



SHAFTESBURY TOWN COUNCIL

Minutes of General Management Committee meeting held on **Tuesday 17th June 2014** at 7:00pm in the Mayors Parlour.

Present:

Cllr R Tippins (Chairman)

Cllr Madgwick (Vice-Chairman)

Cllr Harvey

Cllr Lewer

Cllr Proctor

Cllr K Tippins

In attendance:

Mr Paul Russell (Temporary Town Clerk)

Mrs Claire Commons (Acting Committee Services Officer)

2 members of the public

MINUTES

01. Election of Chairman

a) It was RESOLVED that Cllr R Tippins would be chairman of the General Management Committee for the municipal year 2014/2015 (Proposed by Cllr Lewer, seconded by Cllr K Tippins)

b) It was RESOLVED that Cllr Madgwick would be the Vice Chairman of the General Management Committee for the municipal year 2014/2015 (Proposed by Cllr R Tippins, seconded by Cllr Lewer)

02. Apologies for Absence

There were none required

03. Declaration of Interests

Members and Officers were reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed. (Local Government Act 1972 and Localism Act 2011). No declarations were made.

04. Receipt of Dispensation Requests

There were no dispensation requests to be received.

05. Terms of Reference

In considering the Terms of Reference which referred to a member independent of committee position, it was **RESOLVED** to elect Cllr Pestell to the General Management Committee.

The following additions were made, as new clauses;

21. To maintain Council owned buildings.
22. To monitor fees and charges relating to use of Council owned buildings.
23. Create, review and monitor performance of Strategic Plan.

06. Public Recess

Members of the public were invited to make representations to Shaftesbury Town Council on any matters relating to the work of the Council or to raise any issues of concern. (Public Bodies (admission to meetings) Act 1960). The following matters were raised:

(a) *Public Recess*

It was noted that the placement of Public Recess within the body of the meeting did not allow for comments from the public to be included in the debate and resolution of any items preceding Public Recess.

It was recommended that:

- Public recess be taken at the start of the meeting
- There be a second opportunity for public response at the end of the meeting
- That the Chairman used discretion to involve members of the public during debate

(b) *Terms of Reference*

- Item 14, the appropriateness of delegated authority for expenditure on legal matters. It was confirmed that this was limited in order to address matters of an urgent nature, such as an initial letter from a solicitor and that Full Council would provide authorisation for further expenditure.

(c) *Financials*

The detail of the financials was requested, in particular in relation to staffing. It was advised that the detail would not be disclosed as they were exempt from disclosure to members of the public.

(d) *Confidential Items*

It was requested that clarification be given to the reason for entering confidential session at each meeting.

07. Exempt Items – Exclusion of Press and Public

It was **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public and press be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Item Number
13

08. Clerk's Report

The Clerk had no items to report.

The matter of the defibrillator being installed on the Town Hall by the Rotary was discussed and the placement of it be on the location of the external flu protectors now made redundant on the change of heating system for the Town Hall.

09. Financials

Committee considered the financial report containing bank account balances as at 30th April 2014 and income and expenditure as at 30th April 2014. Methods for improvement of administration and reporting were identified and APPROVED. It was AGREED to identify training for councillors in understanding local government financial rules.

10. Local Government Pension Scheme 2014 discretions

A report had been circulated which detailed some discretions for which the Town Council as an employer needed to determine its own policy. It was **RESOLVED** that the Dorset County Pension Fund Discretion Policy be signed for submission to Dorset County Council. (*Proposed by Cllr R Tippins, seconded by Cllr Madgwick*) (*Policy 0614/GEM/10*) (*Statutory Authority – Local Government Pension Scheme (Administration) Regulations 2008 SI 2008/239*)

11. Report from Cllr R Tippins

Committee considered information relating to an historical resolution to take responsibility for the Coppice Street toilet block and associated land. It was noted that there was various associated monies which may be available to the Town Council. It was AGREED for Cllrs R Tippins, Madgwick and Proctor to meet with Tesco to forward the resolution made in November 2004. Cllr Madgwick thanks Cllr R Tippins for his work on this matter.

At this point in the meeting, standing orders were relaxed and members of the public were invited to speak.

A comment was made about the current budget and accounts. Reassurance was given that the budget was not incorrect or adrift but there were administrative items to attend to in order to provide more in-depth reporting.

A question was asked about the recruitment of a permanent Town Clerk. It was confirmed that advertisements were being placed and it was anticipated that a new clerk would be in post by the end of the summer.

Members of the public were asked to leave due to the following item being expected to include consideration of exempt information.

PART 2 (TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT)

12. Interim Audit Report

The Clerk's report into the Interim Audit report had been circulated. The committee considered its response in relation to the audit and corresponding report and AGREED to write a letter to NDDC noting that there were a number of process departures in the report and the methodology employed, however, also acknowledging that there were a number of area identified to improve upon. It was further

agreed to recommend to NDDC that that after formal and extensive internal review of the report by Shaftesbury Town Council, this report was not used as the basis of any future decision making regarding this Council.

The committee AGREED that the Clerk would undertake a Council Health Check during his tenure with Shaftesbury Town Council and report back on his findings before his leaving date

There being no further business, the meeting was closed at 8pm

MAYOR:

DATE: