



**SHAFTESBURY TOWN COUNCIL**

**FULL COUNCIL MEETING**

Minutes of an Extraordinary meeting of the Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 31<sup>st</sup> March 2015 commencing at 6:00pm.

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**Members Present:**

Cllr W Harvey (Mayor)  
Cllr S Clinch  
Cllr J Duthie  
Cllr M Madgwick  
Cllr K Tippins

Cllr R Tippins (Deputy Mayor)  
Cllr L Dibben  
Cllr M Hicks  
Cllr J Pestell

**Absent:**

Cllr S Pritchard (apologies)  
Cllr J Duthie (apologies)

Cllr P Proctor (apologies)

**Officers Present:**

Barbara Carter, Compliance and Information Officer  
Stephen Holley, Town Clerk

**In Attendance:**

No members of the public

**MINUTES**

The Mayor advised that the meeting was being filmed.

**PUBLIC PARTICIPATION**

There was none

**2014/150 APOLOGIES**

Apologies were received and accepted from Cllrs Proctor and Pritchard. Cllr Duthie informed the office that he may not be able to attend.

**2014/151 DECLARATION OF INTERESTS AND DISPENSATIONS**

Members and Officers were reminded of their duty to declare any known interests in any matter to be considered. None were declared.

**2014/152 RISK ASSESSMENTS**

Members considered the General Risk Assessment Action Plan and **RESOLVED** to approve the Action Plan subject to the review of actions highlighted and improve for the future. The actions highlighted were: references to the use of various tools and equipment, training and licence requirements; expand the Risk Assessments to include allotments, the cemetery and public areas; Bio-hazards in respect of dog-bins; Portable Appliance testing of equipment bought to the Town Hall for use by Hirers; the Grounds Unit at Wincombe including the

storage of fuel and other chemicals; Fire Marshall requirements at meetings of the Council; the addition of the Swimming Pool for 2015/16; ensure all tenants have a suitable Risk Assessment in place.

Members considered the Financial Risk Assessment and **RESOLVED** to approve subject to the review of actions highlighted and improve for the future. The actions highlighted were: to increase the risk potential for incorrect salary paid, incorrect hours paid and incorrect hourly rate being applied.

Members **RESOLVED** to increase the level of Fidelity Guarantee Insurance to the Precept of £443,791.

#### **2014/153 INTERNAL AUDITOR**

Members considered the appointment of Rosie Darkin-Miller as its Internal Auditor and **RESOLVED** to appoint for 1 year, 2016/2017. The Clerk to review the provision of an Internal Auditor for future years.

Cllr Clinch left the meeting at 7:10pm.

Members **RESOLVED** to adopt the Audit Programme for 2015/16. The Clerk to review the Terms of Reference for future years.

There being no further business, the meeting was closed at 7:16pm.