



SHAFTESBURY TOWN COUNCIL

Minutes of a meeting of Full Council held on **Tuesday 24th June 2014** at 7:00pm in the Council Chamber.

Present:

Cllr Harvey (Chairman)
Cllr Clinch
Cllr Dibben
Cllr Hicks

Cllr Madgwick
Cllr Pestell
Cllr Proctor

In attendance:

Mr Paul Russell (Temporary Town Clerk)
Mrs Claire Commons (Acting Committee Services Officer)
DCllr Pritchard
Inspector Rob Chalkley, PC Steve Ellis
9 members of the public

MINUTES

2014/36 Public Recess

Members of the public were invited to make representations to Shaftesbury Town Council on any matters relating to the work of the Council or to raise any issues of concern. (Public Bodies (admission to meetings) Act 1960). The following matters were raised:

- Pedestrian safety with regards to the Town Enhancement Scheme. It was **AGREED** that the survey provided earlier in the year would be considered by Council following discussion on options with Dorset County Council.
- Status of the Football Club Licence. It was confirmed that a licence was with the Council's solicitor and would be available in readiness for the club's AGM on 30th June 2014.
- Lack of response from hand delivered letter. Duplicate letters were provided in order for the Temporary Town Clerk to respond.
- Town Crier payment. It was confirmed that this was a traditional role and had been reviewed in detail the previous year.
- Grant for the Football Club. The Temporary Town Clerk reported that if the amount was unchanged from that which was previously publicised, it could be considered as an amendment to the General Management Committee minutes.
- Football Clubhouse Lease. It was asked when considering the lease for the clubhouse what would be an expected term in order to start discussions with interested parties. It was confirmed that 15 years would not be unexpected but reiterated that this matter was still to be debated and resolved through Council and Council would need to be in agreement with the Football Club regarding the operator.

- School places. It was noted that the primary school was limited in spaces. Council responded that school provision was the responsibility of the Local Education Authority at County Council.
- Website. Concern that it was still difficult to obtain information from the website.
- Audit. Concerns regarding matters relating to the audit and confirmation that these had been submitted to the external auditor.

DCllr Pritchard identified that there was a missing report from the Civic Society regarding the monument (Agenda item 2014/44) and confirmed he would provide it to the Town Council. He then reported on behalf of the Shaftesbury Chamber of Commerce from their meeting of the 12th June 2014;

- All Chamber matters would be reported to the Town Council through the representative (currently DCllr Pritchard)
- That there would be car boot sales during the summer months.
- That the Christmas Event would be held on 1st December 2014 and the Christmas Market would be held on 14th December 2014
- That the Chamber would be holding business-to-business and business-to-public fairs.
- Shaftesbury Chamber of Commerce had expressed concerns about proposals to change the parking on Salisbury Street and asked to be included in the consultation process.
- That the Chamber would be meeting to provide input into the Neighbourhood Plan.
- That the Chamber would like involvement into signage on the approaches to the town.

DCllr Pritchard reported from North Dorset District Council that he was selected to serve of the Strategic Delivery Committee. He suggested that with the possibility of services moving from NDDC, Shaftesbury Town Council may wish to consider which services it might be able to deliver on behalf of the electorate.

Inspector Rob Chalkley introduced himself as the new section Inspector for North Dorset. He outlined the responsibilities of the local force, the PCSO's and the current situation with the 4 larger towns police stations, confirming that they would remain open. He also reported the desire to re-establish the custody office at Blandford to reduce time spent travelling to and from Weymouth.

2014/37 Apologies for Absence

Apologies for absence were received and accepted from Cllrs K Tippins, R Tippins and Lewer due to vacation.

2014/38 Declaration of Interests

Members and Officers were reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed. (Local Government Act 1972 and Localism Act 2011). Cllr Madgwick declared a personal interest as a member of the Shaftesbury Civic Society in relation to agenda item 2014/44 Monument.

2014/39 Receipt of Dispensation Requests

There were no dispensation requests to be received.

2014/40 Exempt Items – Exclusion of Press and Public

It was **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public and press be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Item Number	48
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2014/41 Clerk's Report

The Clerk updated members on the situation regarding the licence for the Football Club and asked for confirmation of the cost included on the licence as being £400 per annum. It was **RESOLVED** that the cost for the first year be waived by the Town Council. (*Proposed by Cllr Madgwick, seconded by Cllr Proctor*) (*Policy 0614/FC/41a*)

It was **PROPOSED** by Cllr Dibben, and **SECONDED** by Cllr Hicks that a lease be prepared for the football club in readiness for the AGM. The clerk advised against this proposal as the licence provided sufficient freedom for the club to affiliate and would also give time to consider the lease in detail and establish what all parties required from it. Cllr Hicks withdrew his support of the motion and the motion fell.

The Clerk recommended and Council **RESOLVED** that the minutes were individually proposed for adoption and any recommendations contained therein were adopted as a result. Any corrections to the minutes or adjustments to the recommendations were to be put prior to the vote being taken to adopt the minutes. (*Proposed by Cllr Proctor, seconded by Cllr Clinch*) (*Policy 0614/FC/41b*)

2014/42 Minutes

2014/42.A. It was **RESOLVED** that the minutes of the extraordinary meeting of Full Council meeting held on Thursday 30th January 2014 be agreed as an accurate record, be adopted and duly signed. (*Proposed by Cllr Harvey, seconded by Cllr Clinch*)

2014/42.B. It was **RESOLVED** that the minutes of the Annual Assembly held on Tuesday 20th May 2014 be agreed as an accurate record, be adopted and duly signed. (*Proposed by Cllr Harvey, seconded by Cllr Clinch*)

2014/42.C. It was **RESOLVED** that the minutes of the AGM Part I – Mayor Making Ceremony held on Tuesday 28th May 2014 be agreed as an accurate record, be adopted and duly signed. (*Proposed by Cllr Harvey, seconded by Cllr Clinch*)

2014/42.D. It was **RESOLVED** that the minutes of the extraordinary Planning and Highways Committee meeting held on Wednesday 28th May 2014 be agreed as an accurate record, adopted and duly signed. (*Proposed by Cllr Proctor, seconded by Cllr Clinch*)

2014/42.E. It was **RESOLVED** that the minutes of the AGM Part II held on Wednesday 28th May 2014 be agreed as an accurate record, adopted and duly signed. (*Proposed by Cllr Harvey, seconded by Cllr Clinch*)

2014/42.F. The minutes of the Planning and Highways Committee meeting held on Tuesday 3rd June 2014 be agreed as an accurate record with one amendment to item 10 “*It was recommended to Full Council to become the policy of the Council to relocate bus stops within Shaftesbury Town Centre*”, the recommendations contained therein be adopted and the minutes be duly signed. (*Proposed by Cllr Proctor, seconded by Cllr Clinch*)

2014/42.G. It was **RESOLVED** that the minutes of the Recreation, Open Spaces and Environment Committee meeting held on Tuesday 10th June 2014 be agreed as an accurate record with one amendment to item R06e “*It was confirmed that the Twinning visit had taken place over the previous weekend from 29th May – 2nd June*”, the recommendations contained therein be adopted and the minutes be duly signed. (*Proposed by Cllr Madgwick, seconded by Cllr Clinch*)

- 2014/42.H. It was **RESOLVED** that the minutes of the Extraordinary Full Council meeting held on 12th June 2014 be agreed as an accurate record, adopted and duly signed. *(Proposed by Cllr Harvey, seconded by Cllr Clinch)*
- 2014/42.I. It was **RESOLVED** that the minutes of the General Management Committee meeting held on 17th June 2014 be agreed as an accurate record, the recommendations contained therein be adopted and the minutes be duly signed. *(Proposed by Cllr Madgwick, seconded by Cllr Proctor)*
- 2014/42.J. It was **RESOLVED** to adopt the Terms of Reference for the Planning and Highways Committee *(Proposed by Cllr Proctor, seconded by Cllr Clinch)*
- 2014/42.K. It was **RESOLVED** to adopt the Terms of Reference for the Recreation, Open Spaces and Environment Committee *(Proposed by Cllr Madgwick, seconded by Cllr Clinch)*
- 2014/42.L. It was **RESOLVED** to adopt the Terms of Reference for the General Management Committee *(Proposed by Cllr Madgwick, seconded by Cllr Proctor)*

2014/43 Accounts Year Ending 31st March 2014

- 2014/43.A. It was **RESOLVED** to adopt the Internal Auditor's report year ending 31st March 2014. *(Proposed by Cllr Pestell, seconded by Cllr Dibben)*
- 2014/43.B. It was **RESOLVED** to adopt the Accounting Statements 2013/14. *(Proposed by Cllr Dibben, seconded by Cllr Pestell)*
- 2014/43.C. It was **RESOLVED** to approve the Annual Governance Statement 2013/14 for signature, responding with a 'yes' to items 1 – 4 and 6 – 8 with item 5 responding 'no' as the item was approved by the General Management Committee and the minutes subsequently adopted by Full Council and item 9 was not applicable. *(Proposed by Cllr Harvey, seconded by Cllr Pestell)*

2014/44 Monument

It was **AGREED** that the monument working group would meet at the earliest convenience to provide a formal report to be agreed at Full Council and then to commence a public consultation.

2014/45 Complaints Procedure

It was **RESOLVED** to adopt the revised complaints procedure as circulated with the meeting papers. *(Proposed by Cllr Madgwick, seconded by Cllr Dibben)*

2014/46 Town Crier Services

It was **RESOLVED** to secure the services of the Town Crier for the municipal year 2014/15. (Proposed by Cllr Proctor, seconded by Cllr Madgwick) (Policy 0614/FC/46) (Financial Implication - £300 Civic Allowance)

2014/47 Coppice Street Toilets

It was **RESOLVED** that Shaftesbury Town Council re-confirm the desire for the toilet block and associated land at Coppice Street be transferred to Shaftesbury Town Council. *(Policy 0614/FC/47)*

At this point in the meeting, members of the public were asked to leave due to the following item being expected to include consideration of exempt information.

PART 2 (TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT)

2014/48 Confidential Minutes

- 2014/48.A. It was **RESOLVED** that the minutes of the Human Resources Committee meeting held on 28th March 2014 be agreed as an accurate record, adopted and duly signed. (*Proposed by Cllr Madgwick, seconded by Cllr Dibben*)
- 2014/48.B. It was **RESOLVED** that the minutes of the Human Resources Committee meeting held on 12th June 2014 be agreed as an accurate record, the recommendations contained therein be adopted and the minutes be duly signed. (*Proposed by Cllr Madgwick, seconded by Cllr Harvey*)
- 2014/48.C. It was **RESOLVED** to adopt the Terms of Reference for the Human Resources Committee (*Proposed by Cllr Madgwick, seconded by Cllr Harvey*)

There being no further business, the meeting was closed at 10:15pm

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