



## SHAFTESBURY TOWN COUNCIL

Minutes of the Annual General Meeting, Part II held on **Wednesday 28<sup>th</sup> May 2014** at 7:00pm in the Council Chamber.

### Present:

Cllr Harvey (Chairman)

Cllr R Tippins (Vice Chairman)

Cllr Clinch

Cllr Dibben

Cllr Lewer

Cllr Pritchard

Cllr Proctor

Cllr K Tippins

### In attendance:

Mr Paul Russell (Temporary Town Clerk)

Mrs Claire Commons (Acting Committee Services Officer)

8 members of public.

## MINUTES

### PART I (PUBLIC ITEMS)

#### 2014/05 Apologies for Absence

Apologies were received and accepted from Cllr Hicks due to vacation, Cllr Madgwick due to a conflicting engagement and Cllr Pestell due to a conflicting engagement.

#### 2014/06 Declaration of Interests

Members and officers were reminded of their obligation under the Local Government Act 1972 and Localism Act 2011 to declare any known interests in any matter to be considered. No declarations of interest were made.

#### 2014/07 Receipt of Dispensation Requests

No dispensation requests had been received.

#### 2014/08 Public Recess

Mr Cook – spoke regarding agenda item 25, Football Club and on behalf of the Shaftesbury Twinning asked that consideration was given to the agreement between the Football Club and Town Twinning for the use of the bowls area and amenity land.

Mr Shepherd – spoke regarding the Heart of Wessex and the North Dorset Local Action Group asking the council to consider supporting the North Dorset LAG.

Mr Cooper – spoke on behalf of previous members of the football club indicating that he would like to form a new committee and request a lease for the football club.

**2014/09 Exempt Items – Exclusion of Press and Public**

As certain items were expected to include the consideration of exempt information Shaftesbury Town Council **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matter referred to in the items listed below, on the grounds that they involved 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.

Minute reference
2014/27

**2014/10 Minutes**

- A. The minutes of the Full Council meeting held on Tuesday 22<sup>nd</sup> April 2014 were **APPROVED** for accuracy and **ADOPTED**.
- B. The minutes of the reconvened Full Council meeting held on Tuesday 29<sup>th</sup> April 2014 were **APPROVED** for accuracy and **ADOPTED**.
- C. The minutes of the Planning and Highways Committee meeting held on Tuesday 29<sup>th</sup> April 2014 were **APPROVED** for accuracy and **ADOPTED**.
- D. The minutes of the Recreation, Open Spaces and Environment Committee meeting held on Tuesday 6<sup>th</sup> May 2014 and **APPROVED** for accuracy and **ADOPTED**.
- E. The minutes of the General Management Committee meeting held on Tuesday 13<sup>th</sup> May 2014 were **APPROVED** for accuracy and **ADOPTED**. Questions were raised on the elements recorded during Public Recess and it was agreed that these would be double checked with the handwritten record and brought back to the next meeting of the committee for adjustment if required.

**ACTION: ACTING DEPUTY TOWN CLERK**

Members sought clarification about pre-determination. The Clerk responded that all members had been provided with Legal Topic Note 81 regarding predetermination under Section 25 of the Localism Act he then read out a section stating it was “only applicable if it can be proved a person has a closed mind” to provide clarity for those present. Cllr Dibben requested that the minutes reflected accurately that a member of the public had referred to predetermination and his response referred to their comments.

Members considered GEM’s support for the Heart of Wessex. In consideration of new information, it was **RESOLVED** to amend the support to the Northern Dorset LAG. (*Proposed by Cllr Pritchard, seconded by Cllr Tippins*)(Policy 0514/AGM/10E)

**2014/11 Chairman’s Announcements**

There were no announcements from the chairman.

**2014/12 Clerk’s report**

The Clerk drew to members’ attention the courses available to new councillors and asked who had booked a place. It was confirmed that Cllr K Tippins had booked a place.

Cllr Pritchard asked when Council would receive the minutes from the public meeting. It was understood that these had not yet been produced and Cllr Tippins explained that the meeting had been adjourned therefore until the meeting was reconvened and formally completed, the minutes would not be available.

**2014/13 Standing Committees**

It was **RESOLVED** to appoint the following standing committees and **AGREED** that each committee would then proceeded to elect its own chairman and vice-chairman at each committee's inaugural meeting:

**General Management**

Cllr R Tippins (Deputy Mayor)

Chair of Planning

Chair of Rose

Cllr Madgwick (Independent member)

Vice-Chair of Planning

Vice-Chair of ROSE

**Human Resources**

Cllr Harvey

Cllr Madgwick

Cllr Tippins

Cllr Lewer

Cllr Pestell

**Planning & Highways**

Cllr Clinch

Cllr Lewer

Cllr K Tippins

Cllr Harvey

Cllr Proctor

Cllr R Tippins

**Recreation, Open Spaces and Environment (ROSE)**

Cllr Clinch

Cllr Hicks

Cllr K Tippins

Cllr Harvey

Cllr Madgwick

Cllr R Tippins

*(Policy 0514/AGM/13) (Statutory Authority LGA 1972 s.101)*

**2014/14 Local Organisations**

Cllr Pritchard reported that he had requested to be North Dorset District Council's representative to the Shaftesbury and District Tourist Association and Shaftesbury Chamber of Commerce and therefore volunteered to remain the Town Council's representative to those bodies. Members considered representatives to organisations. It was **AGREED** to reconsider the list when the Council was back to full membership.

ACTION: ACTING COMMITTEE SERVICES OFFICER

**2014/15 Asset Register**

The asset register had been circulated to members and was **ADOPTED**

**2014/16 Inspection of Deeds**

The Mayor and Deputy Mayor confirmed they had inspected the deeds.

**2014/17 Annual Subscriptions**

It was **RESOLVED** that the Clerk be authorised to pay the following subscriptions:

Dorset Association of Parish and Town Councils (DAPTC) £1003

Society of Local Council Clerks (SLCC) £279

National Association of Allotments £55

*(Proposed by Cllr Harvey, seconded by Cllr R Tippins) (Policy 0514/AGM/17) (Statutory Authority LGA 1972 s.143) (Budgetary Provision – Revenue Budget – Books & Subscriptions £1,337)*

**2014/18 Bank Signatories**

It was **RESOLVED** that the bank signatories be:

**Nat West Current and Reserve Accounts**

Barbara Carter, Cllr Clinch, Cllr Harvey, Cllr R Tippins

**Mayor's Charity Account**

Cllr Harvey, Tracy Moxham

(Proposed by Cllr Lewer, seconded by Cllr R Tippins) (Policy 0514/AGM/18) (Statutory Authority – LGA 1972 s.150(5))

### 2014/19 Calendar of meetings

The calendar of meetings for 2014/2015 was adopted:

Tue 03 Jun 14	Planning		Tue 02 Dec 14	ROSE
Tue 10 Jun 14	ROSE		Tue 09 Dec 14	GEM
Tue 17 Jun 14	GEM		Tue 16 Dec 14	Planning
Tue 24 Jun 14	Full Council		Tue 06 Jan 15	Full Council
Tue 01 Jul 14	Planning		Tue 13 Jan 15	Planning
Tue 15 Jul 14	ROSE		Tue 27 Jan 15	ROSE
Tue 22 Jul 14	GEM		Tue 03 Feb 15	GEM
Tue 29 Jul 14	Planning		Tue 10 Feb 15	Planning
Tue 12 Aug 14	Planning		Tue 17 Feb 15	Full Council
Tue 02 Sep 14	Full Council		Tue 24 Feb 15	Planning
Tue 09 Sep 14	Planning		Tue 03 Mar 15	ROSE
Tue 23 Sep 14	ROSE		Tue 10 Mar 15	GEM
Tue 30 Sep 14	GEM		Tue 31 Mar 15	Full Council
Tue 07 Oct 14	Workshop		Tue 07 Apr 15	Planning
Tue 14 Oct 14	Full Council		Tue 14 Apr 15	ROSE
Tue 21 Oct 14	Planning		Tue 21 Apr 15	GEM
Tue 28 Oct 14	ROSE		Tue 05 May 15	Annual Assembly
Tue 04 Nov 14	GEM		Tue 19 May 15	AGM 1
Tue 18 Nov 14	Full Council		Tue 26 May 15	AGM 2
Tue 25 Nov 14	Planning			

### 2014/20 Member Allowances / Expenses

A report on members' allowances and expenses and expenses claimed year ending 31<sup>st</sup> March 2011 had been circulated to members and was **RECEIVED**.

### 2014/21 Members Record of Attendance

A report on members' attendance at council and committee meetings for the municipal year 2013/2014 was **RECEIVED**.

### 2014/22 Town Hall Keyholders

It was **RESOLVED** that the Town Hall key holders for the Town Hall would be:

Keyholder no1 – Michael Wakely (position being covered by Claire Commons during his absence)

Keyholder no 2 – Cllr Harvey

Keyholder no 3 – Cllr Pestell

Keyholder no 4 – Cllr R Tippins

(Policy 0514/AGM/22) (Statutory Authority – LGA 1972 s.133)

### 2014/23 Town Council Insurance

The Clerk reported that the regalia and silverware was being re-valued to ensure the correct insurance cover was still applied. It was confirmed that the Council was within a contract with the insurance company. It was **RESOLVED** to continue with the current insurance at a premium of £15,947. (Proposed by Cllr Harvey,

*seconded by Cllr R Tippins) (Policy 0514/AGM/23) (Statutory Authority – LGA 1972 s.111) (Budgetary Provision – Revenue Budget – Insurance)*

#### **2014/24 Standing Orders and Financial Regulations**

It was noted that the Standing Orders and Financial Regulations would be reviewed by the working group as nominated at the General Management Committee meeting of the 13<sup>th</sup> May 2014 and any required adjustments would be brought to Full Council for consideration to adopt. It was noted that the new Standing Orders model had been adopted in March 2014.

#### **2014/25 Football Club Lease**

Members considered the report regarding a lease for Shaftesbury Sports Club Ltd. As neither option outlined in the report was satisfactory to members, it was **RESOLVED** to offer a 3 month licence to keep football going then consider a 15 year full lease. *(Proposed by Cllr Lewer, seconded by Cllr Dibben) (Policy 0514/AGM/25) (Statutory Authority - LGMPA 1976 s 19)*

#### **2014/26 Grounds Unit**

Members considered the report regarding a Council Works Depot. It was **RESOLVED** to proceed with Option 4 outlined in the report, purchasing one second hand container with the location to be agreed. *(Proposed by Cllr Proctor, seconded by Cllr Lewer) (Policy 0514/AGM/26) (Statutory Authority – Local Government Act 1972 s.111)*

### **PART II (EXEMPT ITEMS – EXCLUSION OF THE PUBLIC AND PRESS)**

#### **2014/27 Human Resources**

The minutes of the Human Resources Committee meeting held on Monday 19<sup>th</sup> May 2014 were **APPROVED** for accuracy and **ADOPTED**.

*The Mayor gave her thanks to Cllr Pritchard for all that he had contributed during his time with the Town Council. There being no further business, the meeting was closed at 10:00pm*

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