



SHAFTESBURY TOWN COUNCIL

Minutes of the **ANNUAL GENERAL MEETING** of the Council held on Tuesday 21st May 2013 at 7.00 pm in the Council Chamber.

Present:

Cllr Pritchard (Chairman)	Cllr Harvey (Vice-Chairman)
Cllr Clinch	Cllr Cook
Cllr Dibben	Cllr Hicks
Cllr Harvey	Cllr Lewer
Cllr Pestell	Cllr Thompson
Cllr Proctor	

In attendance: Mrs Nicola Merefield (Chief Executive & Town Clerk)
Mrs Barbara Carter (Acting Deputy Town Clerk)
Mrs Claire Commons (Acting Committee Services Officer)
3 members of the public

Public consultation

Mr Cook – thanked the Mayor for the dinner in aid of Hope which had taken place the night before and for continuing to list Hope as his mayoral charity. Mr Cook then sought clarification on the process for electing committee chairman and the status of the constitution.

2013/5 APOLOGIES FOR ABSENCE

There were none.

2013/6 DECLARATIONS OF INTEREST AND DISPENSATIONS TO PARTICIPATE

Members were reminded of their obligations under the Localism Act 2011 to declare pecuniary interests or dispensations to participate. There were none declared.

2013/7 MINUTES

- A. The minutes of the Planning and Highways Committee meeting held on 9th April 2013 were **APPROVED** for accuracy and **ADOPTED**.
- B. The minutes of the extraordinary Full Council meeting held on 16th April 2013 were **APPROVED** for accuracy and **ADOPTED**.

- C. The minutes of the Recreation, Open Spaces and Environment Committee meeting held on 16th April 2013 were **APPROVED** for accuracy and **ADOPTED**.
- D. The minutes of the Community Services Committee meeting held on 23rd April 2013 were **APPROVED** for accuracy and **ADOPTED**.
- E. The minutes of the extraordinary Full Council meeting held on 23rd April 2013 were **APPROVED** for accuracy and **ADOPTED**.
- F. The minutes of the Administration and Liaison Committee meeting held on 30th April 2013 were **APPROVED** for accuracy and **ADOPTED**.
- G. The minutes of the Planning and Highways Committee meeting held on 2nd May 2013 were **APPROVED** for accuracy and **ADOPTED**.

2013/8 STANDING COMMITTEES

A. To appoint standing committees

A report containing proposals for the standing committees had been circulated to members and was **PROPOSED** for adoption by Cllr Pritchard. This proposal was **SECONDED** by Cllr Harvey and after debated was **RESOLVED** with 8 in favour and 3 against. (*Policy no 0513/AGM/08*) (*Statutory provision – LGA 1972 S101*) (*No financial implication*) (*Public Sector Equality Duty – not applicable*).

The following standing committees were duly appointed and each committee then proceeded to elect its own chairman and vice-chairman:

Recreation, Open Spaces and Environment (ROSE)

Cllr Mick Hicks (chairman)	Cllr Lester Dibben (Vice-Chairman)
Cllr Steve Clinch	Cllr Tim Cook
Cllr Simon Pritchard	<i>vacancy to be filled following co-option</i>

Planning & Highways

Cllr John Lewer (chairman)	Cllr Philip Proctor (Vice-Chairman)
Cllr Steve Clinch	Cllr Joseph Pestell
Cllr Trevor Toms	<i>vacancy to be filled following co-option</i>

Community Services

Cllr Tim Cook (chairman)	Cllr Trevor Toms (Vice-Chairman)
Cllr Lester Dibben	Cllr Win Harvey
Cllr Simon Pritchard	Cllr Trevor Toms

Administration & Liaison

Cllr Trevor Toms (chairman)	Cllr Joseph Pestell (Vice-Chairman)
Cllr Tim Cook	Cllr Lester Dibben
Cllr Mick Hicks	Cllr John Lewer
Cllr Philip Proctor	

Human Resources

Cllr Simon Pritchard (Chairman)

Cllr Philip Proctor

Cllr Trevor Toms

2013/9 TOWN COUNCIL CONSTITUTION

It was **PROPOSED** by Cllr Lewer, **SECONDED** by Cllr Pestell and

RESOLVED that adoption of the constitution be deferred until a full review had been completed (*Policy no 0513/AGM/09*) (*Public Sector Equality Duty – not applicable*).

2013/10 LOCAL ORGANISATIONS

It was **PROPOSED** by Cllr Pritchard, **SECONDED** by Cllr Lewer and **RESOLVED** to defer the appointment of members to local organisations until the town council membership was complete following the scheduled co-option.

2013/11 ASSET REGISTER

The asset register had been circulated to members and was received with one adjustment to remove the Swimming Pool cover. It was noted that clarification would be required on the assets listed for Cockrams recreation area.

2013/12 INSPECTION OF DEEDS

The list of deeds had been circulated to members and the Mayor and Deputy Mayor 2013/2014 confirmed that they had inspected the deeds.

2013/13 BANK SIGNATORIES

The list of bank signatories were circulated with one change being required to the Mayor's Charity Account. Cllr Dibben **PROPOSED**, Cllr Harvey **SECONDED** and it was unanimously **RESOLVED** that the signatories be:

Nat West Current & Reserve

Town Clerk, Cllr Harvey, Cllr Cook and Cllr Lewer

Mayors Charity Account

Cllr Pritchard and Mrs Tracy Moxham

(*Policy no 0513/AGM/12*) (*Statutory provision – LGA 1972 s. 150(5)*) (*No financial implication*) (*Public Sector Equality Duty – not applicable*).

2013/14 CALENDAR OF MEETINGS

The calendar of meetings for 2013/2014 had been circulated to members and was **ADOPTED** with one amendment to schedule a Full Council meeting on 4th June 2013 prior to the Planning and Highways Committee meeting in order to deal with the accounts for the financial year ending 31st March 2013. Cllr Dibben reported that the internal auditor, Steve Lumb, would shortly be retiring and started a collection for a gift to thank him for his years of service.

2013/15 COUNCILLOR EXPENSES AND ALLOWANCES

A report had been circulated to members and was received. Cllr Hicks queried the status of his allowance, which he reported he had not received. It was also noted that the councillor allowance should have been paid at £372.00 not £360.00 for 2012/2013 and it was **AGREED** that this would be rectified.

2013/16 MEMBERS RECORD OF ATTENDANCE

A report on members' attendance at council and committee meetings municipal year ending 30th April 2013 had been circulated to members and was **RECEIVED**.

2013/17 TOWN HALL KEYHOLDERS

A report on keyholders had been circulated to members and was **RECEIVED** with no changes required: Key holder no 1 – Michael Wakely, Key holder no 2 – Simon Pritchard, Key holder no 3 – Joseph Pestell, Key holder no 4 – Win Harvey. All keys were returned to the office for audit and redistribution.

2013/18 TOWN COUNCIL INSURANCE

A report had been circulated to members and was spoken to by the Acting Deputy Town Clerk. It was **PROPOSED** by Cllr Pritchard, **SECONDED** by Cllr Lewer and

RESOLVED: To award the contract for provision of the town council's insurance cover for 2013/2014 to Aviva.

(Policy no 0513/AGM/17) (Financial Implication - £15,356, Insurance) (Statutory Authority LGA192 s111) (Public Sector Equality Duty – Due consideration of the duty was given)

There being no further business the meeting was closed at 8.50 pm.

Public consultation

There were no members of the public present.

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