



**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, 22 May 2018 commencing at 7.05pm.

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**Members Present:**

Councillor Cook (Chair)  
Councillor Kirton

Councillor Taylor

**Absent:**

Councillors Hall, Perkins, Brown and Lewer

**Officers Present:**

Brie Logan, Business Manager,  
Zoe Moxham, Office Administrator

**In Attendance:**

Councillor Lewer  
Nine members of the public  
One member of the press

**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.

- Committee – The question was asked if the committee was quorate, the Chairman responded affirmatively and made reference to the Terms of Reference for the General Management Committee.
- Football Club – Thanks was expressed to members of the football club for their hard work over years. The Chairman extended thanks also on behalf of the Council and commented that the Council is looking forward to working with a spirit of cooperation and sound business sense. Concern was expressed that the business plan for the Football Club was not clear when it come to the figures and more clarity was needed.

**G01 Apologies**

Apologies were received and accepted from Councillor Hall due to work commitments, Councillors Brown, Lewer and Perkins due to personal commitments.

**G02 Declarations of Interest and Dispensations**

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Cook declared an interest in item 7, Grants as a member of the Snowdrop group and Town Twinning Association.

**G03 Minutes**

It was **RESOLVED** to approve the minutes of the meeting held on 27<sup>th</sup> March 2018 as a correct record. The minutes were duly signed.

**G04 Payments**

Officer report 0318GEM4 was received and the Committee approved the payments from the Town Council account totalling £21,955.45 as appended to these minutes.

**G05 Shaftesbury Football Club**

G05a Officer report 0518GEM5 was received and it was **RESOLVED** to **RECOMMEND** to Full Council:

Action: Town Clerk

G05b To support the management of the Club governance as outlined in the public report.

- Build in the need for the accounts to be fully transparent and able to withstand a public scrutiny test.
- Full review of monthly Management accounts to be scrutinised by the Football Club Management Committee at the monthly Director meetings and actions recorded on the minutes
- Recruit additional Directors that are fully registered at Companies House. The Management Committee numbers to be consistent with the Constitution – 7 members as a minimum. In the event of the Committee falling below 7 members the lease will be forfeited (as per the Constitution)
- The Club committee shall consist of Chairperson, Vice Chairperson, Treasurer, Secretary and President plus a minimum of 5 other members elected at AGM (as per the Articles of Association)
- The Management Committee meet on a monthly basis on a set day and a Secretary is appointed to take minutes that are in the public domain and will be made available for inspection upon request
- The Lead Councillor for Outdoor Leisure and the Football Club Representative will attend the newly proposed monthly Management Committee meetings to represent STC and the Business Manager will continue to support the Club to integrate the new members of the Management Committee. The expected level of support will be in the region

of 2 hours per month. This support will be necessary to drive the organisational change requirements and be the sustainable conduit to move the club from high risk status to medium risk. This level of support to be in place for 6 months and reviewed thereafter.

- G05c To approve the arrangements for repaying the outstanding arrears as outlined in the public report.
- That the rent arrears is reduced from £2299 to £500 .
- G05d That the annual rent be commensurate with other clubs operating on Shaftesbury Town Council Land as outlined in the public report with the following caveats;
- Governance and transparent monthly review of accounts by SFC Management Committee
  - The rent is zero for the duration of the repayment of the Director Loan account. Once the loan is repaid (in line with a formal transparent repayment scheme) and the level of personal debt and risk involved is mitigated then a rent commensurate with other clubs is to be agreed.
  - Timings: Estimated to be a maximum of 5 years at zero rent then £500 per annum for the following 20 years
- G05e To secure a combined lease on a long-term basis with inbuilt break clauses to manage the governance and protect the asset.
- Surrender the Sports Bar lease and set up new lease combined to manage the club in totality on a 25 year term with break point after 12 months (to give the management team enough time to manage the business plan and governance risks).

## **G06 Review of Dividend on Investments**

G06a Officer report 0518GEM6 was received and noted.

## **G07 Grants**

G07a Officer report 0518GEM7 was received and it was **RESOLVED** to approve the following grants;

1st Shaftesbury Scout Group	£150.00
Dorset Blind Association	£300.00
Gold Hill Fair Committee	£500.00
Kipling Carnival Club	£400.00
Making Space	£250.00
North Dorset Club for the Visually Impaired	£200.00
North Dorset Rugby Football Club Ltd	£500.00
Read Easy Shaftesbury & Gillingham	£735.00
Shaftesbury Abbey Museum	£1,000.00
Shaftesbury Arts Centre	£4,000.00
Shaftesbury Bowling Club	£1,000.00
Shaftesbury Community Association	£500.00
Shaftesbury Community Choir	£500.00

Shaftesbury Cricket Club	£1,000.00
Shaftesbury District Guides	£1,000.00
Shaftesbury Football Club	£3,077.80
Shaftesbury Fringe	£2,500.00
Shaftesbury Primary School PTA	£500.00
Shaftesbury Town Twinning Association	£1,000.00
Shaftesbury Trinity Trust	£1,500.00
St John the Evangelist Church	£300.00
<b>Total</b>	<b>£20,912.80</b>

G07b It was **RESOLVED** to **RECOMMEND** to Full Council to provide Service Level Agreements for the Citizen's Advice Bureau and Shaftesbury and District Tourist Association.

Action: Town Clerk

**G08      GDPR**

G08a Officer report 0518GEM8 was received and it was **RESOLVED** to adopt the policy documents and privacy notices and publish them on the Town Council's website.

Action: Office Administrator

G08b It was **RESOLVED** that all Councillors will complete the Data Audit Questionnaire and return to the Town Clerk.

Action: All Councillors

There being no further business, the meeting was closed at 8:15pm.

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Signed

Date

## Appendix A

Printed on : 04/06/2018		Shaftesbury Town Council		Page No 1	
At : 12:49		NatWest Current A/c			
List of Payments made between 04/05/2018 and 25/05/2018					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/05/2018	Ferndown Town Council	online	50.00		Tickets D & D Ferndown JL
08/05/2018	Asbestos Contracting Ltd	online226	1,020.00		Removing of asbestos shed Mamp
09/05/2018	British Telecommunications	dd	95.04		Broadband Line Rental
11/05/2018	Hitachi Capital	Std Ord	849.20		Hitachi Capital
11/05/2018	Eon	dd	209.39		Electric April
15/05/2018	Fuel Genie	dd	315.48		Fuel April
15/05/2018	RLSS Direct (IQL UK Ltd)	online224	175.00		ATC Renewal
15/05/2018	DCC Pension Fund	OLT	4,189.25		Pension April Salaries
15/05/2018	HMRC	OLT	4,362.79		Tax/NI April
16/05/2018	Sage Uk Ltd	dd	77.40		Purchase Ledger Payment
21/05/2018	Crown Gas & Power (Easy Utilit	DD	196.57		Purchase Ledger Payment
24/05/2018	Angel Springs Ltd	online225	30.88		Water Cooler
24/05/2018	Cllr John Lewer	online227	112.95		Travel to Civic Events JL
24/05/2018	Tincknell Fuels	online228	388.24		Red Diesel
24/05/2018	Clarity Copiers Ltd	online229	308.14		Photocopying April
24/05/2018	Lyreco	online230	323.53		Stationery
25/05/2018	Wincombe MOT & Repair Centre L	online231	21.60		Mirror Glass
25/05/2018	Travis Perkins	online232	25.16		Padlock
25/05/2018	BPI Recycled Products	online233	996.84		Pallett of H/d Bin Liners
25/05/2018	British Gas	online234	7.66		Standing Charge Barton
25/05/2018	Aqua cleaning Services	online235	21.18		Cleaning Supplies
25/05/2018	The IT Department Solutions Lt	online236	96.66		ESET Endpoint Security
25/05/2018	Whitebridge Hire Services Ltd	online237	53.90		Steam Cleaner hire
25/05/2018	Mole Countrystores	online238	74.34		Weed Control
25/05/2018	Partnership Fire and Security	online241	5,218.80		Labour for installing CCTV
25/05/2018	British Gas	online239	67.45		Electricity Bell St
25/05/2018	Firmsites Ltd	online240	165.00		Quarterly hosting
25/05/2018	Ben Johnson (Shaftesbury) Ltd	online242	40.56		Cable
25/05/2018	Do The Numbers Ltd	online243	1,075.00		Internal Audit Yr end 31/03/18
25/05/2018	The Play Inspection Company Lt	online244	419.58		Annual Play Inspection
25/05/2018	Service-U-Right Ltd	online245	18.00		Puncture Repair
25/05/2018	Travis Perkins	online246	32.31		Padlock, cable ties
25/05/2018	Signrite Signs	online247	665.40		New signage for Pool
25/05/2018	Aqua cleaning Services	online248	72.79		Toilet rolls/Hand Towels
25/05/2018	Proctor, Watts, Cole & Rutter	013146	22.50		Printing Map H Lottery Open Sp
25/05/2018	Post Office	013147	88.00		RD Tax for Sweeper
25/05/2018	Petty Cash- Swimming Pool	013148	68.86		Petty Cash Pool
<b>Total Payments</b>			<b>21,955.45</b>		

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