



SHAFTESBURY TOWN COUNCIL

Minutes of a meeting of the General Management Committee held on **Tuesday 4th March 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:

Mrs Claire Commons (Acting Committee Services Officer)
Cllrs Dibben, Pritchard, Clinch and DCllr Beer
4 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 agenda:

DCllr Beer – spoke as chair of the Barton Hill Trust relating to agenda items 4, Update on the Football Club and 10, Bowling Club urging the committee to press on with the lease for the Football Club and to respond favourably to the request from the Bowling Club for the use of the Old Queen Mothers Garden.

Cllr Dibben – spoke regarding the Cross Boundary group asking permission to update the committee under item 4, Updates.

Mr Wyman – spoke regarding item 12, Park Walk Easement. Cllr Proctor **PROPOSED**, Cllr Lewer **SECONDED** and it was **RESOLVED** to bring item 12 forward to follow item 5, Correspondence.

04. Updates

a)

- i) CCTV – The Acting Committee Services Officer updated members on recent talks with stakeholders relating to CCTV, seeking direction from the committee to invite tenders for service and uplift of the CCTV system. The committee members considered the information and requested a costed report be provided for the next meeting of the committee.

ACTION: ACTING COMMITTEE SERVICES OFFICER

- ii) Football Club – Cllr Pestell spoke regarding the Football Club and the Tennis Club expressing the understanding that the two clubs had agreed that they would not be able to share the facilities and that the Tennis Club had made arrangements to operate from the Secondary School. It was reported that a meeting was being arranged with the Council's solicitor to fine tune the details of the proposed lease and it was confirmed that no changes were being made to the original resolution from 26th November 2013.
- iii) Community Speed Watch Programme – Cllr Tippins reported that the agreed equipment purchase for speed watch equipment had been received, the police had attended to provide training to the residents and they hoped to start carrying out regular checks shortly.
- iv) Office Expansion – the report had been previously circulated noting that some plans had been received but further were to be requested in order to best consider and protect the heritage of the building.
- v) Cross Boundary – Cllr Clinch reported from a meeting of the Cross Boundary group which had met the previous Wednesday. Cllr Dibben spoke about the effect the weather had had on the roads and in particular the A30 and A350, he expected that there would be money available for improvement and urged the committee to keep abreast of the situation. Cllr Pestell informed members that there was to be a breakfast meeting in Poole relating to the expansion of the harbour which would have implication on the major routes through North Dorset.
- b) There were no additional meetings requiring councillor attendance.

05. Correspondence

- a) Members considered a petition from Long Cross residents requesting speed and safety management measures. Cllr Tippins reported that a meeting had been arranged with DCC Highways to discuss speed matters. It was **PROPOSED** by Cllr Pestell, **SECONDED** by Cllr Lewer and **RESOLVED** that the committee support the measures identified and raise with Dorset County Council Highways and the Police Crime Commissioner. (*Policy 0314/GEM/05a*)

- b) Members considered a request from the Arts Centre for displaying a banner on the Town Hall preceding and during various events throughout the year. Members were supporting of the Arts Centre but considered the listed building status of the Town Hall and the frequency and duration of the request. Cllr Lewer **PROPOSED**, Cllr Proctor **SECONDED** and it was unanimously **RESOLVED** to decline the request.

ACTION: ACTING COMMITTEE SERVICES OFFICER

06. Park Walk Easement (previously agenda item 12)

Members referred to the previous resolution relating to 1 Park Walk (*Policy 0114/GEM/04.1*). It was **AGREED** that a valuation be obtained by the Council on the proposed Easement and that the proprietor of 1 Park Walk would seek an independent valuation. Upon receipt of the valuation, the council's solicitor and the proprietor's solicitor would discuss the required easement with an appropriate clause to detail that access would be restricted when events were taking place on Park Walk.

ACTION: ACTING DEPUTY TOWN CLERK

07. Financials (previously agenda item 06)

- a) The Internal Audit programme had been circulated to members and it was **PROPOSED** by Cllr Pestell, **SECONDED** by Cllr Cook and unanimously:

RESOLVED: That the Internal Audit programme for the year ending 31st March 2014 is **APPROVED** and **ADOPTED**. (*Policy no 0314/GEM/07a*)

- b) A report on the effectiveness of the internal audit process 2013/2014 with supporting terms of reference for the Internal Auditor had been circulated to members and it was **PROPOSED** by Cllr Pestell, **SECONDED** by Cllr Cook and unanimously:

RESOLVED: That the review of the effectiveness of the internal audit process 2013/2014 is **APPROVED** and **ADOPTED**. (*Policy no 0314/GEM/07b*)

- c) In light of the precept level for 2013/2014, Cllr Pestell **PROPOSED**, Cllr Cook **SECONDED** and it was unanimously

RESOLVED To increase the fidelity guarantee insurance to £379,000 with effect from 1st April 2014. (*Policy no 0314/GEM/07c*) (*Statutory provision – LGA 1972 s 111*) (*Financial provision – Revenue Budget insurance 2014/2015*)

08. Risk Assessments 2014-2015 (previously agenda item 07)

- a) The Financial Risk Assessments had been circulated to members and it was **PROPOSED** by Cllr Pestell, **SECONDED** by Cllr Tippins and unanimously:

RESOLVED: To approve and adopt the Financial Risk Assessment for 2014/2015 (*Policy no 0314/GEM/08a*)

- b) The General Risk Assessments had been circulated to members and it was **PROPOSED** by Cllr Pestell, **SECONDED** by Cllr Tippins and unanimously:

RESOLVED: To approve and adopt the General Assessments for 2014/2015 (*Policy no 0314/GEM/08b*)

09. Standing Orders (previously agenda item 08)

Members considered the model standing orders and the proposed items for personalisation by Shaftesbury Town Council. Following adjustments, Cllr Harvey **PROPOSED**, Cllr Proctor **SECONDED** and it was unanimously:

RESOLVED to **RECOMMEND** to Full Council to adopt the Standing Orders as amended at the meeting.

10. Website (previously agenda item 09)

Members considered a request from Cllr Dibben for the inclusion of the War Memorials Act on the Town Council's website. The Acting Committee Services Officer highlighted that there were many acts to which the council's business related either as statutory duty or legal power. It was **AGREED** to provide a link to www.legislation.gov.uk which provides original (as enacted) and revised versions of legislation including those pertinent to the work of the council.

ACTION: ACTING DEPUTY TOWN CLERK

11. Bowling Club

Members considered a request from the Bowling Club for support from the Town Council for its expansion plans. It was **PROPOSED** by Cllr Tippins, **SECONDED** by Cllr Lewer and unanimously:

RESOLVED to support the Bowling Club in its plans and to provide a lease for the Old Queen Mothers Gardens if required at the appropriate time in the future. (*Policy 0314/GEM/11*) (*Statutory Authority – LGMPA 1976 s19*) (*Financial implication – none*)

12. Snowdrops

Members considered the request from Shaftesbury Snowdrops for £3,000 from the 2013/2014 Community Chest. Cllr Cook declared a personal interest in the item. Cllr Proctor **PROPOSED**, Cllr Tippins **SECONDED** and it was unanimously:

RESOLVED to provide Shaftesbury Snowdrops with a Community Chest Grant of £3,000. (*Policy 0314/GEM/12*) (*Statutory Authority- LGA 1972 s137*) (*Budgetary Provision – Community Chest Grants*)

13. Confidential Information

Members resolved that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be excluded from item 13 as it related to a confidential matter as detailed in category 1 of Article 2.2.7 Access to Information Rules within the Town Council Constitution.

14. Human Resources Report

The committee discussed and made a number of resolutions with regard to staffing matters.

There being no further business, the meeting was closed at 9:20pm.