



SHAFTESBURY TOWN COUNCIL
General Management Committee

Minutes of a meeting of the General Management Committee held in the Council Chamber, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 17th January 2017 commencing at 7:00pm.

Members Present:

Councillor Hall
Councillor Lewer
Councillor Taylor

Councillor Jackson
Councillor Perkins

Officers Present:

Claire Commons, Interim Deputy Town Clerk

In Attendance:

Nine 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:

- Toby's Loan – differing representations were made in support of the loan being transferred to the Dorset Community Foundation and also in support of the money being returned to the Town Council for consideration on how it should be allocated.
- Snowdrops – representation from the Snowdrop Festival was made in support of the request for grant funding.
- St John's Churchyard – representation in support of the work being proposed.

Due to the resignation of the Chair and Vice Chair of the Committee, Councillor Taylor was chosen from within the Committee to chair the meeting.

G44 Apologies

There were no members absent

G45 Declarations of Interest and Dispensations

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

G46 Minutes

It was **RESOLVED** that the minutes of the Committee meeting held on 15th November 2016 be approved as a correct record. The minutes were duly signed.

G47 Order of Business

It was **RESOLVED** to amend the order of business to consider item 12 Way of Working – working group, item 15 Westminster Memorial Hospital, item 08 Payments and item 09 Budget as the next items of business to allow matters of greater public interest to be discussed first.

G48 Way of Working – working group

Officer report 0117GEM12 was received. It was **RESOLVED** to form a 'Way of Working' (WOW) group to consider the Town Council's policies and procedures to be chaired by Councillor Perkins, Councillor Taylor to be a member and membership to be opened up to the rest of the Council.

G49 Westminster Memorial Hospital

Officer report 0117GEM15 was received. It was **AGREED** to hold a public meeting in about three weeks to bring people up to date on what the group was doing.

G50 Payments

Officer report 0117GEM08 was received. It was **RESOLVED** to approve the payments totalling £44,030.15 from the Town Council's Current Account as detailed in **Appendix A** of these minutes.

G51 Budget

Officer report 0117GEM09 was received and it was **AGREED** to recommend to Full Council that the precept increase by 3% per household. The following allocations of capital and earmarked expenditure were recommended;

- £2,000 trees
- £8,000 additional to professional fees to bring to £25,000
- £6,000 public toilets

G52 Policies and Procedures

Officer report 0117GEM04 was received. It was **AGREED** to refer the Compliments and Complaints Procedure and the Data Protection Policy to the Way of Working group.

G53 Public Toilet Refurbishment – Changing Places

Officer report 0117GEM05 was received. The Committee requested that it be recorded that it recognised the merit of Changing Places and **AGREED** to consider all options when looking at rebuilding the facility. It was **AGREED** to ask the Shaftesbury and District Task Force to identify if any additional funding would be available for the project.

G54 Football Club

Officer report 0117GEM06 was received. It was **AGREED** to arrange a meeting with officers, representatives of the club and the Town Council's representatives to talk through the details of the request and make a recommendation back to the Committee.

G55 Enmore Green Allotments

Officer report 0117GEM07 was received. It was **RESOLVED** that the Council renews the lease with the Trustees of the Enmore Green Allotmenters for a period of ten years and increases the annual rent from £5 to £10.

G56 Planning and Tree Applications

Officer report 0117GEM10 was received. It was **AGREED** to defer the Planning Applications to the next meeting of the Planning and Highways Committee. It was **RESOLVED** to return the following observations on the tree applications;
2/2017/0001/CATREE St James Lodge, concerns but no objections
2/2017/0008/TPTREE Dorset Foods, no objection.

G57 Community Grants

Officer report 0117GEM11 was received. It was **AGREED** to defer consideration of the application from Trinity Trust pending further information about the phases of development and other sources of funding. It was **RESOLVED** to award Shaftesbury Snowdrops £750 for the lantern parade and £700 for the cost of a three day workshop for local schools and youth groups to create an illuminated dragon sculpture to participate in the 2017 and future lantern parades. It was **AGREED** to refer the grants awarding policy to the Way of Working group.

G58 Bury Litton – Tree Management

Officer report 0117GEM13 was received. It was **RESOLVED** that works are undertaken to maintain and improve the historic site of Bury Litton (Churchyard at St John's Hill).

G59 TOBY'S

Officer report 0117GEM12 was received. It was **RECOMMENDED** to Full Council that Toby's be asked to return the loan and to consider its allocation.

G60 Financial Regulations

Officer report 0117GEM16 was received. It was **RECOMMENDED** to Full Council that the Financial Regulations be amended to increase the Clerk's authority to spend to £2,000 within each agreed budget line.

G61 Officer Report

Officer report 0117GEM17 was received and noted.

There being no further business, the meeting was closed at 8.32pm

Signed

Date

Printed on : 16/01/2017

Shaftesbury Town Council

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At : 13:30

NatWest Current A/c

List of Payments made between 01/12/2016 and 16/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2016	NDDC	Std Ord	247.00		Business Rates Bell St
01/12/2016	NDDC	Std Ord	726.00		Rates Town Hall
01/12/2016	NDDC	Std Ord	235.00		Rates Unit 9C
01/12/2016	NDDC	Std Ord	19.00		Rates Cemetery
01/12/2016	Investec Asset Fin	DIRECTDEBI	214.03		Photo Lease quarterly payment
07/12/2016	British Telecommunications	393995/001	35.16		Grounds Mobiles
08/12/2016	Eon	0148452853	202.68		Electric Oct/Nov estimated
08/12/2016	Society of Local Council Clerk	012848	150.00		Purchase Ledger Payment
13/12/2016	Fuel Genie	6356295000	239.28		Fuel November
16/12/2016	DCC Pension Fund	CALLREF678	3,160.89		DCC Pension Fund-Dec Salaries
16/12/2016	HMRC	ONLINE	2,567.49		Tax/Ni November Salaries
16/12/2016	Sage Uk Ltd	dd00477266	67.20		Purchase Ledger Payment
20/12/2016	British Gas	012849	371.53		Gas 1/9 to 30/11
20/12/2016	Toogoods Prperty Co Ltd	online	2,175.00		Rent Unit 9C
25/12/2016	NDDC	Std Ord	242.00		Rates Swimming Pool
28/12/2016	Plusnet Ltd	dd	28.20		Purchase Ledger Payment
29/12/2016	Corona Energy	20159781	362.50		Correction to prior year
29/12/2016	Nat West Credit Card	dd	23.78		Credit Card Payment
31/12/2016	Aqua cleaning Services	012850	151.81		Toilet rolls/hand towels
31/12/2016	Angel Springs Ltd	012851	28.69		Water Cooler CC
31/12/2016	Busy Bees	012852	214.50		Town Hall Cleaning December
31/12/2016	Claire Commons	012853	29.25		Travel to Dorch.SLCC Branch Me
31/12/2016	Shaftesbury Chamber of Commerc	012856	500.00		Shaftesbury Chamber of Commerc
31/12/2016	Clarity Copiers Ltd	012853	67.78		Staples for copier
31/12/2016	Cumbria Clock Company Ltd	012857	150.00		Town Hall Clock Service
31/12/2016	EG. Coles	012858	629.20		Repairs to road sweeper
31/12/2016	Andy Dodd	012860	11.70		Travel to attend ROSE meeting
31/12/2016	Hawes Arborists	012861	300.00		Remove damaged limb St Johns
31/12/2016	The IT Department Solutions Lt	012862	99.54		Monthly support
31/12/2016	LGRC Associates Ltd	012863	1,870.76		Locum Town Clerk
31/12/2016	Partnership Fire and Security	012865	558.00		Install. CCTV system
31/12/2016	RBS Software Solutions	012866	393.90		Purchase Order Processing
31/12/2016	Tracy Moxham	012867	26.55		Travel to Wareham Pension Meet
31/12/2016	Spruce Pools	012868	756.00		Tile repairs agreed R45
31/12/2016	Spaldings Limited	012869	43.20		Silicone Grease
31/12/2016	Travis Perkins	012870	3.00		Lock for toilets
31/12/2016	Service-U-Right Ltd	012871	24.00		Wheel barrow tyre
31/12/2016	Wessex Water	012872	112.25		Park Walk Stand Pipe
31/12/2016	Whitebridge Hire Services Ltd	012873	63.85		Steam Cleaning Toilets
31/12/2016	Dec Salaries/Cllr Allowances	ONLINE	9,210.63		Dec Salaries/Cllr Allowances
31/12/2016	Lyreco	012864	546.27		Stamps
01/01/2017	NDDC	Std Ord	247.00		Business Rates Bell St
01/01/2017	NDDC	Std Ord	726.00		Rates Town Hall
01/01/2017	NDDC	Std Ord	235.00		Rates Unit 9C
01/01/2017	NDDC	Std Ord	19.00		Rates Cemetery
03/01/2017	Trinity Trust	SO	210.00		Trinity Trust
03/01/2017	British Telecommunications	dd.	111.00		Broadband Charges 1/12-28/02

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At : 13:30

NatWest Current A/c

List of Payments made between 01/12/2016 and 16/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2017	British Telecommunications	DD.	38.77		Grounds Mobiles
10/01/2017	British Telecommunications	DD	266.94		Charges 01/12 to 28/02
12/01/2017	Eon	dd.	194.28		Purchase Ledger Payment
13/01/2017	Fuel Genie	dd	160.26		Fuel December
16/01/2017	Petty Cash	012874	142.59		Petty Cash Vouchers 208-219
16/01/2017	ND Rugby Club	012875	2,000.00		ND Rugby Club
16/01/2017	1st Shaftesbury Rainbows	012885	153.50		1st Shaftesbury Rainbows
16/01/2017	HMRC	ONLINE	2,710.33		Tax/NI December Salaries
16/01/2017	DCC Pension Fund	ONLINE	3,140.89		December Salaries
16/01/2017	Sage Uk Ltd	DD	67.20		Sage Payroll monthly subscript
16/01/2017	The IT Department Solutions Lt	012876	218.34		Monthly Support
16/01/2017	Dorset County Council	012877	410.11		Waste Collection Jan-March
16/01/2017	Local World	012878	128.40		Public Budget Meeting Advert
16/01/2017	Wessex Electricals	012879	541.84		Remedial works to intruder alar
16/01/2017	Wessex Water	012880	1,787.13		Water 6/1/16 to 9/01/17
16/01/2017	Dax	012881	2,000.00		Providing HR Services 1 year
16/01/2017	Dorset Planning Consultant Ltd	012882	1,000.00		SEA screening, liasing with ND
16/01/2017	Tracy Moxham	012883	45.45		Travel to RBS for training
16/01/2017	RBS Software Solutions	012884	210.00		Yr End Accounts training
16/01/2017	British Gas	012886	209.46		Electric town hall Nov/Dec
16/01/2017	British Gas	012887	7.48		Electric standing charge Barto
16/01/2017	British Gas	012888	77.67		Electric Bell St
16/01/2017	British Gas	012889	113.89		Electric Unit 9c
Total Payments			44,030.15		

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