



SHAFTESBURY TOWN COUNCIL

Minutes of a meeting of the Administration & Liaison Committee held on **Tuesday 18th June 2013** at 7.00 pm in the Mayor's Parlour.

Present: Cllr Toms (Chairman)
Cllr Pestell
Cllr Cook
Cllr Dibben
Cllr Hicks

In attendance: Mrs Nicola Merefield (CEO and Town Clerk)
Mrs Claire Commons (Acting Committee Services Officer)
Cllr Thompson
1 Member of the Public

Public consultation

Mr Harvey identified that he was present in relation to item 8 – Shaftesbury Pool.

01. APOLOGIES FOR ABSENCE

Apologies for absence were accepted from Cllrs Proctor and Lewer due to vacation.

02. DECLARATIONS OF INTEREST

Members were reminded of their obligations under the Localism Act 2011 to declare any interests. There were none.

03. TERMS OF REFERENCE

The Terms of Reference were considered. It was **AGREED** to recommend inclusion of finance within the remit of the committee and in order to better reflect the work of the committee, **AGREED** to recommend adjusting the name back to General Management (GEM). Following minor adjustments, the terms of reference were **PROPOSED** by Cllr Cook, **SECONDED** by Cllr Pestell and unanimously **AGREED** to:

RECOMMEND to Full Council that the terms of reference with recommended adjustments for the currently named Administration and Liaison Committee be **ADOPTED**.

04. RECOMMENDATIONS FROM COMMITTEES

It was reported that the recommendation relating to the services of the Town Crier would be taken to the next meeting of the committee scheduled for the 30th July 2013.

05. COMMUNITY GRANT PROCESS

Members considered the Community Grant process. It was **AGREED** that Cllr Pestell would put a paper together in readiness for the next meeting of the committee scheduled for the 30th July 2013.

ACTION: CLLR PESTELL

06. LOCAL DELIVERY STATEMENT

Cllr Pestell reported on the preparation of a local delivery statement. It was noted that it would be a considerable amount of work however the mechanism was already in place in the form of the Strategic Plan. It was **AGREED** that Cllr Cook would develop a database to ease the process of compiling Local Delivery Statements.

ACTION: CLLR COOK

07. FOOTBALL CLUB

It was reported that the licence for the social club was still with the solicitor. It was noted that there would be a meeting on the 26th June 2013.

08. SHAFTESBURY POOL

It was reported that NDDC and Shaftesbury Leisure Limited were close to signing a lease to enable the pool to open during the summer of 2013. It was **AGREED** that the terms of reference of the committee enabled matters relating to the pool to be discussed within those terms and the working group was no longer required. The draft business plan was **AGREED** with no further questions at that point.

09. JOINT ASSET MANAGEMENT

It was reported that there was a meeting scheduled for 26th June in Dorchester relating to Joint Asset Management and that Cllrs Dibben and Pestell would report to the next meeting of the committee scheduled for 30th July 2013.

ACTION: CLLRS DIBBEN AND PESTELL

10. CORRESPONDENCE

There was none.

11. CHAIRMAN'S URGENT BUSINESS

Members considered requests being made to call additional meetings and noted that the office did not have the available capacity to respond to such requests at the current time. It was **AGREED** that the committee chair would respond to the current request

ACTION: CLLR TOMS

Members also noted the understanding that Motcombe Parish Council may wish to be included in the Shaftesbury Neighbourhood Plan area. It was **AGREED** to investigate this and request direction from NDDC regarding the process which was already underway.

ACTION: ACTING COMMITTEE SERVICES OFFICER

12. PUBLIC RELATIONS

It was **AGREED** to issue a press release giving a structured outline for getting the pool opening including all organisations involved.

ACTION: ACTING COMMITTEE SERVICES OFFICER

It was **AGREED** to summarise all the committee actions points for inclusion in the Town Crier.

ACTION: ACTING COMMITTEE SERVICES OFFICER

13. CONFIDENTIAL INFORMATION

It was **PROPOSED** by Cllr Cook, **SECONDED** by Cllr Pestell and unanimously **RESOLVED** to pass a resolution that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be excluded from item 14 as it related to confidential matters as detailed in category 1 of Article 2.2.7 Access to Information Rules within the town council constitution.

14. STRATEGIC UPDATE

Normal debate took place. Cllr Cook **PROPOSED** Cllr Pestell **SECONDED** and it was unanimously:

RESOLVED to invite the CEO to undertake up to 1 week of paid work to assist the Acting Deputy Town Clerk and identification of project next steps. (*Policy 0613/A&L/14*) (*Statutory Authority – LGA 1972 s112*) (*Budgetary Provision – Salaries, amount undisclosed*)

There being no further business, the meeting was closed at 9:10pm

Blank Page