



**SHAFTESBURY TOWN COUNCIL**

**General Management Committee**

Minutes of the General Management Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 31 October 2017 commencing at 7pm.

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**Members Present:**

Councillor Cook (Chair)  
Councillor Kirton  
Councillor Hall

Councillor Perkins  
Councillor Brown

**Absent:**

Councillors Todd and Austin

**Officers Present:**

Claire Commons, Town Clerk,  
Brie Logan, Business Manager,  
Zoe Moxham, Office Administrator

**In Attendance:**

Councillors Proctor, Taylor and Lewer  
Highways Officer Roland Skeats  
Two members of the public  
One member of the press

Councillor Hall Joined the meeting at 7.32pm  
Councillor Perkins left the meeting at 8.30pm

**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.

- Shaftesbury Drains – concern was expressed regarding blocked drains in Shaftesbury
- Shaftesbury Youth Club – it was suggested that funds from the Toby project should be used to help the Youth Club

- Remembrance Sunday – a reminder was given that Councillors should make all efforts to attend Remembrance Sunday events held in Shaftesbury on the 12<sup>th</sup> of November.
- Debtors – questions were asked in relation to the debtors identified in the Q2 report, the Clerk confirmed that these would be addressed at that point in the meeting.

**G31 Apologies**

Apologies were received and accepted from Councillor Austin due to a conflicting engagement, Councillor Todd was absent.

**G32 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.

**G33 Minutes**

It was **RESOLVED** to approve the minutes of the meeting held on 26<sup>th</sup> September 2017 as a correct record. The minutes were duly signed.

**G34 Working Together – Highways**

- G34a Officer report 1017GEM4 was received. It was noted that the Council would need to assess its insurance relating to its groundsmen completing work under the Working Together agreement and it was **RESOLVED** to enter into agency agreement Option 4 with Dorset County Council Highways.

**G35 Payments**

Officer report 1017GEM5 was received. It was **RESOLVED** to approve the payments totalling £13,073.64 leaving a balance of £569,957.31 in the Town Council's current account as detailed in **Appendix A** of these minutes.

7:32pm Councillor Hall arrived at this point.

**G36 Finances – Quarter 2**

Officer report 1017GEM6 was received and it was **RESOLVED** to;

- G36a note the Shaftesbury and District Task Force debt and open further discussions with the Task Force in relation to recovery of the outstanding amount of £1,075.
- G36b Note the Football Club debt and continue investigations into the history of the lease and rent in preparation of options to be considered by both organisations.
- G36c take legal advice regarding recovering the outstanding debt of £5000 owed to the Council.

**G37 Budget**

Officer report 1017GEM7 was received and it was **RESOLVED** to **RECOMMEND** the budget and precept request for 2018 to the Council as detailed within the report, to be discussed at the next Full Council Meeting on the 14<sup>th</sup> November 2017. A request was made for an estimate of the number of new houses likely to be built in Shaftesbury over the next year.

**G38 Audit Recommendations**

- G38a Officer report 1017GEM8 was received and noted, there were no additional actions arising.
- G38b The Committee supported the Officer recommendation that the Council progresses directly with social media engagement and its own Facebook page to be launched and administered by the Office team at the Town Hall.

**G39 Financial Management**

Officer report 1017GEM9 was received and it was **RESOLVED** that the Town Council holds a debit card in the Town's Clerks name to replace the current credit card.

**G40 Planning Applications**

Officer report 1017GEM10 was received and it was **RESOLVED** to submit the following observations to the District Council.

2/2017/1496/HOUSE and 2/2017/1497/LBC - 21 Coppice Street Shaftesbury SP7 8PD. No Objection.

2/2017/1531/FUL - Flat 8 Spillers House 25 Old Boundary Road Shaftesbury SP7 8EP. No Objection.

8:30pm Councillor Perkins left the meeting at this point.

**G41 Hearing Loop**

Officer report 1017GEM11 was received and it was **RESOLVED** to appoint Company C to install a new hearing loop system in both the Guildhall and Council Chambers, with a total budget of £3,000 to include new speakers and microphones in the Guildhall. (*Financial Implication £3,000 Repairs and Maintenance and Town Hall Building*)

**G42 Officer Report**

Officer report 1017GEM12 was received and noted.

There being no further business, the meeting was closed at 8:48pm.

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Signed

Date

## Appendix A

Printed on : 31/10/2017		Shaftesbury Town Council		Page No 1	
At : 14:28		NatWest Current A/c			
List of Payments made between 13/10/2017 and 02/11/2017					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/10/2017	Eon	DD	162.80		Electricity Sept
13/10/2017	British Telecommunications	dd	106.20		Purchase Ledger Payment
25/10/2017	NDDC	Std Ord	259.00		Rates Swimming Pool
30/10/2017	British Telecommunications	dd	47.52		Line rental
30/10/2017	Nat West Credit Card	dd	274.50		Credit Card Payment
31/10/2017	Wincombe MOT & Repair Centre L	013131	50.80		MOT and bulb
31/10/2017	Shaftesbury Museum	013132	200.00		Fixing ref Train sign
31/10/2017	Petty Cash	013133	121.06		Petty Cash
31/10/2017	Shaftesbury Youth Club	013134	1,000.00		Community Grant
31/10/2017	Choir	013135	500.00		Shaftesbury Choir
31/10/2017	Shaftesbury Primary PTA	013136	300.00		Shaftesbury Primary PTA
31/10/2017	Sage Uk Ltd	dd	67.20		Payroll subscription Sept
31/10/2017	Plusnet Ltd	dd	28.20		Purchase Ledger Payment
31/10/2017	Oct Salaries	OTR	10,003.64		Oct Salaries
31/10/2017	British Telecommunications	dd	62.12		Broadband line rental
02/11/2017	EG. Coles	online	256.93		Fit new tyre and rim Mower
02/11/2017	The IT Department Solutions Lt	Online47	166.56		Monthly support charge
02/11/2017	Aqua cleaning Services	online48	106.54		Toilet rolls/H/towels
02/11/2017	NDM Electrical	online49	639.18		Work to Offices, CC and MP
02/11/2017	North Dorset District Council	online50	4,658.71		By Election cost March 2016
02/11/2017	British Gas	online51	54.67		Electric Unit 9
02/11/2017	British Gas	online52	51.88		Electric Sept/Oct
02/11/2017	Octopus Personnel	online53	3,529.72		Temp Staff w/e 17/09
02/11/2017	LGRC Associates Ltd	online54	508.30		Project deve. assistance
02/11/2017	Dorset County Council	online55	306.53		Repairs to surface RBL
02/11/2017	Angel Springs Ltd	online57	17.60		Water for dispenser
02/11/2017	Gillingham Glass Co Ltd	online58	179.96		Replacement glass- Pix Mead Sh
02/11/2017	Cllr John Lewer	online59	156.20		Travel to Nat. Mem. Aboretum
02/11/2017	Hawes Arborists	online60	594.00		Fallen Tree Love Lane
02/11/2017	Elite Playground Inspections	online61	576.00		Inspect play areas 1 month
02/11/2017	Dorset County Council	online62	28.00		Paper/card collection Oct - De
02/11/2017	Dorset County Council	online63	390.00		Refuse Collection Oct to Dec
Total Payments			25,403.82		