



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 31st May 2016 commencing at 7:00pm.

Members Present:

Councillor R Tippins (Chair)

Councillor Austin

Councillor George Hall (for part of the meeting)

Councillor Perkins

Councillor Taylor

Councillor J Francis (Vice-Chair)

Councillor Brown

Councillor Lewer

Councillor Proctor

Councillor K Tippins

Absent:

Councillor Jackson, Todd

Officers Present:

Stephen Holley, Town Clerk

Claire Commons, Committee Services Officer

In Attendance:

Three 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;

- Access over Council Land - In response to a question as to why this item had been marked as confidential, the Clerk explained that confidentiality had been requested by Dorset County Council. In view of public interest and recent developments, the County Council had subsequently agreed that it could now be discussed in open session.
- Staffing Matters – The Clerk's salary did not exceed £50,000.
- Standing Orders – The Council was urged to adopt both parts of the Members' Register of Interests form. The speaker reported on discussion on the Code of Conduct at North Dorset District Council.

- Members Allowances/Expenses and Attendance – Expression of surprise that a particular Councillor was still present and further expression of hope that he would soon choose not to. Also, surprise to see two other Councillors still present. .
- Local Organisations – A representative of the Carnival committee expressed his hope that the Council's new representative would be able to attend its meetings. Invitation to the Car Show at Barton Hill to be held on 31st July from 9am - 3pm.
- Expression of disappointment with grass cutting, and statement that it used to be cut before Wednesday lunchtime every week
- Reminder of questions left for a written response after the Budget Consultation meeting, one of which related to Business Rates on the town's car parks. District Councillor Jefferson responded that Business Rates were set by central government and collected by the District Council.
- Comments regarding comments apparently made by two members in public and expression of hope that the Council would take tighter control of its members' conduct.

FC05 Apologies

Apologies were received from Councillor Todd due to a personal engagement and from Councillor Jackson due to a business engagement.

FC06 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Proctor declared an interest in Item 23 - Access Over Council Land and explained that he would leave the room for the duration of its discussion.

FC07 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 15th March 2016 with an amendment to Minute FC144.2 to include the value remaining for works at Park Walk (£6,890) and the minutes were duly signed.

It was **RESOLVED** to approve the minutes of the meeting held on 5th April 2016 with a similar amendment to Minute FC161 and the minutes were duly signed.

Arising on the Minutes of the Meeting held on 5th April 2016

Minute FC 151 – Leases for Renewal – Further to this resolution Councillor K Tippins suggested that the lessees of the Donkey Field Orchard were looking for an alternative model of licence to use the Council's land. It was suggested that the Council look at an arrangement in place at Bridport Town Council as a model for partnership working.

FC08 Accounts Year Ending 31st March 2016

It was **RESOLVED** that report 0516AM08 on the Town Council's accounts be considered and noted. It was also **RESOLVED** that, subject to confirming a transposition error in the list of Variances Against Budget, 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.

(Note: The Town Clerk subsequently confirmed that the transposition error did not affect the figures in the Annual Return)

FC09 Tourism Grant

Officer report 0516AM09 was received and it was **RESOLVED** that the Council provide £8,000 for the provision of outsourced tourism for the town. It was **AGREED** that a separate form of arrangement should be made for the service when considering the Council's activities for the next Municipal year. *(Financial Implication: £8,000 Grants and SLA Budget).*

FC10 Insurance

Officer report 0516AM10 was received and it was **RESOLVED** that the Council enter a three year contract with Zurich Insurance for the period 1st June 2016 - 31st May 2019. *(Financial Implication £9,949.56 per annum)*

FC11 Standing Orders

Officer report 0516AM11 was received. The Council noted the review of the Standing Orders and **AGREED** to carry out a review through the General Management Committee to tailor them to the needs of the Council within the scope of the model. Until such time the present Standing Orders would remain in effect.

FC12 Financial Regulations

Officer report 0516AM12 was received. The Council noted the review of the Financial Regulations and **AGREED** to carry out a review through the General Management Committee to tailor them to the needs of the Council within the scope of the model. Until such time the present Financial Regulations would remain in effect.

FC13 Terms of Reference

Officer report 0516AM13 was received. It was **RESOLVED** to adopt the Terms of References for all Committees with the following adjustments:

- Move responsibility for tree applications from the Recreation, Open Spaces and Environment Committee to the Planning and Highways Committee.
- Amend reference 22 of the Planning and Highways Committee to read 'Contribute to the development of Shaftesbury's Neighbourhood Plan'
- Include lead responsibility for all Shaftesbury 'internal' cycleways to the Planning and Highways Committee, with the full Council to retain oversight of the Shaftesbury to Gillingham Cycleway Project.

- Amend all references to North Dorset District Council to 'higher tier authorities'
- Delete the final sentence of reference 14 of the Recreation, Open Spaces and Environment Committee.

FC14 Standing Committees

Report 0516AM14 was received. It was **RESOLVED** that the following Councillors be appointed to the Planning and Highways Committee:

Councillor Anthony Austin
 Councillor Piers Brown
 Councillor George Hall
 Councillor John Lewer
 Councillor Phil Proctor
 Councillor Lester Taylor

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

Councillor Jo Francis
 Councillor Mark Jackson
 Councillor Lester Taylor
 Councillor Karen Tippins
 Councillor Richard Tippins
 Councillor Lauren Todd

It was **RESOLVED** that the Human Resources Committee should consist of at least one female member, the following Councillors were then appointed to the Committee:

Councillor Jo Francis
 Councillor John Lewer
 Councillor Andy Perkins
 Councillor Lester Taylor
 Councillor Richard Tippins

It was **AGREED** to defer the election of Committee Chairs and Vice-Chairs to the first meeting of each respective Committee. The membership of the General Management Committee would consist of the Chair and Vice Chair of each Committee and one additional member independent of a position on those Committees which would be determined at the next meeting of the Council.

FC15 Local Organisations

Report 0516AM15 was received. It was **RESOLVED** that the following members be appointed as representatives to Local Organisations for the ensuing year:

| | |
|---------------------------------------|--------------------------|
| Abbey Museum Trust | Councillor Proctor |
| Barton Hill Trust | |
| Compton Abbas Airfield | Councillor Proctor |
| Dorset Association of Parish and Town | Councillor K Tippins and |

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| Councils | Councillor R Tippins |
| Motcombe United Charities | |
| Neighbourhood Plan | Councillor K Tippins and Councillor R Tippins |
| North Dorset Citizens Advice Bureau | Councillor Francis |
| North Dorset Crime Prevention | Councillor Taylor |
| North of Dorset Parish Group | Officer led |
| Open Spaces Group | Councillor K Tippins |
| Police & Communities Together | Councillors Taylor |
| Shaftesbury Arts Centre | Councillor K Tippins |
| Shaftesbury & District Chamber of Commerce | |
| Shaftesbury & District Task Force | Councillor Lewer |
| Shaftesbury & District Tourism Association | |
| Shaftesbury & Gillingham Area Transport Forum | Councillor Lewer |
| Shaftesbury and District Carers (HOPE) | |
| Shaftesbury Carnival Committee | |
| Shaftesbury Charitable Trust | Councillors R Tippins and Councillor Francis |
| Shaftesbury Community Association | Councillor Taylor |
| Shaftesbury Cricket Club | Councillor Hall |
| Shaftesbury Fairtrade | |
| Shaftesbury Football Club | Councillor Brown |
| Shaftesbury In Bloom | |
| Shaftesbury Municipal Almshouse | |
| Shaftesbury Snowdrops | Councillor Hall |
| Shaftesbury Town Silver Band | Mayor (ex-officio) |
| Shaftesbury Town Twinning Association | Mayor (ex-officio) |
| Shaftesbury Trinity Centre Trust | Mayor (ex-officio) |
| Shaftesbury Young People's Project (Toby's) | Councillor Brown |
| Shaftesbury Youth Club | Councillor Francis |
| Swans Trust | Councillor R Tippins |
| Wessex Cross Border Working Group | Councillor Lewer |
| Wrightson Allotments | Town Clerk |

FC16 Asset Register and Inspection of Deeds

Officer report 0516AM16 containing details of the Council's deeds and assets was received and it was **RESOLVED** that the report be noted.

FC17 Annual Subscriptions

Report 0516AM17 was received. It was noted that the values identified in the report were estimates and **RESOLVED** that the following Annual Subscriptions for 2016/2017 be approved as follows:

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

FC18 Bank Signatories

Report 0515AM17 was received. It was **RESOLVED** that the bank signatories remain the same as the previous year;

Councillor R Tippins
Councillor Lewer
Councillor Taylor
Councillor Proctor
Stephen Holley (Town Clerk)
Barbara Carter

FC19 Members Allowances / Expenses and Attendance

Report 0516AM19 was received. It was **RESOLVED** that the report be adopted.

FC20 Town Hall Keyholders

Report 0516AM20 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

FC21 Officer's Report

The Town Clerk reported on an incident of vandalism causing damage to the new outdoor gym equipment installed at Barton Hill Recreation Ground.

FC22 Access over Council Land

The Council received a request from The County Council asking it to consider allowing the construction of an access road over land identified (in the Section 106 Agreement for the Eastern Area Development) for transfer to the Town Council for use as Open Space. A number of questions were raised and it was agreed to **DEFER** making any decision pending receipt of further information.

FC23 Confidential Information

RESOLVED that, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the matters referred to in the item listed below, on the grounds that it involved the likely disclosure of confidential information, (as defined in the respective paragraph of

Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972), and the public interest in maintaining the exemption outweighed the public interest in disclosing the information

FC24 Staffing Matters

Update on the Staffing Review – A report from the HR Committee was considered. It was AGREED to pursue the Review on the terms agreed at the Extraordinary Meeting of the Council held on 26th January 2016 (Minute FC 121)

The Clerk left the meeting for the following item of business.

Clerk's Appraisal and Salary Increment - **DEFERRED**

There being no further business, the meeting was closed at 9:50pm.

Signed

Date

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