



SHAFTESBURY TOWN COUNCIL

Full Council

Minutes of a meeting of the Council held in the Council Chamber, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 23rd June 2015 commencing at 7:00pm.

Members Present:

Councillor R Tippins (Chair)
Councillor Austin
Councillor Lewer
Councillor Taylor
Councillor Todd

Councillor Proctor (Vice-Chair)
Councillor Francis
Councillor Perkins
Councillor K Tippins

Absent:

Councillors Hall, Jackson and Wegwermer due to work commitments.

Officers Present:

Claire Commons, Committee Services Officer
Stephen Holley, Town Clerk

In Attendance:

1 member of the press
7 members of the public
District Councillor Jefferson

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;

- Town Signs. They only had a life expectancy of 10 years and had been installed in 2000.
- Audit. The Council was asked whether the individual Internal Auditor reports had been provided to the External Auditor. It was responded that they were not required and the External Auditor specified that no additional information be provided other than that asked. The member of the public responded that he would ensure that they get them and personally challenge the audit.
- Questions in Meetings. The Clerk explained that the Council would continue to take questions without prior notice; the reference to notice was more usual for formal questions.

- Public Consultation. It was confirmed that there was no intention to introduce a formal public consultation session at the end of the meeting
- Responding to enquiries. It was asked if the Council would introduce a policy to acknowledge enquiries on the day of receipt and undertake to respond in full within 14 days. The Mayor was reluctant to constrain officers with such an undertaking without other precautions to ensure their time was properly spent.
- Releasing Resolutions. It was requested that they be released immediately following the meeting and not wait until the minutes were available. The Clerk responded that he would not commit to that and it was common practice for matters to be verified before release into the public domain.
- Website. It was asked whether a website working group had been formed to review the new website. The Clerk responded that this matter would be discussed with the Chairman of the General Management Committee. It was asked why the website carried a .co.uk address. The Mayor confirmed that the Council already held that domain and a .gov.uk domain was more expensive.
- Monument. It was suggested that whatever the Council decided regarding the monument, that a roll of honour be kept in the Town Hall would be a fitting gesture. Concern of alleged ultra-vires spending on the monument as there was an offer of free storage.
- The matter of giving the freedom of the town to an individual was raised.
- Development of the Town. Concern that there was a rumour of a bypass at Long Cross; the Mayor responded that there was no such plan and the area concerned was outside the Neighbourhood Plan area.
- Mayor's Charity Account. It was asked what the charity number was of the Mayor's Charity Account. The Clerk advised that he would look into this and respond in writing. The Clerk advised that the Mayors Charity account had been closed this year and the funds were now included within the Council's account, following the advice of the Internal Auditor.
- Mayor's Regalia. It was asked when work was planned to repair the Mayoral Chain. The Mayor responded that it had recently been cleaned and that no damage was notified. It was agreed that a more suitable case would be appropriate.
- Recording of Council Meetings. It was asked what the policy was regarding retaining recordings and asked if they could be uploaded to the Council's website. It was responded that there was not infinite space on the website server.
- Town Council's Exchange Server. Concern was expressed that the Council had not received best value for money. The Mayor confirmed that comparative exercises had been carried out and the expenditure was comparable.

FC29 Apologies

Apologies were received and accepted from Councillors Hall, Jackson and Wegwermer due to work commitments.

FC30 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.

FC31 Minutes

It was **RESOLVED** to approve the minutes of the Annual Meeting held on 19th May 2015 as a correct record. The minutes were duly signed

It was **RESOLVED** to approve the minutes of the Extraordinary Council Meeting held on 9th June 2015 as a correct record. The minutes were duly signed.

FC32 Mayor's Report

Report 0615FC04 was received and the Mayor gave detail of the four events.

District Councillor Jefferson was invited to report to the Council. He congratulated the Clerk and Members on an extensive agenda and papers and reported that he had heard positive comments in relation to them. He reported that he had attended the Planning and Highways Committee meeting where the application for tennis courts was considered and in light of the adverse comments received by residents, he had called that application in for consideration by the Development Control Committee at North Dorset District Council.

County Councillor Jeffery's report had been tabled; the Mayor gave an overview of the matters raised in the report covering speed limits, Town Centre Enhancement and matters relating to the Eastern Development.

District Councillor Francis reported on a recent meeting relating to the Tri-Council Partnership and that she had volunteered to be one of the Councillors on this matter.

It was agreed that District Councillors Beer and Pritchard should be requested to provide reports for Council meetings.

FC33 Payments

Officer report 0615FC05 was tabled. It was **RESOLVED** to approve the following payments: cheques (012098 – 012109) for the period 10th June to 23rd June 2015 and amend cheque 012110 to £1,250 totalling £3,105.65 from the Town Council Current Account.

FC34 Terms of Reference

Officer report 0615FC06 was received. It was **RESOLVED** to adopt the terms of reference for the Planning and Highways Committee with one amendment, Recreation Open Spaces and Environment Committee, General Management Committee and Human Resources Committee.

FC35 Reports from Committees

Minutes of Committee meetings were previously circulated, received and noted. The Chairman of the Planning and Highways Committee noted that the Committee had objected to the planning applications submitted by Barratts for land north of Wincombe Lane and Gleasons for land opposite Wincombe Business Park.

FC36 Internal Auditor's Report

It was **RESOLVED** to adopt the findings and recommendations in the Internal Auditor's reports.

FC37 Rifles Monument

Officer Report and Supplementary Report 0615FC09 were received. Members considered options regarding incision on stone or provision of a plaque for the monument. It was **RESOLVED** to rescind the resolution made on 7th October 2014 in respect of the monument, that the informal approach to The Rifles be formalised in an offer for the monument to be installed at Wyvern Barracks or a destination of their choosing. That if The Rifles accept the offer of the monument, an inscription be provided recognising the funding of the people of Shaftesbury, the Town Clerk to prepare appropriate wording and associated costs.

It was **RESOLVED** that subject to confirmation of appropriate authority, the Council allocates up to £2,000 from the Reserves to allow for relocation of the memorial to a site of the Rifles' choosing, for its installation and for the addition of a plaque bearing a suitable inscription.

It was **RESOLVED** that the funding and detailed arrangements be delegated to the Clerk.

FC38 Public Toilets

Officer Report 0615FC10 was received. It was **RESOLVED** to allocate £2,000 from the Toilet Improvement Fund (Capital Projects) to facilitate a cleaning contract for the Bell Street Toilets (Revenue).

FC39 Town Hall Cleaning

Officer Report 0615FC11 was received. It was **RESOLVED** to vire funds up to £4,900 from the salaries budget to the town hall budget to facilitate a cleaning contract for the Town Hall.

FC40 Swimming Pool

Officer Report 0615FC12 was received. The Clerk advised that he withdrew paragraph 2.4 from the report as information had come to light that there was not a requirement to register for VAT in this situation. It was reported that the pump was currently being looked at by the company engaged to clean the pool and they would repair it if possible or a replacement would be required at an estimated cost of £200. It was **RESOLVED** that approval be given for the establishment of a community management organisation charged with the operational management of the Pool on behalf of the Council, modelled on the arrangements in place at Tisbury Pool. It was further **RESOLVED** that the community management organisation be set up so as to require at least one voting member of the Council on the management committee. It was noted that there may be a requirement to provide seed funding to the new management company and this was allowed for under the resolution minute reference FC28 of 9th June 2015.

FC41 Five Year Action Plan

Officer Report 0615FC13 was received. It was **AGREED** to embark on the process of developing a Five Year Plan and an Action Plan for the remainder of 2015/16

FC42 Apprenticeship Scheme – Grounds Person

Officer Report 0615FC14 was received. It was **RESOLVED** to support the principle of an Apprentice Grounds person post and delegated the detailed development of the post and the apprenticeship scheme to the Human Resources Committee with recommendations to be referred back to the Council for final approval.

FC43 Acquisition of Public Open Spaces

Officer Report 0615FC15 was received. It was **RESOLVED** to adopt the following Council Policy:

Shaftesbury Town Council has an aspiration to take on appropriate Public Open Spaces and Play Areas and associated play equipment within the recent housing developments around the town, and those which may arise from current and future planning applications, subject to the provision of adequate commuted sums for their future maintenance.

FC44 Electoral Review of Dorset: Draft Recommendations

Officer Report 0615FC16 was received and noted. No comments on the consultation were made.

FC45 Members' Motions

NoM00010/0615/FC/17 was received. It was **RESOLVED** that the Town Clerk be authorised to proceed with replacing the Gold Hill photos on the Shaftesbury Gateway signs and, if funds permit, to install identical signage on other approach roads. (*Financial implication £2,000 Capital Project – Town Entrance Signage*)

NoM00011/0615/17 was received. It was noted that the budget setting process already allowed for expenditure of £1,500 for trees under delegation of the ROSE Committee.

NoM00012/0615/17 was received. It was **RESOLVED** to accept the timescale of 18 weeks from mid-June for the installation of the Wicksteed Play Equipment onto Green Acre / Maltings.

There being no further business, the meeting was closed at 8.57pm

Signed

Date

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