

**SHAFTESBURY TOWN COUNCIL****GENERAL MANAGEMENT COMMITTEE MEETING**

Minutes of a meeting of the General Management Committee held in the Mayor's Parlour, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 22<sup>nd</sup> July 2014 commencing at 7:00pm.

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**Members Present:**

Cllr R Tippins (Chairman)  
Cllr Madgwick (Vice-Chairman)  
Cllr Lewer

Cllr Pestell  
Cllr K Tippins

**Officers Present:**

Acting Deputy Town Clerk

Acting Committee Services Officer

**In Attendance:**

Cllr Clinch  
Cllr Harvey

DCllr Beer  
13 Members of the public

**MINUTES****PART 1 (PUBLIC ITEMS)****01. 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:

- Britain in Bloom. Thanks were extended to all who had been involved in preparing the town and it was reported that the judges had been impressed. The Chairman asked that the thanks be recorded. It was confirmed that the result of the judging would be made on 22<sup>nd</sup> September.
- Public Toilets. That despite the cleaning regime, the toilets continued to receive complaints to shop keepers in the town. It was confirmed that a meeting was scheduled with all interested parties to look at options for improving the situation.
- Gold Hill. That despite requests to DCC, the weeds were being allowed to grow too long on Gold Hill and were detrimental to the main tourist attraction of the town. It was agreed to look into this further.

**ACTION: ACTING DEPUTY TOWN CLERK**

- GEM terms of reference. Confirmation was sought of the amendments to the terms of reference for the committee, it was agreed to respond by email in detail.

**ACTION: ACTING COMMITTEE SERVICES OFFICER**

- Football Club. That the club was working hard for the 15 year lease from the Town Council. That the club had offered the use of the club to the grounds team as an interim

measure for accommodation. That the club requested use of the clubhouse for football club committee meetings.

- Monument Report. It was queried whether the report was final and not draft as indicated. It was confirmed that it was draft until it had been adopted by Council but acknowledged that Shaftesbury Town Council would not alter it as it was not the author. It was further confirmed that it would be made available to the public following adoption by Council.
- Groundsteam Unit. A member of the Grounds Team spoke in support of the available unit in Semley asking that this be reconsidered in conjunction with using Barton Hill as a local base as on further investigation, the provision of a container at Coppice Street would not be a viable option.

ACTION: ACTING COMMITTEE SERVICES OFFICER

- Mr Austin requested that it be minuted that *“what we hear is criticism is the council as a whole and it falls back on the shoulders of the staff, that is not fair. They’ll have to muddle along, including the grounds staff and they have lacked leadership for several years. Don’t blame the people for the system failing them.”*

## 02. Apologies

Apologies were received and accepted from Cllr Proctor who was out of the country.

## 03. Declaration of Interests and Dispensations

- Members and staff 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 became apparent that they had an interest in the matters being discussed. There were none declared.
- No dispensation requests had been received for consideration.

## 04. 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	11
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It was **AGREED** to take item 8 as the next item of business.

## 05. Football Club (agenda item 8)

- Members considered and it was **RESOLVED** to **RECOMMEND** to Full Council that the Groundstaff make an assessment on the need to use the shower facilities at the football club during the considered interim period of an estimated 6 weeks (prior to renting a unit) and for Shaftesbury Town Council to establish the financial and insurance arrangements and liabilities. *(Proposed by Cllr R Tippins, seconded by Cllr Lewer) (Policy 0714/GEM/05a) (Budgetary Provision – General Grounds)*

ACTION: ACTING DEPUTY TOWN CLERK

It was **RESOLVED** to **RECOMMEND** to Full Council the consideration of the Grounds Unit at Semley with a detailed supporting report.

ACTION: ACTING COMMITTEE SERVICES OFFICER

- b) Members considered and it was **RESOLVED** to **RECOMMEND** to Full Council that a 3 year licence to occupy the clubhouse and training pitch be provided to the Football Club for a period of 3 years. Supporting report to include Landlord's contractual obligations relating to the condition of the building and remaining fixtures and fittings.

ACTION: ACTING DEPUTY TOWN CLERK

#### 06. Officer's Report (agenda item 5)

- a) Members considered and **AGREED** to the request by Spectrum Housing for a change of venue for their community cohesion event to be at Wincombe Recreation Ground.

ACTION: FINANCE AND ADMIN OFFICER

- b) Members considered the request to fly a Commonwealth Flag and **AGREED** that the council would fly the flag if it could be provided without a cost to the budget.

ACTION: FINANCE AND ADMIN OFFICER

- c) Members **AGREED** that a working group or sub-committee be formed to consider the works required for the Town Hall. Membership to be organised and resolved at the next Full Council or GEM committee meeting.

ACTION: ACTING DEPUTY TOWN CLERK

- d) A letter of thanks from the North Dorset Club for the Visually Impaired was received.

#### 07. Financials (agenda item 6)

- a) Members received the finance report April 2014 to June 2014. It was **AGREED** to look further at select line items to gain a better understanding of spend.

ACTION: FINANCE AND ADMIN OFFICER

- b) The revised budget report was received. It was **AGREED** to raise some relating points with the new clerk and present for adoption on 2<sup>nd</sup> September 2014.

ACTION: TOWN CLERK

- c) It was **RESOLVED** to adopt the following budget setting process:

Planning Committee review services	Tuesday 9 <sup>th</sup> September 2014
ROSE Committee review services	Tuesday 23 <sup>rd</sup> September 2014
GEM Committee review services and recommendations from committee	Tuesday 30 <sup>th</sup> September 2014
Collated budget and papers issued	Beginning of October 2014
First Council workshop	Tuesday 7 <sup>th</sup> October 2014
Full Council Public Meeting	Tuesday 14 <sup>th</sup> October 2014
Budget considered at GEM	Tuesday 4 <sup>th</sup> November 2014
Full Council Public Meeting	Tuesday 18 <sup>th</sup> November 2014
Final alterations through GEM	Tuesday 9 <sup>th</sup> December 2014
Budget set at Full Council	Tuesday 6 <sup>th</sup> January 2015

(Proposed by Cllr R Tippins, seconded by Cllr Lewer) (Policy 0714/GEM/07c) (Statutory Authority – LGA 1972 s111)

#### 08. Committee Matters (agenda item 7)

- a) The history of the public conveniences was reported. Standing Orders were suspended to allow members of the public to speak, it was noted that a meeting on this matter was

scheduled for the following week and the Officers were asked to investigate with other Town Council's what their cleaning arrangements were.

ACTION: ACTING DEPUTY TOWN CLERK

- b) It was **RESOLVED** to carry out works as identified in the Fire Alarm Report. (*Proposed by Cllr R Tippins, seconded by Cllr Pestell*) (*Policy 0714/GEM/08b*) (*Budgetary Provision – £892.50 Town Hall Repairs and Maintenance*)

ACTION: FINANCE AND ADMIN OFFICER

- c) It was **RESOLVED** that subject to the legal situation being established, a grant of £500 be awarded to Shaftesbury Football Club.

ACTION: TOWN CLERK

The application for a grant from the Disability Action Group was rejected as it had not gone through the scrutiny of the scoring process.

ACTION: ACTING DEPUTY TOWN CLERK

- d) It was **RESOLVED** to **RECOMMEND** to Full Council that the Council proceed with commissioning its own website and organise a working group to draw on local expertise.

ACTION: ACTING DEPUTY TOWN CLERK

## 09. Monument Report

It was **RESOLVED** to **RECOMMEND** to Full Council that the monument report be adopted.

ACTION: ACTING COMMITTEE SERVICES OFFICER

## 10. Public Recess

Members of the public were invited to make any further 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:

- Monument. It was confirmed that a report of the considered locations would go to consultation. It was considered that a public meeting to discuss the independent report be undertaken to look to the future.
- Budget Setting Process. It was agreed to add an informal presentation to the public on Thursday 9<sup>th</sup> October.

ACTION: ACTING COMMITTEE SERVICES OFFICER

- Grounds Team. It was confirmed that on the arrival of the new Town Clerk, he would hold responsibility for management of the Grounds Team.

## PART 2 (To be considered without the press or public present)

### 11. Financials

Cllr Harvey was invited to the table.

The confidential financial report was received and noted. It was **AGREED** to hold a workshop on 7<sup>th</sup> August in the evening to look at the content in more detail. It was **AGREED** to send all the documents as provided to the external auditor to all members.

ACTION: ACTING DEPUTY TOWN CLERK

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