



SHAFTESBURY TOWN COUNCIL

Full Council

Minutes of the Full Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 30 January 2018 commencing at 7:02pm.

Members Present

Councillor Lewer (Chair)
Councillor Perkins
Councillor Proctor
Councillor Kirton
Councillor Jackson

Councillor Brown (Vice-Chair)
Councillor Taylor
Councillor Austin
Councillor Cook

Absent:

Councillors Hall, Todd, and Loader

Officers Present:

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

In Attendance:

7 members of the public (including representative from the Rotary Club and the Bowling Club)
1 member of the press
District Councillor Jefferson

Councillor Jackson joined the meeting at 7.14pm
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. The following matters were raised;

- Strategic Plan - Concern was expressed regarding the items listed under the Shaftesbury Experience on the Strategic plan.
- Concern was expressed over the changing of working party groups to Advisory Committees.
- It was suggested that rather than allocating funds to repair the current public toilets, instead the funds should be put to building new ones.

- Concern was expressed that the drains and gulley's in the Underhill area of Shaftesbury needed to be better maintained to prevent flooding to garages and gardens.
- The Council was informed that the brazier that belongs jointly to the scouts and Snowdrops is in need of repair.
- It was reported that the February issue of the Gillingham and Shaftesbury News is now published.

F92 **Apologies**

Apologies were received and accepted from Councillor Todd due to ill health, Councillor Hall due to business commitments. Councillor Loader was absent.

F93 **Declarations of Interest and Dispensations**

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Brown declared an interest in item 5, Payments, as one of the payments related to him. Councillor Proctor declared an interest in item 6, Cycle Speedway, as a member of the Rotary Club. Councillor Cook declared an interest in item 6. No other interests were declared.

F94 **Minutes**

F94a Adoption of the minutes of the 2nd January 2018 were deferred to the next Full Council Meeting.

F95 **Budget and Precept**

F95a Officer report 0118FC4 was received and it was **RESOLVED** to approve the budget contained therein and to make the corresponding precept request of £480,183 of the District Council.

F96 **Order of Business**

F96a It was **AGREED** that District Councillor Jefferson be allowed to give his Officer Report at this point in the meeting to allow him to leave afterwards.

F96b District Councillor Jefferson reported that changes would be made for the 2019 elections resulting in shared costs between the District and Towns and Parish Councils for elections.

F97 **Payments**

Officer Report 0118FC5 was received and it was **RESOLVED** to ratify the payments of £72,012 and approve the payments of £4,456.90 from the Town Council's current account as appended to these minutes

F98 **Cycle Speedway**

F98a Officer report 0118FC6 was received and it was **RESOLVED** to draft a heads of terms and agreement to lease relating to the Cycle Speedway at Wincombe Recreation Ground and to delegate the preparation of these to the Officers at Shaftesbury Town Council.

F99 **Lead Members for Strategic Plan**

F99a Officer report 0118FC7 was received and it was **RESOLVED** to appoint a lead Councillor for each of the twelve areas of the Strategic Plan.

F100 **Advisory Committees**

F100a Officer report 0118FC8 was received and it was **RESOLVED** to adopt a principle of forming Advisory or Sub Committees in place of Working Groups.

F100b It was **RESOLVED** to amend the group status of the Neighbourhood Plan to an Advisory Committee and delegate to the Planning and Highways Committee the decision of whom would form the Shaftesbury Neighbourhood Advisory Committee and Sub Committee.

F100c Thanks was given to the Business Manager at this point in the meeting for all her work on this project.

F101 **Planning Applications**

F101a Officer report 0118FC9 was received and it was **RESOLVED** to submit the Planning Application for the Bowling Club in relation to its carpark and defer all the following Planning applications to the Planning and Highways meeting to be held the following week.

F101b 2/2017/1961/LBC Former Workshop Mustons Lane Shaftesbury Dorset

F101c 2/2017/1844/HOUSE and 2/2017/1845/LBC 5 Sally Kings Lane Shaftesbury SP7 8LS

F101d 2/2017/1878/LBC and 2/2017/1877/HOUSE Chase Lodge Salisbury Road Shaftesbury SP7 8NW

F102 **Sitting out Licence**

F102a Officer report 0118FC10 was received and it was **RESOLVED** that the Sitting Out licence is adopted as provided at **Error! Reference source not found.** of the 20180130FC Agenda and each new application should be reviewed by the Planning and Highways Committee.

F103 **Hand Wash Unit Contract**

F103a Officer report 0118FC11 was received and it was **RESOLVED** that the Council continues with a service contract with the manufacturer of the four handwasher/driers in the Bell Street Public Toilets for a period of 1 year to take effect from 1st February 2018.

F104 **Community Grants**

F104a Officer report 0118FC12 was received and it was **RESOLVED** that the Grants Awarding process is adjusted for 2018/19 to provide greater efficiency and reach for the community.

F104b It was **RESOLVED** to defer the Community Grant Application from the Tree Group to be considered at the Full Council meeting on the 6th March 2018.

F105 **Appointment Details**

F105a Officer report 0118FC13 was received and it was **RESOLVED** that the appointments of the Office Administrator and Business Manager are recorded in the minutes. Mrs Zoe Moxham, Office Administrator (Full Time), Start Date of 9th October 2017, auto-enrolled into the Council's Pension Scheme. Mrs Brie Logan, Business Manager (Full Time), Start Date of 30th October 2017, auto-enrolled into the Council's Pension Scheme.

F106 **Reports**

F106a Officer report 0118FC14 was received and noted.

F106b It was **AGREED** that a letter be written to the Abbey Museum congratulating them on their successful application for Heritage Lottery Funding.

F106c It was **REPORTED** that it is now Snowdrop season.

F106d A report from District Councillor Beer was relayed by the Town Clerk-

F106e A report from District Councillor Francis was relayed by the Town Clerk-

F106f Councillor Austin reported that the first meeting had taken place for the CCG Reference Group and the Terms of Reference had been agreed. Councillor Austin noted that it was very positive to have three local MP's on the group and the support from Salisbury Hospital for the long term plan of a community Hospital.

F107 **Apology**

F107a Officer Report 0118FC15 was received and it was **RESOLVED** in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during the discussion of item of business 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."

F107b A member of the Press refused to comply with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960 and remained in the Council Chambers. Therefore, it was **RESOLVED** adjourn the meeting at 8.35pm.

F107c Following a brief adjournment, the meeting was re-convened at 9.40pm. It was **RESOLVED** to seek legal advice on the matters concerned. On receipt of the advice, the Council will be provided with a report and asked to resolve the matter.

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

Signed

Date

Appendix A. Payments for ratification

Printed on : 18/01/2018

Shaftesbury Town Council

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At : 15:55

NatWest Current A/c

List of Payments made between 17/11/2017 and 18/01/2018

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
17/11/2017	LGRC Associates Ltd	online77	678.34		Project develop support
23/11/2017	Elite Playground Inspections	online77	576.00		Play area inspections
24/11/2017	Plusnet Ltd	DD	28.20		Purchase Ledger Payment
25/11/2017	NDDC	Std Ord	259.00		Rates Swimming Pool
29/11/2017	Nat West Credit Card	CreditCard	63.98		Credit Card Payment
30/11/2017	Corona Energy	Dd	267.52		Gas Town Hall
30/11/2017	Telefonica Uk Ltd	Ddebit	70.16		Grounds Mobiles
30/11/2017	Cheap Printing Dorset	online78	90.00		Mayor's Christmas Cards
30/11/2017	British Gas	online79	11.61		Electric Barton Hut
30/11/2017	British Gas	online80	229.82		Electric Town Hall
30/11/2017	British Gas	online81	58.96		Electric Unit 9c
30/11/2017	Travis Perkins	online82	26.21		Paving slabs
30/11/2017	British Gas	online83	92.95		Electric Bell St
30/11/2017	Tracy Moxham	online84	43.77		Travel to Finance Officers Mee
30/11/2017	British Gas	online85	204.01		Electric town hall
30/11/2017	Ashington Ceremonial Gowns	online86	262.34		151117A/3923/1053
30/11/2017	Partnership Fire and Security	online87	76.80		Supply & Fit door contact
30/11/2017	British Gas	online88	154.65		Electric Barton Hill
30/11/2017	November Salaries	ONLINE	11,715.38		November Salaries
30/11/2017	November Salaries	ONLINE	768.34		November Salaries
01/12/2017	NDDC	Std Ord	207.00		Business Rates- Bell St Toilet
01/12/2017	NDDC	Std Ord	676.00		Rates Town Hall
01/12/2017	NDDC	Std Ord	251.00		Rates Unit 9C
01/12/2017	NDDC	Std Ord	41.00		Rates Cemetery
07/12/2017	Eon	dd	277.73		Electric Nov
11/12/2017	Hitachi Capital	Std Ord	849.20		Hitachi Capital
13/12/2017	Russell French Ltd	ONLINE108	7,194.00		Russell French Ltd
13/12/2017	Fuel Genie	dd	175.09		Purchase Ledger Payment
15/12/2017	RBS Software Solutions	Online89	852.00		Bookings up to 30/11/18
15/12/2017	Partnership Fire and Security	online90	144.00		Add CCTV Screen
15/12/2017	Elite Playground Inspections	online91	360.00		Wet pour/roundabout repair
15/12/2017	Mole Countrystores	online100	23.95		Compost
15/12/2017	Angel Springs Ltd	online101	49.31		Water cooler
15/12/2017	Aqua cleaning Services	online102	102.22		Toilet rolls
15/12/2017	Judith A Cowan RGN OHNC	Online103	500.00		Occupational Health Reviews
15/12/2017	Ben Johnson (Shaftesbury) Ltd	online104	21.67		Chain Saw Chain
15/12/2017	Amberol Ltd	online105	567.60		Window Boxes for Balcony
15/12/2017	The IT Department Solutions Lt	online92	382.01		Spam Filter/Office 365
15/12/2017	Piers Brown	Online93	27.54		Travel to Civic Events
15/12/2017	Pear Technology	online94	3,654.00		Pear Mapping software
15/12/2017	Octopus Personnel	online95	425.09		Temporary Staff w/e15/10
15/12/2017	LGRC Associates Ltd	online96	125.29		Professional support LGRC
15/12/2017	Owen Brockway Electricians	online97	468.00		Put up/ remove xmas lights TH
15/12/2017	ACE Plumbing and Heating	online98	232.83		Repair to disabled WC
15/12/2017	Clarity Copiers Ltd	online99	108.02		Copying November
15/12/2017	DCC Pension Fund	ONLINE106	4,461.09		DCC Pension Fund
15/12/2017	HMRC	ONLINE107	3,990.25		Tax/NI November Salaries

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List of Payments made between 17/11/2017 and 18/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/12/2017	Petty Cash	013140	149.02		Cash
18/12/2017	F J Chalke	olt	342.77		1st Service WD65 XAM
22/12/2017	Toogoods Prperty Co Ltd	olt	450.38		Buildings Ins Unit 9c
25/12/2017	NDDC	Std Ord	259.00		Rates Swimming Pool
28/12/2017	Plusnet Ltd	DD	28.20		Telephone Pool
28/12/2017	British Gas	dd	461.71		Pool Sept to November
29/12/2017	Dec Salaries	ONLINE	13,140.89		Dec Salaries/cldr allowances
31/12/2017	Sage Uk Ltd	DD.	67.20		Purchase Ledger Payment
22/12/2017	Linda Roberts	online99	20.00		Staff Xmas Lunch
01/01/2018	NDDC	Std Ord	207.00		Business Rates- Bell St Toilet
01/01/2018	NDDC	Std Ord	676.00		Rates Town Hall
01/01/2018	NDDC	Std Ord	251.00		Rates Unit 9C
01/01/2018	NDDC	Std Ord	41.00		Rates Cemetery
02/01/2018	Trinity Trust Car Park	S/O	275.00		Trinity Trust Car Park
02/01/2018	Telefonica Uk Ltd	dd	70.16		Grounds Mobiles
02/01/2018	NDDC	Std Ord	207.00		Business Rates- Bell St Toilet
02/01/2018	NDDC	Std Ord	676.00		Rates Town Hall
02/01/2018	NDDC	Std Ord	251.00		Rates Unit 9C
02/01/2018	NDDC	Std Ord	41.00		Rates Cemetery
02/01/2018	NDDC	STD ORD	-207.00		Business Rates Duplicated
02/01/2018	NDDC	STD ORD	-251.00		Canc duplicated rate payment
02/01/2018	NDDC	STD ORD	-676.00		Canc duplicated rates
02/01/2018	NDDC	STD ORD	-41.00		Cancel duplicated rate payment
08/01/2018	Clarity Copiers Ltd	online105	60.34		Printng December
09/01/2018	HMRC	ONLINE91	4,076.51		Tax/Ni December Salaries
09/01/2018	DCC Pension Fund	ONLINE92	4,464.15		DCC Pension Fund
09/01/2018	SLCC	ONLINE93	30.00		ALCC Membership Jan-Dec
09/01/2018	SLCC	ONLINE94	50.00		SLCC Membership Jan-Dec
09/01/2018	SLCC	ONLINE95	118.80		ILCA Training ZM
09/01/2018	Brie Logan	online100	68.00		Staff Xmas Lunch x 4
09/01/2018	Toogoods Prperty Co Ltd	online101	2,271.60		Rent 25th Dec - 25th March
09/01/2018	British Gas	online102	7.84		Unit 9c Nov-Dec
09/01/2018	Wessex Water	online103	10.78		Park Walk July - Dec
09/01/2018	Wessex Water	online104	65.81		Town Hall July-Dec
09/01/2018	The IT Department Solutions Lt	online106	118.80		SSL Certificate annual renewal
09/01/2018	Lyreco	online107	257.20		Wire Tray Desk Set
09/01/2018	Imprint Graphics	online108	228.00		Sign Football Club Grant App.
09/01/2018	British Gas	online109	73.46		Bell St Toilets
09/01/2018	Andy Dodd	online96	20.00		Staff Xmas Lunch
09/01/2018	Claire Commons	online97	164.55		Councillor/Staff Meeting/
09/01/2018	Tracy Moxham	online98	40.00		Staff Christmas Lunch TM & ZM
09/01/2018	ICO	DIRECTDEBI	35.00		Data Protection Payment
11/01/2018	Hitachi Capital	Std Ord	849.20		Hitachi Capital
15/01/2018	Fuel Genie	dd	249.75		Purchase Ledger Payment
16/01/2018	Sage Uk Ltd	DD	67.20		Sage Payroll Monthly Subs
18/01/2018	Overton Ltd	online110	290.34		Brush sets for weedwacker x 3
18/01/2018	Ryan Baker	online111	82.00		RLSS Membership & Lifeguard Re

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Shaftesbury Town Council

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At : 15:55

NatWest Current A/c

List of Payments made between 17/11/2017 and 18/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/01/2018	Firmsites Ltd	online112	30.00		Shaftesbury Plan Domain 1 year
Total Payments			<u>72,012.59</u>		

Appendix B. Payments for Authorisation

Printed on : 24/01/2018

Shaftesbury Town Council

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At : 11:55

NatWest Current A/c

List of Payments made between 19/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/01/2018	Crown Gas & Power (Easy Utilit	dd	382.73		Gas Dec
31/01/2018	Aqua cleaning Services	online113	112.87		Toilet Rolls
31/01/2018	Broxap Ltd	online114	102.00		Bin Liner
31/01/2018	Dorset County Council	online115	414.00		Waste Collection Jan-March
31/01/2018	British Gas	online116	87.82		Dec - Jan Toilets
31/01/2018	British Gas	online117	285.67		January Town Hall
31/01/2018	British Gas	online18	356.82		Electirc Nov to Dec
31/01/2018	Wessex Water	online19	1,281.58		Barton Hill 22/07 to 15/01
31/01/2018	Wessex Water	online20	43.30		Mampitts Allotment
31/01/2018	Cumbria Clock Company Ltd	online21	150.00		Service of Town Hall Clock
31/01/2018	EG. Coles	online22	192.00		Starter Motor Green Machine
31/01/2018	Dicks Contracting Ltd	online23	324.00		Hedge Cutting
31/01/2018	Fencewize	online24	60.00		Replacement fence panel
31/01/2018	Office Depot (UK) Ltd	ONLINE126	124.04		Stamps
31/01/2018	Stannah Lift Services Ltd	ONLINE127	124.82		Annual Service Stair Lift
31/01/2018	Travis Perkins	ONLINE128	234.17		Fixings
31/01/2018	The IT Department Solutions Lt	online25	181.08		Monthly support
Total Payments			<u>4,456.90</u>		

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