



SHAFTESBURY TOWN COUNCIL

General Management Committee

Minutes of a meeting of the General Management Committee held in the Council Chamber, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 20th October 2015 commencing at 7:00pm.

Members Present:

Councillor Proctor (Chair)
Councillor Austin
Councillor Taylor

Councillor Perkins (Vice-Chair)
Councillor Lewer
Councillor K Tippins

Absent:

Councillor Francis

Officers Present:

Claire Commons, Committee Services Officer
Stephen Holley, Town Clerk

In Attendance:

Councillor Richard Tippins was present as an Observer and invited to take part in the meeting, with no voting role.
Four 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;

- Fingerpost Sign. A representative of the Civic Society was keen to see less street clutter and asked the Council to consider alternative signage such as markings on the pavements. It was stated that the provision of directions for Tourists was important, and particularly with relation to historic landmarks.
- Fairtrade. A representative of the town's Fairtrade group spoke to support the group's long-standing wish to see 'A Fairtrade Town' added to the town entrance signs.

G37 Apologies

There were no apologies, Councillor Francis was absent.

G38 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.

G39 Minutes

It was **RESOLVED** to approve the minutes of the General Management Committee meeting held on 15th September 2015 as a correct record for signature.

G40 Chairman's Announcements

There were no announcements from the Chair.

G41 Financial Report – Second Quarter 2015/16

Officer report 1015GEM05 was received. Questions were raised on the detail contained within the report and it was **AGREED** to bring the report back to the Council on 3rd November addressing the questions raised.

G42 Payments

Officer report 1015GEM06 was received.

It was **RESOLVED** to approve the following payments: cheques (012270 – 012295) for the period 30th September 2015 to 20th October 2015 totalling £7,407.51 and bank transfer of £932.71 from the Town Council Current Account.

G43 Budget Setting

Officer report 1015GEM07 was received and noted. The Committee **APPROVED** a timetable for the Budget-setting process. The Committee **AGREED** to take forward the requests from the Planning and Highways and Recreation, Open Spaces and Environment Committees to the budget setting process.

G44 Action Plan

Officer report 1015GEM09 was received and noted. It was **RESOLVED** to adopt the Action Plan for 2015/16 with the inclusion of s.106 projects and initiate work on a Five Year Vision and Strategic Action Plan.

G45 Additions to Town Entrance Signs

Officer report 1015GEM08 was received and noted. It was **RESOLVED** that a working group be established to investigate the options for the Tourist Information signs and to incorporate representatives from the Tourist Information Centre, Tourism Association and Shaftesbury Civic Society with a request that final recommendations come back to the Council by the end of December to include liaison with Shaftesbury Fairtrade.

G46 Reinstatement of Fingerpost Sign

Officer report 1015GEM10 was received. It was **RESOLVED** to increase the budget for reinstatement of the Fingerpost Sign to £1,000 in the light of a quotation received for £802 from Dorset County Highways. Officers had strived to obtain three quotes for the work but contractors had either not been able to

undertake the work, or were unable to quote within the expected budget. The Clerk was authorised to place an order for the work.

G47 Christmas Lights

Officer report 1015GEM11 was received. Three quotations had been received. It was **RESOLVED** that Contractor 3 be the Council's preferred contractor for the installation of Christmas Lights for the Town Hall. It was **AGREED** to request the Clerk, in consultation with the Chairman, to discuss a final design with the preferred contractor and to ascertain final costs, for consideration of approval by the Council at its meeting on 3rd November 2015.

G48 Freedom of Information Working Group

Officer report 1015GEM12 was received and noted. It was **RESOLVED** that the Council continues to monitor the Freedom of Information (FOI) request situation with a standing report to the Full Council at every meeting on the number of requests, together with a short statistical breakdown.

G49 Website Working Group

Officer report 1015GEM13 was received and noted. It was **RESOLVED** that the Website Working Group be authorised to make amendments to the content, style and design of the website, with only significant changes being required for referral back to the General Management Committee.

G50 Snow and Ice Policy

Officer report 10GEM14 was received and noted. It was **AGREED** to request that all members of the Committee provide Officers with any suggestions for amendment to the existing Snow and Ice Policy by 15th November 2015. It was **AGREED** that Officers enquire of the District and County Councils to view their policies in order that the Town Council's policy can complement the elements outlined in the others.

G51 Officer Report

Officer report 1015GEM15 was received and noted. Formal thanks were extended to Mr Steve Clinch for enquiring into the savings achieved from the solar panels which identified a sum in the region of £6,000 owing to the Town Council.

Standing Orders

It was **RESOLVED** to suspend Standing Order 3w in order that the meeting run beyond two hours to allow the business identified to be concluded.

G52 Confidential Information

It was **RESOLVED** that, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded during the discussion of the matters referred to at Minute reference G53 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.

Note: While the papers and discussion in respect of Minute G53 contained confidential/exempt information the following Minutes are a full record of the decisions arising therefrom because they contain nothing of a confidential nature. Confidential Minutes have not been produced.

G53 Legal Advice

It was **RESOLVED** that subject to compliance with Financial Regulations, the Town Clerk be requested to seek legal advice on a legal matter of current concern.

There being no further business, the meeting was closed at 9.47pm

Signed

Date