

2020 Review of DAPTC Constitution: Member Council Feedback

Dear Member Council

We would appreciate your comments on the proposed amendments to the DAPTC Constitution. Please don't feel you can only comment on the highlighted sections, we would welcome feedback/observations you may have on any of the sections.

Could you please consider this matter; member input and feedback is very important to DAPTC.

Please respond by 1st September 2020 to enable the feedback to be reviewed and submitted for inclusion in the AGM on 14th November 2020.

Timeline:

22/6 - Draft issued for consultation

1/9 – Feedback from membership

12/9 – Review of feedback at Executive Committee

14/11 – AGM Proposed Draft Constitution

Jill Barry Acting Chair – DAPTC John Parker
President – DAPTC

Neil Wedge Chief Executive - DAPTC

Ref:	2011 Constitution Under Review	Draft Updated Constitution Proposed	Member Council Feedback
1.0	CONSTITUTION AND NAME	CONSTITUTION AND NAME	Please state 'none' or leave blank if no comment
	The Association consists of Parish and Town Councils	The Association draws its membership from Parish,	
	in the County of Dorset and is known as the Dorset	Town, Neighbourhood, Community or Village	
	Association of Parish and Town Councils (hereinafter	Councils in the two unitary authority areas (Dorset	
	abbreviated to DAPTC).	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).	
2.0	DEFINITIONS	DEFINITIONS	
а	Parish Council means a council of a town, parish or	Parish Council means a council of a town, parish or	
	of a group of parishes (and includes the parish	of a group of parishes (and includes the parish	

	meeting of a rural parish not entitled to elect a parish	meeting of a rural parish not entitled to elect a parish	
	council).	council).	
b	Member Council means any such council, which at	Member Council means any such council, which at	
	the relevant time has paid its subscription for the	the relevant time has paid its subscription for the	
	current year.	current year.	
3.0	GENERAL PRINCIPLES	GENERAL PRINCIPLES	
	All DAPTC meetings will be conducted by members	All DAPTC meetings will be conducted by members	
	within the spirit of the Code of Conduct.	within the spirit of the Code of Conduct.	
4.0	OBJECTIVES	OBJECTIVES	
	The objectives of the DAPTC are to support and	The objectives of the DAPTC are to support and	
	foster the interests of parish and town councils	foster the interests of parish and town councils	
	consistent with the objectives of the National	consistent with the objectives of the National	
	Association of Local Councils, which are:	Association of Local Councils, which are:	
а	To protect and promote the interests, rights,	To protect and promote the interests, rights,	
	functions, and privileges of members.	functions, and privileges of members.	
b	To assist members in the performance of their	To assist members in the performance of their	
	duties and to promote and develop the social,	duties and to promote and develop the social,	
	cultural and recreational life of parishes and	cultural and recreational life of parishes and	
	villages.	villages.	
С	To promote a widespread and well-informed	To promote a widespread and well-informed	
	interest in local government.	interest in local government.	
d	To promote good local government.	To promote good local government.	
е		To represent the interests and views of member	
		councils councils	
5.0	MEMBERSHIP	MEMBERSHIP	
	Every Parish or Town council in the county of Dorset	Every council as defined in 1. is eligible for	
	is eligible for membership of the DAPTC.	membership of the DAPTC.	
6.0	SUBSCRIPTIONS	SUBSCRIPTIONS	
а	Each member council is to pay to the DAPTC on, or	Each member council is to pay to the DAPTC on, or	
	before, 1st July in each financial year a subscription,	before, 1st July in each financial year a subscription,	
	which will be based upon the product of the	which will be based upon the product of the number	
	number of electors in that council, the scale to be	of electors in that council multiplied by a rate. The	
	agreed from time to time by the Executive	rate is to be reviewed annually at a special meeting	
	Committee and confirmed at the AGM.	of the Executive Committee, usually in October, as	

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		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	A proportion of the subscription will be paid to	A proportion of the subscription will be paid to	
	NALC, by the required date(s) in each financial year,	NALC, by the required date(s) in each financial year,	
	in fees as fixed by NALC at their Annual General	in fees as fixed by NALC at their Annual General	
	Meeting.	Meeting.	
7.0	NATIONAL ASSOCIATION OF LOCAL COUNCILS	NATIONAL ASSOCIATION OF LOCAL COUNCILS	
	(NALC)	(NALC)	
	The Executive Committee will elect from its	The Executive Committee will elect from its	
	membership A NALC representative and deputies.	membership a NALC representative and two	
	The election shall take place at the same time as the	deputies. The election will take place at the same	
	election of the Chairman and Vice Chairman, this	time as the election of the Chairman and Vice	
	being the first meeting in each year after the DAPTC	Chairman, this being the first meeting in each year	
	AGM.	after the DAPTC AGM.	
8.0	ANNUAL GENERAL MEETINGS	ANNUAL GENERAL MEETINGS	
а	There is to be an Annual General Meeting (AGM)	There is to be an Annual General Meeting (AGM)	
	held when the Executive Committee directs; this	held when the Executive Committee directs; this	
	will normally be at the beginning of November. The	will normally be at the beginning of November. The	
	Chief Executive will give each member council,	Chief Executive will give each member council,	
	every ex officio and co-opted member of the	every ex officio and co-opted member of the	
	Association not less than 4 weeks' notice of the	Association not less than 4 weeks' notice of the	
	date, time and place of the meeting and will send	date, time and place of the meeting and will send	
	with such notice a copy of the annual report and of	with such notice a copy of the annual report and of	
	the accounts for the preceding financial year. The	the accounts for the preceding financial year. The	
	President will preside at the AGM or in his absence	President will preside at the AGM or in his absence	
	a Vice-President.	a Vice-President.	
b	The President, Vice-Presidents Treasurer and an	The President, Vice-Presidents Treasurer and an	
	Auditor or Auditors are to be elected at the Annual	Auditor or Auditors are to be elected at the Annual	
	General Meeting each year and will be respectively	General Meeting each year and will be respectively	
		1	
	eligible for re-election.	eligible for re-election.	

С	Nominations for the offices of President and Vice-	Nominations for the offices of President and Vice-	
	President are to be sent to the Chief Executive 4	President are to be sent to the Chief Executive 4	
	weeks before the Annual General Meeting. No	weeks before the Annual General Meeting. No	
	person will be eligible to be elected President for	person will be eligible to be elected President for	
	more than five years consecutively. Any person	more than five years consecutively. Any person	
	who has served five consecutive years as President	who has served five consecutive years as President	
	will again be eligible for election as President after	will again be eligible for election as President after	
	the passage of one year.	the passage of one year.	
d	The AGM will consider:	The AGM will consider:	
i	The election of the President, VP Hon Treasurer Hon	The election of the President, VP Hon Treasurer	
	Auditor	Hon Auditor	
ii	The adoption of the annual report	The adoption of the annual report	
iii	Confirmation of the level of subscription for the	Confirmation of the level of subscription for the	
	following year	following year	
iv	A debate on any resolutions requiring external	A debate on any resolutions requiring external	
	actions by the Association	actions by the Association	
v	Motions requiring external actions by the	Motions requiring external actions by the	
	association which have been submitted and	association which have been submitted and	
	presented in accordance with para. e below.	presented in accordance with para. e below.	
е	Resolutions for the AGM must be submitted in	Motions for resolution at the AGM must be	
	advance according to a timetable provided by the	submitted in advance according to a timetable	
	Chief Executive. The sponsor council's	provided by the Chief Executive. The sponsoring	
	representative must propose resolutions at the	council's representative must propose its motion at	
	AGM.	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.	
f	Every member council will be entitled to two	Every member council shall be entitled to two	
	representatives, but to only one vote on any	representatives, but to only one vote on any	
	particular motion. In addition, the President, Vice-	particular motion <mark>(see item 18a).</mark> In addition, the	
	Presidents and Past Presidents will be members of	President, Vice-Presidents and Past Presidents shall	
	the AGM and entitled to vote.	be members of the AGM and entitled to vote.	

Past Presidents may attend the Annual General Meeting and will be kept informed of matters concerning the Executive Committee. The quorum 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. Solution				
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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		election, be councillors of member councils.		
			three so elected must, at the date of election to the	

		Executive Committee, be councillors of member	
	To Calley Cill work we should be seen all the three	councils.	
iv	Two further full members elected annually by the	Two further full members elected annually by the	
	North Dorset Area,	North Dorset Area, who must, at the date of election	
		to the Executive Committee, be councillors of	
		member councils.	
V	One further full member elected annually by the	One further full member elected annually by the	
	Central Area,	Central Area, who must, at the date of election to the	
		Executive Committee, be a councillor of a member	
		council.	
vi	Four full members elected annually by the Towns	Four full members elected annually by the Towns	
	and Larger Parish Councils Committee.	and Larger Parish Councils Committee.	
b	The Chief Executive and Treasurer will attend	The Chief Executive and Treasurer shall attend	
	meetings of the Executive Committee; neither will	meetings of the Executive Committee; neither will	
	have the power to vote.	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.	
С	Vice Presidents may attend Executive meetings.	Vice Presidents may attend Executive meetings.	
	They will not have the power to vote.	They will not have the power to vote.	
d	Casual vacancies on the Executive Committee are to	Casual vacancies on the Executive Committee are to	
	be filled from representatives from respective Area	be filled from representatives from respective Area	
	Meeting where the deputy is unable to fill the	Meeting where the deputy is unable to fill the	
	vacancy; or from the Towns and Larger Parish	vacancy; or from the Towns and Larger Parish	
	Councils Committee where the vacancy arises	Councils Committee where the vacancy arises	
	amongst those elected by that committee.	amongst those elected by that committee.	
е	An elected member of the Executive Committee	An elected member of the Executive Committee	
	remains a member until the Area Meeting, or	remains a member until the Area Meeting, or Towns	
	Committee, which elected him, completes its next	and Larger Parish Councils Committee, which elected	
	election of its representatives to the Executive	them, completes its next election of its	
	Committee or he ceases to be a councillor.	representatives to the Executive Committee or they	
		cease to be a councillor.	
11.0	CHAIRMAN AND VICE-CHAIRMAN OF EXECUTIVE	CHAIRMAN AND VICE-CHAIRMAN OF EXECUTIVE	
	COMMITTEE	COMMITTEE	

	1		
	At its first meeting in each year after the AGM the	At its first meeting in each year after the AGM, the	
	Executive Committee will elect from its membership	Executive Committee shall elect from its	
	a Chairman and a Vice-Chairman. Once elected, the	membership a Chairman and a Vice-Chairman.	
	Chairman's position on the Executive Committee is	Once elected, the Chairman's position on the	
	not dependant on his membership of any DAPTC	Executive Committee is not dependant on	
	Area Committee. No person will be eligible to be	membership of any DAPTC Area Committee. No	
	elected Chairman for more than three years	person shall be eligible to be elected Chairman for	
	consecutively. Any person who has served three	more than three years consecutively. Any person	
	consecutive years as Chairman will again be eligible	who has served three consecutive years as	
	for election as Chairman after the passage of one	Chairman will again be eligible for election as	
	year. The Vice-Chairman will perform the duties of	Chairman after the passage of one year. The Vice-	
	the Chairman in his absence. If at any meeting the	Chairman will perform the duties of the Chairman in	
	Chairman and the Vice-Chairman are both absent,	his absence. If at any meeting the Chairman and	
	the Committee will elect a chairman from among	the Vice-Chairman are both absent, the Committee	
	their number for that meeting.	will elect a chairman from among their number for	
		that meeting.	
12	FUNCTIONS OF THE EXECUTIVE COMMITTEE	FUNCTIONS OF THE EXECUTIVE COMMITTEE	
а	Subject to the provisions of this Constitution, the	Subject to the provisions of this Constitution, the	
	Executive Committee may provide for the conduct,	Executive Committee may provide for the conduct,	
	management, control and administration of the	management, control and administration of the	
	affairs of the DAPTC and may take such steps, incur	affairs of the DAPTC and may take such steps, incur	
	such commitments or arrangements and employ	such commitments or arrangements and employ	
	such servants or agents as may be suitable for	such servants or agents as may be suitable for	
	carrying the policy of the DAPTC into effect. The	carrying the policy of the DAPTC into effect. The	
	Executive Committee will control the banking and	Executive Committee will control the banking and	
	investment of the DAPTC funds.	investment of the DAPTC funds.	
b	No money is to be borrowed by, or on behalf of the	The Executive Committee will be responsible for	
	DAPTC, without the Executive Committee's consent.	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.	
С	The Executive Committee, at their meeting before	The Executive Committee, at their meeting before	
	the Annual General Meeting, will make nominations	the Annual General Meeting, will make nominations	
	for the posts of Treasurer and Auditor.	for the posts of Treasurer and Auditor.	
		•	

d	Appointments to fill casual vacancies in any of the	Appointments to fill casual vacancies in any of the	
	Association offices or honorary positions may be	Association offices or honorary positions may be	
	made by the Executive Committee.	made by the Executive Committee.	
е	The Executive will decide the level of annual	The Executive will decide the level of annual	
	subscription for the following year for confirmation	subscription for the following year for confirmation	
	at the AGM.	at the AGM.	
f	The Executive Committee will present an annual	The Executive Committee will present an annual	
	report and submit the audited accounts to the	report and submit the audited accounts to the	
	AGM.	AGM.	
13.0	SUB-COMMITTEES OF THE EXECUTIVE COMMITTEE	SUB-COMMITTEES OF THE EXECUTIVE COMMITTEE	
		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.	
	The Executive Committee will have power as follows:	b The Executive Committee will have power as	
		follows:	
а	To appoint sub-committees; which may include	i) To appoint sub-committees; which may	
	members from outside of the Executive Committee.	include members from outside of the	
		Executive Committee (see d. below)	
b	To make rules for the transaction of the business of	ii) To make rules for the transaction of the	
	any sub-committee.	business of any sub-committee.	
С	To delegate any of its functions to such sub-	iii) To delegate any of its functions to such sub-	
	committees.	committees.	
d	The Chairman and the Vice-Chairman of the	c Except where The Chairman and the Vice-Chairman	
	Executive Committee will be ex-officio members of	of the Executive Committee are appointed as	
	every such sub-committee. Any such sub-committee	members of any sub-committee, they will be ex-	
	may co-opt not more than one-third of its number	officio members of every such sub-committee but	
	from persons other than members of DAPTC as non-	will have no vote at its meetings.	
	voting members.		
е	To appoint a staffing committee to implement	d Any such sub-committee will be made up of	
	DAPTC Disciplinary and Grievance Procedures.	appointed Executive Committee members (not	
		including ex-officio members) but may co-opt	
		persons other than members of the Executive	
		Committee as non-voting members.	

14.0	PLACE AND NOTICE OF MEETINGS	PLACE AND NOTICE OF MEETINGS	
	The Chief Executive is to give to every entitled	The Chief Executive is to give to every entitled	
	person, not less than seven clear days' notice in	person, not less than seven clear days' notice in	
	writing (or electronically) of the time and place of	writing (or electronically) of the time and place of	
	meetings of the Executive Committee, or of any sub-	meetings of the Executive Committee, or of any	
	committee, specifying in such notice the business to	sub-committee, specifying in such notice the	
	be transacted.	business to be transacted.	
15.0	OMISSION TO GIVE NOTICE OF MEETING	OMISSION TO GIVE NOTICE OF MEETING	
	The accidental omission, or failure to give notice of	The accidental omission, or failure to give notice of	
	any meeting, to any member council or person	any meeting, to any member council or person	
	entitled to receive the same, will not invalidate the	entitled to receive the same, will not invalidate the	
	proceedings at any such meeting. Similarly, the non-	proceedings at any such meeting. Similarly, the	
	receipt of any such notice by persons entitled to	non-receipt of any such notice by persons entitled	
	receive it will not invalidate the proceedings at any	to receive it will not invalidate the proceedings at	
	such meeting.	any such meeting.	
16.0	AREA COMMITTEES	AREA COMMITTEES	
а	Area Committees consist of towns and parishes as	Area Committees consist of towns and parishes as	
	defined at Annex A. Every DAPTC member council in	defined at Annex A. Every DAPTC member council	
	the area will be entitled to membership of the	in the area will be entitled to membership of the	
	appropriate Area Committee. Each member council	appropriate Area Committee. Each member council	
	may appoint up to two representatives and reserves,	may appoint up to two representatives and	
	one of whom may be an officer, but will be entitled	reserves, one of whom may be an officer, to its	
	to one vote.	Area Committee.	
В	Each Area Committee may arrange its own business	Each Area Committee may arrange its own business	
	and procedure in accordance with its constitution.	and procedure in accordance with its constitution.	
	A copy of the minutes of the proceedings of an Area	A copy of the minutes of the proceedings of an Area	
	Committee meeting is to be forwarded to the Chief	Committee meeting is to be forwarded to the Chief	
	Executive.	Executive.	
С	Each Area Committee may arrange its own business	Area Committee administration will be undertaken	
	and procedure in accordance with its constitution.	by an Area Secretary who may be paid travelling	
	A copy of the minutes of the proceedings of an Area	expenses and awarded an annual honorarium from	
	Committee meeting is to be forwarded to the Chief	DAPTC funds. The award and amount of an	
	Executive. An Area Secretary may be paid an	honorarium will be reviewed annually to coincide	
	honorarium. The duties of the Area Secretary are at	with the staff pay reviews. Subject sufficient funds	
	Annex C.	being available, the cost of venue hire for Area	

		Committee meetings may be met by DAPTC. The	
		payment of other ancilliary 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.	
17.0	TOWNS AND LARGER COUNCILS COMMITTEE	TOWNS AND LARGER COUNCILS COMMITTEE	
	There is to be a Towns and Larger Councils	There is to be a Towns and Larger Parish Councils	
	Committee composed of two representatives of	Committee composed of two representatives of	
	each of the member councils listed at Annex B. The	each of the member councils listed at Annex B. The	
	list is to be reviewed periodically by the Executive	list is to be reviewed periodically by the Executive	
	Committee. The Chairman and Vice-Chairman of the	Committee. The Chairman and Vice-Chairman of the	
	Executive Committee are ex-officio members of the	Executive Committee are ex-officio members of the	
	Committee but will have no vote at its meetings.	Committee but will have no vote at its meetings.	
18.0	VOTING	VOTING	
а	At all meetings, except the AGM, every resolution	At all meetings, except the AGM, every resolution	
	may be determined by a show of hands. If not less	will be determined by a show of hands. If not less	
	than one third of the people present demand a	than three of the people present request a ballot,	
	ballot, the voting on that question will be by ballot.	the voting on that question shall be by ballot. At the	
	At the AGM there will be card votes.	AGM there will be card votes.	
b	When the votes on any matter are tied, the person	When the votes on any matter are tied, the person	
	presiding at that meeting will have a second or a	presiding at that meeting will have a second or a	
	casting vote.	casting vote.	
19.0	EXPENSES OF REPRESENTATIVES AND MEMBERS	EXPENSES OF REPRESENTATIVES AND MEMBERS	
	Subject to sufficient money being available for the	Subject to sufficient funds being available for the	
	purpose, the necessary travelling, subsistence and	purpose, the necessary travelling, subsistence and	
	other incidental expenses may be met wholly, or	other incidental expenses may be met wholly, or	
	partly, from the funds of the DAPTC for	partly, from the funds of the DAPTC for	
	representatives or members of the Executive	representatives or members of the Executive	
	attending meetings:	attending meetings:-	
а	Of the National Association, of the National Council	Of the National Association, of the National Council	
	and of any committee thereof.	and of any committee thereof.	
b	Of the Executive Committee and of any sub-	Of the Executive Committee and of any sub-	
	committees thereof.	committees thereof.	
20.0	RESIGNATION FROM MEMBERSHIP	RESIGNATION FROM MEMBERSHIP	

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

Ref:	2011 Constitution Under Review	Draft Updated Constitution Proposed	Member Council Feedback
	Annexes:		Please state 'none' or leave blank if no comment
Α	DAPTC AREAS		
	The five DAPTC Areas referred to in sub-paragraph	The five DAPTC Areas referred to in sub-paragraph	
	17(a) of this Constitution as at 5 November 2005 are	16(a) of this Constitution are:-	
	as follows:		
1	Central Area comprising those towns and parishes	Central Area comprising those towns and parishes	
	which are in the West Dorset District sub-areas	which are in the West Dorset District sub-areas	
	based on the area around Dorchester and	based on the area around Dorchester and	
	Sherborne, and of the town and any parishes in the	Sherborne, and of the town and any parishes in the	
	Borough of Weymouth and Portland.	Borough of Weymouth and Portland.	
2	Eastern Area comprising all the towns and parishes	Eastern Area comprising all the towns and parishes	
	in East Dorset District and parishes in the Borough of	in East Dorset District and parishes in the Borough	
	Christchurch.	of Christchurch.	
3	North Dorset Area comprising all the towns and	North Dorset Area comprising all the towns and	
	parishes in North Dorset District.	parishes in North Dorset District.	
4	Purbeck Area comprising all the towns and parishes	Purbeck Area comprising all the towns and parishes	
	in the Purbeck District.	in the Purbeck District.	
5	Western Area comprising those towns and parishes	Western Area comprising those towns and parishes	
	which are in the West Dorset District sub-area based	which are in the West Dorset District sub-area	
	on the area around Bridport, Beaminster and Lyme	based on the area around Bridport, Beaminster and	
	Regis.	Lyme Regis.	
	The Chief Executive will maintain lists of those towns	The Chief Executive will maintain lists of those	
	and parishes eligible for membership of each Area.	towns and parishes eligible for membership of each	
		Area.	
В	MEMBERS OF THE TOWNS AND LARGER PARISH	MEMBERS OF THE TOWNS AND LARGER PARISH	
	COUNCILS COMMITTEE	COUNCILS COMMITTEE	
	BEAMINSTER TOWN COUNCIL	BEAMINSTER TOWN COUNCIL	
	BLANDFORD FORUM TOWN COUNCIL	BLANDFORD FORUM TOWN COUNCIL	
	BRIDPORT TOWN COUNCIL	BRIDPORT TOWN COUNCIL	
	CHICKERELL TOWN COUNCIL	CHICKERELL TOWN COUNCIL	
	COLEHILL PARISH COUNCIL	CHRISTCHURCH TOWN COUNCIL	
	CORFE MULLEN PARISH COUNCIL	COLEHILL PARISH COUNCIL	
	DORCHESTER TOWN COUNCIL	CORFE MULLEN PARISH COUNCIL	

	GILLINGHAM TOWN COUNCIL	DORCHESTER TOWN COUNCIL	
	LYME REGIS TOWN COUNCIL	GILLINGHAM TOWN COUNCIL	
	LYTCHETT MINSTER & UPTON TOWN COUNCIL	LYME REGIS TOWN COUNCIL	
	PORTLAND TOWN COUNCIL	LYTCHETT MINSTER & UPTON TOWN COUNCIL	
	ST LEONARDS & ST IVES PARISH COUNCIL	PORTLAND TOWN COUNCIL	
	SHAFTESBURY TOWN COUNCIL	ST LEONARDS & ST IVES PARISH COUNCIL	
	SHERBORNE TOWN COUNCIL	SHAFTESBURY TOWN COUNCIL	
	STALBRIDGE TOWN COUNCIL	SHERBORNE TOWN COUNCIL	
	STURMINSTER NEWTON TOWN COUNCIL	STALBRIDGE TOWN COUNCIL	
	SWANAGE TOWN COUNCIL	STURMINSTER NEWTON TOWN COUNCIL	
	VERWOOD TOWN COUNCIL	SWANAGE TOWN COUNCIL	
	WAREHAM TOWN COUNCIL	VERWOOD TOWN COUNCIL	
	WEST MOORS PARISH COUNCIL	WAREHAM TOWN COUNCIL	
	WIMBORNE MINSTER TOWN COUNCIL	WEST MOORS PARISH COUNCIL	
		WEYMOUTH TOWN COUNCIL	
		WIMBORNE MINSTER TOWN COUNCIL	
С	DUTIES OF THE AREA SECRETARY	DUTIES OF THE AREA SECRETARY	
	The Area Secretary provides support to the Area	The Area Secretary provides support to the Area	
	Chairman in the performance of their functions.	Chairman in the performance of their functions.	
	This includes:	This includes:	
1	The production of agenda for Area Meetings.	The production of agenda for Area Meetings.	
2	Electronic distribution of agenda to parishes,	Electronic distribution of agenda to parishes,	
	representatives and the DAPTC office (for onward	representatives and the DAPTC office (for onward	
	distribution to those not on email and posting on	distribution to those not on email and posting on	
	the DAPTC website).	the DAPTC website).	
3	Booking of venues and refreshments as agreed at	Booking of venues and refreshments as agreed at	
	meetings.	meetings.	
4	Liaison with speakers prior to meetings.	Liaison with speakers prior to meetings.	
5	Production of minutes of meetings.	Production of minutes of meetings.	
6	Electronic distribution of the minutes and papers	Electronic distribution of the minutes and papers	
	from Area Meetings to parishes, representatives	from Area Meetings to parishes, representatives	
	and the DAPTC office for onward distribution to	and the DAPTC office for onward distribution to	
	those not on email and posting on the DAPTC	those not on email and posting on the DAPTC	
	website.	website.	

7	Distribution of electronic information from District	Distribution of electronic information from unitary
	councils and Partnerships.	councils and Partnerships.
8	Informing the District Council and Partnerships of	Informing the unitary councils and Partnerships of
	changes to clerks details when notified.	changes to clerks details when notified.