



**SHAFTESBURY TOWN COUNCIL**

**General Management Committee**

Minutes of a meeting of the General Management Committee held in the Council Chamber, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 21<sup>st</sup> June 2016 commencing at 7:00pm.

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**Members Present:**

Councillor Francis  
Councillor Lewer  
Councillor Taylor  
Councillor K Tippins

**Officers Present:**

Claire Commons, Committee Services Officer  
Barbara Carter, Project Officer

**In Attendance:**

Councillors Richard Tippins and Phil Proctor were present as observers and invited to take part in the meeting, with no voting role.

Two 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. The following matters were raised;

- Election of the Chair
- Item 8 regarding the adoption of part B for the register of interests, beyond Disclosable Pecuniary Interest.
- Protocol for Use of Council land including fitness trainers, does this include the equipment recently installed at Barton Hill.

The meeting commenced at 7:00pm

**G01 Election of Chairman**

It was proposed that Cllr Francis be elected for one meeting only, there was no seconder and the proposal fell.

It was **RESOLVED** that Councillor Jo Francis be Chair and Councillor Karen Tippins be Vice-Chair of the General Management Committee for the municipal year 2016/17.

**G02 Apologies**

There were no members absent

**G03 Declarations of Interest and Dispensations**

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

The Committee Services Officer advised that she had an interest in the grant application submitted by 1st Shaftesbury Rainbows and offered to leave the meeting if necessary.

**G04 Minutes**

It was **RESOLVED** that the minutes of the meeting of the Committee held on 1<sup>st</sup> March 2016 be approved as correct records. The minutes were duly signed.

**G05 Payments**

Officer report 0616GEM05 was received. It was **RESOLVED** to approve the payments contained therein and as detailed at **Appendix A** totalling £144,443.79.

**G06 Financial Regulations**

The Officer Report 0616GEM06 was received. It was **RECOMMENDED** to the Full Council that the Financial Regulations be adopted and reviewed in three months.

**G07 Standing Orders**

The Officer Report 0616GEM07 was received. It was **RECOMMENDED** to the Full Council that the Standing Orders be adopted.

**G08 Code of Conduct and Members Register of Interest**

The Officer Report 0616GEM08 was received. It was **RECOMMENDED** to the Full Council the registration of certain other 'non DPI' interests listed in Appendix B to the Model Code be adopted.

**G09 Community Grants**

The Officer Report 0616GEM09 was received. It was **RECOMMENDED** to the Full Council that the following grants be approved and the remaining applicants be contacted for further information.

1st and 3rd Shaftesbury Brownies	£217.50
1st Shaftesbury Rainbows	£153.50
1st Shaftesbury Scout Group	£300.00
Kipling Juvenile Carnival Club	£400.00
Little Giants	£800.00
North Dorset Rugby Football Club	£2,000.00
Open House	£1,000.00
Read Easy Gillingham & Shaftesbury	£350.00
Shaftesbury Abbey Museum and Garden	£1,000.00
Shaftesbury and Villages Fifty Plus	£400.00
Shaftesbury Arts Centre	£5,000.00
Shaftesbury Bowling Club	£500.00

Shaftesbury Club for the Visually Impaired	£200.00
Shaftesbury Community Association	£500.00
Shaftesbury Sports Club Ltd	£980.00
Shaftesbury Tourist Information	£1,000.00
Shaftesbury Youth Club	£900.00
Shaftesbury & District Tourism Assoc	£8,000.00
<b>Total</b>	<b>£23,701.00</b>

**G10 Protocol for Use of Council Land**

The Officer Report 0616GEM10 was received. It was **AGREED** that this item be considered as part of the review of Council Policies, Protocols and Procedures.

**G11 Five Year Plan – Framework**

The Officer Report 0616GEM11 was received. It was **AGREED** that the process for public consultation would be worked on by Officers and reported back to the September meeting of the General Management Committee.

**G12 Update on Leases**

The Officer Report 0616GEM12 was received. It was **AGREED** that items (a) to (d) in section 3.2 of the report would be referred back to a later General Management Committee meeting. Item (e) Shaftesbury Football Club lease, it was **RECOMMENDED** for signature subject to enquiring whether the training pitch be affected by the proposed Community Hall.

**G13 Town Council's Publication Scheme**

The Officer Report 0616GEM13 was received. It was **RESOLVED** to approve the updated Town Council's Publication Scheme form publication.

**G14 Officer Report**

The Officer Report 0616GEM14 was received. It was **AGREED** that Shaftesbury Fringe could erect an 8x4 advertising board on the railings at Coppice Street, facing the rear entrance to Tesco, for the duration of the festival.

There being no further business, the meeting was closed at 8.40pm

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Signed

Date

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Shaftesbury Town Council

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NatWest Current A/c

## List of Payments made between 01/04/2016 and 07/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2016	NDDC	Std Ord	245.40		Business Rates Bell St
01/04/2016	NDDC	Std Ord	726.00		Rates Town Hall
01/04/2016	NDDC	Std Ord	232.40		Rates Unit 9C
01/04/2016	NDDC	Std Ord	14.62		Rates Cemetery
01/04/2016	DAPTC	012424	50.00		LCAS Foundation Award
06/04/2016	British Telecommunications	00393995	38.63		Grounds mobiles Feb/March
06/04/2016	British Telecommunications	DD LC29346	282.00		Telephone charges up to 31/05
12/04/2016	Eon	0148452853	315.83		Electric swimming pool March
13/04/2016	Fuel Genie	6352950007	176.41		Fuel for vans March
18/04/2016	Scats Countrystores Plc	012513	103.20		Gate & fix ref St James slopes
18/04/2016	Whitebridge Hire Services Ltd	012515	113.73		Mini Ex clearing Barton Hill
18/04/2016	Richard Tippins	012516	111.70		Travel to DAPTC conference
18/04/2016	Proctor, Watts, Cole & Rutter	012517	79.00		Phoocopies ref Barristers meet
18/04/2016	British Gas	012518	1,213.06		Unit 9C Sept 15 to March 16
18/04/2016	OCS Group UK	012519	185.90		Sanitary Disposal contract
18/04/2016	Dorset County Council	012520	413.80		Waste collection Apr-June
18/04/2016	Fidelitti	012521	127.72		Childcare Vouchers April salar
18/04/2016	Ryan Baker	012522	22.00		NPLQ renewal
18/04/2016	RBS Software Solutions	012523	435.40		Planning annual support
18/04/2016	Wessex Fire & Security Limited	012524	551.13		Rout. main. & monitoring fee
18/04/2016	Tincknell Fuels	012525	171.36		Red diesel for machines
18/04/2016	The IT Department Solutions Lt	012526	90.00		Monthly support charge April
18/04/2016	Perry & Son Limited	012527	216.00		Call out to leaking roof
18/04/2016	Travis Perkins	012528	27.78		Work Boots
19/04/2016	Sage UK Ltd	AA00477266	67.20		Payroll montly subscript.
19/04/2016	Nat West	DIRECTDEBI	45.00		Safe Custody Hold
25/04/2016	Andy Dodd	012529	77.94		Slabs Coppice Street
25/04/2016	NDDC	Std Ord	242.00		Rates Swimming Pool
26/04/2016	Plusnet Ltd	2799085	18.60		Purchase Ledger Payment
28/04/2016	British Telecommunications	69722988	54.00		Rental Apr-June 851212
28/04/2016	British Telecommunications	ST66888411	27.61		Phone services Jan to June
29/04/2016	Corona Energy	20159781	551.69		Gas March
29/04/2016	April Salaries	ONLINE	10,252.80		April Salaries
29/04/2016	Nat West Credit Card	NW Bus	272.94		Credit Card Payments
18/04/2016	Mr Coleman	012514	15.00		Fence repair
01/05/2016	NDDC	Std Ord	247.00		Business Rates Bell St
01/05/2016	NDDC	Std Ord	726.00		Rates Town Hall
01/05/2016	NDDC	Std Ord	235.00		Rates Unit 9C
01/05/2016	NDDC	Std Ord	19.00		Rates Cemetery
05/05/2016	British Telecommunications	393995/001	37.55		Grounds mobiles April
09/05/2016	Imprint Graphics	012530	115.20		Receipt books
09/05/2016	Travis Perkins	012533	145.51		Re-install water supply Barton
09/05/2016	Spruce Pools	012534	321.82		Chlorine, alkalinty red.,ph in
09/05/2016	Chris Berwick Ltd	012537	854.40		SLA Trinity Centre 1st half
09/05/2016	Clarity Copiers Ltd	012538	115.01		Photocopying April
09/05/2016	The Play Inspection Company Lt	012539	359.64		Annual Inspection
09/05/2016	Busy Bees	012540	240.50		Cleaning April

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09/05/2016	Broxap Ltd	012541	2,391.60		Cast Iron Bins- Barton Hill
09/05/2016	British Gas	012542	112.06		Electricity Unit 9C
09/05/2016	British Gas	012543	7.73		Electric standing charge Barton
09/05/2016	British Gas	012544	84.84		Electric Bell St Toilets
09/05/2016	RLSS Direct	012545	722.65		Manikin Wipes
09/05/2016	Travis Perkins	012546	23.10		Mastercrete and sand
09/05/2016	Whitebridge Hire Services Ltd	012547	577.55		Leads, lights, generators
09/05/2016	Angel Springs Ltd	012548	43.21		Water Cooler
09/05/2016	JPC Highway Consultants	012549	500.00		Wincombe Lane traffic assessme
09/05/2016	Petty Cash	012535	134.93		RECEIPTS 170-183
09/05/2016	Battens Solicitors	012536	922.08	FC141	Advice ref Cattle Market Land
09/05/2016	Richard Tippins	012551	70.00		Lapel Mic
09/05/2016	Firmsites Ltd	012552	165.00		Website Hosting
09/05/2016	Do The Numbers Ltd	012550	1,450.00		Internal Audit 2015-16
09/05/2016	Andy Dodd	012554	11.70		Travel to attend Beacon Event
09/05/2016	St John Ambulance	012555	246.00		1st Aid Course -CC
09/05/2016	Aqua cleaning Services	012556	148.37		Odour Neutraliser
09/05/2016	DCC Pension Fund	012531	3,800.25		DCC Pension Fund
09/05/2016	HMRC	012532	3,622.90		April Salaries
09/05/2016	Lyreco	012553	1,400.04		New filing cabinets
10/05/2016	British Telecommunications	dd	84.60		1Apr-30June Broadband
13/05/2016	Eon	dd	109.06		Purchase Ledger Payment
13/05/2016	Fuel Genie	dd	212.08		Fuel April
19/05/2016	Sage Uk Ltd	dd	67.20		Monthly payroll subscription
25/05/2016	NDDC	Std Ord	242.00		Rates Swimming Pool
26/05/2016	Plusnet Ltd	dd	18.60		Purchase Ledger Payment
31/05/2016	Nat West Credit Card	NW Bus Cre	109.00		NW Credit Card
31/05/2016	May Salaries	ONLINE	11,119.20		May Salaries
01/06/2016	NDDC	Std Ord	247.00		Business Rates Bell St
01/06/2016	NDDC	Std Ord	726.00		Rates Town Hall
01/06/2016	NDDC	Std Ord	235.00		Rates Unit 9C
01/06/2016	NDDC	Std Ord	19.00		Rates Cemetery
02/06/2016	Clarity Copiers Ltd	012567	265.58		Photocopying May
02/06/2016	Corona Energy	dd	413.96		Gas 1/4 to 1/5 Town Hall
07/06/2016	ACE Plumbing and Heating	012557	84.00		Service Gas combi boiler
07/06/2016	DCC Pensions	012558	3,992.39		DCC Pensions- May
07/06/2016	HMRC	012559	3,703.96		Tax/Ni May Salaries
07/06/2016	Aqua cleaning Services	012560	151.30		Cleaning materials, toilet rol
07/06/2016	Aqua cleaning Services	012561	540.00		Cleaning Toilets 15/5 Food Fes
07/06/2016	Busy Bees	012562	240.50		Town Hall Cleaning May
07/06/2016	British Gas	012563	65.59		Electric 16/4 to 17/5
07/06/2016	British Gas	012564	7.48		Standing charge Barton Hill
07/06/2016	British Gas	012565	124.71		18/4 to 16/5
07/06/2016	Barbara Carter	012566	9.90		Travel for DCA training
07/06/2016	Dorset Planning Consultant Ltd	012568	268.90		Advisory Support Meeting
07/06/2016	Fidelitti	012569	127.72		Vouchers May
07/06/2016	Hawes Arborists	012570	714.00		Removal of Tree- St Johns Chur

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/06/2016	Hine & Parsons	012571	40.70		Shower rail and curtains
07/06/2016	The IT Department Solutions Lt	012572	90.00		Monthly support
07/06/2016	British Telecommunications	DD	38.05		Grounds mobiles April/May
07/06/2016	JP Lennard Ltd	012573	1,067.20		17513/JP Lennard Ltd
07/06/2016	Local World	012574	1,167.60		BVM Advert
07/06/2016	Ryan Baker	012575	23.88		Cleaning supplies
07/06/2016	Stephen Holley	012576	88.56		Refreshments
07/06/2016	Linda Roberts	012577	28.00		Cleaning carpets
07/06/2016	Fenland Leisure Products	012578	554.48		Cableway,paint, spares, mattin
07/06/2016	RBS Software Solutions	012579	628.92		Year End 15/16 Close Off
07/06/2016	Tincknell Fuels	012580	195.87		Red diesel
07/06/2016	Screwfix (Trade UK)	012581	19.99		Work Boots
07/06/2016	Spruce Pools	012582	11,204.51		Calibrate pool test kit/Pool Cover
07/06/2016	South West Information Complia	012583	30.00		FOI Workshop
07/06/2016	T F Plant & Tool Hire	012584	8,451.60		Removing spoil heap/hedge etc
07/06/2016	Sydenhams	012585	265.61		timber for fence
07/06/2016	Bridget Strawbridge	012586	77.50		Plants for QM Garden
07/06/2016	Wessex Fire & Security Limited	012587	26.10		Standby Battery
07/06/2016	Wicksteed Leisure Ltd	012588	30,600.00		MutiGym, T/tables Barton Hill
07/06/2016	Lyreco	012589	353.66		Suspension Files New Cabinets
07/06/2016	Stannah Lift Services Ltd	012590	127.22		Repair to chair lift
07/06/2016	RLSS Direct	012591	85.90		Torpedo buoy and sleeve
07/06/2016	Zurich	012592	9,949.56		Annual Insurance Premium
<b>Total Payments</b>			<b>126,432.13</b>		

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## List of Payments made between 08/06/2016 and 21/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/06/2016	Eon	1484528310	186.06		Electric May
14/06/2016	Fuel Genie	WLIT	231.59		Fuel May
16/06/2016	Sage Uk Ltd	Directdebi	67.20		Payoll subscription
21/06/2016	SDTA	012593	8,000.00	0516AM09	Grant SDTA
21/06/2016	WPS Insurance Brokers	012594	1,563.81		Vehicles insurances
21/06/2016	Fideitti	012595	127.72		Childcare Vouchers June
21/06/2016	Petty Cash- Swimming Pool	012596	50.00		Petty Cash- Swimming Pool
21/06/2016	Mole Countrystores	012597	232.73		Gate & fixings for Cemetery
21/06/2016	Whitebridge Hire Services Ltd	012598	41.28		Carpet cleaner for offices/MP
21/06/2016	Spaldings Limited	012599	56.28		Grease cartridges and spary gr
21/06/2016	The IT Department Solutions Lt	012600	714.54		Monthly support
21/06/2016	Mark Hansford Telecom Services	012601	45.00		Test phone line and find fault
21/06/2016	Kingston Maurward College	012602	108.00		Enhanced DBS checks RB/ZW
21/06/2016	Airspace Solutions.Com Ltd	012603	5,382.00	R75	Inflatable-PumpUpTheVolume
21/06/2016	RLSS Direct	012604	23.50		RLSS Polo Shirt RB
21/06/2016	Spruce Pools	012605	1,141.42		Chlorine, ph & Alk. increaser
21/06/2016	DAPTC	012606	1,056.16		DAPTC/LCR 2016/17
21/06/2016	Lexis Nexis	012607	69.00		Arnold Baker Issue 10
21/06/2016	British Gas	012608	74.43		Electricity April-June unit9c
21/06/2016	Shaftesbury Fringe	012609	100.00		Donation from The Mayor
21/06/2016	British Gas	012610	304.75		Gas March-May
21/06/2016	WPS	012594	-1,563.81		Cancelled Chq
<b>Total Payments</b>			<b>18,011.66</b>		