



## SHAFTESBURY TOWN COUNCIL

### Full Council

Minutes of an extraordinary meeting of the Council held in the Council Chamber, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 15<sup>th</sup> March 2016, commencing at 7.00pm.

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#### Members Present:

Councillor R Tippins (Chair)  
Councillor Brown  
Councillor Lewer  
Councillor K Tippins

Councillor Austin  
Councillor Francis  
Councillor Taylor

#### Officers Present:

Stephen Holley, Town Clerk  
Claire Commons, Committee Services Officer

Three members of the public

### MINUTES

#### Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. The following matters were raised;

- Constitution – In response to a question as to what the Council proposed to put in place of the Constitution, it was confirmed that the Council would continue to use its Standing Orders and Financial Regulations and would review and update the other parts of Constitution as appropriate.
- Grants – In response to a question on whether the proposal was to have a deadline for a one-off application process it was advised that the timetable in the circulated report was an Officer suggestion yet to be considered by members.
- Budget - It was noted that the personnel costs were 59% of the budget. It was thought that the budget book would provide a breakdown of NI, pensions and on costs as well as projected outturn. The Clerk responded that the final updated budget book would be published in April, when the Council could be more confident of year end figures.
- Swimming Pool – In response to a question on the plan being followed for the running of the pool Officers explained that they were investigating running it as a charitable trust (in order to be legible for 80% discount on the Business Rates).

The draft budget did not include any 'new' money because it was considered that there would be sufficient funds to carry forward from the existing funds. The Mayor was asked when the accounts would be completed. The Mayor responded that they would be completed by the year end.

#### **FC142 Apologies**

Apologies were received and accepted from Councillor Jackson due to work commitments, from Councillor Proctor due to vacation, from Councillor Perkins due to work commitments and from Councillor Todd due to ill health.

#### **FC143 Declarations of Interest and Dispensations**

No declarations of interest or request for dispensation had been received. All members were invited to declare any interests throughout the meeting if the need arose.

#### **FC144 Minutes**

1. It was **RESOLVED** that the minutes of the meeting of the Council held on 9<sup>th</sup> February 2016 be approved as a correct record. The minutes were duly signed.
2. It was **RESOLVED** that the minutes of the meeting of the Council held on 23<sup>rd</sup> February 2016 be approved as a correct record, subject to the following amendments:

##### FC126 – Jubilee Path

Amend the fifth sentence to read, "It was AGREED that a new management plan should be prepared for the Council. The contractors would be given the opportunity to supply a quote at the appropriate time".

Amend the close of the final sentence to read, "...and surrounding area, leaving £6,000 for the remaining work."

The minutes were duly signed.

##### Arising on the Minutes of the Meeting held on 23<sup>rd</sup> February 2016:

With regard to Minute FC126 - Jubilee Path - it was agreed that the cost of painting of the playground equipment at St James should be allocated to the playground maintenance budget, rather than included within the £2,000 referred to in the above Minute.

#### **FC145 Reports**

1. The Mayor gave an oral report outlining recent civic events he had attended and those he was shortly to attend:
  - Hall and Woodhouse Community Chest
  - DAPTC Annual Conference.
  - Sherborne Abbey Rifles rededication service
  - Yeovil Civic Day
  - Abbey Museum

2. District Councillor Francis reported from the Development Management Committee that the Littledown Planning Application had been approved. She also reported the County Council had voted for one unitary council for the current county council area and one for Bournemouth and Poole (Note: subject to public consultation and with the ultimate decision to be taken by the Secretary of State). District Councillor Francis also reported that the forecast was that all schools would start to become academies and adult social care would come under the umbrella of the NHS – all part of the Government's devolution plan.
3. Councillor Austin asked members to consider the football club item as it arose on the agenda.

Councillor K Tippins reported on the DAPTC conference. It was estimated that the change would happen within the next 18 months and it would have a large impact on Town and Parish Councils. Cornwall had reported that all services had been split into statutory and discretionary services and invited Town Councils to pick up discretionary but without any funding for it.

4. There were no matters to report from other meetings held with key partners or organisations.

#### FC146 Payments

Report 0316FC05 was received. It was **RESOLVED** to approve the following payments: cheques (012445 - 012491) and Direct Debits for the 8<sup>th</sup> March 2016 totalling £21,488.73 from the Town Council's Current Account:

Date	Chq No	Supplier/Payee	Amount	Description
08/03/2016	Direct Debit	BT	£ 40.08	Ground mobiles Feb/March
08/03/2016	012445	Civic Pride	£ 1,254.00	Water Bowser
08/03/2016	012446	E C Electrical	£ 195.84	Fixing lights in Council Chamber
08/03/2016	012447	E G Coles	£ 329.92	Blade for edger and filters, oil to carry out services to equipment
08/03/2016	012448	British Gas	£ 58.43	Electricity Bell St Toilets
08/03/2016	012449	British Gas	£ 284.19	Electricity Town Hall
08/03/2016	012450	British Gas	£ 7.72	Standing electricity charge Barton Hill hut
08/03/2016	012451	Simon Stevens Property	£ 890.00	Painting play equipment St James
08/03/2016	012452	Sydenhams	£ 206.34	Materials for repairs to St James
08/03/2016	012453	Travis Perkins	£ 244.62	Materials for repairs to St James
08/03/2016	012454	Wallgate	£ 1,075.20	Annual service maintenance contract for hand driers Bell St
08/03/2016	012455	Wessex Water	£ 81.00	Water rates Cemetery
08/03/2016	012456	Wessex Fire & Security	£ 9.04	Battery and tube for emergency lighting Town Hall

08/03/2016	012457	Shaftesbury Arts Centre	£ ,046.74	Providing lunch and refreshments for Civic Day
08/03/2016	012458	Busy Bees Ltd	£ 279.50	Town Hall cleaning Feb
08/03/2016	012459	Clarity Copiers	£ 118.76	Photocopying Feb
08/03/2016	Direct Debit	Eon	£ 228.18	Electricity Swimming Pool Jan/Feb
08/03/2016	012460	Glasdon	£ 813.72	Fixing kits for bins
08/03/2016	012461	Lyreco	£ 154.88	Postage and stationery
08/03/2016	012462	Pocock Storage	£ 390.00	Monument storage Sept to March
08/03/2016	012463	RBS Software	£ 1,259.88	Omega annual support and transferring accounts from Sage
08/03/2016	012464	Trade Uk Account	£ 44.89	Grounds general supplies from Screwfix
08/03/2016	012465	Solent Fire Safety Services	£ 330.00	Fire risk assessment report for Town Hall
08/03/2016	012466	Sydenhams	£ 30.97	Wooden stakes for Cemetery
08/03/2016	012467	Travis Perkins	£ 136.89	Woodpreserver for St James , lock and handle toilet door Town Hall
08/03/2016	012468	Ben Johnson	£ 23.89	Blade disc
08/03/2016	012469	The IT Department	£ 90.00	Monthly support March
08/03/2016	012470	E G Coles	£ 39.17	Spares for mower
08/03/2016	012471	A Dodd	£ 11.70	Travel claim to attend ROSE
08/03/2016	Direct Debit	Fuel Genie	£ 188.77	Fuel usage Feb
08/03/2016	012472	Stannah	£ 63.60	Attend to faulty stair lift
08/03/2016	012473	British Gas	£ 30.28	Gas usage swimming pool
08/03/2016	012474	NDDC	£ 20.00	Small lottery licence
08/03/2016	012475	Travis Perkins	£ 122.81	Postcrete for repairs
08/03/2016	012476	DCC Pension Fund	£ 3,750.13	Pension contributions Feb salaries
08/03/2016	012477	HMRC	£ 3,232.05	Tax/Ni contribution Feb salaries
08/03/2016	012478	Petty cash	£ 149.04	Reimburse petty cash payments
08/03/2016	012479	Tracy Moxham	£ 41.75	Travel claim travel attend finance officers meeting in Bridport
15/03/2016	012480	Busy Bees Ltd	£ 305.50	Town Hall Cleaning March
15/03/2016	Direct Debit	Corona	£ 460.69	Gas Feb Town Hall
15/03/2016	012481	Dicks Contracting	£ 384.00	Hedgecutting Wincombe, Mampitts, Coppice St & Barton Hill

15/03/2016	012482	DAPTC	£ 180.00	DAPTC annual conference attended Town Clerk and 2 Councillors
15/03/2016	012483	EC Electrical	£ 95.58	To attend to faulty light fitting in disabled toilet Bell St
15/03/2016	012484	Fencewise	£ 1,200.00	Bow top fencing supplied and installed Coppice St
15/03/2016	012485	Dorest Community Action	£ 60.00	Trustee Roles- training Town clerk and 1 Cllr
15/03/2016	012486	Sage	£ 898.89	Sage accounts final payment
15/03/2016	Direct Debit	Sage	£ 67.20	Monthly payroll subscription
15/03/2016	012487	Cliff Skey	£ 300.00	Town Crier services 2015/16
15/03/2016	012488	Travis Perkins	£ 27.78	Safety Boots
15/03/2016	012489	Whitebridge Hire	£ 121.48	Breaker and welder hire
15/03/2016	012490	WPS Insurance Brokers	£ 3.63	Ref change of vehicles
15/03/2016	012491	IT Department	£ 90.00	IT support Feb
		Total	£21,488.73	

#### FC147 Reports from Committees

Councillor Austin reported that the circulated draft Minutes of the meeting of the General Management Committee held on 1<sup>st</sup> March 2016 were an accurate reflection, with nothing requiring specific reference.

Councillor K Tippins asked for an update on the Jeanneau Close buffer strip in relation to the Hilltop Litterpickers, the Clerk responded that he had not prohibited the group but had asked them to wait whilst an issue with residents was resolved.

#### FC148 Budget-Setting

Officer report 0316FC07 was received. It was **AGREED** to move the £10,000 allocated to Heritage Lanterns budget line to the Playground Equipment budget line.

It was **AGREED** that the meeting of the General Management Committee scheduled to be held on 5<sup>th</sup> April 2016 would be cancelled, in order to allow for a meeting of the Full Council to receive the projected outturn and adopt a final budget for 2016/17. The Council would deal with any business due to be considered by the Committee.

It was **RESOLVED** to adopt the draft budget with the amendment as listed above.

#### FC149 Risk Assessments

Officer report 0316FC09 was received and reviewed by the Council. It was **RESOLVED** to adopt the General Risk Assessment and the Fire Risk Assessment.

The Financial Risk Assessment was reviewed, involving a full and frank exchange of views. It was requested that timesheets be included against the salaries risk and that a definition of High, Medium and Low be included on the document.

It was **RESOLVED** to adopt the Financial Risk Assessments for 2015/2016.

The Council reviewed its level of Fidelity Guarantee Insurance and **RESOLVED** to increase the level of cover to £446,900

#### **FC150 Cricket Club**

Officer report 0316FC10 was received and it was **RESOLVED** to issue wayleave consent to Scottish and Southern Energy for the installation of an electrical connection over land at the Shaftesbury Cricket Club.

#### **FC151 Leases for Renewal**

Officer report 0316FC11 was received and it was **AGREED** that the Clerk be authorised to commence negotiations for the following:

- (i) the renewal of the lease with the Donkey Field Orchard, due on 11th August 2016, for a further period of seven years, on the same terms and conditions as at present;
- (ii) the renewal of the lease with the Enmore Green Playing Field Association, due on 9th June 2016, for a further period of 25 years on the same terms and conditions as at present;
- (iii) the renewal of the lease with Enmore Green Allotmenters, for a further period of five years;
- (iv) the renewal of the lease with the Youth Club, for a period of 15 years, based on the terms and conditions of the lease drafted (but not concluded) in 2008.

It was **RESOLVED** that the licence for Shaftesbury Football Club to occupy the pitch and changing room be added to the 12-year lease for the Clubhouse, for the remaining term of that lease.

It was **AGREED** that final drafts of the above leases be referred back to the Council for consideration of approval.

#### **FC152 Mayoralty**

Officer report 0316FC10 was received and it was **RESOLVED** that Councillor Proctor be Mayor Elect for 2016/17 and Councillor Francis be Deputy Mayor Elect for 2016/17. The Council noted that this did not conflict with the legal requirement to elect its Chairman as the first item of business for the Annual Meeting in May.

#### **FC153 Schedule of Meetings**

Officer report 0316FC11 was received. It was **RESOLVED** to adopt the schedule of meetings for the Municipal Year 2016/17 as recommended, subject to an amendment to swap the dates for Mayor Making and the Annual Meeting.

#### **FC154 Website**

Officer report 0316FC12 was received. It was **RESOLVED** to apply for the .gov.uk domain name 'shaftesbury-tc.gov.uk', through Firmsites as an approved registrar.

**FC155 Community Grants**

Officer report 0316FC14 was received and consideration was given to the timetable provided therein. It was **RESOLVED** to adopt the proposed Grant Awarding Policy and to adjust the process for application and selection of Community Grants 2016/17 be adjusted so that grants could be applied for any date after 17<sup>th</sup> May 2016.

**FC156 Constitution**

Officer report 0316FC15 was received. It was agreed to defer this item to the next meeting of the Council in order for Officers to provide a list of all required policies in place of the Constitution.

**FC157 Officer Report**

Officer report 0316FC15 was received and noted. Members provided a steer to the Clerk to negotiate the arrangements for the Community Hall which was that the Government Works Loan Board interest payments, if applied for, would be paid by rent received from tenants.

**FC158 Next Meeting of Council**

Officer report 0316FC16 was received and noted. It was noted that, following an earlier decision, the Council would next meet on 5<sup>th</sup> April 2016 and the items for inclusion on the agenda would include:

- Budget – to include carry forward and reserve balances, breakdown of salaries budget and adjustment as per the decision under item FC148.
- Constitution – replacement by appropriate stand-alone policies
- Swimming Pool - project plan

There being no further business, the meeting closed at 9.15pm

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Signed

Date

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