



## SHAFTESBURY TOWN COUNCIL

# Annual Meeting

Minutes of the Annual Meeting of the Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 23 May 2017 commencing at 7:00pm.

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### Members Present:

Councillor Austin	Councillor Brown
Councillor Cook	Councillor Jackson
Councillor Kirton	Councillor Lewer
Councillor Loader	Councillor Perkins
Councillor Proctor	Councillor Taylor
Councillor Todd	

### Absent:

Councillor Hall

### Officers Present:

Claire Commons, Town Clerk

### In Attendance:

Three members of the public

## MINUTES

There was a one minute silence out of respect for those who had lost their lives in the Manchester bombing.

### 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;

- Committee membership. Support was expressed for Councillor Todd to take a position of chairmanship.

### FC01 Election of Chairman & Town Mayor and Vice Chairman & Deputy Mayor

It was **RESOLVED**;

FC01a that Councillor Lewer serve as Chairman and Town Mayor for the Municipal Year 2017/2018 and sign his declaration of acceptance of office.

FC01b That Councillor Brown serve as Vice-Chairman and Deputy Mayor for the Municipal Year 2017/2018.

## **FC02 Apologies**

Apologies were received from District Councillor Francis who advised that she had nothing to report but the sad passing of Councillor Esme Butler.

## **FC03 Declarations of Interest and Dispensations**

All members were invited to declare any interests throughout the meeting if the need arose.

## **FC04 Minutes**

It was **RESOLVED** to approve the minutes of the meeting held on 11<sup>th</sup> April 2017 as a correct record and the minutes were duly signed.

## **FC05 Accounts Year Ending 31<sup>st</sup> March 2017**

Officer report 0517AM05 was received and noted and it was **RESOLVED** that;

FC05a the Internal Auditor's report and the Town Clerk's associated action plan for the year ending 31<sup>st</sup> March 2017 is adopted,

FC05b the Annual Governance Statement for the year ending 31<sup>st</sup> March 2017 is approved and duly signed.

FC05c the Statement of Accounts for the year ending 31<sup>st</sup> March 2017 is approved and duly signed thereby approving the Council's Annual Return.

## **FC06 Payments**

Officer report 0517AM06 was received and it was **RESOLVED** to approve the payments totalling £24,341.04 from the Town Council's Current Account as detailed in **Appendix A** of these minutes.

## **FC07 Standing Committees**

Officer report 0517AM07 was received.

FC07a It was **RESOLVED** that the following Councillors be appointed to the Planning and Highways Committee:

Councillor Austin  
Councillor Brown  
Councillor Lewer  
Councillor Proctor  
Councillor Taylor

Councillor Todd

It was **RESOLVED** that Councillor Brown be Chairman and Councillor Todd be Vice-Chairman for the municipal year 2017/18.

FC07b It was **RESOLVED** that the following Councillors be appointed to the Recreation, Open Spaces and Environment Committee:

Councillor Cook  
Councillor Hall  
Councillor Jackson  
Councillor Kirton  
Councillor Loader

Councillor Proctor

It was **RESOLVED** that Councillor Hall be Chairman and Councillor Kirton be Vice-Chairman for the municipal year 2017/18. .

FC07c It was **RESOLVED** that the following Councillors be appointed to the Human Resources Committee:

Councillor Austin  
Councillor Lewer  
Councillor Loader  
Councillor Perkins  
Councillor Todd

It was **RESOLVED** that Councillor Perkins be Chairman and Councillor Austin be Vice-Chairman for the municipal year 2017/18.

FC07d The Chairmen and Vice Chairmen having thus far been selected, it was **RESOLVED** that the following Councillors be appointed to the General Management Committee:

Councillor Austin  
Councillor Brown  
Councillor Cook  
Councillor Hall  
Councillor Kirton  
Councillor Perkins

Councillor Todd  
It was **RESOLVED** that Councillor Brown be Chairman and Councillor Todd be Vice-Chairman for the municipal year 2017/18.

### FC08 Local Organisations

Officer report 0517AM08 was received and it was **RESOLVED** that the Council appoints following representatives to the organisations listed below

Abbey Museum Trust	Councillor Proctor
Barton Hill Trust	Councillor Kirton
Compton Abbas Airfield	Councillor Proctor
Dorset Association of Parish and Town Councils	Councillors Lewer and Brown
Neighbourhood Plan	Councillors Proctor, Brown and Hall
North Dorset Citizens Advice Bureau	Councillor Taylor
North Dorset Crime Prevention	Councillor Taylor
Open Spaces Group	Councillors Hall and Kirton
Shaftesbury & District Chamber of Commerce	Councillor Proctor
Shaftesbury & District Task Force	Councillor Lewer
Shaftesbury & District Tourism Association	Councillor Brown
Shaftesbury & Gillingham Area Transport Forum	Members of the Planning and Highways Committee
Shaftesbury and District Carers (HOPE)	Councillor Lewer
Shaftesbury Arts Centre	Councillor Taylor
Shaftesbury Carnival Committee	Mrs Moxham
Shaftesbury Charitable Trust	Mayor and Deputy (ex-officio)
Shaftesbury Community Association	Councillor Taylor
Shaftesbury Cricket Club	Councillor Hall
Shaftesbury Fairtrade	Councillor Loader
Shaftesbury Football Club	Councillor Brown
Shaftesbury In Bloom	Councillor Hall
Shaftesbury Municipal Almshouse	Councillor Cook
Shaftesbury Snowdrops	Councillor Cook

Shaftesbury Town Silver Band	Mayor (ex-officio)
Shaftesbury Town Twinning Association	Mayor (ex-officio)
Shaftesbury Trinity Centre Trust	Mayor (ex-officio)
Shaftesbury Youth Club	Councillor Brown
Swans Trust	Councillor Lewer

**FC09 Asset register and Inspection of Deeds**

Officer report 0517AM09 was received and it was **RESOLVED** that the Council notes the Asset register and confirms that the Town Council documents have been inspected and complies with the list of assets for which the Council has custody.

**FC10 Annual Subscriptions**

Officer report 0517AM10 was received and it was **RESOLVED** to approve subscriptions to the Dorset Association of Parish and Town Councils, the Society of Local Council Clerks and the National Association of Allotments for the year 2017/18.

**FC11 Bank Signatures**

Officer report 0517AM11 was received and it was **RESOLVED** that the signatories to comprise at least three elected members and one officer those being Councillors Lewer, Taylor and Proctor and Mrs Claire Commons, to remain in place until such time as they no longer hold office with the Council or a review is carried out by the Council, whichever is the sooner.

**FC12 Members Allowances, Expenses and Attendance**

Officer report 0517AM12 was received and noted.

**FC13 Calendar of Meetings**

Officer report 0517AM13 was received and it was **RESOLVED** to adopt the calendar of meetings for the municipal year 2017/18.

**FC14 Town Hall Keyholders**

Officer report 0517AM14 was received and it was **RESOLVED** to appoint Councillors Cook, Lewer, Taylor and Proctor and Mr Wakely as keyholders for the Town Hall until such time that they no longer hold office or the keyholders are reviewed, whichever is the soonest.

**FC15 Shaftesbury Fringe**

Officer report 0517AM15 was received and it was **RESOLVED**;

FC15a to provide a grant of £800 in support of Shaftesbury Fringe

FC15b to delegate to the Town Clerk in consultation with the Mayor and Deputy Mayor to place three adverts in the Fringe supplement for the Swimming Pool, the Town Council's support of the Fringe and Mampitts Community Land to a combined total not to exceed £400.

**FC16 Officer Report and Future Meetings of the Council**

Officer report 0517AM16 was received and noted. It was recommended that the Council looked at training in consultation and engagement.

There being no further business, the meeting was closed at 9:00pm.

Signed

Date

## Appendix A

<b>Date</b>	<b>Chq Reference</b>	<b>Payee</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
10/05/2017	DD	BT	£91.80	Line Rental
11/05/2017	DD	Hitachi	£849.20	Monthly Mower payment
15/05/2017	DD	Fuel Genie	£132.70	Fuel Payment
16/05/2017	Online	DCC Pension Fund	£3,474.60	Pension Fund Payment April Salaries
16/05/2017	Online	HMRC	£3,311.39	Tax/NI April salaries
16/05/2017	DD	Sage	£67.20	Payroll monthly subscription
23/05/2017	013021	DAPTC	£35.00	Cllr Training
23/05/2017	013022	Travis Perkins	£80.01	Paint, concrete, boards
23/05/2017	013023	E G Coles	£264.54	Road Sweeper Repairs
23/05/2017	013024	Perry & Sons	£10,029.20	Repairs to Town Hall inc. scaffolding
23/05/2017	013025	Ben Johnson	£384.59	Repairs to Lawn Mower
23/05/2017	013026	Service U Right	£90.31	Battery for van
23/05/2017	013027	Chris Berwick	£1,286.40	SLA Trinity, strimming Jubilee Steps
23/05/2017	013028	British Gas	£58.85	Electric Unit 9c Wincombe
23/05/2017	013029	Shaftesbury Community Assoc	£15.00	Hire of Lindlar Hall
23/05/2017	013030	LGRC	£1,715.28	Professional services
23/05/2017	013031	IT Department	£118.62	Monthly Support Charge
23/05/2017	013032	Underwoods	£798.00	Carrying out periodic electrical inspections TH/SP
23/05/2017	Online	Octopus	£1,538.35	Temporary Staff 1/05 to 14/05
		<b>Total</b>	<b>£24,341.04</b>	