



SHAFTESBURY TOWN COUNCIL

GENERAL MANAGEMENT COMMITTEE MEETING

Minutes of a meeting of the General Management Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 4th November 2014 commencing at 6:00pm.

Members Present:

Cllr R Tippins (Chair)

Cllr J Lewer

Cllr M Hicks

Cllr K Tippins

Apologies:

Cllr M Madgwick (apologies)

Cllr J Pestell (apologies)

Cllr P Proctor (apologies)

Officers Present:

Richard Chapman, Interim Town Clerk

Claire Commons, Acting Committee Services Officer

In Attendance:

Cllr Madgwick (for public participation only), Cllr Harvey, DCllr Jefferson and 1 member of the public

MINUTES

PUBLIC PARTICIPATION

The Clerk declared that the council was making an audio/visual recording of the meeting. Members of the public were invited to make representations to the committee on any matters relating to the work of the committee or to raise any issues of concern. The following matters were raised:

- Recording of meetings. It was asked whether any members of the General Management Committee were recording the meeting and by what means. The Chair declared that he was recording the meeting as a member of the public.
- Cllr Madgwick spoke on the matter of recording meetings and publishing extracts on social media. A copy of his speech was provided to the clerk to be placed on public record, this is available upon request.
- Monument. It was asked when the monument would be placed on Castle Hill. The Town Clerk responded that various tasks needed to be carried out first in relation to this and subject to the correct permissions, it was anticipated that this may not be concluded until after Christmas 2014.
- External Auditor. It was asked if the Clerk had received a response from the external auditor. No such response had been received.
- Meeting of 4th February 2014. It was asked if the meeting was formally convened and who was presiding officer was. It was responded that the meeting was formally convened and an officer from North Dorset District Council provided officer support.

01. Apologies

Apologies were accepted from Cllr Pestell who was absent due to ill health and Cllrs Proctor and Madgwick who were absent due to respective conflicting engagements.

02. Declaration of Interests

Members and staff were reminded of their duty to declare any known interests in any matter to be considered. There were none declared.

03. Quarterly Accounts – 2nd Quarter

The Town Clerk's report 1114/GEM/03 was received. It was **RECOMMENDED** to approve the accounts and report to the next meeting of Council. It was **RESOLVED** that the Clerk would submit a proposal to the ROSE Committee for uses for the funds listed in cost centres 1906 & 1917.

04. CCTV

The Town Clerk's report 1114/GEM/04 was received. It was **RESOLVED** to improve the existing Town Centre CCTV system and delegate to the Town Clerk to take this forward. (*Policy 1114/GEM/04*) (*Statutory Authority – Local Government and Rating Act 1997 s.31*) (*Financial Implication – up to £4,000 from the CCTV Budget*)

05. Community Grant Application

The Town Clerk's report 1114/GEM/05 was received and **RESOLVED** that Council pay a grant of £300 to Shaftesbury Homegrown.

06. Service Level Agreements

The Town Clerk's report 1114/GEM/06 was received. It was **RECOMMENDED** that Council to nominate three Councillors to form a Service Level Agreement Working Group to meet and discuss applications submitted for 2015/2016 Service Level Agreements.

It was **RECOMMENDED** to approve the timetable for submission and consideration of the 2015/2016 Service Level Agreements as:

Application Forms to be sent to Local Organisations	By the end of the week following this meeting
Application Forms to be returned	By noon on Wednesday 7 th January 2015
Working Group to meet with each organisation to discuss submissions. Working Group to agree level of SLA to be recommended to General Management Committee	Week beginning 12 th January 2015
Report to General Management Committee with Working Group recommendations	By 22 nd January 2015 for the 3 rd February 2015 meeting
Recommendation from General Management Committee to Council for Resolving the Service Level Agreements for 2015/2016	17 th February 2015
1 st payment of Service Level Agreement	After 1 st April 2015
Service Level Review Meetings with Working Group Members and SLA partners	September 2015
2 nd payment of Service Level Agreement	October 2015

It was **RESOLVED** to write to all Service Level Agreement partners to advise that the Town Council will not increase any Service Level Agreement in 2015/2016 financial year.

There being no further business, the Chairman thanked members and public for attendance and closed the meeting at 6:41pm.

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