



**SHAFTESBURY TOWN COUNCIL**

**GENERAL MANAGEMENT COMMITTEE MEETING**

Minutes of a meeting of the General Management Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 10<sup>th</sup> March 2015 commencing at 6:00pm.

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**Members Present:**

Cllr R Tippins (Chair)  
Cllr P Proctor

Cllr M Hicks  
Cllr K Tippins

**Absent:**

Cllr S Clinch (apologies)  
Cllr J Pestell (apologies)

Cllr M Madgwick (apologies)

**Officers Present:**

Barbara Carter, Compliance and Information Officer  
Claire Commons, Acting Committee Services Officer  
Stephen Holley, Town Clerk

**In Attendance:**

One member of the public

**MINUTES**

**PUBLIC PARTICIPATION**

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

- Football Club. It was asked how the lease was progressing. The Chairman advised that the two parties had reached an agreement; The lease was being prepared by the Council's Solicitor and it was anticipated that it would be signed by the end of the week. It was asked whether there would be any limitation for access by disabled customers and the Chairman explained that he understood the Football Club's plans involved a disabled ramp.. It was asked what would happen at the end of the lease period and confirmed that the Council would issue a Statement of Good Intent, to the effect that discussions would be entered into with the Football Club.

*(6.04pm at this point in the meeting, Cllr Proctor arrived.)*

- Swimming Pool. Concern was expressed that local people would have found alternative places to swim by the time the pool re-opened. The Chairman reported consultation responses from the previous year and the recently undertaken Neighbourhood Plan consultation which showed a strong local support for the swimming pool.

### 01. Apologies for Absence

Apologies had been received from Cllr S Clinch who was absent due to ill health and Cllr J Pestell due to business commitments.

*Post meeting note, Cllr M Madgwick had provided his apologies 30 minutes prior to the start of the meeting due to a personal matter, but this note was not known of until after the meeting.*

### 02. Declaration of Interests

Members and staff were reminded of their duty to declare any known interests in any matter to be considered.

- i. Cllr R Tippins declared an interest as a Director of Swans of Trust.
- ii. Cllr M Hicks declared an interest as a member of the Shaftesbury Football Club and founder of Shaftesbury Fringe.
- iii. Cllr Proctor declared an interest in Shaftesbury Abbey and Shaftesbury Snowdrops as representatives to those organisations. It was confirmed that Town Councillor representation to organisations was a matter of public record.

### 03. Minutes

It was **RESOLVED** to approve as a matter of correct record the minutes of the meeting of the General Management Committee held on 20<sup>th</sup> January 2015. The minutes were duly signed.

### 04. Audit report

Report 0315/GEM/04 was received. It was **RECOMMENDED** to the next meeting of Council to adopt the Internal Audit report 2014/15 Visit 1 of 3. It was **AGREED** that all enquiries for the Internal Auditor be fed through the Clerk or delegated Officer. It was **AGREED** to request the Town Clerk to look into the recommendations made on the External Audit Report 2013/14 and report back to the Committee.

### 05. Financial Report – 3<sup>rd</sup> Quarter 2014/15

The Officer Report 0315/GEM/05 was received. It was **RESOLVED** that subject to the investigation of the outstanding matters from the BDO report the Financial Report for the 3<sup>rd</sup> Quarter 2014/15 be adopted. (*Policy 0315/GEM/05*)

### 06. Budget Review

The Officer Report 0315/GEM/06 was received. It was **RECOMMENDED** to the next meeting of Council that the Budget be adopted subject to amendments to the financial allocation to projects.

### 07. Committee Structure and Calendar of Meetings

The Officer Report 0315/GEM/07 was received and noted. It was **RECOMMENDED** to the 2015 Annual Meeting that the Committee structure remain the same as the current year and that calendar option A, providing a five-week cycle of meetings with recess in August and December be adopted.

### 08. Community Grants

The Officer Report 0315/GEM/08 was received. It was **RECOMMENDED** to Council that

- i. a cap of £500 be applied to every organisation applying for a grant, irrespective of whether a number of grants were applied for

- ii. that no grants be issued to organisations also applying for funding via a Service Level Agreement
- iii. with the previous two recommendations in mind, the following grants be awarded:

1 <sup>st</sup> & 3 <sup>rd</sup> Shaftesbury Brownies	£400
1 <sup>st</sup> Shaftesbury Scout Group	£500
Disability Action Group	£500
Dorset Blind Association	£500
Homestart	£500
Kipling Juvenile Carnival Club	£450
Little Giants	£500
North Dorset Club for the Visually Impaired	£200
North Dorset Rugby Football Club	£500
Read Easy Gillingham & Shaftesbury	£500
Rotary Club – Gold Hill Fair Committee	£500
Shaftesbury Carnival Committee	£500
Shaftesbury Abbey, Museum and Garden	£500
Shaftesbury Arts Centre	£500
Shaftesbury Bowling Club	£500
Shaftesbury Cricket Club	£500
Shaftesbury Fairtrade Town Group	£50
Shaftesbury Football Club	£500
Shaftesbury Floral Arrangement Group	£250
Shaftesbury Fringe (on production of invoice / receipt)	£250
Shaftesbury Snowdrops	£500
Shaftesbury Town Silver Band	£500
Shaftesbury & Villages 50 Plus	£300
Shaftesbury Youth Club	£500
Swans Trust	£300
Victim Support	£200
<b>Total</b>	<b>£10,900.00</b>

### 09. Service Level Agreements

The Officer Report 0315/GEM/09 was received. It was **RECOMMENDED** to Council that the Service Level Agreements be awarded as per Appendix 1 of the report. It was **RECOMMENDED** to Council that the request from Shaftesbury Abbey as detailed in Appendix 2 of the report be met to the value of £500 expenditure from the Community Chest fund and that they be included in the Service Level Agreement considerations in 2015/16.

### 10. Standing Orders and Financial Regulations

The Officer Report 0315/GEM/10 was received. It was **RECOMMENDED** to the 2015 Annual Meeting that the NALC Model Standing Orders and Financial Regulations be adopted.

### 11. Governance – Peer Review Update

The Officer Report 0315/GEM/11 was received. It was **RESOLVED** to carry out a formal peer review of the Council's governance arrangements and operations, commissioned from neighbouring councils, the review to be undertaken in September 2015. (*Policy 0315/GEM/11*)

### 12. Website

The Officer Report 0315/GEM/12 was received. It was **RESOLVED** to award the contract for provision of a new Council website to Firmsites, identified as Contractor B in Appendix A of the report. (*Policy 0315/GEM/12*)(*Budgetary Provision - £55 per month, General Running Costs (Website)* )(Statutory Provision – Local Government Act 1972 2.142)

### 13. Local Plan

The Town Clerk gave an oral report in respect of the Town Council's representation at the examination of the NDDC Local Plan. It was **RESOLVED** to delegate to the Clerk expenditure up to the value of £1,000 from Policy Decision 1014/FC/18 for advice from Counsel in advance of that meeting and for the representation of the Council to be the Town Clerk and Cllr R Tippins. (*Policy 0315/GEM/13*) (*Budgetary Provision - £1,000 Legal and Professional*) (*Statutory Provision – Local Government Act 1972 s111*)

### 14. Swimming Pool

The Town Clerk gave an oral report in respect of the transfer of the Swimming Pool. It was **AGREED** that the insurance level should be at £1,000,000 at a cost of approximately £350 per year and that the Clerk would prepare a joint press release with North Dorset District Council.

There being no further business, the Chairman thanked members and public for attendance and closed the meeting at 8:56pm.

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Signed

Date