



SHAFTESBURY TOWN COUNCIL

Full Council

Minutes of the Council held in the Council Chamber, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 6th September 2016, commencing at 7.00pm.

Members Present:

Councillor R Tippins (Chair)
Councillor Brown
Councillor Proctor
Councillor K Tippins

Councillor Francis (Vice-Chair)
Councillor Lewer
Councillor Taylor

Officers Present:

Claire Commons, Interim Deputy Town Clerk

In attendance:

Seven 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:

- Communication. Concern expressed at the quality of minutes in relation to public consultation and lack of information provided on the website.
- Non-council meetings. Concern that meetings taken place with no formal minutes produced.
- Councillor behaviour. Concern of inappropriate use of position of councillor at the Gillingham and Shaftesbury Show for personal means.
- Declarations of Interest. Concern that a member had not fully declared their business interests.
- Public Meeting regarding healthcare in Shaftesbury. It was confirmed that a second meeting would be held on 3rd October

FC48 Apologies

Apologies were received and accepted from Councillors Austin, Perkins and Todd, It was noted that Councillors Hall and Jackson were absent.

FC49 Declarations of Interest and Dispensations

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

FC50 Minutes

It was **RESOLVED** that the minutes of the meeting of the Meeting of the Council held on 23rd and 28th June 2016. The minutes were duly signed.

FC51 Reports

1. The Mayor formally received the gift of a plate commemorating the 95th birthday of HRH Prince Philip from Mr W Sherriff. The Mayor then presented Mr Sherriff with a framed print in recognition of his work relating to the Rifles Monument.

The Mayor reported that the primary matter to report on would be the public meeting relating to healthcare and this would be addressed later in the agenda. The Deputy Mayor reported from the Gillingham and Shaftesbury Show and the exhibits she judged being excellent work and a well-attended show.

2. County Councillor Jeffery's was unable to attend the meeting but had advised that there was nothing of note to report.

District Councillor Francis reported that there would be a special Council meeting at North Dorset on 9th September 2016 to discuss the reorganisation in relation to combined authorities.

3. It was reported that the chairman of the Shaftesbury and District Task Force had resigned from the organisation. It was confirmed that they would not be receiving funding for the following financial year.
4. Councillor Lewer reported from a meeting with stakeholders relating to lighting in St James Street and Gold Hill, reporting that a new design for a wall mounted light had been proposed and appeared so far to be acceptable.

FC52 Public Meeting

It was reported that the public meeting held the previous evening was unprecedented in Shaftesbury for the turnout and a very informative presentation by the Clinical Commissioning Group. It was confirmed that there would be a second public meeting on 3rd October 2016 to allow those who were not able to attend the first meeting to take part and also to allow those who were at the first meeting to digest the information and ask further questions if desired.

FC53 Payments

Report 0916FC06 and an updated Appendix B to the report was received. It was **RESOLVED** to approve the payments totalling £102,513.22 from the Town Council's Current account as detailed in **Appendix A** of these minutes.

FC54 Reports from Committees

1. The Planning and Highways Committee reported that it would be considering whether to recommend to Council the commission of a safety audit for Christy's Lane.

2. The Recreation, Open Spaces and Environment Committee reported that the Open Spaces group were drafting plans in relation to Castle Hill and Bury Litton as sites currently on the At Risk register with Heritage England. It also reported on the problem of litter in the parks and consideration for employing someone to litter-pick.
3. There were no matters to report from the General Management Committee.
4. The Human Resources Committee reported that they were looking at Risk Assessment and lone working policies.

FC55 Heavy Duty Bin-liner Purchase

Officer report 0916FC08 was received. It was **RESOLVED** to purchase 1 pallet of heavy duty bin liners from the Council's existing supplier. (*Financial Implication £874. General Grounds – Refuse Collection*).

FC56 Risk Assessment

Officer report 0916FC09 was received and considered, it was **RESOLVED** to adopt the Risk Assessment with the following amendments;

Direct Costs and overhead expenses – Stock – reduce from High to Medium

Staff – Loss of key personnel (Clerk) – increase from Medium to High

Members interests – Conflict of interest – increase from Medium to High

It was **AGREED** to seek further guidance from the Internal Auditor in relation to how to assess risk effectively and address areas identified as High or Medium risk.

FC57 North Dorset Local Plan Review

Officer report 0916FC10 was received and **RESOLVED** to submit a response to the District Council that there were no areas of concern within the North Dorset District Council's Sustainability Appraisal Scoping Report.

FC58 "Opt-In" to paper copies

Officer report 0916FC11 was received and it was **RESOLVED** to issue documents to members via electronic means and provide paper copies only to those members "Opting In" to paper copies. Each member to advise the office of their preference.

FC59 S.106 Schedule

Officer report 0916FC12 was received and it was **RESOLVED** to provide a quarterly report to members showing the District and County Council's s.106 collections and allocations.

FC60 Town Hall

Officer report 0916FC13 was received. It was **RESOLVED** to delegate up to £20,000 for emergency Town Hall repairs. It was identified that additional quotations would be sought although Financial Regulations provided for emergency works to be commissioned excepting the regulations set out in FR11. (*Financial Implication £20,000 – Town Hall Maintenance*)

FC61 Officer Report

Officer report 0916FC14 was received and noted.

FC62 Future Meetings of the Council

Officer report 0916FC15 was received and noted. It was confirmed that the meeting would include a presentation by the Cockrams Community Project as a specific agenda item.

8.50pm Councillor Proctor left the meeting.

FC63 Confidential Session

It was **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 item 64 below, on the grounds that they involve 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 outweighs the public interest in disclosing the information.

8.50pm Councillor Proctor left the meeting.

FC64 Staffing Matters

Officer report 0916FC17 was received. The Interim Deputy Town Clerk's remuneration was **RESOLVED** and backdated to 16th June 2016 to the day of the appointment of the new Town Clerk.

There being no further business, the meeting closed at 9:25pm

Signed

Date

Appendix A

Printed on : 26/08/2016

Shaftesbury Town Council

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At : 10:44

NatWest Current A/c

List of Payments made between 28/07/2016 and 17/08/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/07/2016	Plusnet Ltd	2799085-1	27.07		Purchase Ledger Payment
28/07/2016	British Telecommunications	69722988Q0	54.00		Line rental 851212
28/07/2016	British Telecommunications	st66888411	47.52		Line rental 852790
29/07/2016	July Salaries	ONLINE	11,643.15		July Salaries
31/07/2016	Trintiy Center	STANDINGOR	210.00		Car Park Space - Trinity
31/07/2016	Nat West Credit Card	Direct Deb	201.83		Credit Card Purchases
31/07/2016	Eon	0148452853	208.97		Elec May/June
31/07/2016	Amazon Online Sales	CreditCar	10.98		Jet Spray adaptor
01/08/2016	NDDC	Std Ord	247.00		Business Rates Bell St
01/08/2016	NDDC	Std Ord	726.00		Rates Town Hall
01/08/2016	NDDC	Std Ord	235.00		Rates Unit 9C
01/08/2016	NDDC	Std Ord	19.00		Rates Cemetery
01/08/2016	July Salaries	OTR	2,231.22		July Salaries
04/08/2016	British Telecommunications	00393995	35.38		Grounds Mobiles Jun/July
08/08/2016	July salaries	OTR	472.00		July salaries
09/08/2016	British Telecommunications	7459589Q00	84.60		Rental Charges 4126 2689
11/08/2016	July salaries	OTR	890.78		July salaries
11/08/2016	Salary Payment	OTR	4,208.85		Salary Payment
15/08/2016	Fuel Genie	6356295007	181.28		Fuel July
16/08/2016	Eon	0148452853	147.18		Electricity July
16/08/2016	Sage Uk Ltd	477266	67.20		Monthly Payroll subs.
17/08/2016	DCC Pension Fund	012673	4,235.56		July Salaries
17/08/2016	HMRC	012674	5,737.68		July Salaries
17/08/2016	Shaftesbury Arts Centre	012675	5,000.00		Shaftesbury Arts Centre
17/08/2016	Shaftesbury Fringe	012676	1,000.00		Shaftesbury Fringe
17/08/2016	Shaftesbury Youth Club	012677	900.00		Shaftesbury Youth Club
17/08/2016	Shaftesbury TIC	012678	1,000.00		Shaftesbury TIC
17/08/2016	Kipling Carnival club	012679	400.00		Kipling Carnival club
17/08/2016	1st Shaftesbury Brownies	012680	217.50		1st Shaftesbury Brownies
17/08/2016	Shaftesbury Abbey	012682	1,000.00		Shaftesbury Abbey
17/08/2016	Aqua cleaning Services	012683	225.52		Mop heads
17/08/2016	Aqua cleaning Services	012684	810.00		Weekend Cleaning
17/08/2016	Busy Bees	012685	240.50		Town Hall Cleaning
17/08/2016	Caloo Ltd	012686	21,000.00		3 Panel Multi Active Wall- BH
17/08/2016	Clr Law	012687	300.00		Legal Advice
17/08/2016	Clarity Copiers Ltd	012688	97.38		Photocopying July
17/08/2016	EG. Coles	012689	51.01		Blades for mower
17/08/2016	British Gas	012690	18.11		Electric Unit 9C
17/08/2016	The IT Department Solutions Lt	012691	98.34		Monthly support charge
17/08/2016	JP Lennard Ltd	012692	421.94		Floats, dive toys & rafts
17/08/2016	Ben Johnson (Shaftesbury) Ltd	012693	48.00		Strimmer cord roll
17/08/2016	Mole Countrystores	012694	43.32		Chain & padlock for van
17/08/2016	Lyreco	012695	258.18		Stamps
17/08/2016	The National Allotment Society	012696	66.00		Allotment Society Membership
17/08/2016	Fenland Leisure Products	012697	12.00		Spares for equipment
17/08/2016	Overton Ltd	012698	4,306.80	R20	Mosquito weed wacker
17/08/2016	Firmsites Ltd	012699	165.00		Quarterly support

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At : 10:44

NatWest Current A/c

List of Payments made between 28/07/2016 and 17/08/2016

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
17/08/2016	Linda Roberts	012700	24.00		Extra cleaning duties
17/08/2016	Society of Local Council Clerk	012701	360.00		TC Advert
17/08/2016	Screwfix (Trade UK)	012702	135.30		Rope, hooks for inflatable
17/08/2016	Sweeper Hire	012703	108.00		Brushes for road sweeper
17/08/2016	Service-U-Right Ltd	012704	9.00		Puncture repair- wheel barrow
17/08/2016	Spaldings Limited	012705	16.34		Silicone Grease
17/08/2016	Spruce Pools	012706	610.06		chlorine
17/08/2016	Treecare Co	012707	264.00		Emergency tree works St James
17/08/2016	Toogoods Prperty Co Ltd	012708	41.30		Water Rates 07/1-13/07
17/08/2016	Tincknell Fuels	012709	193.72		Red diesel for mowers etc
17/08/2016	Travis Perkins	012710	10.18		Cement
17/08/2016	Wessex Water	012711	984.36		Water Rates Barton Hill
17/08/2016	Wincombe MOT & Repair Centre L	012712	68.26		Mirror for Van
17/08/2016	Petty Cash- Swimming Pool	012713	48.98		
17/08/2016	Aqua cleaning Services	12683	1.00		Toilet rolls, h/towels
Total Payments			72,476.35		

Printed on : 06/09/2016

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At : 14:40

NatWest Current A/c

List of Payments made between 18/08/2016 and 06/09/2016

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
25/08/2016	NDDC	Std Ord	242.00		Rates Swimming Pool
30/08/2016	Nat West Credit Card	Credit Car	29.90		Credit Card Payment
31/08/2016	August Salaries	OTR	13,846.26		August Salaries
06/09/2016	Aqua cleaning Services	012714	540.00		Weekend cleaning
06/09/2016	Battens Solicitors	012715	138.00		Re. Cattle Market Land
06/09/2016	Busy Bees	012716	279.50		Town Hall Cleaning August
06/09/2016	British Gas	012717	69.64		Electric July/aug
06/09/2016	British Gas	012718	54.34		Electric july/august
06/09/2016	Local World	012720	531.24		Town Clerk Vacancy - BVM
06/09/2016	Linda Roberts	012721	16.00		Additional cleaning/tidying
06/09/2016	Spruce Pools	012722	776.09		Fix fault with acid injector
06/09/2016	Lucy Rowland	012725	25.00		Lifeguard DBS check
06/09/2016	Roger Elleston	012726	25.00		Lifeguard DBS Check
06/09/2016	Gold Hill Fair - Rotary	012723	500.00		Gold Hill Fair - Rotary
06/09/2016	ND CAB	012724	4,000.00		ND CAB
06/09/2016	Petty Cash	012727	122.02		Petty Cash Receipts 200 to 208
06/09/2016	British Telecommunications	dd	44.43		Grounds Mobiles July/Aug
06/09/2016	HMRC	012728	4,540.75		Tax/NI August Salaries
06/09/2016	Dorset Pension Fund	012729	2,542.81		Pension fund August Salaries
06/09/2016	Vaughtons	012730	33.38		Neck Ribbon
06/09/2016	ACE Plumbing and Heating	012731	177.12		Fix broken pipe/Flush button
06/09/2016	Tincknell Fuels	012732	193.72		Red diesel for machines
06/09/2016	Spruce Pools	012733	531.60		Chlorine
06/09/2016	Aqua cleaning Services	012734	486.00		Bank Holiday weekend clean
06/09/2016	Lyreco	012735	209.74		Stamps
06/09/2016	Clarity Copiers Ltd	012736	25.52		Printing August
06/09/2016	EG. Coles	012737	56.81		Dust cover, bolt for mower
Total Payments			30,036.87		