

Minutes of Winterborne St Martin Parish Council

Annual Council Meeting (V1)

Wednesday 27 May 2026, 6.30pm

Magna Community Room

Present: Cllrs, Nuttall, Fitzgerald, Hutchings, Walker, Pemberton, Hosford, Marsh, Andrews

Apologies: Cllrs Eversden

01/2026 Elect the Chair of the Council for 2026/27

It was proposed by Cllr Hosford and seconded by Cllr Andrews that Cllr Nuttall is elected as Chair for the new Council year.

Vote carried with Cllr Pemberton against.

RESOLVED

Councillor Nuttall signed the acceptance of office document as Chair for the year.

02/2026 Elect the Vice Chair of the Council for 2026/27

It was proposed by Cllr Nuttall and seconded by Cllr Hosford that Cllr Fitzgerald is elected as Vice Chair for the new Council year.

Vote carried.

RESOLVED

The Chair introduced councillors for the benefit of parishioners present, noting that most attendees already knew one another.

03/2026 Declarations of Interest

No declarations were made.

04/2026 Review of Policies and Procedures

The Chair noted that reviewing every policy in detail would be impractical during the meeting. The Clerk confirmed that councillors had been asked to read all policies in advance and that the purpose of the agenda item was readoption for the new council year, with detailed review to follow during the year.

a) Standing Orders

Cllr Pemberton raised concerns that the agenda did not fully align with the requirements of Standing Orders for an Annual Meeting. He suggested either:

- formally disregarding the relevant Standing Order for this meeting, or
- noting the deviation in the minutes.

After discussion, Council resolved to suspend Standing Orders for Item 5 to allow the meeting to proceed.

Proposed by Cllr Pemberton, seconded by Cllr Fitzgerald. Vote carried.

RESOLVED

Cllr Nuttall proposed and Cllr Marsh seconded that the Standing Orders are readopted as existing, with a full review to take place over the coming months. Vote carried.

RESOLVED

b) Asset Register

Council noted that there is no asset procedure, but the Asset Register exists and is published.

An addition was requested by Cllr Hutchings:

- Solar panels for the SID poles to be added.

Cllr Nuttall proposed and Cllr Marsh seconded that the Asset Register is readopted with the above addition. Vote carried.

RESOLVED

c) Subscriptions

Council reviewed current subscriptions (including Microsoft, DAPC, Scribe, etc.).

Cllr Nuttall proposed and Cllr Pemberton seconded that the existing subscriptions continue. Vote carried.

RESOLVED

d) Complaints Policy

Council noted that no formal complaints had been received in the past year. Cllr Pemberton advised that forthcoming changes to Standing Orders and national guidance may require a full rewrite of the Complaints Policy.

Cllr Nuttall proposed and Cllr Pemberton seconded that the Complaints Policy is readopted subject to review. Vote carried.

RESOLVED

e) Freedom of Information & Data Protection

Council noted that while a Freedom of Information Policy exists, no Data Protection Policy could be located.

Cllr Nuttall proposed and Cllr Andrews seconded that this item is not readopted and is instead marked for urgent review within two months. Vote carried.

RESOLVED

Action: Clerk to undertake the review and bring revised policy to Council within two months.

f) Press & Media Policy

Council confirmed that no Press/Media Policy exists, though some elements appear within other documents.

Cllr Nuttall proposed and Cllr Marsh seconded that this item is not readopted and is instead marked for urgent review within two months. Vote carried.

RESOLVED

Action: Clerk to undertake the review and bring revised policy to Council within two months.

g) Employment Policy & Procedures

Council currently holds:

- Employee Grievance Policy
- Employee Disciplinary Policy

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However, there is no overarching Employment Policy.

Cllr Nuttall proposed and Cllr Hosford seconded that existing documents accepted for now, with a full review and consolidation to take place within six months. Vote carried with Cllr Pemberton voting against on the grounds that six months was too long.

RESOLVED

Action: Staffing Committee to undertake the review and bring revised policy to Council within six months.

Standing Orders were reinstated.

05/2026 Appointments and Responsibilities

a) DAPTC Representative

Cllr Pemberton expressed the view that the Chair should hold this role. Cllr Fitzgerald proposed and Cllr Marsh seconded that Cllr Nuttall is appointed as DAPTC representative. Vote carried.

RESOLVED

b) Budget Working Group

The Chair expressed willingness to continue to serve on the Working Group, and it was agreed that the membership is:

- Chair
- Cllr Martin Fitzgerald
- Clerk

Vote carried.

RESOLVED

c) Staffing Committee

Previous membership: Cllrs Hutchings, Marsh, and Walker. Cllr Walker offered to step down.

Cllr Nuttall proposed and Cllr Pemberton seconded that the Staffing Committee membership is:

- Cllr Andrews
- Cllr Hutchings
- Cllr Marsh

Vote carried.

RESOLVED

d) Memorial Hall Working Group

Previous membership: Chair, Cllr Fitzgerald, Cllr Hosford, and Cllr Eversden. As Cllr Eversden was absent, he could not be reappointed.

The Chair expressed willingness to continue to serve on the Working Group, and it was agreed that the membership is:

- Cllr Nuttall
- Cllr Hosford



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- Cllr Fitzgerald

Vote carried, with Cllr Pemberton abstaining.

RESOLVED

e) Bank Signatories

Current signatories:

- Cllr Hutchings
- Cllr Pemberton

Both agreed to continue.

Cllr Fitzgerald proposed and Cllr Marsh seconded that the signatories remain unchanged. Vote carried.

RESOLVED

Action: Chair to pursue reinstatement of read only online banking access.

f) Highways, Rights of Way, Flooding, Streams, Grounds, Allotments, Washpool & SID

Grouped as a single working area.

Cllr Hosford proposed and Cllr Nuttall seconded that the membership is:

- Cllr John Walker
- Cllr Tom Marsh
- Cllr David Hutchings

Vote carried.

RESOLVED

06/2026 Meeting Schedule for the Year

The Chair outlined the limitations of the current venue and the advantages of the Village Hall, which is only available on Monday evenings.

Council discussed the impact on councillors' availability and agreed that Monday meetings were acceptable with a caveat that if another weekday evening at the Village Hall becomes available, the schedule may be amended.

Bank holidays were noted; affected meetings will be rescheduled as required.

Cllr Nuttall proposed and Cllr Walker seconded that the following is agreed:

- Meetings to be held on Mondays, at the Village Hall,
- Using the prepublished schedule,
- With flexibility to adjust if a more acceptable evening becomes available.

Vote carried with Cllr Pemberton abstaining.

RESOLVED

07/2026 Date of Next Meeting

The next meeting will be the ordinary Parish Council meeting, which follows this meeting.

Handwritten signature and initials in black ink, appearing to be 'V4' and 'US'.

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There being no further business the meeting closed at 7.07pm.

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