



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 19<sup>th</sup> November 2019 commencing at 7:31pm.

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### Members Present

Councillor Hollingshead (Chair)  
Councillor Welch

Councillor Chase (Vice Chair)  
Councillor Lewer

### Absent:

Councillor Brown

Councillor Hall

### Officers Present:

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

### In Attendance:

4 members of the public  
Councillors Yeo, Loader and Proctor

## 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.

**Raspberry Lane Planning Application** – Concerns for this application were expressed. Support for this application from the applicant was also expressed.

7.40 pm the meeting commenced at this point.

### G57 Apologies

Apologies received and accepted from Councillor Brown and Hall due to work commitments.

### G58 Declarations of Interest

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Yeo and the Town Clerk informed the room that they were recording the meeting.

**G59 Order of Business**

It was **RESOLVED** to change the order of the meeting to consider Item 5 Planning Applications, next to allow members of the public to leave after the items that interests them.

**G60 Planning Applications**

Officer report 1119GEM5 was received and the following was **RESOLVED**;

G60a Erect 1 No. dwelling and outbuilding, create new vehicular and pedestrian access and form 2 No. parking spaces.

Land At Raspberry Lane Raspberry Lane Shaftesbury Dorset

Ref. No: 2/2019/1106/FUL – No Objection on the condition that SFG12 policy in the draft Neighbourhood Plan is complied with. It was requested that this application be considered by the planning committee at Dorset Council.

G60b Provision of a car park for allotment users with associated access and landscaping.

Land At E 387737 N 122436 South Of Salisbury Road Shaftesbury Dorset

Ref. No: 2/2019/1107/FUL – The Committee did not provide an observation as this application was its own.

**G61 Minutes**

The minutes of the General Management Meeting held on 17 September 2019 were deferred to the next meeting of the General Management Committee.

ACTION: OFFICE ADMINISTRATOR

**G62 Reports for Information**

Officer report 1119GEM4 was received and it was confirmed that the confidential requirement had been lifted from report 1019GEM14, Budget Report – Project 1.

**G63 Finances – Quarter 2**

G63a Officer report 1119GEM6 was received and it was **RESOLVED** to receive and note the report, including the cleared bank balances as at 30th September 2019 held in each bank account.

G63b It was **RESOLVED** that quarterly finance reports be provided as summary income and expenditure and an annual workshop scheduled to review the detailed income and expenditure each October.

ACTION: TOWN CLERK

**G64 Payments**

Officer report 1119GEM8 was received and it was **RESOLVED** to approve the payments from the Town Council's current account totalling £241,363.73, noting the bank balances as appended to these minutes.

ACTION: FINANCE AND SERVICES OFFICER

**G65 Pensions Data Retention and Discretions Policies**

Officer report 1119GEM9 was received and it was **RESOLVED** to adopt the Pensions Data Retention Policy and the Pensions Discretion Policy. (*Delegated to*

*the Town Clerk to manage the implementation of these policies. Policies to take effect immediately. Financial Implication £0)*

ACTION: TOWN CLERK

#### **G66 Tree Risk Management Plan**

Officer report 1119GEM10 was received and it was **RESOLVED** to adopt the Tree Risk Management Plan and Policy. *(Delegated to the Town Clerk to manage the implementation of the policy. Policy to take effect immediately. Financial Implication £0)*

ACTION: TOWN CLERK

#### **G67 Park Walk Mosaics**

Officer report 1119GEM11 was received and it was **RESOLVED** that replacement tiles for the shelter at Park Walk are ordered and the grounds team instructed to install them. *(Delegated to the Town Clerk all aspects to discharge this decision. Completion by 1st March 2020. Financial Implication £300)*

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 8.26pm.

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Signed

Date

## Appendix A.

Date: 19/11/2019		Shaftesbury Town Council		Page 1	
Time: 15:11		NatWest Current A/c			
List of Payments made between 01/11/2019 and 21/11/2019					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2019	NDDC	Std Ord	218.00		Business Rates- Bell St Toilet
01/11/2019	NDDC	Std Ord	712.00		Rates Town Hall
01/11/2019	NDDC	Std Ord	313.00		Rates Unit 9C
01/11/2019	NDDC	Std Ord	52.00		Rates Cemetery
06/11/2019	Prezi	debitcard	273.60		Plus Plan Software
07/11/2019	British Telecommunications	dd	120.00		Broadband Line
11/11/2019	Hitachi Capital	Std Ord	849.20		Hitachi Capital
14/11/2019	Stephen Colas	o1365	350.00		Finger post letters x 100
14/11/2019	Nomtec	o1366	241.50		Wood , geared spindle
14/11/2019	Salt & Grit Solutions	o1367	366.00		White and Red Salt
15/11/2019	DCC Pension Fund	ONLINE	4,531.25		DCC Pension Fund
15/11/2019	HMRC	ONLINE	5,174.76		Tax & Ni
15/11/2019	Nationwide Business Savings	online	39,000.00		Nationwide
15/11/2019	NFP Workshops	DebitCard	95.00		Bid Writing Workshop BL
18/11/2019	Adobe Systems Software	DD	8.32		Photo shop
18/11/2019	Sage UK Ltd	dd	80.40		Purchase Ledger Payment
19/11/2019	Card Saver Ltd	dd	21.94		Card Payment Services
21/11/2019	C E Plumbing & Heating	o1368	60.00		Repair to radiator and time cl
21/11/2019	Rutters Solicitors	o1369	540.00		Advice ref FOI Requests
21/11/2019	Mole Countrystores	o1370	109.69		Brushes, Hi Viz Jacket
21/11/2019	Dorset Planning Consultant Ltd	o1371	931.30		Professional support NHPG
21/11/2019	Clarity Copiers Ltd	o1372	114.24		Photocopying October
21/11/2019	Ben Johnson (Shaftesbury) Ltd	o1373	24.00		Sharpen chain- Chain saw
21/11/2019	Imprint Graphics	o1374	86.00		Posters/Wedding leaflets
21/11/2019	Lyreco	o1375	129.88		Stationery
21/11/2019	Proludic	o1376	457.01		Repairs to Rope Bridge - Winco
21/11/2019	Aquacare	o1377	43.20		September Water sampling of po
21/11/2019	BVTDC	OL387	8,000.00	F57a	SLA 2019/20
21/11/2019	Dorset Marshals	013210	100.00		Remembrance Parade Dorset Mars
21/11/2019	British Legion	013208	25.00		Poppy Wreath Remembrance
21/11/2019	Petty Cash	013209	117.69		Petty Cash
21/11/2019	Fenland Leisure Products	online378	84.36		Seat and cable, inserts, cover
21/11/2019	Angel Springs Ltd	o1379	6.00		Purchase Ledger Payment
21/11/2019	The IT Department Solutions Lt	o1380	818.78		Mailstore Licence
21/11/2019	Ben Johnson (Shaftesbury) Ltd	o1381	34.22		Blade for edger
21/11/2019	Tracy Moxham	o1382	52.65		Travel to Bridport/Blandford
21/11/2019	IXEL	o1383	165.00		Website Hosting Nov-Jan
21/11/2019	NDM Electrical	o1384	108.00		Call out Town Hall Lights
21/11/2019	Aqua cleaning Services	o1385	156.00		Jumbo Toilet Tissue 10pks
21/11/2019	Zurich	o1386	285.14		Change of vehicle
21/11/2019	Aquacare	o1388	43.20		Water testing August
21/11/2019	Service-U-Right Ltd	o1389	72.78		New Tyre Van
21/11/2019	British Gas	o1390	159.64		Electric Bell Str
21/11/2019	St John Ambulance	o1391	324.00		1st Aid Training x2
21/11/2019	Public Sector Deposit A/c	013205	97,000.00		Public Sector Deposit Account
21/11/2019	Cambridge & Counties	013206	26,895.00		cambridge & Counties
21/11/2019	Local Authorities Property Fun	013207	50,000.00		Local Authorities Property Fun

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Time: 15:11

NatWest Current A/c

List of Payments made between 01/11/2019 and 21/11/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
21/11/2019	S J Aplin Playground Ltd	o1392	2,014.18		Repairing broken Kanope Bridge
Total Payments			241,383.73		