



## SHAFTESBURY TOWN COUNCIL

# Full Council

Minutes of an meeting of the Council held in the Council Chamber, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 3<sup>rd</sup> November 2015 commencing at 7:00pm.

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### Members Present:

Councillor R Tippins (Chair)  
Councillor Hall  
Councillor K Tippins  
Councillor Proctor (Vice Chair)  
Councillor Lewer

Councillor Austin  
Councillor Taylor  
Councillor Todd  
Councillor Jackson  
Councillor Francis

### Officers Present:

Claire Commons, Committee Services Officer  
Barbara Carter, Compliance and Information Officer

### In Attendance:

District Councillor Gary Jefferson  
Three 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.

- Notice Boards: Mrs Rachel Caldwell requested that a notice board be installed in the old Central Ward, as previously agreed by the Council, to be placed at the bottom of Swans Yard, on the side of the Edinburgh Woollen Mill. The Mayor advised that a review of the current sites would be carried out.
- Item 18 Notices of Motion: An opinion was expressed that others in the town would not be happy if the Football Club debt were to be written off.
- Re-siting of Monument: An opinion was expressed that re-siting the Rifles Monument in Mampitts Cemetery was not what the town had decided.
- Remembrance Sunday: Reminder to all that the Remembrance Parade was to take place on Sunday 8<sup>th</sup> November 2015.

### FC84 Apologies

Apologies were received and accepted from Councillor Perkins due to personal commitments.

**FC85 Declarations of Interest and Dispensations**

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

**FC86 Minutes**

It was **RESOLVED** to approve the minutes of the Council Meeting held on 29<sup>th</sup> and 30<sup>th</sup> September 2015.

**FC87 Reports**

- a. Report 1115FC04 was received and the Mayor outlined recent civic events he had attended.
- b. District Councillor Gary Jefferson gave an oral report on a meeting held at North Dorset District Council for the four Shaftesbury District Councillors in respect of s106 schedules.

District Councillor Jo Francis gave an oral report in respect of the proposed housing on the southern side of Gillingham. A copy of the report would be made available through the Clerk.

- c. Councillor Francis reported on behalf of the Youth Club, specifically the activity that took place on the 2<sup>nd</sup> Saturday of each month for children with Learning Disabilities. Funding was being sought to provide refreshments for attendees. An application form for a Community Grant would be sent to the Youth Club and be considered by the General Management Committee at its meeting on 24<sup>th</sup> November 2015. It was suggested that funding may also be available from the Hovis Loaf collections through the Shaftesbury Charitable Trust. The Clerk was requested to report to the General Management Committee on the constitution and terms of the Trust in respect of the Mayor and Deputy Mayor as trustees.

Councillor Proctor had attended a meeting as representative for Compton Abbas Airfield, but had nothing to report.

Councillor Karen Tippins reported that she and Barbara Carter had attended the Shaftesbury in Bloom Awards, at which the Town Council had been awarded third prize in the Best Public Building category. Mrs Rachel Caldwell, had been presented with an engraved crystal vase in recognition of 30 years' service as a volunteer supporter and member of Shaftesbury in Bloom.

**FC88 Payments**

Report 1115FC005 was tabled. It was **RESOLVED** to approve the following payments: cheques (012296 – 012313) for the 3<sup>rd</sup> November 2015 totalling £13,713.19 from the Town Council Current Account.

**FC89 Committee Membership**

It was **RESOLVED** to defer filling the vacancy on the Planning and Highways Committee until after the By-election due to be held on 19<sup>th</sup> November 2015.

A vacancy had arisen for a Council representative for the North Dorset Citizens Advice Bureau. Councillor Francis volunteered to become that representative, which would be considered at the meeting of the General Management Committee on 24<sup>th</sup> November 2015.

#### **FC90 Reports from Committees**

- a. Councillor Lower reported on Planning and Highways Committee's decision in respect of funding for Street lighting and for legal advice.
- b. Nothing to report from the Recreation, Open Spaces and Environment Committee
- c. Nothing to report from the General Management Committee.

#### **FC91 Internal Audit Report**

The Internal Audit report, attached to Officer report 1115FC08, was received and noted. The report, which arose from the first of three visits, was positive with no areas of high concern. The Council noted the management responses identifying corrective action in respect of the areas of medium and low concern. The Council was pleased to note the Internal Auditor's comment that the Council was making significant progress.

It was reported that the process for the appointment of an Internal Auditor for 2016/17 was in hand and a report would be presented to the General Management Committee on 24<sup>th</sup> November 2015.

#### **FC92 External Audit Report**

The External Auditors report for 2014/15, attached to Officer report 1115FC09 was received and noted. The External Auditor had qualified the report in respect of the Council's handling of a payment to a former member of staff in April 2014. The Council noted that the payment concerned related to activities that had occurred at the end of 2013/14 and there was no wish to challenge the External Auditor's findings. Other issues of lesser concern had also given rise to comment; these and the management responses were noted. It was agreed that this report on problems in 2014/15 should be seen in the context of the latest report from the Internal Auditor, confirming significant progress. The issues covered by the External Auditors report could therefore be viewed as 'legacy issues' in that all corrective actions had been implemented, and none of the Members or Officers involved were still with the Council.

#### **FC93 Finance Report – Quarter 2, 2015/16**

A financial report on the Town Council's accounts for Quarter 2 for 2015/16 was considered and noted.

#### **FC94 Budget**

In the absence of the Clerk, this item was deferred.

**FC95 Mampitts Cemetery – Rifles Monument**

Officer report 1115FC12 was received. It was **RESOLVED** to delegate to this office:

- Removal of the spoil heap
- Commissioning of a cemetery plan
- Calculation of capacity for future interments
- Identification of an area for scattering of ashes

Financial implication: Up to £9,800.

**FC96 VAT – Professional Advice**

Officer report 1115FC13 was received. It was **RESOLVED** that the Council adopt Option 1 contained in report 1115FC13 in order to obtain professional VAT advice for the Council and its projects.

**FC97 Purchase of Ground Team Vehicle**

Officer report 1115FC14 was received. It was **RESOLVED** to increase the funding allocation to a maximum of £18,000 and to purchase a new vehicle for the Grounds Team as identified as Option E in the report.

**FC98 Christmas Lights**

Officer report 1115FC15 was received. It was **RESOLVED** to authorise the Clerk to purchase Christmas Lights for the Town Hall at a maximum cost of £1,000.

**FC99 Action Plan**

Officer report 1115FC16 was received. It was **RESOLVED** to adopt the current Action Plan for 2015/16 that progress on the plan be appropriately reviewed and a supporting project management plan to detail delivery and responsibility to be developed.

**FC100 Local Council Award Scheme**

Officer report 1115FC17 was received. It was confirmed and **RESOLVED** that Contracts of Employment were in place for all staff.

It was **RESOLVED** that the Council complied with all of the criteria required for the Foundation Level of the Local Council Award Scheme and that submission would now be made.

**FC101 Notices of Motion**

Notice of Motion NOM1115FC18 was received. It was **RESOLVED** that outstanding water bills for Shaftesbury Sports Club Ltd would be written off by the Council.

**FC102 Officer Report**

In the absence of the Clerk, no report was presented.

There being no further business, the meeting was closed at 9:30pm

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Signed

Date

