

**SHAFTESBURY TOWN COUNCIL****ANNUAL MEETING**

Minutes of the Annual Meeting of the Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 19<sup>th</sup> May 2015 commencing at 7:00pm.

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**Members Present:**

Councillor Austin  
Councillor Hall  
Councillor Jackson

Councillor Perkins  
Councillor Taylor  
Councillor Richard Tippins  
Councillor Wegwermer

Councillor Francis  
Mrs Harvey

Councillor Lewer  
Councillor Proctor  
Councillor Karen Tippins  
Councillor Todd

**Absent:**

There were no members absent

**Officers Present:**

Claire Commons, Committee Services Officer  
Stephen Holley, Town Clerk

**In Attendance:**

20 members of the public  
District Councillors Jefferson and Pritchard

**MINUTES**

The Retiring Mayor, Mrs Win Harvey, opened the Annual Meeting and advised that it was being filmed.

**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;

- Congratulations were extended to the newly elected and re-elected members of the Council and good wishes for a prosperous year ahead.

- It was asked where the 'Drinking Fountain' was listed on the list of deeds. Councillor Lewer responded that it was also known as the 'Lion's Mouth' on the B3081.
- A member of the public made recommendations on two Councillors for the position of Mayor and Deputy Mayor. The Retiring Mayor expressed her thanks and explained that the responsibility for election of these two roles rested with the members of the Council.

#### **FC01 Election of Mayor and Deputy Mayor**

- a. Report 0515AM01 was received. It was **RESOLVED** that Councillor Richard Tippins be appointed Chairman and Town Mayor for the year 2015/2016. The Retiring Mayor gave a retiring address, thanking the staff and wishing Councillor Tippins good luck for the coming year.

The meeting adjourned at 7:13pm to allow the Retiring Mayor to transfer the mayoral chain to Councillor Tippins. The meeting resumed at 7:16pm

- b. In his Mayoral Address, Councillor Tippins stated that the Town had delivered a clear message that they wanted a Town Council that could work together for change. The newly elected members had a clear mandate to reform the Council, to build bridges with the District and County Councils, and to work with North Dorset District Council on ensuring that funds collected from developers were released for projects that were wanted in the Town. As part of the rebuilding process the Council would be working toward achieving accreditation as a Quality Town Council. The Mayor also stated that the Council would seek to improve its communication with the people of Shaftesbury which, in turn would improve decision-making for the Town.
- c. It was **RESOLVED** that Councillor Phil Proctor be appointed Vice-Chairman and Deputy Mayor for the year 2015/2016.

#### **FC02 Apologies**

All members were present.

#### **FC03 Declarations of Acceptance of Office**

The Clerk confirmed that Declarations of Acceptance of Office had been received from all Councillors and that Councillor Richard Tippins had made his Declaration of Acceptance of Office to the position of Town Mayor and Chairman.

#### **FC04 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.

**FC05 Minutes**

It was **RESOLVED** to approve the minutes of the meeting held on 24<sup>th</sup> March 2015 (minutes 2014/135 to 2014/149) for signature.

It was **RESOLVED** to approve the minutes of the meeting held on 31<sup>st</sup> March 2015 (minutes 2014/150 to 2014/153) for signature.

It was **RESOLVED** to approve the minutes of the meeting held on 21<sup>st</sup> April 2015 (minutes 2014/154 to 2014/158) for signature.

**FC06 Standing Committees**

Report 0515AM06 was received. It was **RESOLVED** that the following Councillors be appointed to the Planning and Highways Committee:

Councillor John Lewer (Chairman)  
Councillor Jo Francis (Vice-Chairman)  
Councillor Phil Proctor  
Councillor Anthony Austin  
Councillor Lester Taylor  
*Vacancy*

It was **RESOLVED** that the following Councillors be appointed to the Recreation, Open Spaces and Environment Committee:

Councillor Karen Tippins (Chairman)  
Councillor Mark Jackson (Vice-Chairman)  
Councillor Lauren Todd  
Councillor George Hall  
Councillor Liz Wegwermer  
*Vacancy*

It was **RESOLVED** that the following Councillors be appointed to the General Management Committee:

Councillor Phil Proctor (Chairman)  
Councillor Andy Perkins (Vice-Chairman)  
Councillor John Lewer  
Councillor Jo Francis  
Councillor Karen Tippins  
Councillor Mark Jackson  
Councillor Anthony Austin

It was **RESOLVED** that the following Councillors be appointed to the Human Resources Committee:

Councillor Richard Tippins (Chairman)  
Councillor Anthony Austin (Vice-Chairman)  
Councillor Phil Proctor  
Councillor John Lewer  
Councillor Andy Perkins

It was **RESOLVED** that the following Councillors be appointed to the Swimming Pool Working Group:

Councillor Richard Tippins  
Councillor Phil Proctor  
Councillor Mark Jackson  
Councillor Liz Wegwermer

#### **FC07 Reports from Committees**

The minutes from the following meetings were received for information:

- a. General Management Committee - Tuesday 10<sup>th</sup> March 2015
- b. Planning and Highways Committee - Tuesday 7<sup>th</sup> April 2015
- c. Recreation, Open Spaces and Environment Committee - Tuesday 14<sup>th</sup> April 2015

The minutes from the Planning and Highways Committee of 30<sup>th</sup> April 2015 would be received at the next meeting of the Council

#### **FC08 Internal Auditor's Report**

The detailed report was deferred to the next meeting of the Council.

Note: The summary Annual Internal Audit Report formed part of the Annual Return, the next item of business.

#### **FC09 Year End Accounts**

It was **RESOLVED** that report 0515AM09 on the Town Council's accounts be considered and noted. It was also **RESOLVED** that the Annual Return (Accounting Statements, Annual Governance Statement and Annual Internal Audit Report) be approved for signature by the Chairman / Town Mayor and the Responsible Financial Officer.

#### **FC10 Standing Orders**

Report 0515AM10 was received. It was **RESOLVED** that:

- (a) the circulated Model Standing Orders be approved subject to the following two amendments:
  - (i) the limit at which tenders were to be sought to be reduced from £60,000 to £30,000 (SO18av and c)
  - (ii) the number of Councillors required to add to or vary or revoke one or more of the Council's Standing Orders to be reduced to from seven to six
- (b) the approved Standing Orders, as amended, be adopted into the workings of the Council, with a review to be carried out by the General Management Committee in six months.

**FC11 Financial Regulations**

Report 0515AM11 was received. It was **RESOLVED** that:

(a) the circulated Model Financial Regulations be approved, subject to the amendment of the limit at which tenders be sought, reducing the figure from £60,000 to £30,000 (FR1.105b, f and h)

(b) the Financial Regulations, as amended, be adopted into the workings of the Council with the General Management considering the level of emergency spend for adjustment if required.

**FC12 Town Crier**

Report 0515AM12 was received. It was **RESOLVED** to appoint Mr. Cliff Skey as the Town Crier for the Municipal Year 2015/16.

**FC13 Local Organisations**

Report 0515AM13 was received. It was **RESOLVED** that the following members be appointed as representatives to Local Organisations for the ensuing year:

Abbey Museum Trust	Councillors Proctor and Perkins
Barton Hill Trust	Councillors R Tippins and Hall
Compton Abbas Airfield	Councillor Proctor
Dorset Association of Parish and Town Councils	Councillor K Tippins
Motcombe United Charities	Councillor Lewer
Neighbourhood Plan	Councillors K and R Tippins
North Dorset Citizens Advice Bureau	Councillor Wegwermer
North Dorset Crime Prevention	Councillor Jackson
North of Dorset Parish Group	Officer led
Open Spaces Group	Councillor K Tippins
Police & Communities Together	Councillors Wegwermer and Taylor
Shaftesbury & District Chamber of Commerce	Councillor Francis
Shaftesbury & District Task Force	Councillor R Tippins
Shaftesbury & District Tourism Association	Councillor Lewer
Shaftesbury & Gillingham Area Transport Forum	Councillor Jackson
Shaftesbury and District Carers (HOPE)	Councillor Austin
Shaftesbury Carnival Committee	Councillor Todd

Shaftesbury Charitable Trust	Councillors R Tippins and Proctor
Shaftesbury Community Association	Councillor Taylor
Shaftesbury Community Swimming Pool	Councillors Jackson and Wegwermer
Shaftesbury Cricket Club	Councillor Hall
Shaftesbury Fairtrade	Councillor Francis
Shaftesbury Football Club	Councillor Austin
Shaftesbury In Bloom	Councillor K Tippins
Shaftesbury Municipal Almshouse	<i>Vacancy</i>
Shaftesbury Snowdrops	Councillors Proctor and Hall
Shaftesbury Town Silver Band	Mayor (ex-officio) and Councillor Perkins
Shaftesbury Town Twinning Association	Mayor (ex-officio)
Shaftesbury Trinity Centre Trust	Mayor (ex-officio)
Shaftesbury Young People's Project (Toby's)	Councillor Todd
Shaftesbury Youth Club	Councillor Todd
Swans Trust	Councillor R Tippins
Wessex Cross Border Working Group	Councillor Proctor
Wrightson Allotments	Councillor K Tippins

#### FC14 Asset Register

The Town Clerk provided a record of the Council's assets as per report 0515AM14. It was **RESOLVED** that the report be noted.

#### FC15 Inspection of Deeds

The Town Clerk reported the Council's Deeds as per report 0515AM15. It was **RESOLVED** that the report be noted.

#### FC16 Annual Subscriptions

Report 0515AM16 was received. It was **RESOLVED** that the following Annual Subscriptions for 2015/2016 be approved as follows:

- Dorset Association of Parish & Town Councils (includes NALC membership)
- Society of Local Council Clerks
- The National Association of Allotments

#### FC17 Bank Signatories

Report 0515AM17 was received. It was **RESOLVED** that the following be appointed as bank signatories:

Councillor R Tippins  
Councillor Lewer

Councillor Taylor  
Councillor Proctor  
Stephen Holley (Town Clerk)  
Barbara Carter (Compliance and Information Officer)

**FC18 Calendar of Meetings**

Report 0515AM18 was received. It was **RESOLVED** that the calendar of meetings be adopted into the workings of the Town Council with two amendments.

**FC19 Members Allowances / Expenses**

Report 0515AM19 was received. It was **RESOLVED** that the report be adopted.

**FC20 Members Record of Attendance**

Report 0515AM20 was received. It was **RESOLVED** that the report be adopted.

**FC21 Town Hall Keyholders**

Report 0515AM21 was received. It was **RESOLVED** that the following be keyholders for the purposes of responding to the Alarm Monitoring Company in the event of emergencies at the Town Hall:

Mr Mike Wakely (Grounds Team)  
Councillor Lester Taylor  
Councillor Phil Proctor  
Councillor John Lewer  
Councillor Richard Tippins

**FC22 Town Council Insurance**

Report 0515AM22 was received. It was **RESOLVED** that the insurance be renewed for one year and a comprehensive insurance procurement process be carried out during the coming year.

**FC23 Members' Questions**

No Members' Questions had been received.

**FC24 Notices of Motion**

No Notices of Motion had been received.

There being no further business, the meeting was closed at 8:22pm.

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Signed

Date

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