



## SHAFTESBURY TOWN COUNCIL

Minutes of a meeting of the General Management Committee held on **Tuesday 28<sup>th</sup> January 2014** at 7.00 pm in the Mayors Parlour.

### **Present:**

Cllr Harvey (Chairman)  
Cllr Pestell (Vice-Chairman)  
Cllr Lewer

Cllr Proctor  
Cllr Cook  
Cllr Tippins

### **In attendance:**

Ms Nicola Duke (Town Clerk)  
Cllrs Dibben and Clinch  
2 members of the public

### **01. Apologies for Absence**

- a) To receive apologies from those unable to attend – Cllr Hicks had sent apologies due to being on holiday.
- b) To consider for acceptance apologies from those unable to attend – Cllr Hicks' apologies were duly accepted.

### **02. Declarations of Interests and Dispensations to participate**

- a) To receive declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members – members were reminded of their obligations. Cllr Cook declared an interest in matters relating to the Shaftesbury Snowdrops due to his association with that organisation.
- b) To receive any dispensation requests received by the Town Clerk and not previously considered – no additional requests had been received.

### **03. Open Forum**

Members of the public were invited to address the Council on matters relating to the parish:

Mr N Wyman – requested the agenda item relating to 1 Park Walk be brought forward. This was **AGREED**.

Mr N Cook – thanked the Committee for expanding the matters which could be addressed under Open Forum and expressed the hope that other Council agendas would follow suit. Mr Cook sought clarification on the audits carried out to date, which was given.

Cllr Dibben – spoke to the Committee regarding recent governance matters stating his belief that those responsible for calling the parish meeting should bear the cost of the Council's audits. He expressed the view that the £5,000 granted to the Civic Society should be returned to the Council as it was not being used for the agreed purpose. Cllr Dibben read out correspondence from the Royal British Legion relating to the war memorial stating its position in relation to the monument and the dedication ceremony. Cllr Dibben went on to state that a further public meeting should

be arranged at which apologies should be made to the Council and to the staff for the false allegations which had been made. He drew attention to the agreed investigation into staff matters, which the Town Clerk confirmed was being arranged. Cllr Dibben requested that the policies relating to the grounds unit be re-examined due to the misrepresentation over its cost.

**04. Easements (previously agenda item 10)**

a) To receive report regarding an Easement for 1 Park Walk and consider recommendations contained therein. - members discussed a report which had been circulated in full and received clarification on several matters from Mr Wyman, including confirmation that Mr Wyman would meet any costs incurred by the Town Council in transacting this business. It was **PROPOSED** by Cllr Cook, **SECONDED** by Cllr Pestell and:

**RESOLVED:** To refer the matter of a request for an easement at 1 Park Walk to the appropriate professional advisors and to delegate the authority to proceed with their advice to the Town Clerk with Committee members being kept informed.  
(Policy number 0114/GEM/04.1) (Budgetary implication – Met externally) (Statutory authority LGA 1972 s 111)

b) To receive and consider response to request for Easement at Castle Hill. - it was noted that the easement required registration at the Land Registry and this was **AGREED**. It was **PROPOSED** by Cllr Pestell, **SECONDED** by Cllr Lewer and:

**RESOLVED:** That the Committee has no objection to the request for an easement at Castle Hill and will make the appropriate registrations at the Land Registry.  
(Policy number 0114/GEM/04.2) (No financial implication)

**05. Updates (previously agenda item 04)**

a) To report any significant information on matters not included on this agenda or delegated to the Council, a Committee or a working group, such information to be received but not debated

i. Town Clerk

The Town Clerk reported that she had received an email from NDDC regarding the meeting of the Overview and Scrutiny Committee on 29<sup>th</sup> January 2014. It was **AGREED** that the Town Council would send its response to the next O&S meeting in February, when a full response and set of audits could be issued.

The Town Clerk reported that she had met with representatives of the Football Club who had expressed concern that the draft lease did not match their expectations. It was **AGREED** that the Town Clerk would circulate the lease and the comments from the Town Council's solicitors. Cllr Pestell drew attention to the urgency in this matter and it was noted any updates could be referred to Full Council for expediency.

ii. Councillors

Cllr Tippins gave members an update on the Neighbourhood Plan and the survey currently being undertaken by the leisure group into the provision of a swimming pool in the town. Cllr Tippins informed members that the survey had had 250 responses to date and was due to finish at the end of January 2014.

b) To agree any attendances required at meetings additional to those scheduled in the Council's calendar –there were no additional meetings which required attendance.

**06. Correspondence (previously agenda item 05)**

To receive and note any correspondence relating to the business of the General Management Committee including:

- a) North Dorset District Council Forward Plan – the plan had been circulated to members and was received and noted.

**07. Financials (previously agenda item 06)**

- a) To receive list of payments and receipts September – December 2013  
 b) To receive reconciled bank balance as at 31st December 2013  
 c) To receive consolidated budget report as at 31st December 2013

The above listed information had been circulated to members and was considered. A number of questions were raised in relation to agenda item 07a):

- Further information was requested on the gas payments for the town hall
- A breakdown was requested on the IT items purchased
- A query was lodged over an invoice which had also appeared in the July accounts

It was **AGREED** to endeavour to raise queries on the accounts with the Town Clerk prior to the meeting in order that answers could be provided for the meeting.

Cllr Proctor raised a query in relation to the Town Council's bank balances and it was **AGREED** to seek clarification from the Internal Auditor as to how the reserves should be banked. It was noted that the Auditor had not raised any concerns as to the current arrangements during his first two audits.

Following the above discussions it was **PROPOSED** by Cllr Pestell, **SECONDED** by Cllr Harvey and:

**RESOLVED:** To adopt the below listed reports:

- List of payments and receipts September – December 2013
- Reconciled bank balance as at 31<sup>st</sup> December 2013
- Consolidated budget report as at 31<sup>st</sup> December 2013

(Policy number 0114/GEM/07)

**08. Budget/Precept Planning 2014/2015 (previously agenda item 07)**

- a) To receive budget report for 2014/2015 relating to Admin, Corporate Services, Service Level Agreements and Grants. - the budget reports for the listed items had been considered by the appropriate working groups and were **RECOMMENDED** to the budget workshop at the below levels:

Administration & Corporate	£42,800
Service Level Agreement and Grants	£43,000

The SLA's were **RECOMMENDED** to Full Council as listed:

Shaftesbury and District Task Force	£6,000
North Dorset CAB	£4,000
Shaftesbury and District Tourism Association	£8,000
Toby's Young People's Project	£4,000
HOPE	£5,000
Shaftesbury in Bloom	£2,000

It was noted that £2,497 had already been awarded to the School Crossing Patrol.

Cllr Cook queried the arrangements for processing the application from the Shaftesbury Snowdrops, which had been recommended to be met from the Community Grants Chest. It was **AGREED** to investigate whether the grant could be met from the current years' Grants Chest.

b) To agree the form and timetable for the issue of Community Grants. - the appropriate documents had been circulated to members and were **APPROVED**.

**09. Town Council Publication Scheme (previously agenda item 08)**

To carry out annual review of Publication Scheme. – the Publication Scheme had been reviewed by officers and circulated to members. It was **PROPOSED** by Cllr Cook, **SECONDED** by Cllr Pestell and:

**RESOLVED:** That the Town Council has reviewed the Publication Scheme and duly **ADOPTED** the scheme for 2014.

*(Policy number 0114/GEM/09) (No financial implication)*

**10. Childcare Voucher Scheme (previously agenda item 09)**

To receive report relating to the Childcare Voucher Scheme and consider recommendations contained therein – the report had been circulated to members and information as to the savings for the Town Council was tabled, together with details of comparative scheme providers. Following debate it was **PROPOSED** by Cllr Harvey, **SECONDED** by Cllr Tippins and:

**RESOLVED:** To adopt and provide a Childcare Voucher Scheme for employees with immediate effect and to appoint Fideliti as the provider of that scheme for 2014/2015.

*(Policy number 0114/GEM/10) (Financial implication – Saving to revenue budget, Staffing) (Statutory authority – LGA 1972 s 112)*

**11. Reports**

a) To receive report relating to Freedom of Information Requests received for 2013 and consider any actions arising - the report had been circulated to members and was noted. It was queried whether the requests and responses could be made available to members with the senders details redacted and further queried as to the number of individuals who had submitted an FOI request. The Town Clerk confirmed that she would forward these requests to the Freedom of Information Officer for processing.

b) To receive update on the appointment of the internal auditor - the Chairman updated members on the recent interviews for the appointment of an internal auditor for 2014/2015. Following discussion it was **PROPOSED** by Cllr Harvey, **SECONDED** by Cllr Cook and:

**RESOLVED:** To appoint Rosie Darkin-Miller as the Town Council's Internal Auditor for the financial year 2014/2015

*(Policy number 0114/GEM/11) (Budgetary implication – Revenue budget Audit) (Statutory authority – Accounts and Audit Regulations 2006)*

*There being no further business the meeting was closed at 8.45 pm*