the AGM, at least twenty-one days before the meeting at which it is to be considered.	No change



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Ref:	2011 Constitution Under Review	Draft Updated Constitution Proposed	Notes
	<b>Annexes:</b>		
<b>A</b>	<b>DAPTC AREAS</b> The five DAPTC Areas referred to in sub-paragraph 17(a) of this Constitution as at 5 November 2005 are as follows:	The five DAPTC Areas referred to in sub-paragraph 16(a) of this Constitution are:-	Updated to remove reference to 2005 and re-direct to correct section of new draft constitution
<b>1</b>	<b>Central Area</b> comprising those towns and parishes which are in the West Dorset District sub-areas based on the area around Dorchester and Sherborne, and of the town and any parishes in the Borough of Weymouth and Portland.	<b>Central Area</b> comprising those towns and parishes which are in the West Dorset District sub-areas based on the area around Dorchester and Sherborne, and of the town and any parishes in the Borough of Weymouth and Portland.	No change
<b>2</b>	<b>Eastern Area</b> comprising all the towns and parishes in East Dorset District and parishes in the Borough of Christchurch.	<b>Eastern Area</b> comprising all the towns and parishes in East Dorset District and parishes in the Borough of Christchurch.	No change
<b>3</b>	<b>North Dorset Area</b> comprising all the towns and parishes in North Dorset District.	<b>North Dorset Area</b> comprising all the towns and parishes in North Dorset District.	No change
<b>4</b>	<b>Purbeck Area</b> comprising all the towns and parishes in the Purbeck District.	<b>Purbeck Area</b> comprising all the towns and parishes in the Purbeck District.	No change
<b>5</b>	<b>Western Area</b> comprising those towns and parishes which are in the West Dorset District sub-area based on the area around Bridport, Beaminster and Lyme Regis. The Chief Executive will maintain lists of those towns and parishes eligible for membership of each Area.	<b>Western Area</b> comprising those towns and parishes which are in the West Dorset District sub-area based on the area around Bridport, Beaminster and Lyme Regis. The Chief Executive will maintain lists of those towns and parishes eligible for membership of each Area.	No change
<b>B</b>	<b>MEMBERS OF THE TOWNS AND LARGER PARISH COUNCILS COMMITTEE</b> BEAMINSTER TOWN COUNCIL BLANDFORD FORUM TOWN COUNCIL BRIDPORT TOWN COUNCIL CHICKERELL TOWN COUNCIL COLEHILL PARISH COUNCIL CORFE MULLEN PARISH COUNCIL DORCHESTER TOWN COUNCIL	<b>MEMBERS OF THE TOWNS AND LARGER PARISH COUNCILS COMMITTEE</b> BEAMINSTER TOWN COUNCIL BLANDFORD FORUM TOWN COUNCIL BRIDPORT TOWN COUNCIL CHICKERELL TOWN COUNCIL <b>CHRISTCHURCH TOWN COUNCIL</b> COLEHILL PARISH COUNCIL CORFE MULLEN PARISH COUNCIL	Updated to reflect changes since 2011

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	GILLINGHAM TOWN COUNCIL LYME REGIS TOWN COUNCIL LYTCHETT MINSTER & UPTON TOWN COUNCIL PORTLAND TOWN COUNCIL ST LEONARDS & ST IVES PARISH COUNCIL SHAFTESBURY TOWN COUNCIL SHERBORNE TOWN COUNCIL STALBRIDGE TOWN COUNCIL STURMINSTER NEWTON TOWN COUNCIL SWANAGE TOWN COUNCIL VERWOOD TOWN COUNCIL WAREHAM TOWN COUNCIL WEST MOORS PARISH COUNCIL WIMBORNE MINSTER TOWN COUNCIL	DORCHESTER TOWN COUNCIL GILLINGHAM TOWN COUNCIL LYME REGIS TOWN COUNCIL LYTCHETT MINSTER & UPTON TOWN COUNCIL PORTLAND TOWN COUNCIL ST LEONARDS & ST IVES PARISH COUNCIL SHAFTESBURY TOWN COUNCIL SHERBORNE TOWN COUNCIL STALBRIDGE TOWN COUNCIL STURMINSTER NEWTON TOWN COUNCIL SWANAGE TOWN COUNCIL VERWOOD TOWN COUNCIL WAREHAM TOWN COUNCIL WEST MOORS PARISH COUNCIL <b>WEYMOUTH TOWN COUNCIL</b> WIMBORNE MINSTER TOWN COUNCIL	
<b>C</b>	<b>DUTIES OF THE AREA SECRETARY</b> The Area Secretary provides support to the Area Chairman in the performance of their functions. This includes:	<b>DUTIES OF THE AREA SECRETARY</b> The Area Secretary provides support to the Area Chairman in the performance of their functions. This includes:	No change
<b>1</b>	The production of agenda for Area Meetings.	The production of agenda for Area Meetings.	No change
<b>2</b>	Electronic distribution of agenda to parishes, representatives and the DAPTC office (for onward distribution to those not on email and posting on the DAPTC website).	Electronic distribution of agenda to parishes, representatives and the DAPTC office (for onward distribution to those not on email and posting on the DAPTC website).	No change
<b>3</b>	Booking of venues and refreshments as agreed at meetings.	Booking of venues and refreshments as agreed at meetings.	No change
<b>4</b>	Liaison with speakers prior to meetings.	Liaison with speakers prior to meetings.	No change
<b>5</b>	Production of minutes of meetings.	Production of minutes of meetings.	No change
<b>6</b>	Electronic distribution of the minutes and papers from Area Meetings to parishes, representatives and the DAPTC office for onward distribution to those not on email and posting on the DAPTC website.	Electronic distribution of the minutes and papers from Area Meetings to parishes, representatives and the DAPTC office for onward distribution to those not on email and posting on the DAPTC website.	No change



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7	Distribution of electronic information from District councils and Partnerships.	Distribution of electronic information from unitary councils and Partnerships.	Updated to reflect local government changes in Dorset
8	Informing the District Council and Partnerships of changes to clerks details when notified.	Informing the unitary councils and Partnerships of changes to clerks details when notified.	Updated to reflect local government changes in Dorset







**Dorset  
Council**

**Planning and Community Services**

Westport House, Worgret Road, Wareham, BH20 4PP

☎ 01929 556561

✉ [planningteame@dorsetcouncil.gov.uk](mailto:planningteame@dorsetcouncil.gov.uk)

🌐 [www.dorsetcouncil.gov.uk/planning](http://www.dorsetcouncil.gov.uk/planning)

Swanage Town Council

Dr M Ayres  
Town Clerk  
Town Hall  
Swanage  
Dorset  
BH19 2NZ

**Date:** 01 May 2020

**Officer:** Malcolm Davies

☎ 01929 557206

✉ [Malcolm.davies@dorsetcouncil.gov.uk](mailto:Malcolm.davies@dorsetcouncil.gov.uk)

Dear Dr Ayres

**Community Infrastructure Levy Regulations 2010 (as amended), Regulation 59A:  
Duty to pass CIL to local councils**

**CIL Receipts 1 October 2019 to 31 March 2020; financial year 2019/20**

If a Neighbourhood Plan has not been adopted, the Council is required to pass 15%, subject to a maximum of £100 per dwelling, of the CIL receipts for development in a parish to the local town or parish council. If a Neighbourhood Plan has been adopted, the Council is required to pass 25%, with no maximum limit, of the CIL receipts for development in a parish to the local town or parish council.

This money must be spent in accordance with Regulation 59C on:

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.

A BACS Remittance, to the sum of **£89,093.86** will be transferred to the Parish bank account. Depending on whether a Neighbourhood Plan is adopted and the date planning permission was granted, this equates to either 15% or 25%, shown in brackets, of the CIL receipts from the following developments at:

- 6/2017/0713 Compass Point, Land West of Northbrook Road, Swanage £47,234.43 **(15%)**
- 6/2017/0359 Land at Prospect Farm, Victoria Avenue, Swanage, BH19 1AS £15,820.20 **(15%)**
- 6/2018/0495 1 St Vasts Road, Swanage, BH19 2BN £7,217.12 **(15%)**
- 6/2017/0359 Land at Prospect Farm, Victoria Avenue, Swanage, BH19 1AS £5,273.40 **(15%)**
- 6/2018/0577 Hillcrest, 8 Durlston Road, Swanage, BH19 2DL £6,604.46 **(15%)**

- 6/2017/0439 Knapp Stores Limited, 198 High Street, Swanage, BH19 2PQ £770.71 (15%)
- 6/2016/0472 68 Queens Road, Swanage BH19 2EX £4,538.69 (15%)
- 6/2017/0528 Rear of 5 Boundary Close, Swanage, BH19 2JY £4,538.69 (15%)
- 6/2016/0618 Former Police Station Premises, Argyle Road and Kings Road West, Swanage BH19 1HZ £699.30 (15%)

You should be aware that if monies are not spent within 5 years, the Council may serve notice to you to repay the appropriate amount of money. You are also required to report annually on the CIL money you receive and how you've spent it.

If you would like to discuss your ideas on expenditure to help avoid not complying with the regulations or have a general query please do not hesitate to contact me.

Yours sincerely

Malcolm Davies

Development Management